

Reconciling a Cash Advance to an Expense Report in Chrome River

Follow these steps to apply a cash advance to an Expense Report. Follow the procedures for the [“Creating an Expense Report in Chrome River”](#) job aid, then use these instructions when applying the cash advance.

Create Expense Report in Chrome River				
1. Create Expense Report	2. Add Expenses	3. Apply Cash Advance	4. Apply Pre-Approval (if applicable)	5. Submit Expense Report

STEP 1: CREATE EXPENSE REPORT

Log in to MyU (myu.umn.edu). Navigate to: **Key Links > U Travel > Chrome River Login.**

STEP 2: ADD EXPENSES

Detailed business expenses must be accounted for on the Expense Report. Add expenses to the report by clicking:

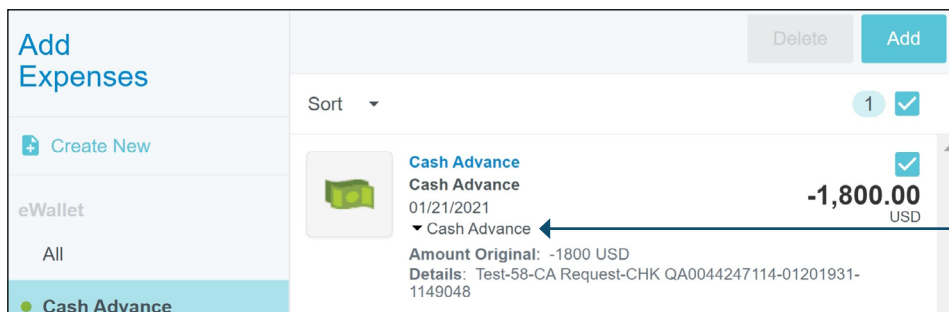
- <U Travel Card> – Use for Travel Card expenses.
- <Out-of-Pocket Expenses> – Use for out-of-pocket expenses where receipt has been sent to Chrome River. (Note: Most receipts are converted to expense transactions and provide date, amount, and supplier. Verify for accuracy.)
- <Create New> – Use for out-of-pocket expenses such as mileage or meal per diem.

Refer to the [“Creating an Expense Report in Chrome River”](#) for steps on adding expenses.

STEP 3: APPLY CASH ADVANCE

When applying a cash advance transaction to an Expense Report, no data should be entered on the transaction. The critical step to apply a cash advance is actually adding the transaction to the report.

1. From eWallet, select “Cash Advance.”
2. Select the cash advance to apply towards the Expense Report by checking the box above the dollar amount.



VIEWING TIP
To view payment details, expand the *Cash Advance* section.

Reconciling a Cash Advance to an Expense Report in Chrome River (cont.)

3. Click <Add>.
4. The *Date* and *Spent* amount are populated based on the original Cash Advance Request. The *Spent* amount will be a negative dollar amount (e.g., -1,800.00).
5. The *Department ID* field reflects the original DeptID provided on the Cash Advance Request. Chrome River will check to see if additional expense lines added to the report match the Department ID originally used.
6. The *CA Trip End Date* field reflects the end date of the original cash advance. This value is checked against the submission date to determine if the cash advance is being reconciled within the 60-day window or policy.
7. The *Allocation* field populates with the central accounting allocation used to disperse the cash advance funds. This cannot be changed and is required to accurately account for the cash advance.
8. Click the “Cash Advance” bar to view details on the cash advance.

Cash Advance	
Date	01/21/2021
Amount Spent	-1,800.00 USD
Amount Original	-1,800.00 USD
Transaction Name	Cash Advance
Details	Test-58-CA Request-CHK QA0044247114-01201931-1149048

9. Click <Save>.
10. Click <Submit>.

STEP 4: APPLY PRE-APPROVAL (IF APPLICABLE)

STEP 5: SUBMIT EXPENSE REPORT

1. If the expense owner owes funds back to the University of Minnesota either due to unallowability or cash advance, they must select their repayment options by following the instructions in the warning message:

Reconciling a Cash Advance to an Expense Report in Chrome River (cont.)

This Expense Report indicates that funds are owed back to the University. Payroll deduction is the primary method to repay the University. To have the amount deducted from your next paycheck as a one-time amount, enter “YES.” To have a bill sent to your home address, enter “NO.” Any response other than “YES” will result in a bill being sent to your home.

2. If the cash advance transaction was successfully applied to the Expense Report, expense owners will be prompted to provide further information related to the transaction in the warning message:

Provide information to identify which cash advance is being applied to this Expense Report. Enter the original report name, the amount, travel dates, original Expense Report ID, and other relevant information. The cash advance line item will not be visible to the approver.

3. If a different allocation is being charged to one or more of the expense lines that was originally recorded on the Cash Advance Request, the expense owner will be prompted to provide justification:

If a different DeptID is used on the Expense Report than the one used on the cash advance, different approvers may see the report than the originally approved cash advance.

4. If the document to which the cash advance transaction is being applied is being submitted greater than 60 days from the *CA Trip End Date* recorded, the expense owner will be prompted for an explanation in the warning message:

Your cash advance is being submitted greater than 60 days from the original end date. Please provide an explanation.

5. Click <Submit>.