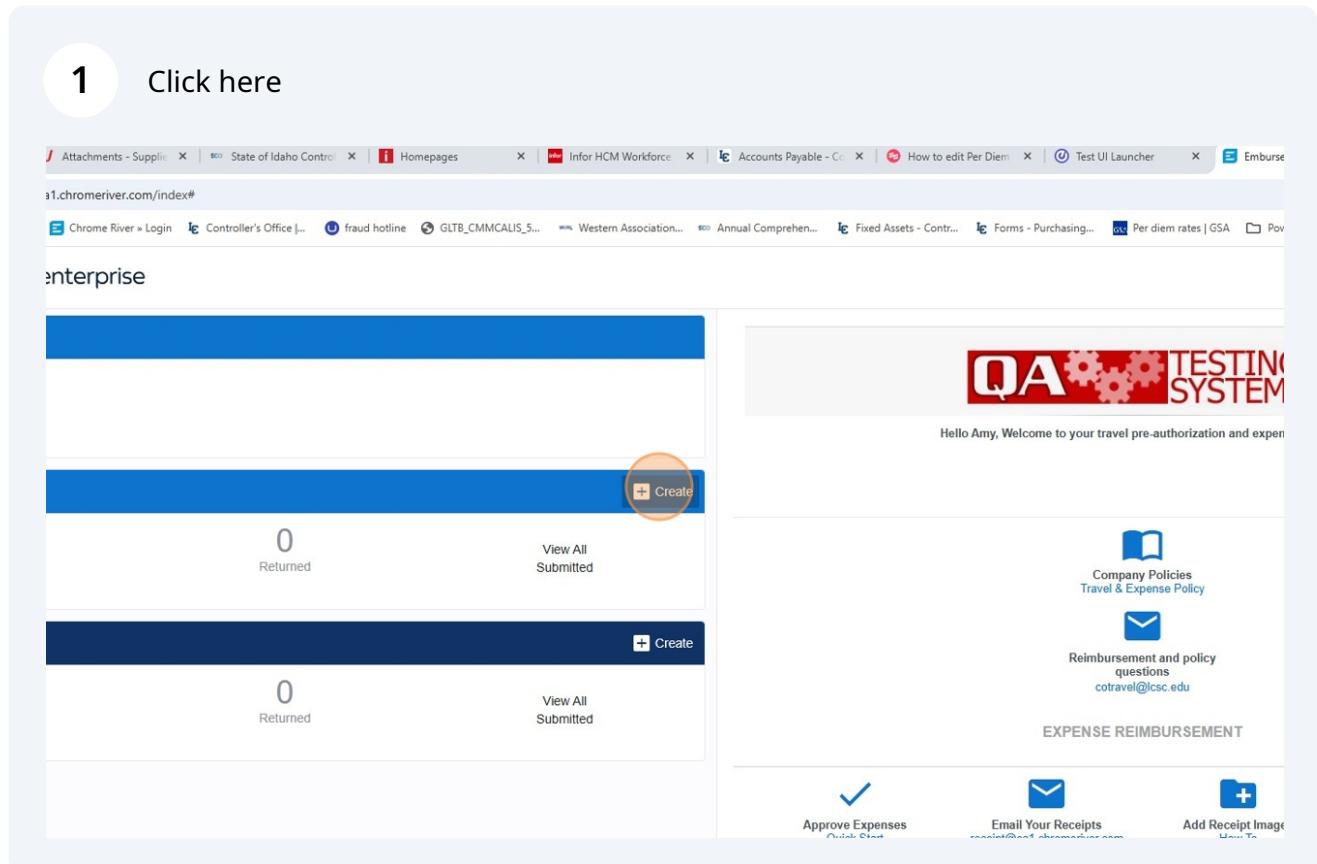


How to attach a Cash Advance to an Expense Report

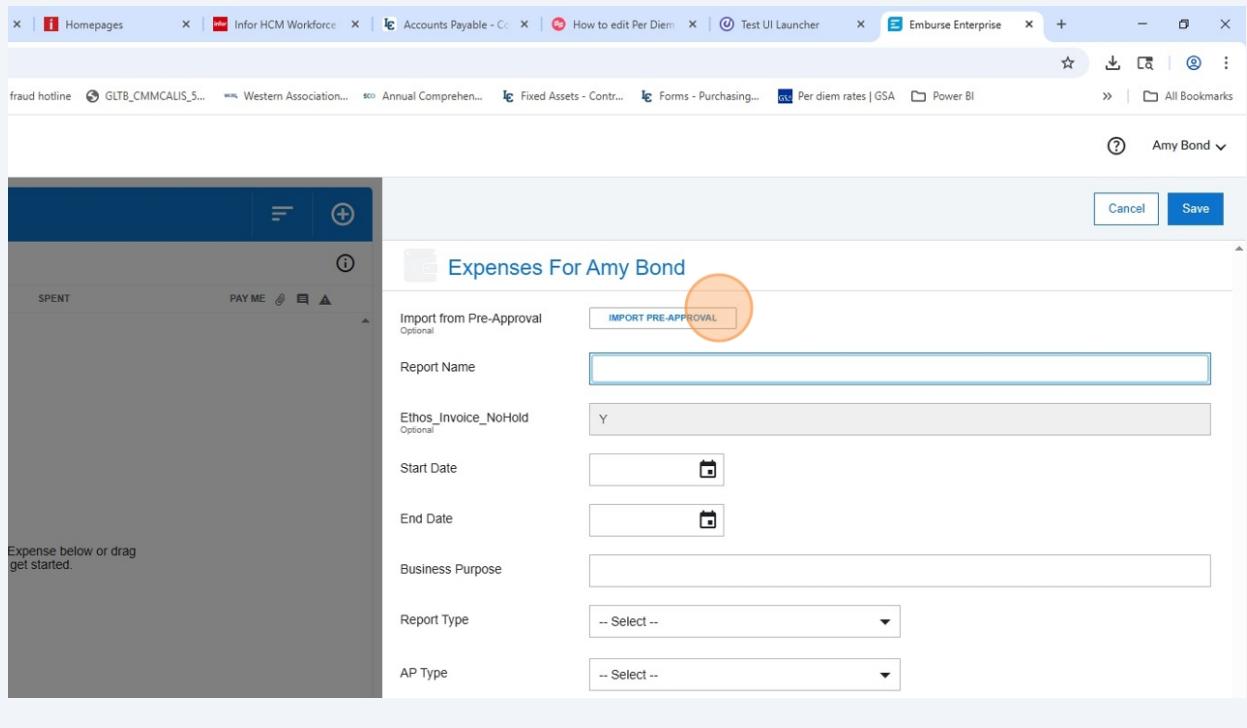


1 Click here



The screenshot shows a web browser with multiple tabs open. The active tab is a travel pre-authorization and expense reporting system. The interface includes a search bar, a sidebar with links like 'Attachments - Supply', 'State of Idaho Control', 'Homepages', 'Infor HCM Workforce', 'Accounts Payable - Co...', 'How to edit Per Diem', 'Test UI Launcher', and 'Emburse'. The main content area displays two cards. The first card is for 'enterprise' and the second for '0 Returned'. Both cards have a '+ Create' button at the top right, which is circled in orange. Below the buttons are 'View All' and 'Submitted' links. To the