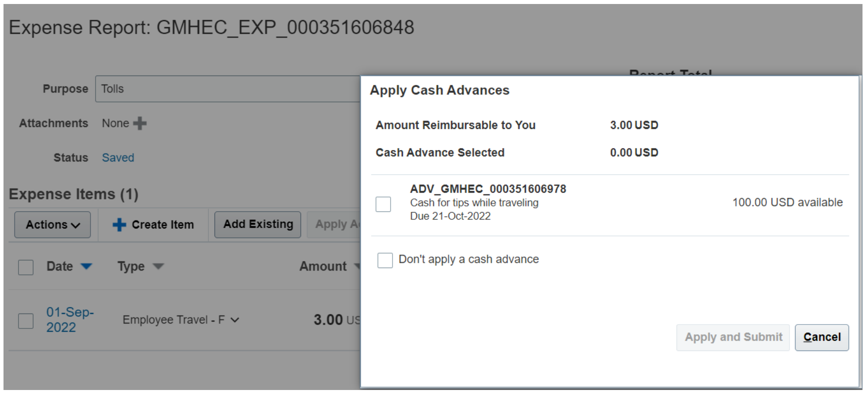
# Oracle – Apply Cash Advance to Expense Report

This user guide assumes that the employee understands how to enter an Expense Report.

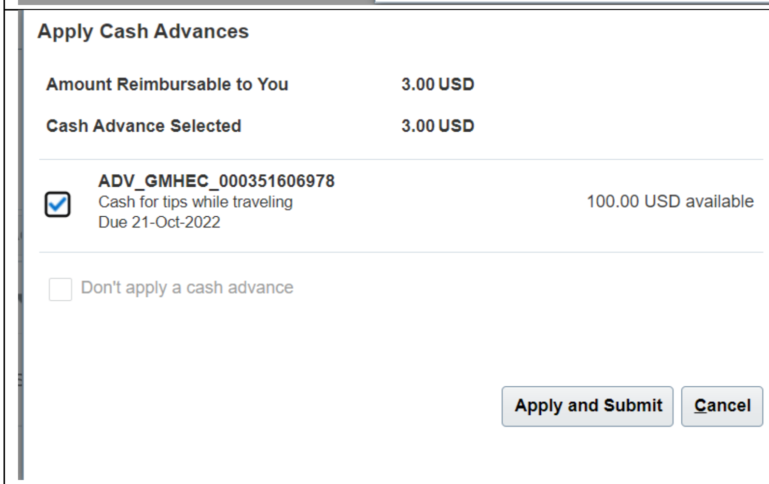
For information on how to create an Expense Report, see the [Expense Report User Guide](#).




*Scenario: The Expense Report is complete and ready to submit, and there is an outstanding cash advance.*

Upon clicking Submit, a popup box will appear.

You will have the option to apply a cash advance to the expense report, or to not apply an advance.

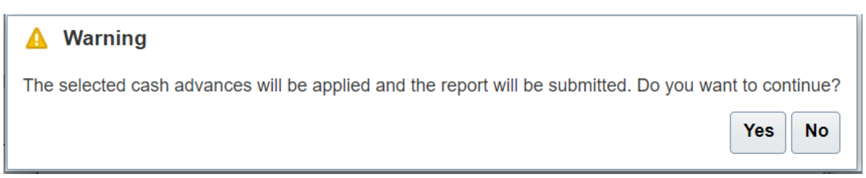



**Option 1**

Check the box next to the advance that should be applied to the expense report.

Click **Apply and Submit**

ℹ You cannot specify how much of an advance to apply. The advance will be applied to all cash expense items on the expense report.




A Warning popup box will appear.

Click **Yes**

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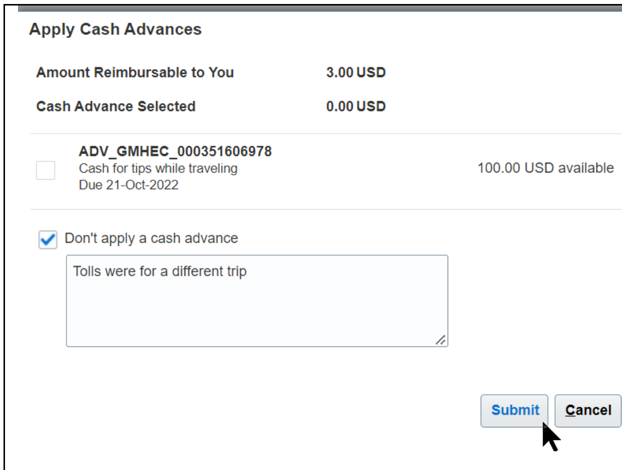
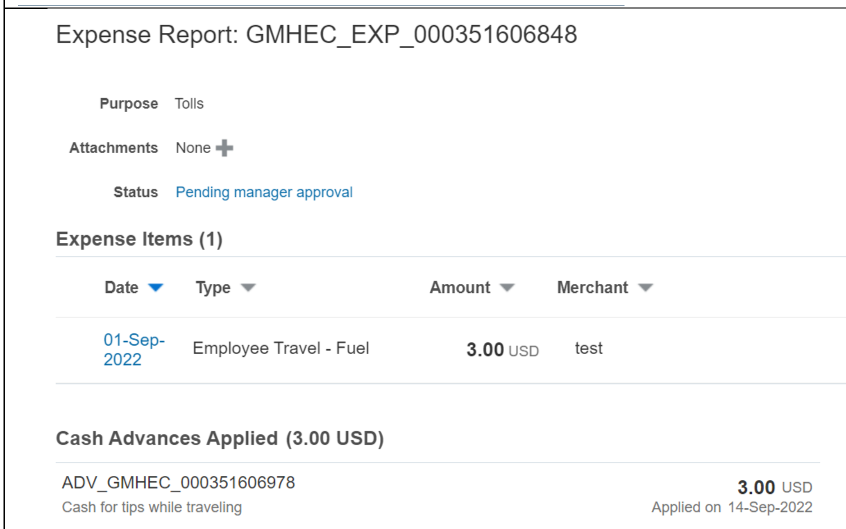


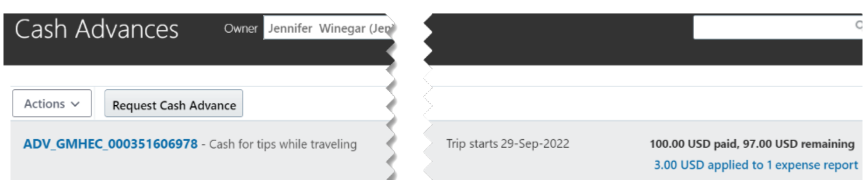

**Option 2**
If the expense report being submitted is not related to an outstanding cash advance, and you do not wish to apply an advance to the report, check the box next to "Don't apply a cash advance" – you will have to provide a comment to explain why you selected this option.

Click **Submit**




Your expense report will include information about cash advances that have been applied.

The expense report does not clearly show what will be paid (or not paid). In this example the expense report amount and the applied cash advance are both $3.00, so there will be no payment made to the employee.




## To View Your Cash Advances

Select the Cash Advances icon.

Partially-applied advances will include the application details and the balance.

*(End of Guide)*