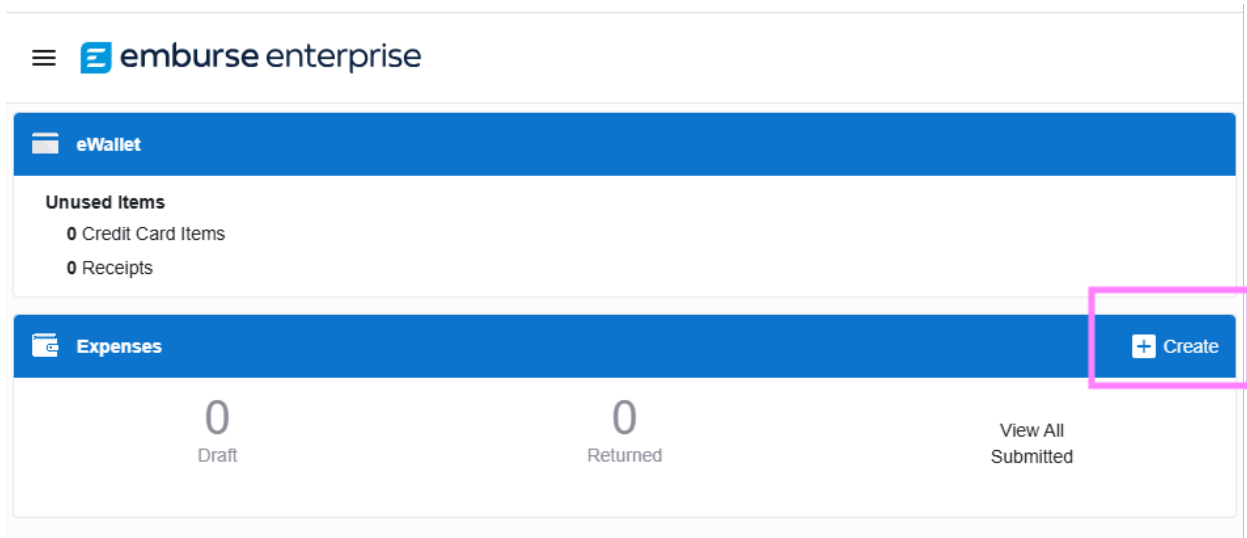


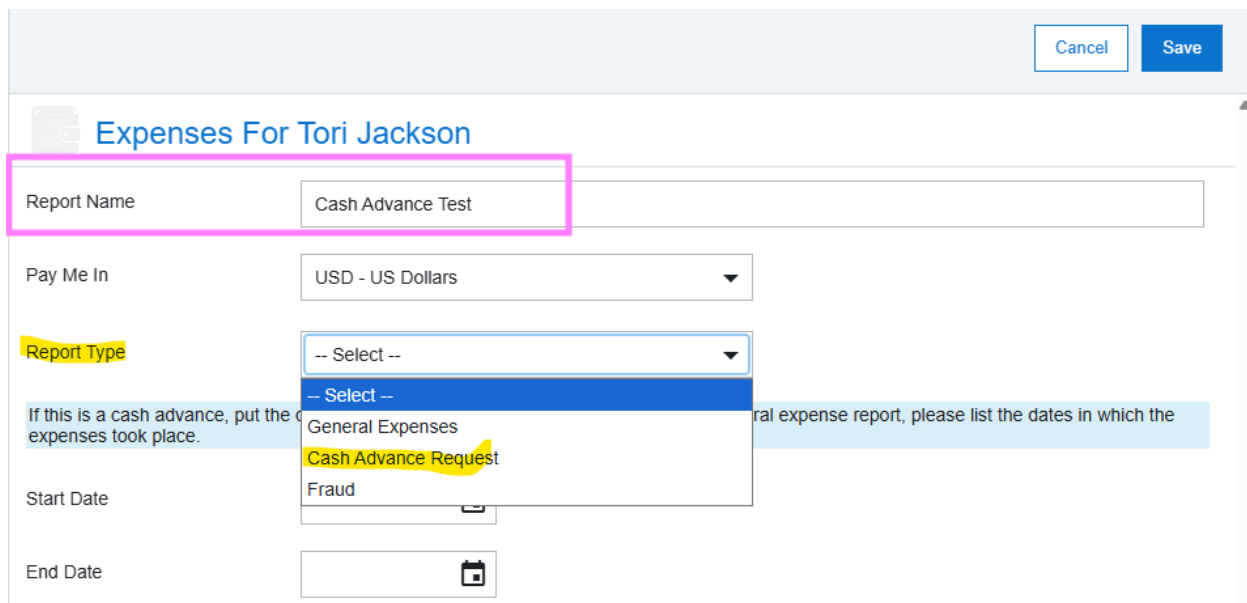
Cash Advance Request and Reconciliation

Step 1: click on 'Create'



The screenshot shows the 'emburse enterprise' dashboard. At the top, there's a blue header with the 'eWallet' tab selected. Below it, the 'Unused Items' section shows '0 Credit Card Items' and '0 Receipts'. The 'Expenses' section is highlighted with a blue bar and contains a '+ Create' button, which is circled in pink. Below the 'Expenses' bar, there are three columns: 'Draft' with a '0', 'Returned' with a '0', and 'View All Submitted'.

Step 2: Name your Cash Advance Request and Select "Cash Advance Request" for the Report Type



The screenshot shows the 'Expenses For Tori Jackson' form. At the top right, there are 'Cancel' and 'Save' buttons. The 'Report Name' field is highlighted with a pink box and contains the text 'Cash Advance Test'. Below it, the 'Pay Me In' dropdown is set to 'USD - US Dollars'. The 'Report Type' dropdown is also highlighted with a pink box and shows a list of options: '-- Select --', 'General Expenses', 'Cash Advance Request' (highlighted in yellow), and 'Fraud'. To the left of the 'Report Type' dropdown, there is a note: 'If this is a cash advance, put the dates in which the expenses took place.' Below the 'Report Type' dropdown, there are fields for 'Start Date' and 'End Date', each with a calendar icon.

Step 3: The start date must be at least 2 weeks from the date you are making the request – in this example, today is 9/2/2025 – so the earliest I can request the cash advance for is 9/16/2025. You can make the end date the same, or you can put it for the anticipated end

date of your trip.

 **Expenses For Tori Jackson**

Report Name

Cash Advance Test

Pay Me In

USD - US Dollars

Report Type

Cash Advance Request

If this is a cash advance, put the dates of your trip for start and end dates below. If a general expense report, please list the dates in which the expenses took place.

Start Date

09/16/2025



End Date

09/18/2025



Step 4: Click on “save” in the top right corner

 **Expenses For Tori Jackson**

Report Name

Cash Advance Test

Pay Me In

USD - US Dollars

Report Type

Cash Advance Request

If this is a cash advance, put the dates of your trip for start and end dates below. If a general expense report, please list the dates in which the expenses took place.