right of the cards is a sidebar with the 'QA TESTING SYSTEM' logo, a welcome message 'Hello Amy, Welcome to your travel pre-authorization and expense reporting system', and links for 'Company Policies Travel & Expense Policy' (with a book icon), 'Reimbursement and policy questions' (with an envelope icon), and 'cotravel@csc.edu'. At the bottom are buttons for 'Approve Expenses' (with a checkmark icon), 'Email Your Receipts' (with an envelope icon), and 'Add Receipt Image' (with a plus icon). The URL in the address bar is 'a1.chromeriver.com/index#'

2 Click here



Expenses For Amy Bond

Import from Pre-Approval
Optional

Report Name:

Ethos_Invoice_NoHold
Optional:

Start Date:

End Date:

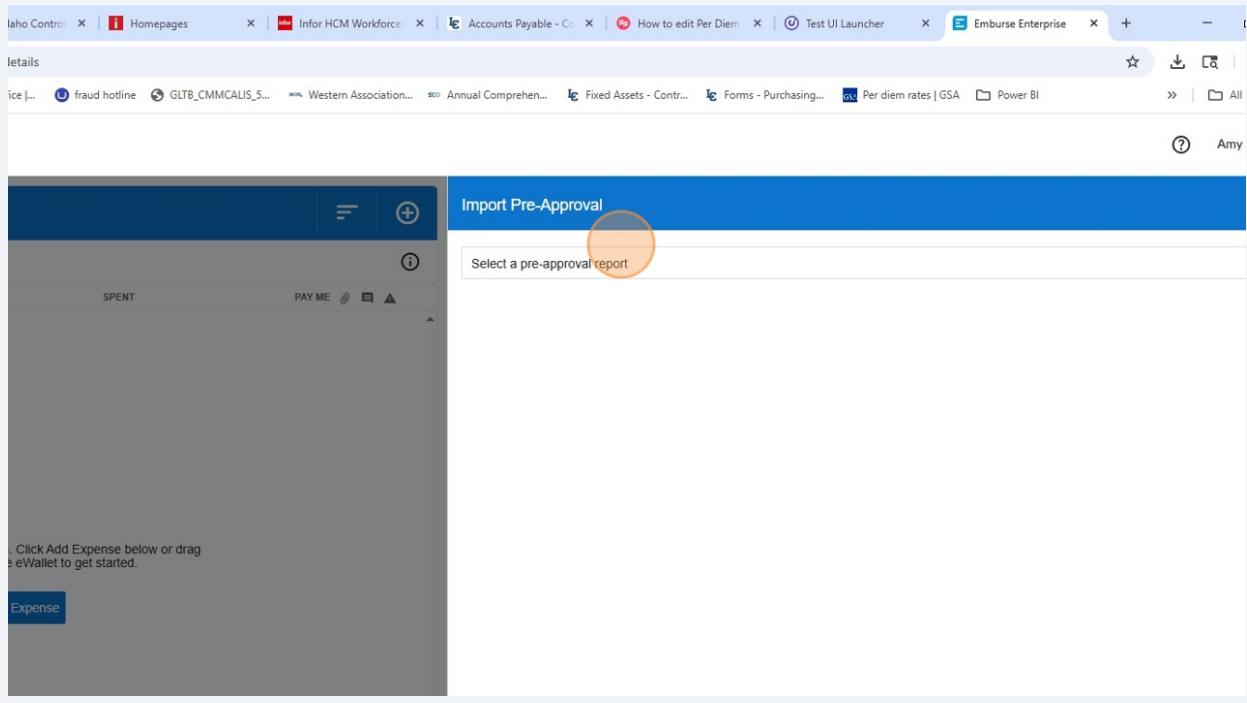
Business Purpose:

Report Type:

AP Type:

