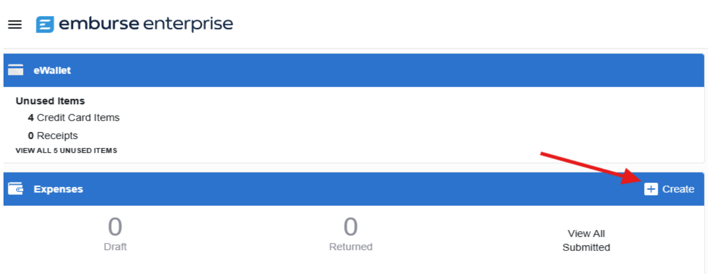
Lafayette College

Quick Reference

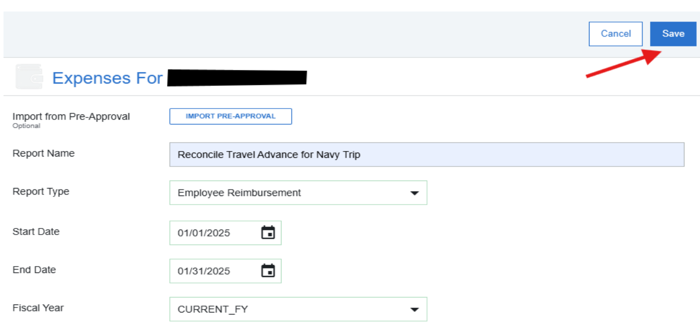
Reconciling A Cash Advance

Use this process to reconcile a cash advance previously received. Keep in mind you will need to account for the full amount of the cash advance. If there are funds left over, please follow the instructions in the "Return Unused Cash/Travel Advance" guide before proceeding.

1. From the Emburse home screen, choose the **+ Create** button in the Expenses category.

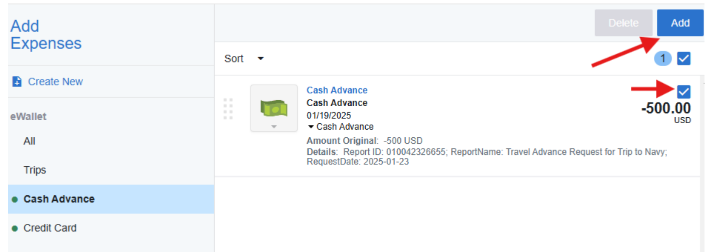


2. Enter the Header data and click Save.

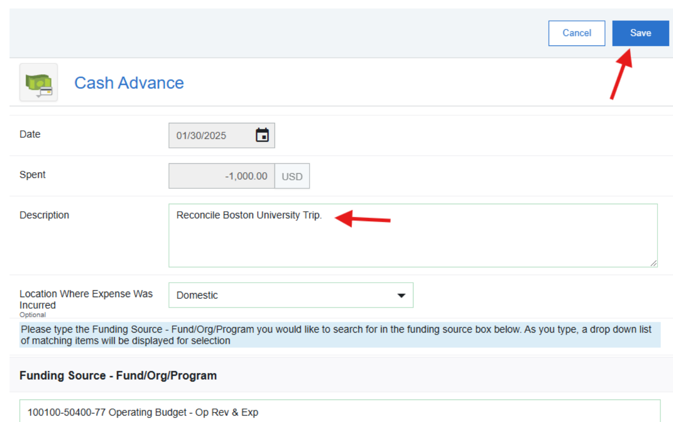


- **Import Pre-Approval**: If you were required to get Pre-Approval before your trip for these expenses, import the information by clicking this button.
- **Report Name:** Naming Convention: Meeting or Conference Name, Dates of Travel.
- **Report Type:** Employee Reimbursement
- **Start Date:** Click the calendar icon to select the date which represents the start date for this report.
- **End Date:** Click the calendar icon to select the end date for this report.
- **Fiscal Year:** Choose the appropriate fiscal year the expense belongs in. (This option may be hidden during certain times of the year.)

