Applying an Advance

Upon completion of this guide you will be able to Apply an Advance to an Expense Report

- For travel or non-travel reimbursement
- For yourself or as proxy for someone else
- With a single, or multiple expenses
- Charged to a grant or non-grant chart string
- Using one or more chart strings

What happens to the unused portion of an Advance?

- If the employee expenses are less than the amount of the advance, the employee must return the unused portion of the advance to the university via personal check when submitting their expense report. Record the Advance # on the check and mail to Accounts Payable.
- If the employee expenses exceed the amount of the advance, the employee will be reimbursed for their expenses, minus the advance amount.
- If the employee expenses are equal to the advance, no amount is due to the employee or university. However, an expense report must be filed to account for this.

What does Applying an Advance to an Expense Report Affect?

Using the Chart String(s) from the Authorization, the Expense Report will unencumber the Travel Authorization amount and create a new expense in your department/school’s budget.

Additional Resources

Project Café Training website
http://cafe.northwestern.edu/training/
Expense Policies website
http://www.northwestern.edu/financial-operations/policies-procedures/policies/PoliciesLinks.pdf

Where to get help? Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu
Step 1 Login and select Employee

Navigation: NUPortal > Financial > Payments tab > Expense Reports > Create a new Expense Report

- Alternate Navigation: NUFinancials > Employee Self Service > Travel and Expense Center > Expense Report > Create

- If you cannot access the NUPortal or appropriate tab, go to http://cafe.northwestern.edu/gateway and click NUFinancials.

- Users with Proxy Access will see this screen first; users without proxy access will see a blank expense report.

Your Employee ID will appear by default.

1. To enter an Expense Report for someone else, click the magnifying glass and select their Employee ID.
   - That Employee’s ID will now appear in place of yours.

2. Click Add.
**Step 2: Quick Start & Select Authorization to copy.**

Users without Proxy Access will see this screen first:

- **Select A Travel Authorization and click GO.**
- **Click Select to copy the Travel Authorization.**
Step 3: Copy the Imported Line

1. Click the Select checkbox for the imported line.
2. Click Copy Selected.

3. Click OK to the Warning
Step 3: Copy the Imported Line, continued

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Amount Spent</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used for Advances</td>
<td>07/16/2008</td>
<td>300.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Copy Option**

- **Copy to One Date**
  - To Date: [field]

- **Copy to Range of Dates**
  - From Date: [field]
  - To Date: [field]
  - Include Weekends: [checkbox]
  - Include Holidays: [checkbox]

1. Use the Copy to One Date default selection.
2. Enter today’s date in the To Date field.
3. Click OK.
### Step 4: Enter Credit

<table>
<thead>
<tr>
<th>Select</th>
<th>*Expense Type</th>
<th>*Expense Date</th>
<th>*Amount Spent</th>
<th>*Currency</th>
<th>*Payment Type</th>
<th>*Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used for Advances</td>
<td>07/16/2008</td>
<td>300.00</td>
<td>USD</td>
<td>Cash</td>
<td>NU Expe</td>
</tr>
<tr>
<td></td>
<td>Used for Advances</td>
<td>07/17/2008</td>
<td>-300.00</td>
<td>USD</td>
<td>Cash</td>
<td>NU Expe</td>
</tr>
</tbody>
</table>

1. Change the Amount Spent to a negative value on the copied line.
2. Select the next line’s Expense Type for your reimbursement.
Step 4: Enter Credit, continued

1. Enter the Credit Reference "reverse advance".

2. Click OK.

Examples:

If the employee used their own cash then the credit will result in reducing the reimbursement to the employee.

If a corporate card was used where the vendor is reimbursed directly the credit will result in reducing the reimbursement to the vendor.

If you are unsure of the correct payment type to use please contact your administrative department.
Step 5: Enter Expense Lines, then click Apply Advance

Refer to Entering an Expense Report guide for more information.
Step 6: Apply Advance

Applying the Advance is required to properly reconcile the Advance.
Step 6: Apply Advance Scenario 1 – Expenses are less than Advance amount.

In this example the employee received a $300 advance but only had expenses of $200.

- If the employee expenses are less than the amount of the advance, the employee must return the unused portion of the advance to the university via personal check when submitting their expense report.
- This is the Total Due Company. Note: This amount does not appear in the expense report Totals.
- Record the Advance # in the check memo and mail to Accounts Payable.
- Click OK when finished entering Total Applied.
Step 6: Apply Advance Scenario 2 – Expenses are greater than or equal to Advance amount

In this example the employee received a $100 advance but had expenses of $500.

- If the employee expenses exceed the amount of the advance, the employee will be reimbursed for their expenses, minus the advance amount. (Due Employee in expense report Totals)
- If the employee expenses are equal to the advance, no amount is due to the employee or university. However, an expense report must be filed to account for this.
- Click OK when finished entering Total Applied.
Step 7: Save and Budget Check

1. Click **Save For Later**.
2. Click **Check Budget**
3. Click **OK** in the corresponding pop up window.
4. Once **Budget Checking Status** is “Valid”, Click **Printable View**.
   - Using the accounting defaults entered for the Travel Authorization, Budget Checking the Expense Report will unencumber the Travel Authorization and create a new expense in your department/school’s budget.
Step 8 Printable View

- To print this report, use your browser’s print feature.
  - Some browsers require additional setup to print the selected frame.
- Be sure to have the employee and supervisor sign at the bottom of the expense report.
- Scan and attach the signed expense report at the header.
  - See attachment instructions on the next page.
Step 9 Attachments

Expense documentation (receipts, policy forms, mileage map, signed expense report, etc.) may be scanned and electronically attached in the Expense Report header. Receipts may be combined into one attachment or attached individually. Approvers can also attach documents, such as 90 day exception forms, to an expense report in workflow.

- Up to 5MB per attachment, 20MB total.
- Acceptable types: xls, xlsx, doc, docx, jpeg, jpg, pdf, tiff, tif, zip

- In General Information, click Attachments.
After clicking **Attachments**, the following screen appears:

1. Click **Add Attachment**
2. Click **Browse**
   - Select file name, click Open
3. Click **Upload**
   - *To remove an attachment, you must first Save for Later. Then, go back to the attachment and click [ ]*
4. Enter a **Description**
5. Click **OK**
Step 10: Submit for Approval

Click OK to submit this expense report for approval.

- Once you submit, the expense report is in workflow and you cannot edit it (without having it sent back by an approver).
- Employee Expenses is the grand total of all expense lines entered
- Non-Reimbursable Expenses are those selected lines which will be deducted.
- Due Employee is what they can expect to be reimbursed upon approval.
Step 11, continued: Submitted for Approval

Click the Report Status link to view the workflow approval path in Approval Status.