Cancel Save

3 Click here



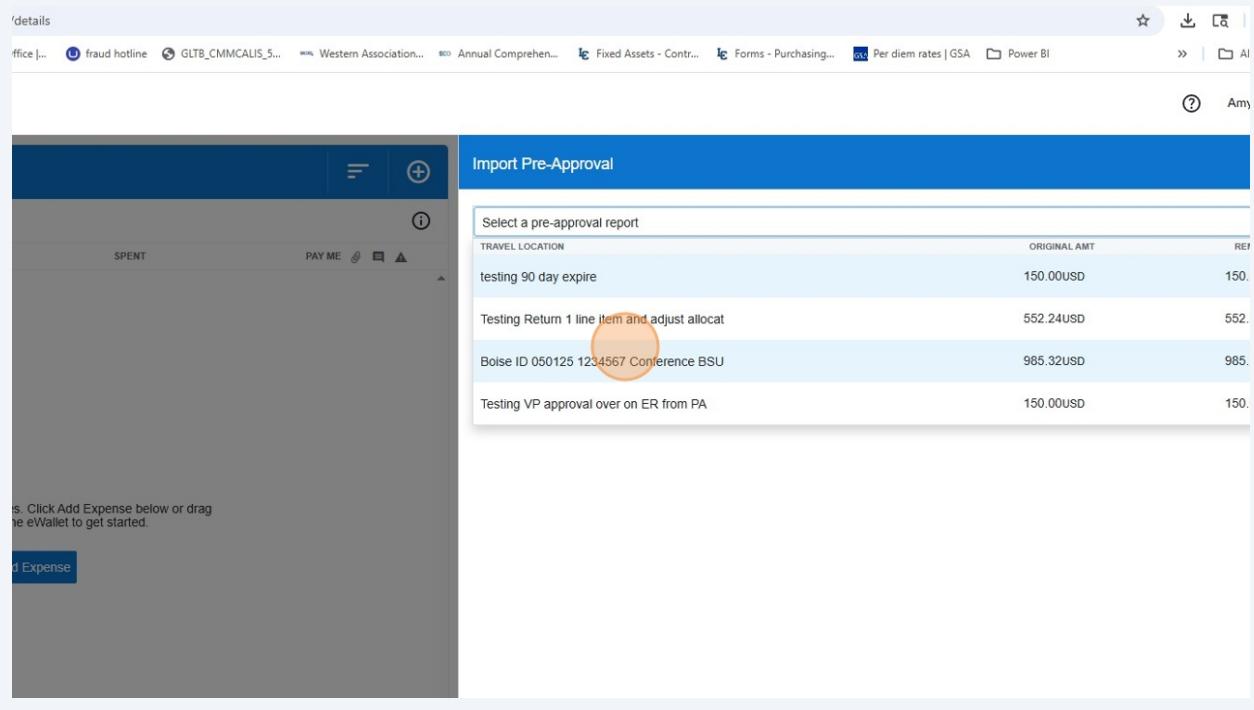
Import Pre-Approval

Select a pre-approval report:

Expense

4

Search for the Pre-Approval you are trying to do an expense report and click on name.

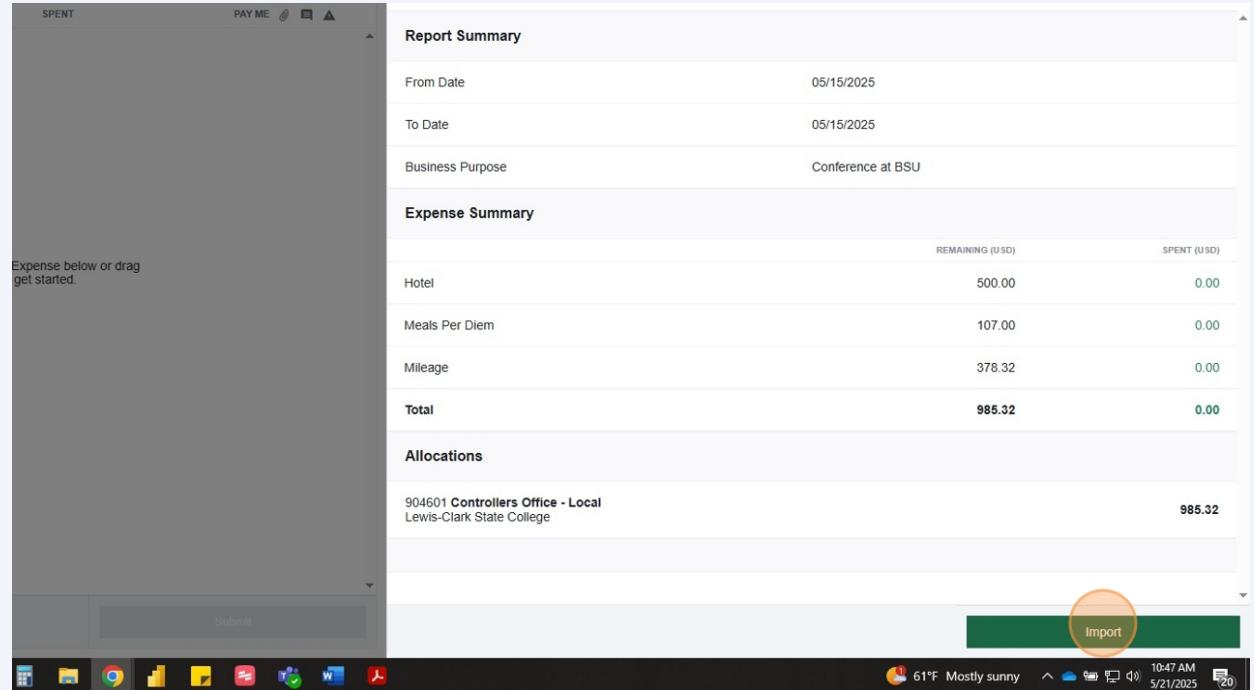


The screenshot shows a web-based expense reporting application. At the top, there is a navigation bar with various links and a user profile. Below the navigation bar, a sidebar on the left has buttons for 'SPENT' and 'PAY ME'. The main content area is titled 'Import Pre-Approval' and contains a table with four rows of data. The first row is highlighted with a red circle. The columns in the table are 'TRAVEL LOCATION', 'ORIGINAL AMT', and 'REF'. The data in the table is as follows:

TRAVEL LOCATION	ORIGINAL AMT	REF
testing 90 day expire	150.00USD	150.
Testing Return 1 line item and adjust allocat	552.24USD	552.
Boise ID 050125 1234567 Conference BSU	985.32USD	985.
Testing VP approval over on ER from PA	150.00USD	150.