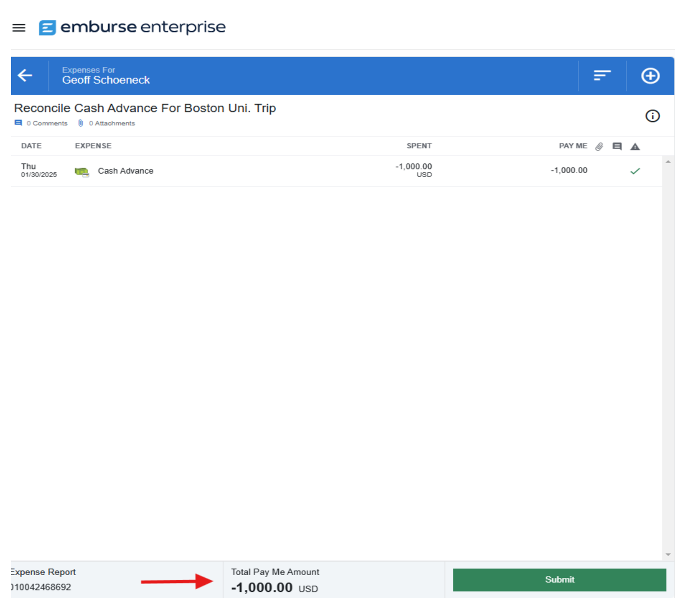
3. Under Add Expenses, select Cash Advance and choose the cash advance amount previously received. Check the box next to the cash advance amount and click Add.



4. Emburse will display the screen shot below. It will be pre-populated with the information used when the advance was originally requested. Enter a description and click Save.

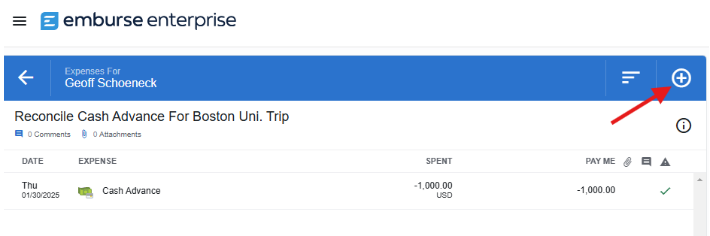


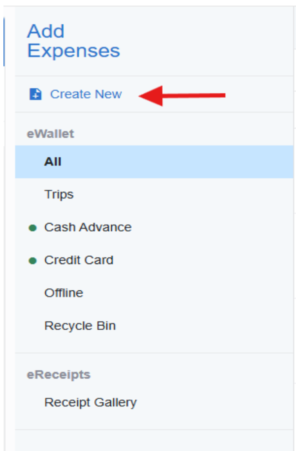
5. After saving, Emburse will display the screen shot showing a negative next to the amount of your cash advance showing as a **Total Pay Me Amount**.



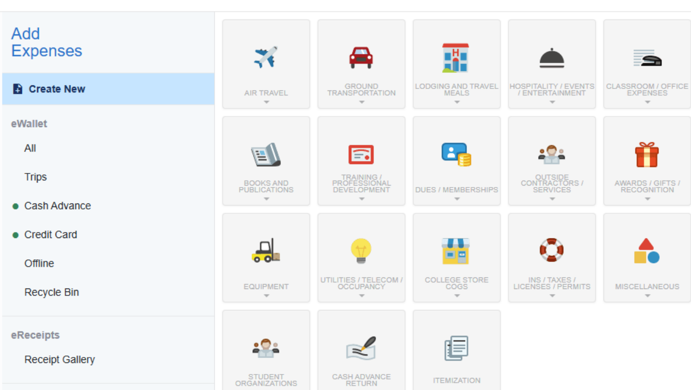
You can now begin posting expenses against the advance.

6 . To add expenses types against the cash advance, click the + button and then Create New.

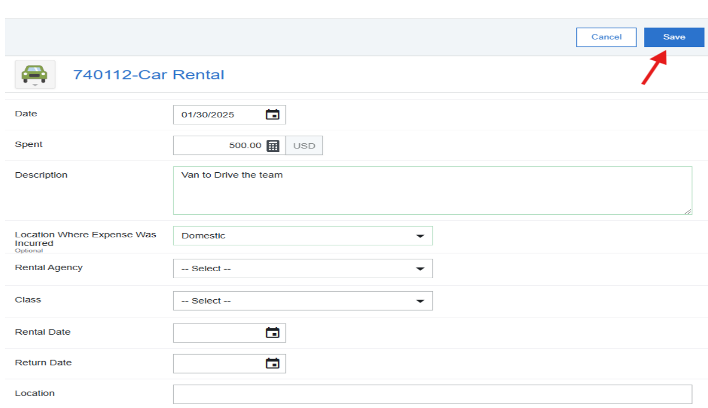




7. After choosing Create New, the Expense Type mosiacs will appear. Choose the appropriate Expense Types for each of your transactions.