Start Date

09/16/2025



End Date

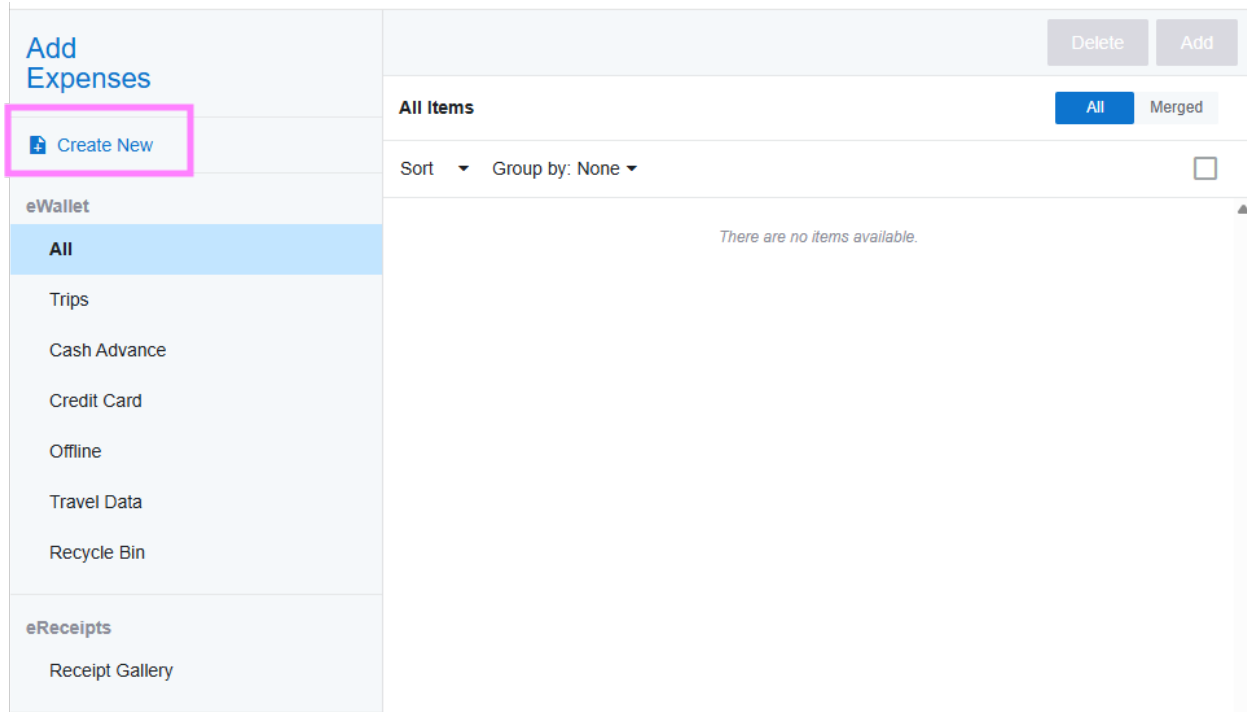
09/18/2025



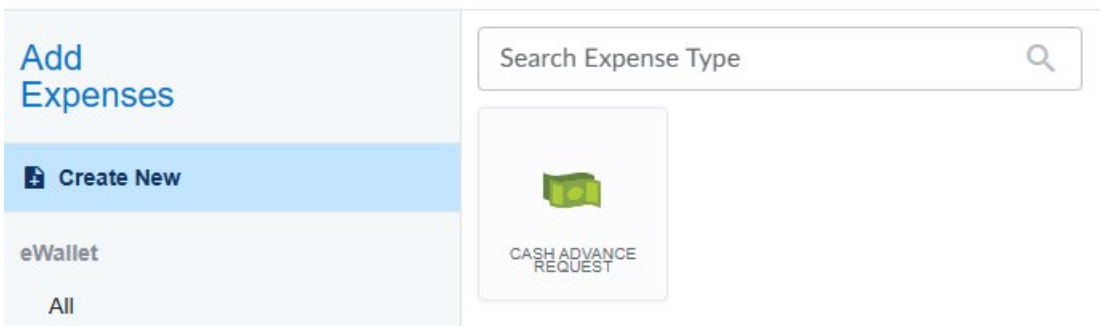
Cancel

Save

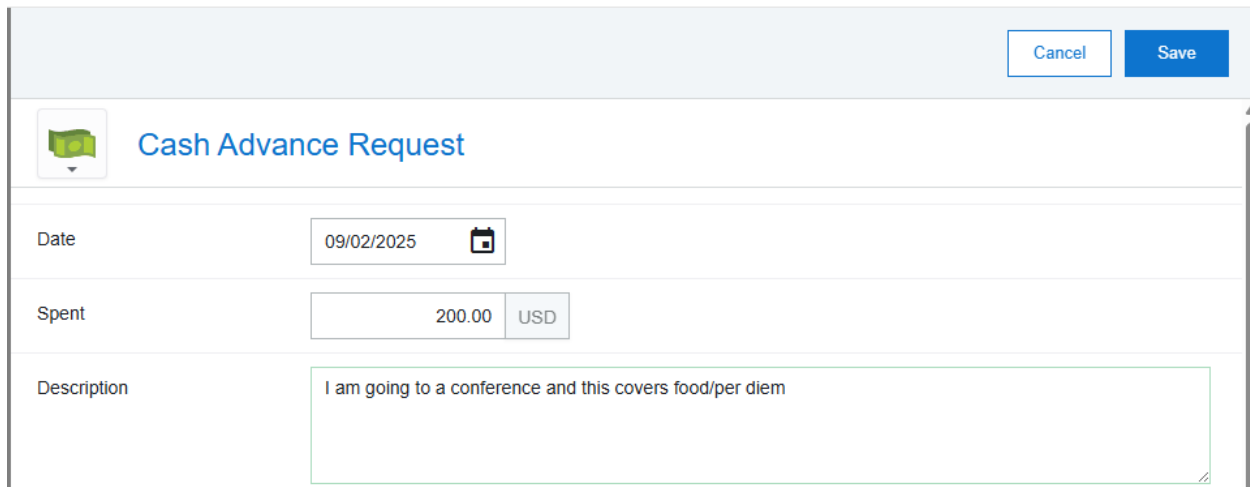
Step 5: Click on “create new” on the top left of the right side of your screen



Step 6: Click on the “Cash Advance Request tile”



Step 7: enter in the amount needed in the “spent” line, and then add your description of what this covers



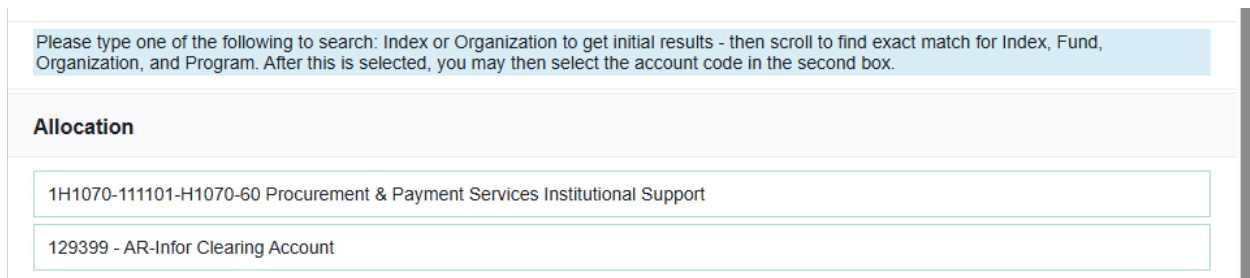
Cash Advance Request

Date: 09/02/2025

Spent: 200.00 USD

Description: I am going to a conference and this covers food/per diem

Step 8: You will then scroll down and select your Allocation – this is part of your IFOAPAL – it will contain your Index, Fund, Org, and Program information. You can search for it by typing in the name or number associated with your Index or Org – that is the easiest way. You will then have only 1 option for the GL Account – 129399.



Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.

Allocation

1H1070-111101-H1070-60 Procurement & Payment Services Institutional Support

129399 - AR-Infor Clearing Account

Step 9: You will now click on “save” in the top right corner and your screen will update to be something like this – here you will find at the bottom the “total pay me” will be the amount of the Cash Advance Request you are asking for. Confirm that is correct and proceed with

Submitting it and confirming the information is correct:

The screenshot displays the 'emburse enterprise' interface. On the left, a table titled 'Cash Advance Test' shows a single entry for 'Tue 09/02/2025' with an expense of 'Cash Advance Request' for 200.00 USD. The 'Total Pay Me Amount' is highlighted in yellow as 200.00 USD, and a green 'Submit' button is highlighted in pink. On the right, the 'Cash Advance Request' form is shown with fields for Date (09/02/2025), Spent (200.00 USD), and Description (I am going to a conference and this covers foodper diem). The Allocation section shows '1H1070-111101-H1070-60' for 'Procurement & Payment Services Institutional Support' and '129399 - AR-Infor Clearing Account'. The bottom of the form has a 'Submit' button and an 'Add Attachments' link.