5

Click here



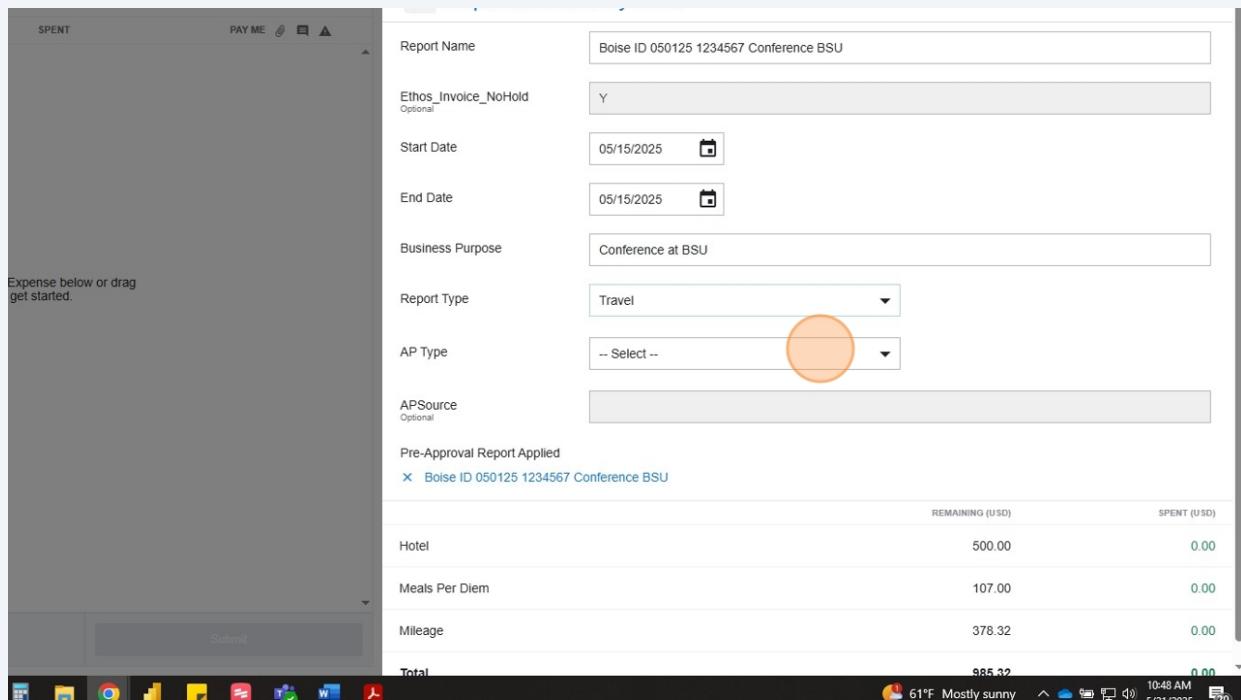
The screenshot shows the 'Report Summary' section of the expense reporting application. It includes fields for 'From Date' (05/15/2025), 'To Date' (05/15/2025), and 'Business Purpose' (Conference at BSU). Below this is the 'Expense Summary' table:

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	0.00
Meals Per Diem	107.00	0.00
Mileage	378.32	0.00
Total	985.32	0.00

Below the expense summary is the 'Allocations' section, which shows a single entry: '904601 Controllers Office - Local' with a value of '985.32'. At the bottom of the screen, there is a 'Submit' button and an 'Import' button, which is highlighted with a red circle. The taskbar at the bottom of the screen shows various application icons and the system clock.

6

Select correct AP Type that is associated with Cost Center that is going to be charged.
Appropriated (Fund 10 Only)
Appropriated and Local/Grant
Local and Grant

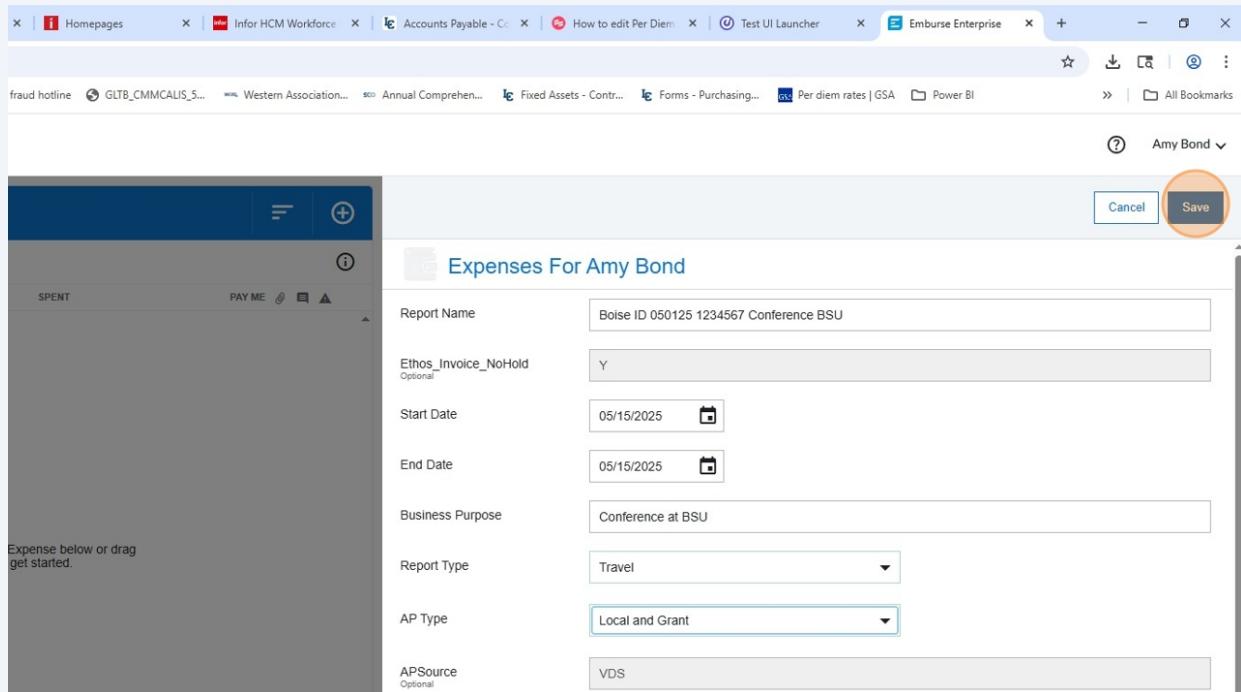


The screenshot shows the 'Emburse Enterprise' software interface. On the left, a sidebar displays 'SPENT' and 'PAY ME' buttons. The main area is titled 'Report Name' with the value 'Boise ID 050125 1234567 Conference BSU'. Below this are fields for 'Ethos_Invoice_NoHold' (set to 'Optional' with value 'Y'), 'Start Date' (set to '05/15/2025'), 'End Date' (set to '05/15/2025'), 'Business Purpose' ('Conference at BSU'), 'Report Type' ('Travel'), and 'AP Type' (a dropdown menu with the option '-- Select --' highlighted with an orange circle). The 'APSource' field is optional and empty. A section for 'Pre-Approval Report Applied' shows 'Boise ID 050125 1234567 Conference BSU'. Below this is a table of expenses:

	REMAINING (USD)	SPENT (USD)
Hotel	500.00	0.00
Meals Per Diem	107.00	0.00
Mileage	378.32	0.00
Total	985.32	0.00

7

Click here



The screenshot shows the 'Emburse Enterprise' software interface. The top navigation bar includes 'Homepages', 'Infor HCM Workforce', 'Accounts Payable - Co...', 'How to edit Per Diem...', 'Test UI Launcher', 'Emburse Enterprise', and a user profile for 'Amy Bond'. The main area is titled 'Expenses For Amy Bond' and displays the same report details as the previous screenshot. The 'AP Type' dropdown menu is highlighted with an orange circle. The 'Save' button in the top right corner is also highlighted with an orange circle.

