

# How to attach a Cash Advance to an Expense Report

1

Click here

The screenshot displays the Chrome River system interface. The browser's address bar shows the URL `11.chromeriver.com/index#`. The top navigation bar includes links for 'Chrome River » Login', 'Controller's Office', 'fraud hotline', 'GLTB\_CMMCALIS\_5...', 'Western Association...', 'Annual Comprehen...', 'Fixed Assets - Contr...', 'Forms - Purchasing...', 'Per diem rates | GSA', and 'Pov'. The main content area is divided into two columns. The left column, titled 'enterprise', contains two sections. The first section has a blue header bar and a white body with a large '0' and the text 'Returned' and 'View All Submitted'. A 'Create' button with a plus icon is circled in orange. The second section has a dark blue header bar and a white body with a large '0' and the text 'Returned' and 'View All Submitted'. The right column features a 'QA TESTING SYSTEM' banner, a welcome message 'Hello Amy, Welcome to your travel pre-authorization and expen', and links for 'Company Policies Travel & Expense Policy' and 'Reimbursement and policy questions cotravel@lcsc.edu'. At the bottom, there is an 'EXPENSE REIMBURSEMENT' section with three buttons: 'Approve Expenses', 'Email Your Receipts', and 'Add Receipt Image'.

## 2 Click here

The screenshot shows a web browser with multiple tabs, including 'Emburse Enterprise'. The main content area displays the 'Expenses For Amy Bond' form. On the left is a sidebar with a 'SPENT' section and a 'PAY ME' button. The main form has a title bar with 'Cancel' and 'Save' buttons. Below the title bar, the 'Import from Pre-Approval' section is highlighted with an orange circle. This section includes a button labeled 'IMPORT PRE-APPROVAL', a text input field for 'Report Name', a dropdown menu for 'Ethos\_Invoice\_NoHold' (currently set to 'Y'), and date pickers for 'Start Date' and 'End Date'. Below these are input fields for 'Business Purpose', 'Report Type' (a dropdown menu), and 'AP Type' (a dropdown menu).

## 3 Click here

The screenshot shows the 'Import Pre-Approval' form in the Emburse Enterprise system. The sidebar on the left is similar to the previous screenshot but includes a 'Click Add Expense below or drag eWallet to get started.' message and an 'Expense' button. The main form has a title bar with 'Import Pre-Approval' and a dropdown menu for 'Select a pre-approval report', which is highlighted with an orange circle. Below the title bar, there is a large text area for 'Details'.

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

'details

office | ... fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Am

### Import Pre-Approval

Select a pre-approval report

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.

SPENT PAY ME

Click Add Expense below or drag the eWallet to get started.

Add Expense

5

Click here

SPENT PAY ME

### Report Summary

From Date 05/15/2025

To Date 05/15/2025

Business Purpose Conference at BSU

### Expense Summary

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

### Allocations

904601 Controllers Office - Local Lewis-Clark State College	985.32
--	--------

Submit

Import

61°F Mostly sunny 10:47 AM 5/21/2025

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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

Expense below or drag get started.

Report Name: Boise ID 050125 1234567 Conference BSU

Ethos\_Invoice\_NoHold: Y

Start Date: 05/15/2025

End Date: 05/15/2025

Business Purpose: Conference at BSU

Report Type: Travel

AP Type: -- Select --

APSource: Optional

Pre-Approval Report Applied: X Boise ID 050125 1234567 Conference BSU

	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

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Click here

Expense below or drag get started.

