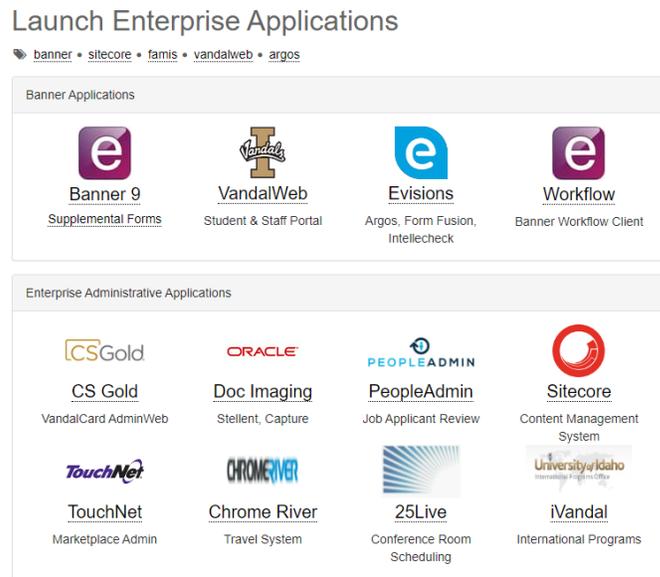


Cash Advance

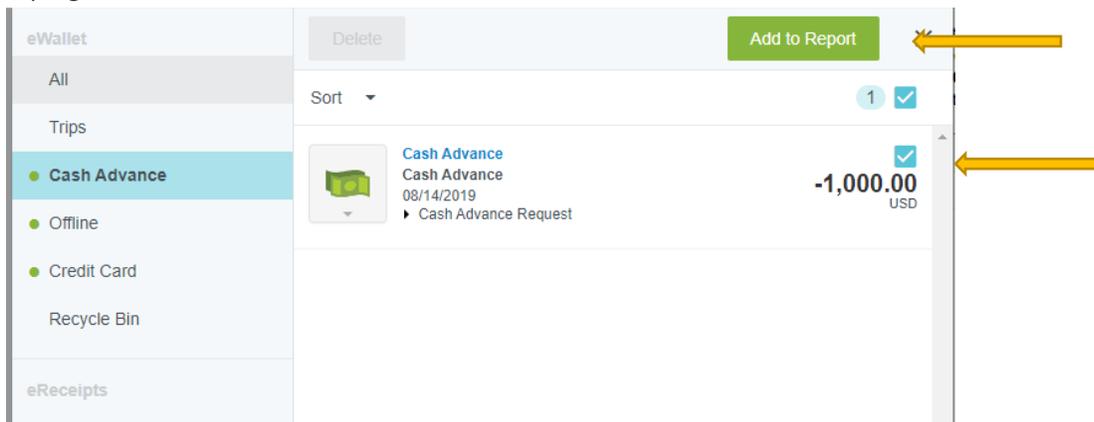
All requests for cash advances must be requested and approved through a Chrome River Pre-Approval Report, (See Creating a Pre-Approval Report). Additionally, any approved cash advances must be reconciled on a Chrome River Expense Report within sixty days of completion of the trip or event, and any excess funds must be returned to the Cashier's Office. (See Cash Advance Return.)

1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage:

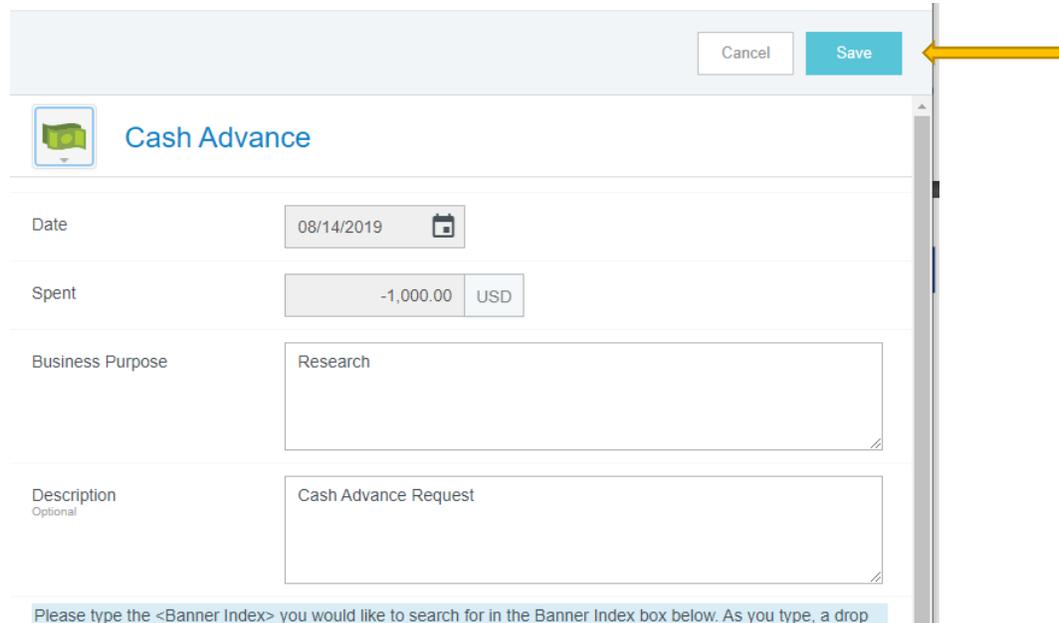
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>



2. After creating an expense report and adding all appropriate expenses to it, you will also need to add the cash advance expense to account for the amount already received. After being approved to receive a cash advance through submitting a Pre-Approval report, the cash advance will show in your eWallet under Cash Advance. To add it to your expense report, select the checkbox on the cash advance line and click Add in the top right corner.