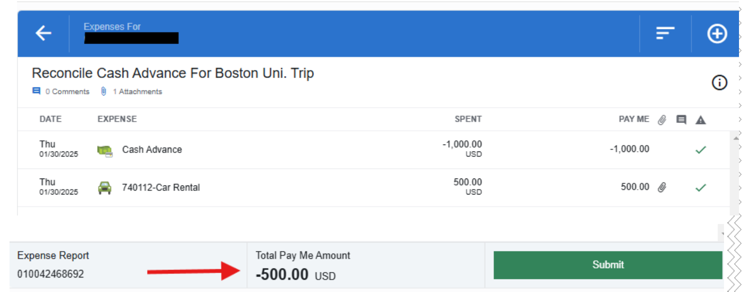
8. Complete the expense tile form and click Save at the top right hand side of the screen to Continue.



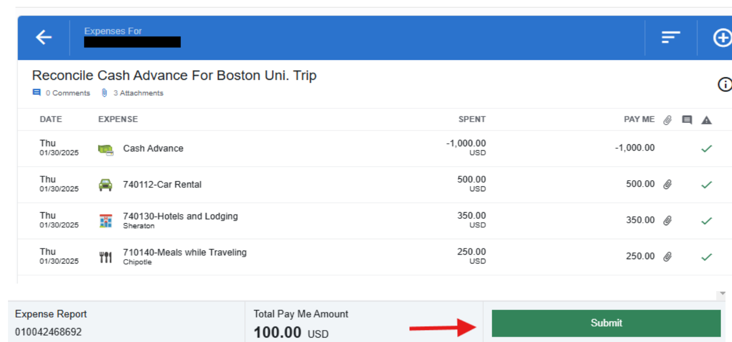
There may be additional fields to complete based on the expense type. For example, Car Rental will ask the specific Rental Agency, Rental Date, Return Date, etc.

9. The appropriate Fund-Org-Program Code combination should default in the Funding Source field based on the individual completing the report.

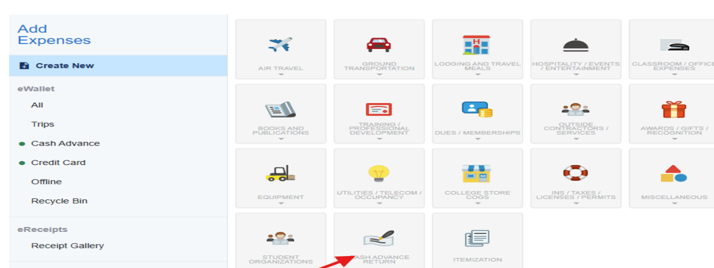
10. After clicking save, the Total Pay Me Amount will be reduced accordingly by the amount of the expense type added.



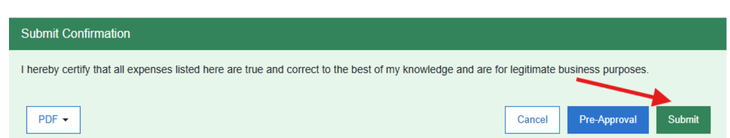
11. Continue adding all expenses to the reimbursement request until complete. When all expense types have been added, choose **Submit.**



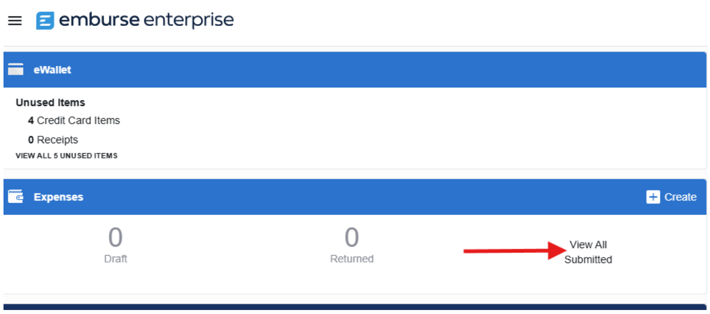
If you've spent less than the total cash advance received, choose the Cash Advance Return mosiac tile and complete the expense tile form. Be sure to attach the receipt generated when you returned the funds used in the Quick Reference Guide titled Return Unused Cash/Travel Advance.



12. A Submit Confirmation screen will appear. Click the green Submit button.



13. After hitting the Submit button, a message saying your report has been successfully submitted should appear.
14. To check the status of your expense reimbursement report, click in the Expenses header on the home screen and select View All Submitted.



15. Click on the appropriate report in question. You can open the report to check the tracking to see where it's at in the approval process.