DATE	EXPENSE	SPENT	PAY ME
Tue 09/02/2025	Cash Advance Request	200.00 USD	200.00

Total Pay Me Amount: 200.00 USD

Submit

Cash Advance Request

Date: 09/02/2025

Spent: 200.00 USD

Description: I am going to a conference and this covers foodper diem

Allocation

1H1070-111101-H1070-60 Procurement & Payment Services
Institutional Support
129399 - AR-Infor Clearing Account

Activity:

Location:

Comments (0)

Add Comment Post

Attachments (0)

Drag image here to upload Add Attachments

1 of 1

To reconcile the Cash Advance:

Step 1: Review your “eWallet” to see if you have any unused items

emburse enterprise

The screenshot shows the 'eWallet' section of the emburse enterprise interface. It displays 'Unused Items' with '0 Credit Card Items' and '0 Receipts'. A pink box highlights the 'VIEW ALL 1 UNUSED ITEMS' link.

eWallet

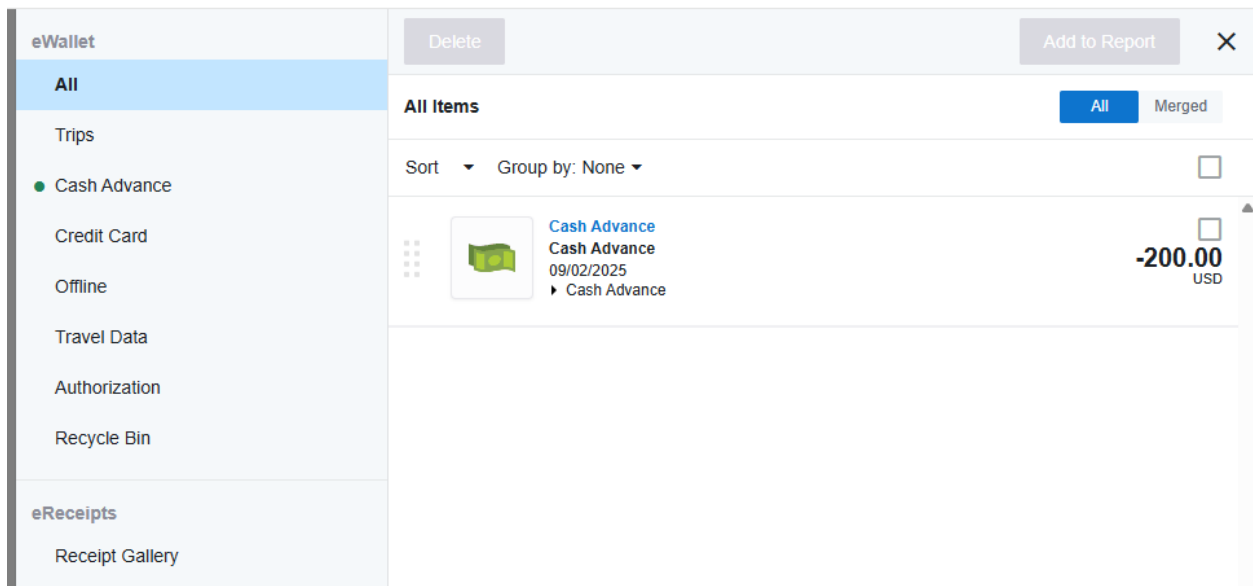
Unused Items

0 Credit Card Items

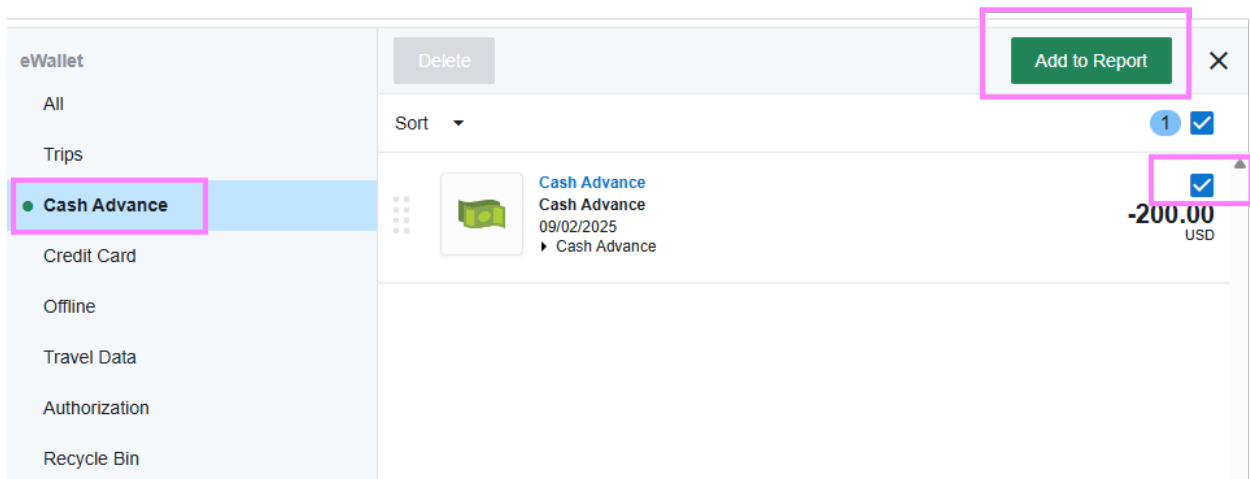
0 Receipts

VIEW ALL 1 UNUSED ITEMS

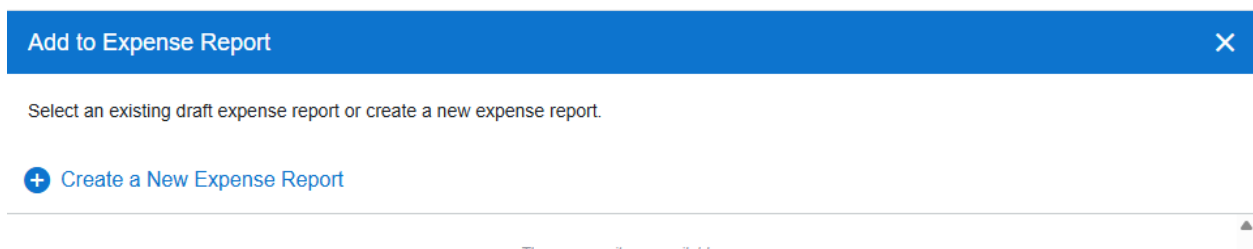
Step 2: Click on “view all 1 unused items” or “credit card items” or “receipts” – these will all take you to the same place – where your “eWallet” will open on the right side of your screen



Step 3: click on Cash Advance file within your eWallet – select the checkbox for your cash advance – and click “add to report”



Step 4: “create new expense report”



Step 5: name this report, select “general expenses” for report type, and for the start and end dates, please enter the time frame any other expenses will be added to this report. Then click “save”

Cancel

Save

 Expenses For **Tori Jackson**

Report Name

Test Cash Advance

Pay Me In

USD - US Dollars

Report Type

General Expenses

If this is a cash advance, put the dates of your trip for start and end dates below. If a general expense report, please list the dates in which the expenses took place.

Start Date

09/06/2025

End Date

09/08/2025

Step 6: Follow needed items to complete – for description, what was this Cash Advance for? Allocation – what is your IFOAPAL? The account part of this will only supply 1 choice of 129399. There is no receipt needed yet – now “save” to report to continue

Cancel

Save



Cash Advance

Date

09/02/2025



Spent

-200.00

USD

Description

this is where you put what the trip was and overview of what you used funds for

Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.

Allocation

1H1070-111101-H1070-60 Procurement & Payment Services

129399 - AR-Infor Clearing Account



 Add Allocation



 Presets

CREATE PRESET

Activity

Optional

-- Select --

Location

Optional

-- Select --

Downloaded Details

Note – now your “total pay me” at the bottom left will be a negative number. This shows that you currently owe this money back to the university.