A cash advance Expense Form will now display. The Transaction Date and Spent amount will automatically default in. Confirm that a Business Purpose has been entered, and click **Save** in the top right corner.



The screenshot shows a 'Cash Advance' form with the following fields:

- Date:** 08/14/2019
- Spent:** -1,000.00 USD
- Business Purpose:** Research
- Description (Optional):** Cash Advance Request

Buttons for 'Cancel' and 'Save' are located in the top right corner. A yellow arrow points to the 'Save' button.

This will add the cash advance to your expense report and reduce the **Total Pay Me Amount** by the amount of the advance.

- If the Total Pay Me Amount is < \$0, this means funds are owed to the University, and you should follow the Cash Advance Return process described below.
- If the Total Pay Me Amount equals \$0, the advance has successfully been cleared.
- If the Total Pay Me Amount > \$0, the payee spent more than the initial cash advance received, and this amount reflects the total due to be paid by the University.

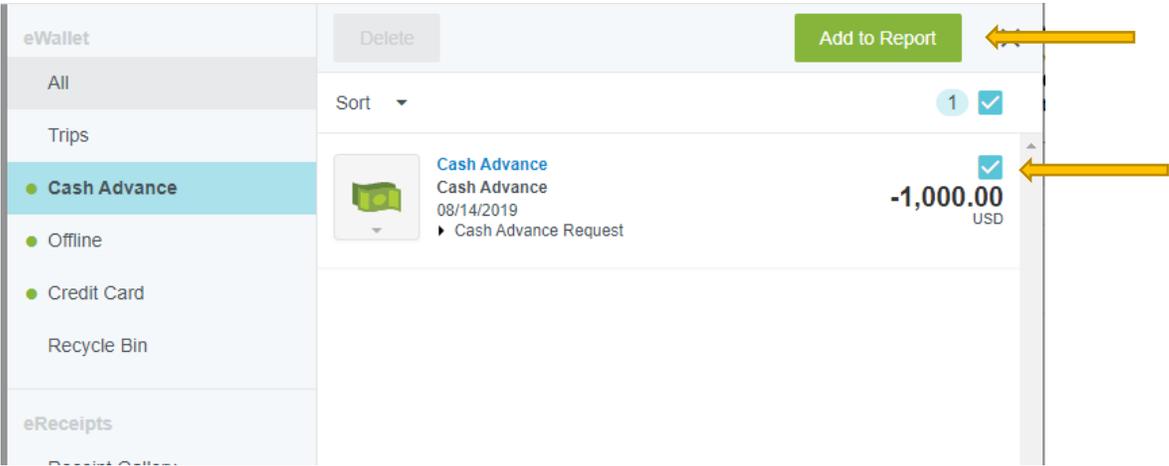
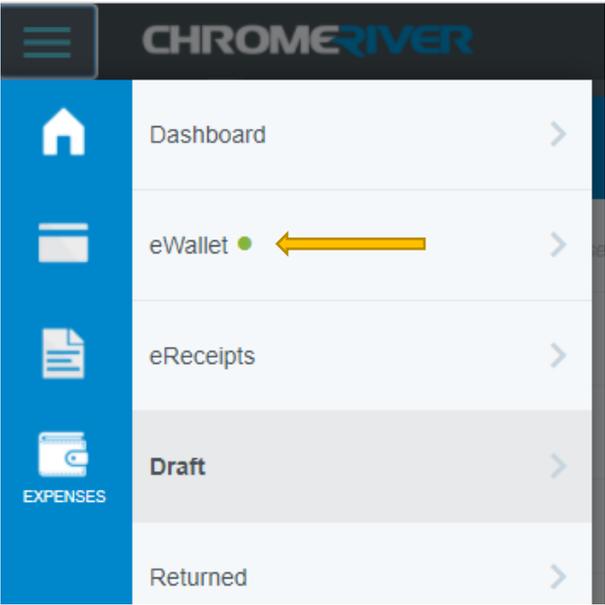
3. Cash Advance Return

In the event that you did not spend the entirety of the advance, University policy requires that the unused funds must be returned to Accounts Receivable (Student Accounts Office)

Additionally, you will need to add the **Cash Advance Return** expense to your expense report in Chrome River. After you have added all other expenses on your report add a Cash Advance Return record by navigating to the **eWallet** and select the cash advance and click **Add to Report**

Please Note: If you do not see the cash advance in the eWallet, then it is being utilized in another draft report. Delete the second draft report to release the cash advance back to the eWallet.

CHROME RIVER USER GUIDE



Click the **Submit** button. A negative **Total Pay Me Amount** will result in a post to the employees personal Accounts Receivable that may be paid at the Student Accounts/Cashiers Office on the first floor of Pitman Center.

Expense Report QA0023937224	Total Pay Me Amount -1,000.00 USD	Submit
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