

Reconciling a Cash Advance on a Travel Expense Report with a Travel Authorization

When the cash advance is originally requested, the system creates the following entries. The cash advance will create a debit to account 155120. A balance will remain in this account until the cash advance is reconciled after the trip.

Cash Advance Acctg Entries

Baugh, David W. Advance ID 0000000006

Employee ID 1025208

Find | View 1 First

Journal Template: EXACCRUAL Distribution Status: Distributed

Cash Advance Journal Lines Set Personalizations | Find | View All | 1-2 of 2 First 1-2 of 2 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Project	Amount	Currency	Journal ID	Journal Date	GL Journal Line Number
0	1	Expenses Accrual	UOFL1	214110	1000	1220000356	01053		-500.00	USD	EXA1151421	06/22/2015	3
0	1	Employee Advances	UOFL1	155120	1000	1220000356	01053		500.00	USD	EXA1151421	06/22/2015	1

Journal Template: EXPAYMENT Distribution Status: Distributed

Cash Advance Journal Lines Set Personalizations | Find | View All | 1-2 of 2 First 1-2 of 2 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Project	Amount	Currency	Journal ID	Journal Date	GL Journal Line Number
0	1	Cash Distribution	UOFL1	110101	1000	1220000356	01053		-500.00	USD	EXP1151422	06/22/2015	2
0	1	Expenses Accrual	UOFL1	214110	1000	1220000356	01053		500.00	USD	EXP1151422	06/22/2015	4

Accounting Entries, Accrual and Payment for Cash Advance

Upon return from the trip, create a travel expense report. Reference the travel authorization to pull all expense lines into the expense report. In the Quick Start field in the top right corner, select “Populate from a Travel Authorization”.

The screenshot shows a web browser window with the URL https://fsm92test.louisville.edu:7531/psp/f92f/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE. The page title is "Create Expense Report". The user is logged in as "Kerry Schmidt". The "Quick Start" dropdown menu is set to "A Travel Authorization". A blue arrow points to this dropdown menu. The form includes fields for "Business Purpose", "Report Description", "Reference", "From Date", "Through Date", "Default Location", and "Attachments". There is a table for "Expenses" with columns for "Date", "Expense Type", "Description", "Payment Type", "Amount", and "Currency". The table currently shows "Totals (0 Lines)" with a value of "0.00 USD". At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".

This will pull over all the expense lines. Make adjustments to amounts, add lines, delete lines, etc. When complete, go to the Action field in the top right corner and select “Apply/View Cash Advance” and “Go”. On the next screen, either enter the cash advance ID number or click on the magnifying glass for a list of available cash advances that may be applied. Enter the amount of the advance in the “total applied” field.

Create Expense Report

Apply Cash Advance(s)

Report ID 0000000047

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000006	500.00	0.00 USD	1.00000000	500.00 USD

Add Cash Advance

Update Totals

Total Advance Applied

500.00 USD

Totals (3 Lines)

331.00 USD

Total Due Company

169.00 USD

OK

Save

Notify

Add

Update/Display

Message

The total cash advances are greater than the total due employee. (10502,137)

Adjust the cash advance amount , so it is less than or equal to the total due employee.

OK

If the amount of the trip was less than the original cash advance amount, you should only list the amount of the trip – you cannot enter more than the total trip expenses. This will essentially zero the balance. The amount due to the University will be handled separately. **If the traveler owes funds back to the University, the traveler will deposit a check at the Bursar’s Office on a Transmittal Sheet. The transmittal sheet should be scanned in and attached to the Travel Expense Report at the header. In this new T&E system, please deposit check to account 214110 (not 155120).**

Create Expense Report

Apply Cash Advance(s)

Report ID 0000000047

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000006	500.00	169.00 USD	1.00000000	331.00 USD

Add Cash Advance
Update Totals

Total Advance Applied
331.00 USD

Totals (3 Lines)
331.00 USD

Total Due Employee
0.00 USD

OK

Save
Notify

Add
Update/Display

Adjust amount and Save. Balance due to the University.

Ok

Modify Expense Report

Save for Later
Expense Details

Business Purpose Meeting
Report 0000000047 Pending

Description Accounting Entries
Reference

Totals
View Printable Version
View Analytics
Notes
Attachments

Employee Expenses (3 Lines)	331.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	331.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD
Amount Due to Supplier 0.00 USD

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Save
Notify

Add
Update/Display

Traveler verifies and submits Expense Report.

Expense Report Acctg Entries

Baugh,David W.