Expenses For
Tori Jackson

Test Cash Advance

0 Comments

0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Tue 09/02/2025	 Cash Advance	-200.00 USD	-200.00	

Expense Report
010046923361

Total Pay Me Amount

-200.00 USD

Submit

Step 7: you will now add your transactions by clicking on the + sign on the top right and then the “create new” to add whatever you used the cash advance for and reconcile as normal

Expenses For
Tori Jackson

Test Cash Advance

0 Comments

0 Attachments

DATE	EXPENSE	SPENT	PAY ME			
Tue 09/02/2025	 Cash Advance	-200.00 USD	-200.00			

Add
Expenses

Create New

All Items

Sort

Group by: None

All

Merged

Delete

Add

Step 8: Select your expense type and move into the form to input the amount and information:

Add Expenses

Create New

eWallet

All

Trips

Cash Advance

Credit Card

Offline

Travel Data

Authorization

Recycle Bin

eReceipts

Receipt Gallery

Search Expense Type

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

OFFICE EXPENSES

CAR RENTAL

CAR RENTAL FUEL

MILEAGE

PARKING

EV CHARGING

PUBLIC TRANSIT

UBER / LYFT / TAXI / CAR SERVICE

TOLLS

TRAIN / RAIL

DUES / FEES

PROFESSIONAL DEVELOPMENT

CASH ADVANCE

GOVERNMENT RECONCILIATIONS

MISCELLANEOUS

ITEMIZATION

PERSONAL EXPENSE - NON-REIMBURSABLE

Step 9: Make sure you add receipt and complete all needed information then “save”

Cancel

Save



Car Rental

Date

09/02/2025



Spent

150.00

USD

Description

rental car for trip

Rental Agency

Enterprise



Class

Economy



Rental Date

09/06/2025



Return Date

09/07/2025



Location

Lynchburg, VA

Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.

Allocation

1H1070-111101-H1070-60 Procurement & Payment Services Institutional Support

722002 - Travel-Professional Development

*Note – you want to reconcile until your “total pay me amount” is 0 – if you did not spend all of your

Step 10: If you use all of the funds, then you simply submit and you are done

Step 11: If you do not use all of the funds, and you have a negative number at the bottom as seen here you will need to continue to step 12

←

Expenses For
Tori Jackson

≡

⊕

test cash advance

0 Comments1 Attachments

i

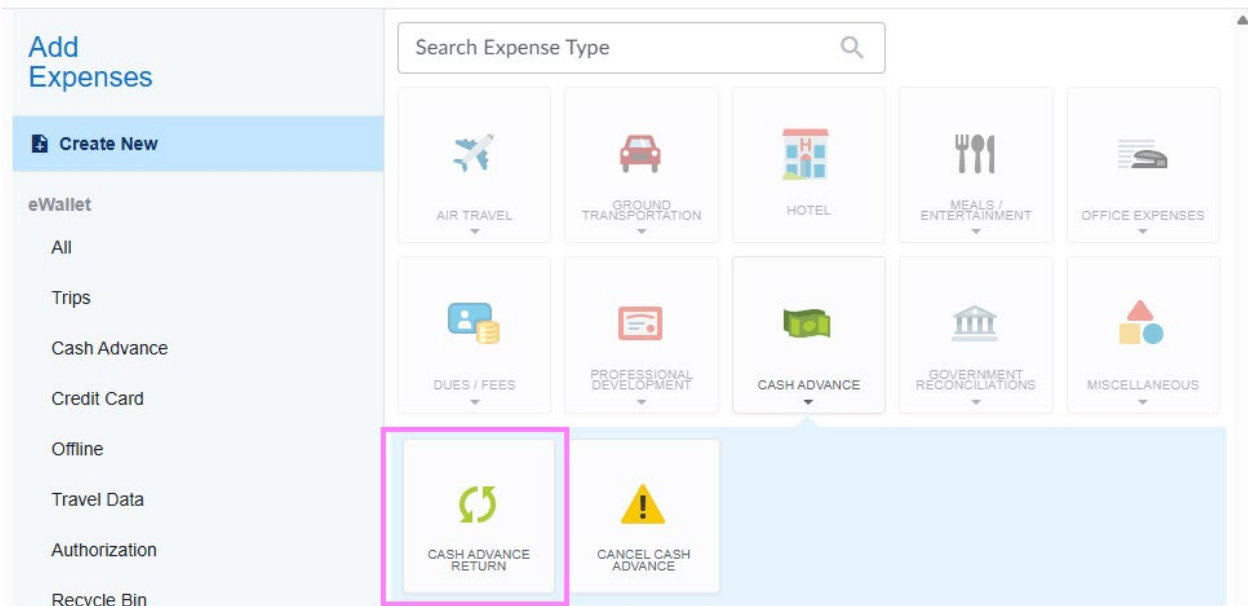
DATE	EXPENSE	SPENT	PAY ME	
Tue 09/02/2025	 Cash Advance	-200.00 USD	-200.00	✓
Tue 09/02/2025	 Car Rental	150.00 USD	150.00	✓

