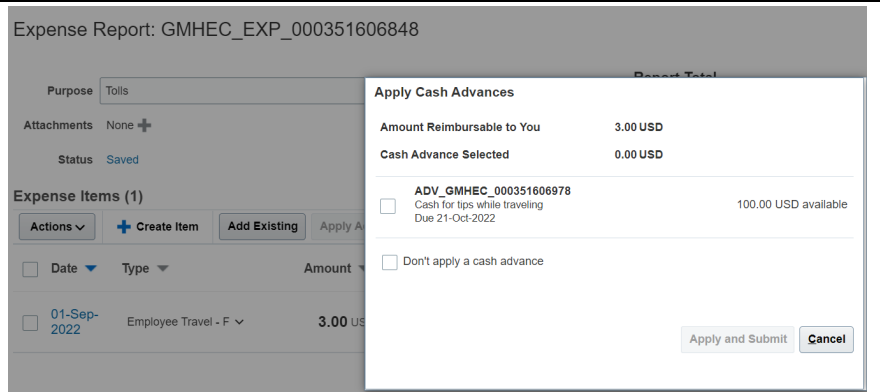
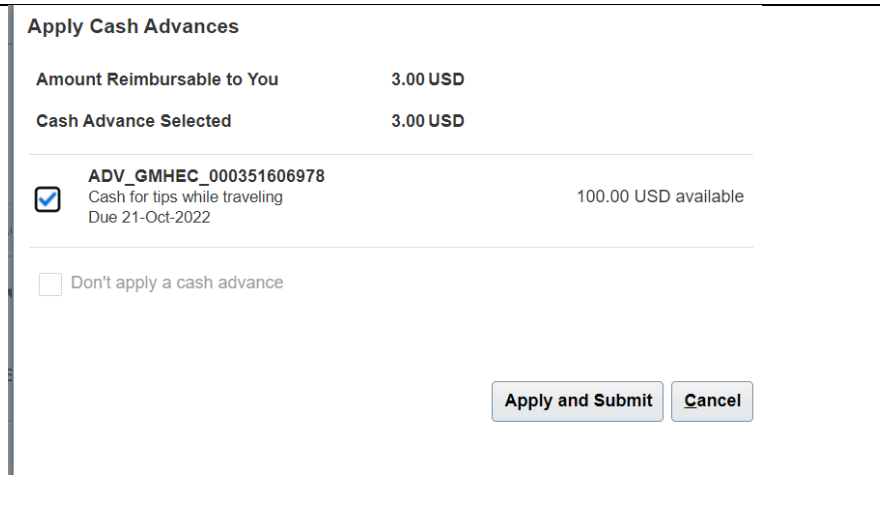


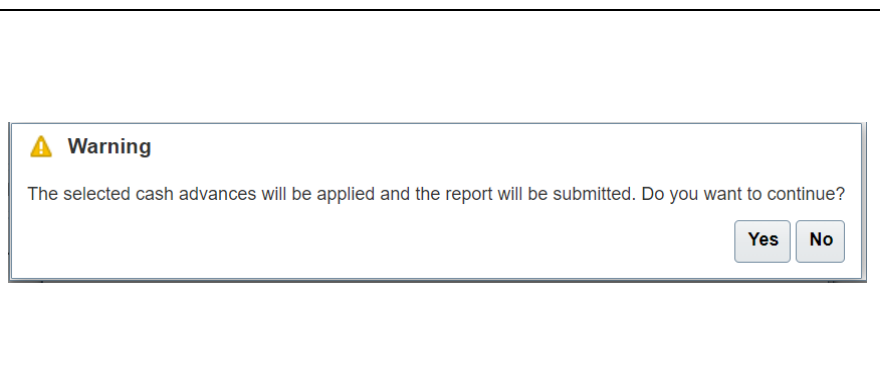
# Oracle – Apply Cash Advance to Expense Report