8

You can see the Cash Advance under all or click on Cash Advance to only see a list of just Cash Advances.

Controller's Office |... [fraud hotline](#) [GLTB_CMMCALIS_5...](#) [Western Association...](#) [Annual Comprehen...](#) [Fixed Assets - Contr...](#) [Forms - Purchasing...](#) [Per diem rates | GSA](#) [Power BI](#)

xpense/draft/eb2b62a20a7985f24ff26c4ad9a980b1ba8fe8f69770f8bad7ad06399ee29807b61953a0164d6e4a

Add Expenses

SPENT PAY ME

58.00 USD	58.00	✓
378.32 USD	378.32	⚠
58.00 USD	58.00	✓
58.00 USD	58.00	✓
500.00 USD	500.00	⚠

drag and drop eWallet items here

eWallet

- All (highlighted)
- Cash Advance (highlighted with orange circle)
- Credit Card
- Offline
- Recycle Bin

eReceipts

- Receipt Gallery

All Items

Sort Group by: None

Cash Advance
Cash Advance
05/14/2025
► Cash Advance

9

Select the Cash Advance that you want to add to Expense Report.

Homepages | Infor HCM Workforce | Accounts Payable - C... | How to edit Per Diem | Test UI Launcher | Emburse Enterprise

i7985f24ff26c4ad9a980b1ba8fe8f69770f8bad7ad06399ee29807b61953a0164d6e4a

fraud hotline [GLTB_CMMCALIS_5...](#) [Western Association...](#) [Annual Comprehen...](#) [Fixed Assets - Contr...](#) [Forms - Purchasing...](#) [Per diem rates | GSA](#) [Power BI](#)