Expense Report
010046927415

Total Pay Me Amount
-50.00 USD

Submit

Step 12: you will need to “add” and “create new” for another transaction. This time, you will select Cash Advance Tile – and then the “Cash Advance Return” option



Step 13: you will enter the amount that is “negative” in the total pay me amount – in this example, it is \$50.00 (the amount remaining that was not used from the Cash Advance and needs to be returned to the University)

Cancel

Save



Cash Advance Return

Date

09/02/2025



Spent

50.00

USD

Description

This amount was not used and was extra - returning to the University

Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.

Allocation

1H1070-111101-H1070-60 Procurement & Payment Services Institutional Support

110998 - Cash-Advancement Clearing Account

 Add Allocation

 Presets

CREATE PRESET

Activity

Optional

-- Select --

Location

Optional

-- Select --

Attachments (0)



Drag image here to upload

Add Attachments

You will now see that you are at \$0.00 for the cash advance and you are ready to submit this expense report.

←Expenses For
Tori Jackson

≡⊕

test cash advance

0 Comments1 Attachments

DATE

EXPENSE

SPENT

PAY ME

Tue 09/02/2025	 Cash Advance	-200.00 USD	-200.00 ✓
Tue 09/02/2025	 Car Rental	150.00 USD	150.00 ✓
Tue 09/02/2025	 Cash Advance Return	50.00 USD	50.00 ✓

You can drag and drop eWallet items here

Expense Report
010046927415

Total Pay Me Amount
0.00 USD

Submit

You will receive a “warning” that reminds you the \$50 is owed to the university even though it is not showing as a negative number. Please acknowledge this to move forward with completing your reconciliation.

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.

PDF ▾

Cancel

Submit

⚠ Acknowledgement that funds may be owed to Liberty University.

#324

Your expense reports contains Non-Reimbursable expense types that may be subject to owing the university funds. Please acknowledge that if funds are owed back to the university, you are responsible for payment.

I know I owe this and will take it to Cashiering.

Last option to reconcile a Cash Advance is to Cancel it! After you add the item to your ER, you then select the Cash Advance Cancel option from the “create new”

Add Expenses

Create New

eWallet

All

Trips

Cash Advance

Credit Card

Offline

Travel Data

Authorization

Recycle Bin

Search Expense Type

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

OFFICE EXPENSES

DUES / FEES

PROFESSIONAL DEVELOPMENT

CASH ADVANCE

GOVERNMENT RECONCILIATIONS

MISCELLANEOUS

CASH ADVANCE RETURN

CANCEL CASH ADVANCE

You enter the total of the cash advance and submit.

 Cancel Cash Advance	
Date	09/02/2025 
Spent	200.00 USD
Description	ended up not needing this - this needs to be cancelled.
Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.	
Allocation	
1H1070-111101-H1070-60 Procurement & Payment Services Institutional Support	
110998 - Cash-Advancement Clearing Account	