Report ID 0000000047

Employee ID 1025208

Journal Entry Detail

Journal Template EXACCRUAL

Distribution Status None

Expense Report Journal Lines



UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Source Type	Foreign Amount
0	0	Expenses Accrual	UOFL1	214110	1000	1220000356	01053			331.00
0	0	Employee Advances	UOFL1	155120	1000	1220000356	01053			-331.00
0	1	Expense Distribution	UOFL1	535211	1000	1220000356	01053			219.00
0	1	Expenses Accrual	UOFL1	214110	1000	1220000356	01053			-219.00
0	2	Expense Distribution	UOFL1	535215	1000	1220000356	01053			56.00
0	2	Expenses Accrual	UOFL1	214110	1000	1220000356	01053			-56.00
0	3	Expense Distribution	UOFL1	535555	1000	1220000356	01053			56.00
0	3	Expenses Accrual	UOFL1	214110	1000	1220000356	01053			-56.00

This process will produce the following expense report accounting entries for budget to release the encumbered funds:

*Transaction Type

Report ID From

Tran ID

Process Status

Maximum Rows

Ledger Group

Report ID To

Tran Date

Process Instance

Search
Delete

Commitment Control Activity Log Lines

Line		Ledger Group	Ledger	App BU	GL Bu	Report ID	Referenced Budg	Account	Fund	Dept	Program	Budget Period	Year	Period	Transaction Amount	Transaction
1		APPROP	APPROP_EN		UOFL1	0000000047 Y		500000	1000	1220000356	01053	2016	2016	1	-219.00 USD	
1		APPROP	APPROP_EX		UOFL1	0000000047 N		500000	1000	1220000356	01053	2016	2016	1	219.00 USD	
1		DETAIL	DETAIL_EN		UOFL1	0000000047 Y		535211	1000	1220000356	01053		2016	1	-219.00 USD	
1		DETAIL	DETAIL_EX		UOFL1	0000000047 N		535211	1000	1220000356	01053		2016	1	219.00 USD	
2		APPROP	APPROP_EN		UOFL1	0000000047 Y		500000	1000	1220000356	01053	2016	2016	1	-56.00 USD	
2		APPROP	APPROP_EX		UOFL1	0000000047 N		500000	1000	1220000356	01053	2016	2016	1	56.00 USD	
2		DETAIL	DETAIL_EN		UOFL1	0000000047 Y		535215	1000	1220000356	01053		2016	1	-56.00 USD	
2		DETAIL	DETAIL_EX		UOFL1	0000000047 N		535215	1000	1220000356	01053		2016	1	56.00 USD	
3		APPROP	APPROP_EN		UOFL1	0000000047 Y		500000	1000	1220000356	01053	2016	2016	1	-56.00 USD	
3		APPROP	APPROP_EX		UOFL1	0000000047 N		500000	1000	1220000356	01053	2016	2016	1	56.00 USD	
3		DETAIL	DETAIL_EN		UOFL1	0000000047 Y		535555	1000	1220000356	01053		2016	1	-56.00 USD	
3		DETAIL	DETAIL_EX		UOFL1	0000000047 N		535555	1000	1220000356	01053		2016	1	56.00 USD	

In order to reconcile the advance account, 155120, the Controller's Office will process the final step.

Travel and Expenses > Manage Accounting > Reconcile Cash Advance

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

David Baugh Advance ID 0000000006

General Information

Description Accounting Entries

Business Purpose Meeting

Status Paid

*Accounting Date 07/09/2015

Accounting Template STANDARD

Comment

Reference 0000000027

Post State Posted

Updated on 07/09/2015 3:50:27PM By FAWOOD01

Associated Expense Reports

Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000000047	07/08/2015	Paid	331.00	USD

Payments

Personalize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
07/09/2015	CHK FROM TRAVELER FOR BALANCE	169.00	USD

Totals

Advance Amount	500.00 USD	Report Balance	
Applied To Expense Reports	331.00 USD	Due Company	0.00 USD
Payments Received	169.00 USD		

Save for Later Reconcile

Reconcile

Expense Processes | Selected Business Units

Run Control ID Expense_Transactions Report Manager Process Monitor Run

Select All Deselect All Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. Transfer To Pay Cycle Process

Process Request Parameters

	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	0	0	5	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input checked="" type="checkbox"/> Post Liabilities	0	1		<input checked="" type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	5
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Update Paid Statuses	0
<input type="checkbox"/> Close Liability	0	0			

Save Return to Search Previous in List Next in List Notify

Add Update/Display



Expense Processes | Selected Business Units

Travel and Expenses > Process Expenses > Expense Processing (Selecting only Post Liabilities and Advance Reconciliation)

Process Expenses > Expense Processing creates the following accounting entries from Cash Advance Reconciliation.

Journal Template: EXACCRUALDistribution Status: None

Cash Advance Journal Lines

Set Personalizations | Find | View All |   First 1-2 of 2 Last

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Project	Amount	Currency	Journal ID	Journal Date	GL Journal Line Number
0	0	Employee Advances	UOFL1	155120	1000	1220000356	01053		-169.00	USD			
0	0	Reconciled Cash Advance	UOFL1	214110	1000	1220000356	01053		169.00	USD			