Amy Bond

Add Expenses

SPENT PAY ME

58.00 USD	58.00	✓
378.32 USD	378.32	⚠
58.00 USD	58.00	✓
58.00 USD	58.00	✓
500.00 USD	500.00	⚠

eWallet

- All
- Cash Advance (highlighted)
- Credit Card
- Offline
- Recycle Bin

eReceipts

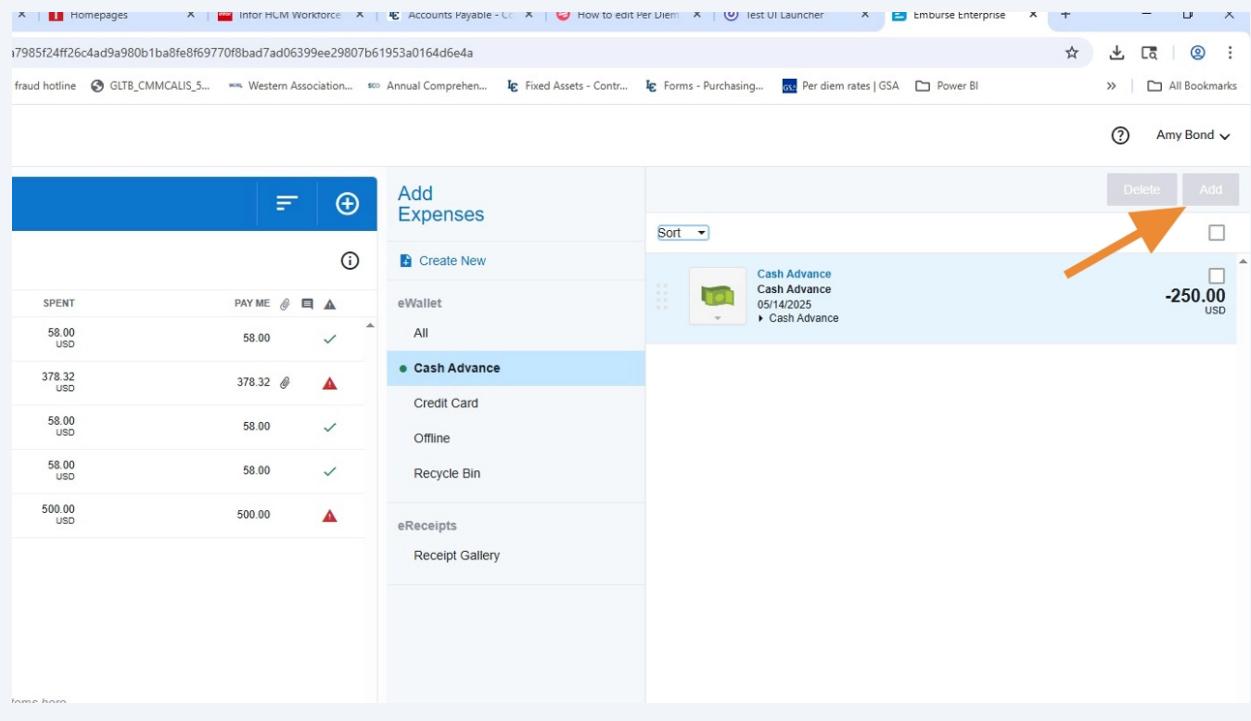
- Receipt Gallery

Sort

Cash Advance
Cash Advance
05/14/2025
► Cash Advance

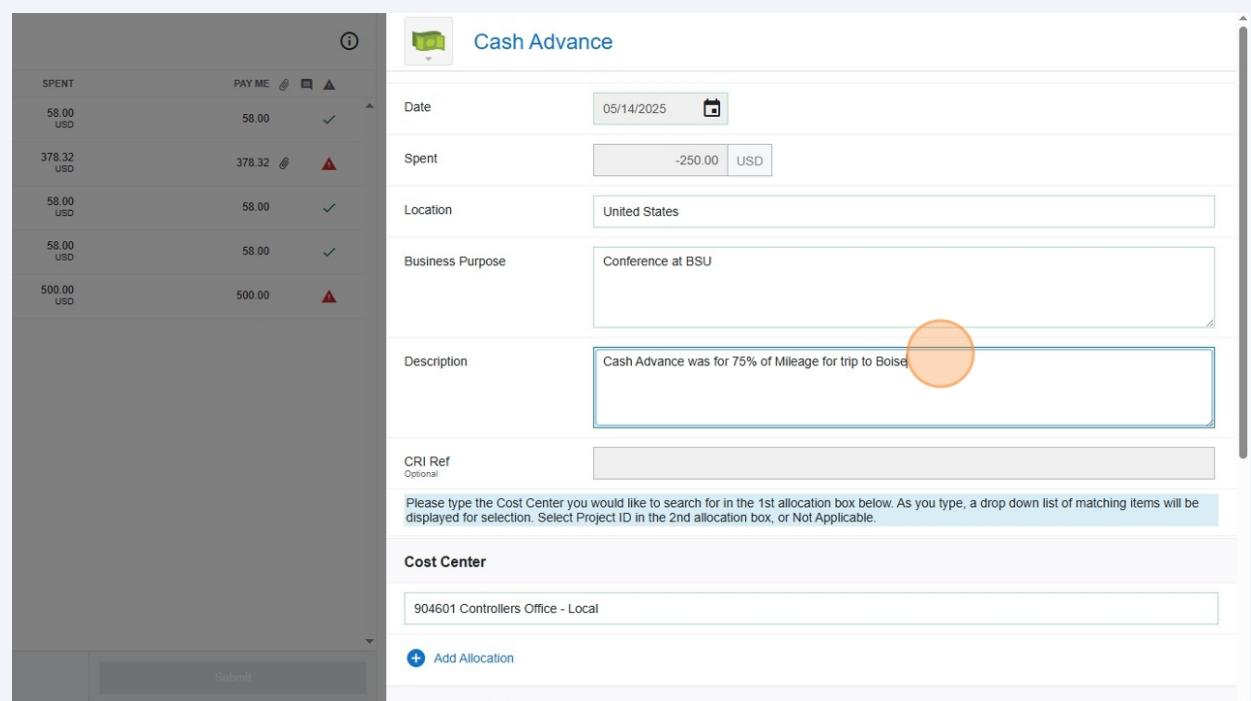
-250.00 USD

10 Click on add.



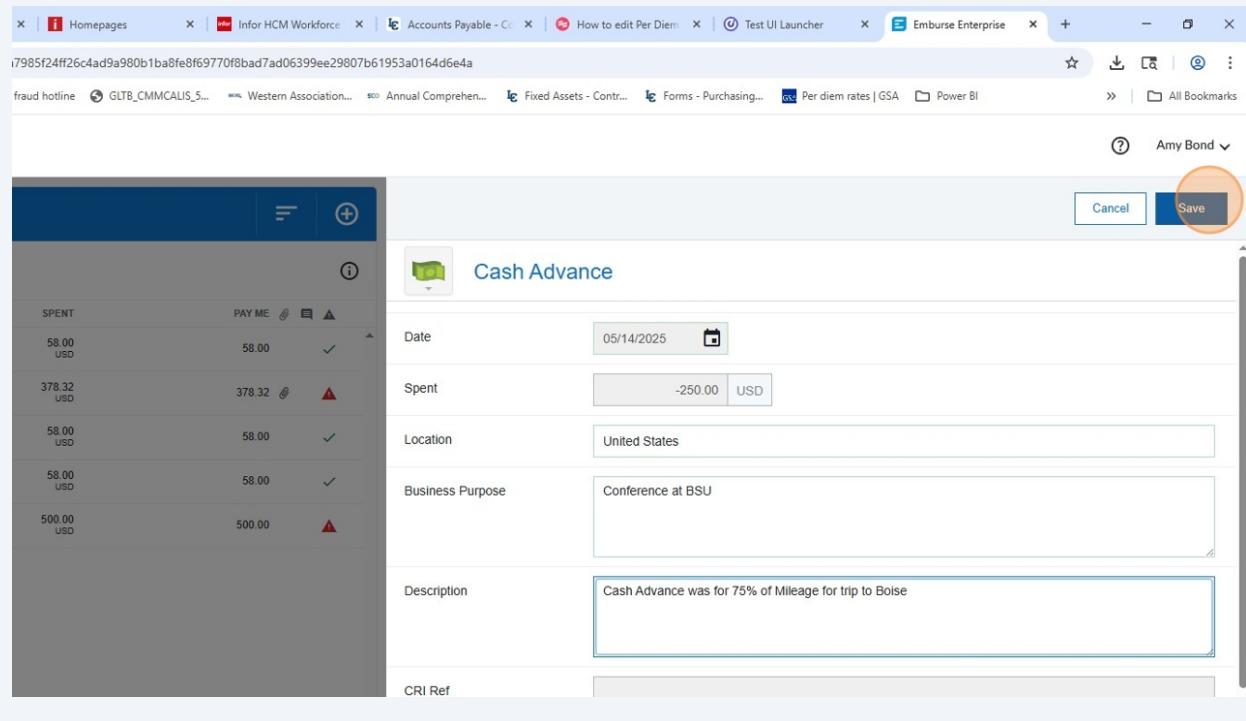
The screenshot shows the 'Add Expenses' page. On the left, there is a table of spent items. In the center, there is a sidebar with 'eWallet' and 'eReceipts' sections. On the right, a list of expenses is shown, with the first item, 'Cash Advance', selected. The 'Delete' and 'Add' buttons are at the top right of this list. An orange arrow points to the 'Add' button.