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

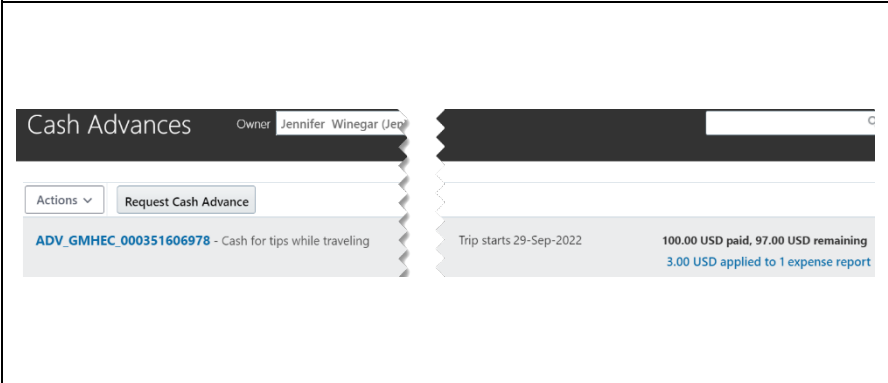
For information on how to create an Expense Report, see the [Expense Report User Guide](#).

	<p><i>Scenario: The Expense Report is complete and ready to submit, and there is an outstanding cash advance.</i></p> <p>Upon clicking Submit, a popup box will appear.</p> <p>You will have the option to apply a cash advance to the expense report, or to not apply an advance.</p>
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	<p><b>Option 1</b></p> <p>Check the box next to the advance that should be applied to the expense report.</p> <p>Click <b>Apply and Submit</b></p> <p><b>i</b> You cannot specify how much of an advance to apply. The advance will be applied to all cash expense items on the expense report.</p>
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	<p>A Warning popup box will appear.</p> <p>Click <b>Yes</b></p>
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## Oracle – Apply Cash Advance to Expense Report

<p><b>Apply Cash Advances</b></p> <p>Amount Reimbursable to You      3.00 USD</p> <p>Cash Advance Selected            0.00 USD</p> <hr/> <p><input type="checkbox"/> <b>ADV_GMHEC_000351606978</b> Cash for tips while traveling      100.00 USD available Due 21-Oct-2022</p> <hr/> <p><input checked="" type="checkbox"/> Don't apply a cash advance</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>Tolls were for a different trip</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>	<p><b>Option 2</b></p> <p>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.</p> <p>Click <b>Submit</b></p>										
<p>Expense Report: GMHEC_EXP_000351606848</p> <p>Purpose    Tolls</p> <p>Attachments    None +</p> <p>Status    Pending manager approval</p> <p><b>Expense Items (1)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Merchant</th> </tr> </thead> <tbody> <tr> <td>01-Sep-2022</td> <td>Employee Travel - Fuel</td> <td>3.00 USD</td> <td>test</td> </tr> </tbody> </table> <p><b>Cash Advances Applied (3.00 USD)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ADV_GMHEC_000351606978 Cash for tips while traveling</td> <td style="text-align: right;"><b>3.00 USD</b> Applied on 14-Sep-2022</td> </tr> </table>	Date	Type	Amount	Merchant	01-Sep-2022	Employee Travel - Fuel	3.00 USD	test	ADV_GMHEC_000351606978 Cash for tips while traveling	<b>3.00 USD</b> Applied on 14-Sep-2022	<p>Your expense report will include information about cash advances that have been applied.</p> <p>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.</p>
Date	Type	Amount	Merchant								
01-Sep-2022	Employee Travel - Fuel	3.00 USD	test								
ADV_GMHEC_000351606978 Cash for tips while traveling	<b>3.00 USD</b> Applied on 14-Sep-2022										
 <p>Cash Advances    Owner: Jennifer Winegar (Jeg...)</p> <p>Actions    Request Cash Advance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;"><b>ADV_GMHEC_000351606978</b> - Cash for tips while traveling</td> <td style="background-color: #f2f2f2;">Trip starts 29-Sep-2022</td> <td style="background-color: #f2f2f2; text-align: right;">100.00 USD paid, 97.00 USD remaining 3.00 USD applied to 1 expense report</td> </tr> </table>	<b>ADV_GMHEC_000351606978</b> - Cash for tips while traveling	Trip starts 29-Sep-2022	100.00 USD paid, 97.00 USD remaining 3.00 USD applied to 1 expense report	<p><b>To View Your Cash Advances</b></p> <p>Select the Cash Advances icon.</p> <p>Partially-applied advances will include the application details and the balance.</p>							
<b>ADV_GMHEC_000351606978</b> - Cash for tips while traveling	Trip starts 29-Sep-2022	100.00 USD paid, 97.00 USD remaining 3.00 USD applied to 1 expense report									

(End of Guide)