Report Name: Boise ID 050125 1234567 Conference BSU

Ethos\_Invoice\_NoHold: Y

Start Date: 05/15/2025

End Date: 05/15/2025

Business Purpose: Conference at BSU

Report Type: Travel

AP Type: Local and Grant

APSource: Optional VDS

Cancel Save

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

Expense/draft/eb2b62a20a7985f24ff26c4ad9a980b1ba8fe8f69770f8bad7ad06399ee29807b61953a0164d6e4a

Controller's Office |... fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

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

### Add Expenses

Create New

eWallet

- All
- Cash Advance
- Credit Card
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

All Items

Sort Group by: None

Cash Advance  
Cash Advance  
05/14/2025  
Cash Advance

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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

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	⚠

### Add Expenses

Create New

eWallet

- All
- Cash Advance
- Credit Card
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

Sort

Cash Advance  
Cash Advance  
05/14/2025  
Cash Advance

-250.00 USD

Delete Add

## 10 Click on add.

The screenshot shows the 'emburse enterprise' web application. The 'Add Expenses' section is active, displaying a list of transactions. The 'Cash Advance' entry is highlighted, showing a date of 05/14/2025 and a value of -250.00 USD. An orange arrow points to the 'Add' button in the top right corner of the 'Cash Advance' entry.

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 ⚠

**Add Expenses**

- Create New
- eWallet
  - All
  - Cash Advance**
  - Credit Card
  - Offline
  - Recycle Bin
- eReceipts
  - Receipt Gallery

**Cash Advance**

05/14/2025

-250.00 USD

Buttons: Delete, Add

## 11 Give a description what the Cash Advance was for.

The screenshot shows the 'Cash Advance' form. The 'Description' field is highlighted with an orange circle, containing the text 'Cash Advance was for 75% of Mileage for trip to Boise'. The form includes fields for Date, Spent, Location, Business Purpose, and Cost Center.

**Cash Advance**

Date: 05/14/2025

Spent: -250.00 USD

Location: United States

Business Purpose: Conference at BSU

Description: Cash Advance was for 75% of Mileage for trip to Boise

CRI Ref: Optional

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Cost Center: 904601 Controllers Office - Local

Buttons: + Add Allocation, Submit

## 12 Click here

Emburse Enterprise

Cancel Save

### Cash Advance

Date: 05/14/2025

Spent: -250.00 USD

Location: United States

Business Purpose: Conference at BSU

Description: Cash Advance was for 75% of Mileage for trip to Boise

CRI Ref:

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 ⚠

## 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.

Expenses For Amy Bond

ID 050125 1234567 Conference BSU

EXPENSE	SPENT	PAY ME
2025 Meals - Per Diem	58.00 USD	58.00 ✓
2025 Mileage	378.32 USD	378.32 ⚠
2025 Meals - Per Diem	58.00 USD	58.00 ✓
2025 Meals - Per Diem	58.00 USD	58.00 ✓
2025 Cash Advance	-250.00 USD	-250.00 ✓
2025 Hotel	500.00 USD	500.00 ⚠

You can drag and drop eWallet items here.

### Add Expenses

Create New

eWallet

- All
- Cash Advance**
- Credit Card
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

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

← → ↺ qa-app.ca1.chromeriver.com/index#expense/draft/eb2b62a20a7985f24ff26c4ad9a980b1ba8fe8f69770f8bad7ad06399ee29807b61953a0164d6e4a/lineitem/4200e3be-d248-482c-a2c4-94e5ab87b644

BOFA PCARD Works... Chrome River » Login Controller's Office [...] fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

emburse enterprise

← Expenses For Amy Bond

Boise ID 050125 1234567 Conference BSU

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
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 ⚠

**Cash Advance**

Date 05/14/2025

Spent -250.00 USD

Location United States

Business Purpose Conference at BSU

Description Cash Advance was for 75% of

CRI Ref

**Cost Center**

904601 Controllers Office - Local

Downloaded Details

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When complete with adjusting everything you can submit Expense Report.

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

Report 86209

Total Pay Me Amount 270.42 USD

Submit

Submit

← Previous 4 of 1

Date 05/03/2025

Start Time 00:00

End Time 23:59

Spent 52.20 USD

Business Purpose Conference at BSU

Description

Location Boise-Ada County, Idaho (ID), United States

**Deductibles**

☒ Breakfast ☐ Lunch

**Cost Center**

904601 Controllers Office - Local Lewis-Clark State College



## 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

SPENT	PAY ME
378.32 USD	378.32 ✓
58.00 USD	58.00 ✓
31.90 USD	31.90 ✓
52.20 USD	52.20 ✓
-250.00 USD	-250.00 ✓