11 Give a description what the Cash Advance was for.

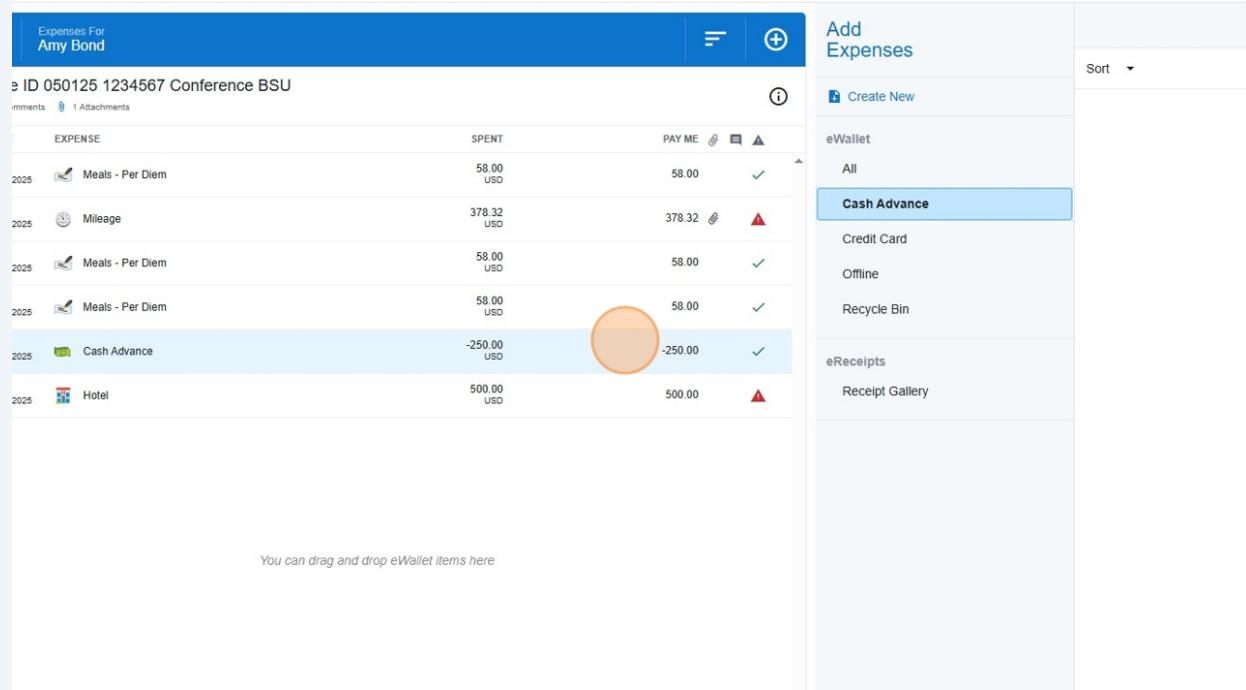


The screenshot shows the 'Cash Advance' detail page. It includes fields for Date (05/14/2025), Spent (-250.00 USD), Location (United States), Business Purpose (Conference at BSU), and a large Description field. The Description field contains the text 'Cash Advance was for 75% of Mileage for trip to Boise'. An orange circle highlights this description text. Below the description is a 'Cost Center' section with a text input field containing '904601 Controllers Office - Local'.

12 Click here

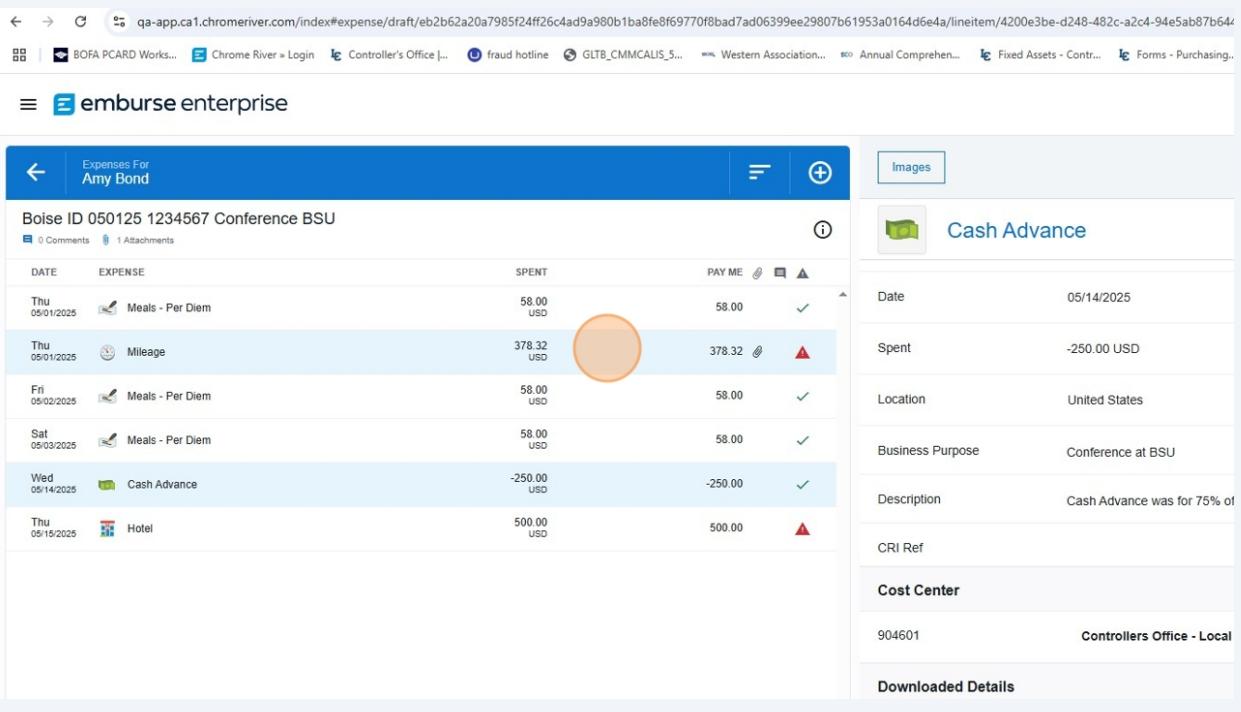


13 Notice that Cash Advance is added as a negative to the Expense Report. This is because this check was already issued to user and now is being applied to an Expense Report.



14

Now you will need to adjust the rest of the errors an information that needs receipts attached.

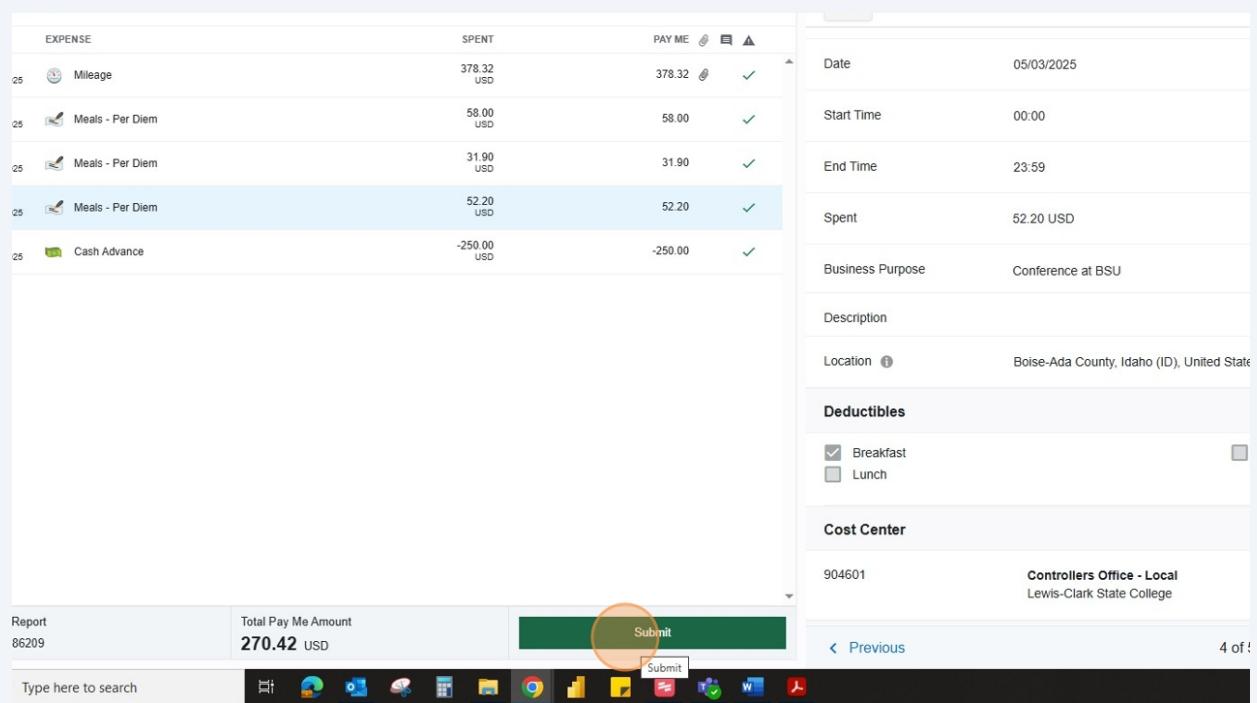


Boise ID 050125 1234567 Conference BSU

DATE	EXPENSE	SPENT	PAY ME	Actions
Thu 05/01/2025	Meals - Per Diem	58.00 USD	58.00	✓
Thu 05/01/2025	Mileage	378.32 USD	378.32	⚠
Fri 05/02/2025	Meals - Per Diem	58.00 USD	58.00	✓
Sat 05/03/2025	Meals - Per Diem	58.00 USD	58.00	✓
Wed 05/14/2025	Cash Advance	-250.00 USD	-250.00	✓
Thu 05/15/2025	Hotel	500.00 USD	500.00	⚠

15

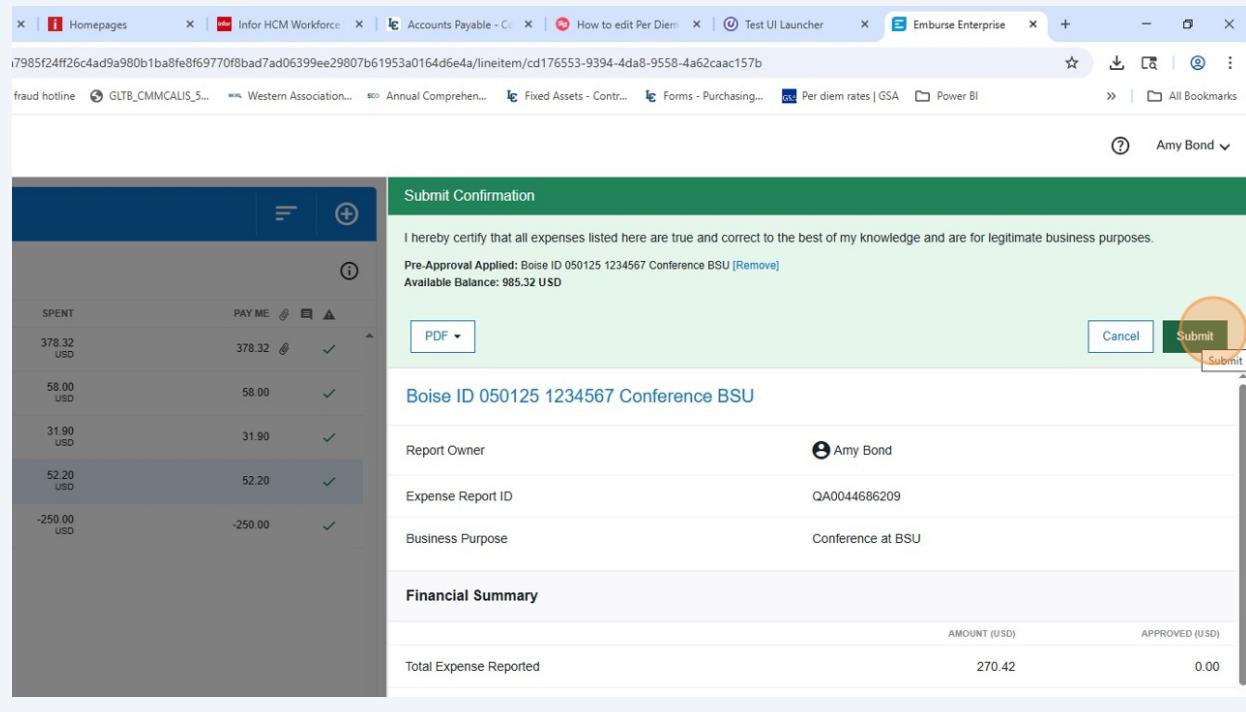
When complete with adjusting everything you can submit Expense Report.



EXPENSE	SPENT	PAY ME	Actions
Mileage	378.32 USD	378.32	✓
Meals - Per Diem	58.00 USD	58.00	✓
Meals - Per Diem	31.90 USD	31.90	✓
Meals - Per Diem	52.20 USD	52.20	✓
Cash Advance	-250.00 USD	-250.00	✓

16

This verifies that you are complete with process and want to submit this form.



Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: Boise ID 050125 1234567 Conference BSU [Remove]
Available Balance: 985.32 USD

PDF

Cancel Submit

Boise ID 050125 1234567 Conference BSU

Report Owner: Amy Bond

Expense Report ID: QA0044686209

Business Purpose: Conference at BSU

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	270.42	0.00