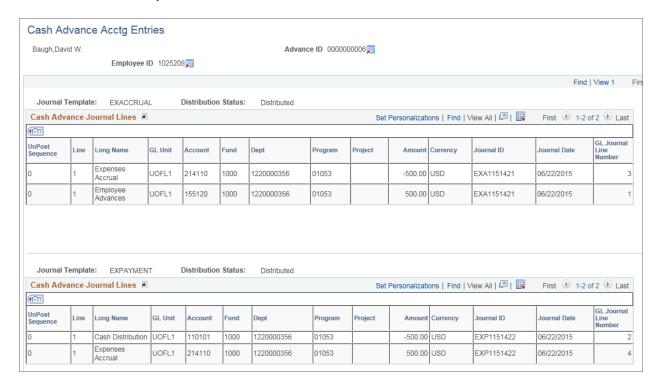
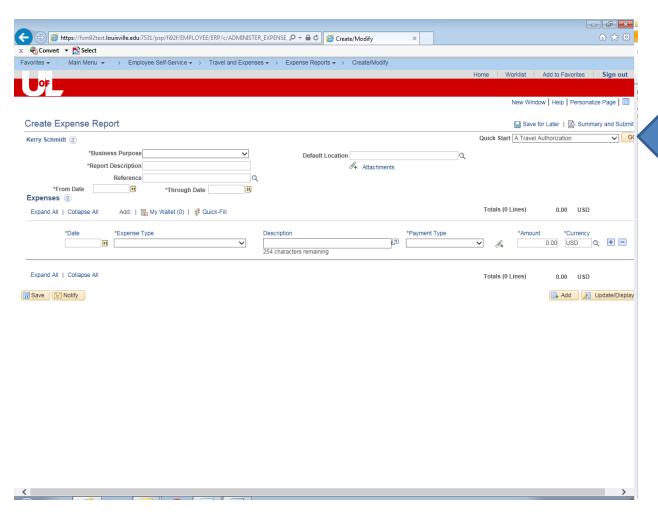
Reconciling a Cash Advance on a Travel Expense Report with a Travel Authorization

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.

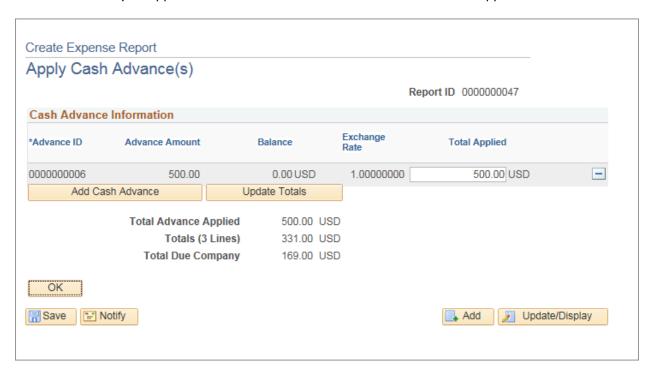


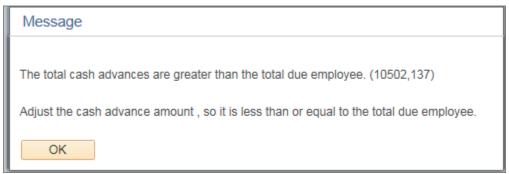
Accounting Entries, Accrual and Payment for Cash Advance

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".

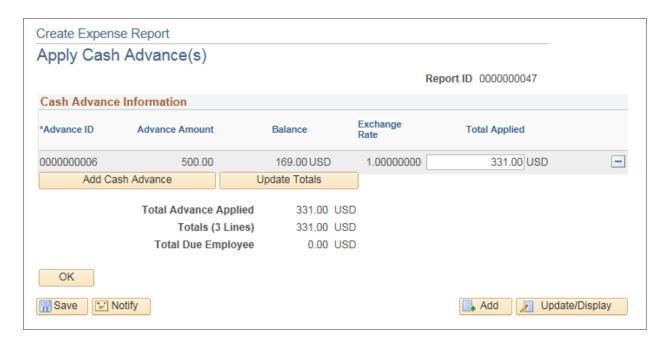


This will pull over all the expense lines. Make adjustments to amounts, add lines, delete lines, etc. When complete, go to the Action field in the top right corner and select "Apply/View Cash Advance" and "Go". On the next screen, either enter the cash advance ID number or click on the magnifying glass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



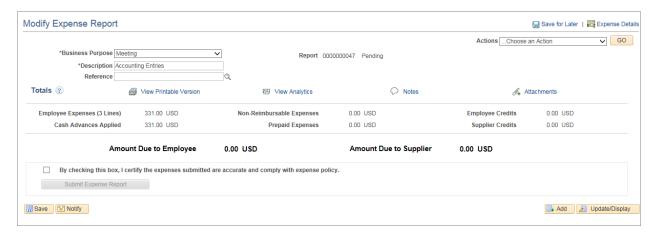


If the amount of the trip was less than the original cash advance amount, you should only list the amount of the trip – you cannot enter more than the total trip expenses. This will essentially zero the balance. The amount due to the University will be handled separately. If the traveler owes funds back 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).



Adjust amount and Save. Balance due to the University.

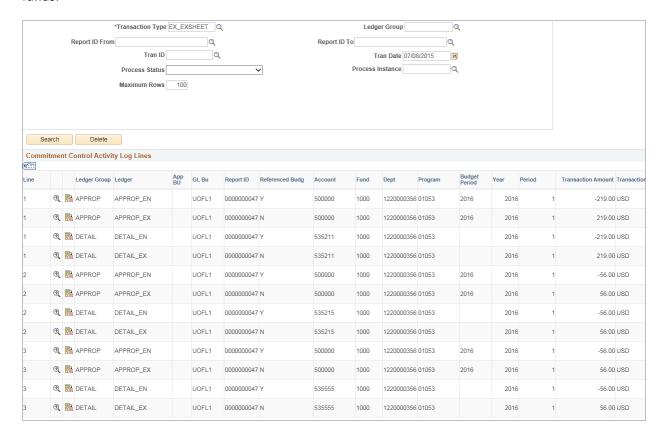
Ok



Traveler verifies and submits Expense Report.

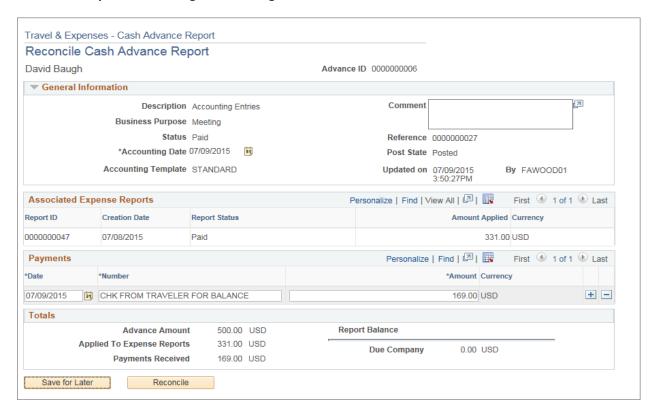
Expense Report Acctg Entries Baugh, David W. Report ID 0000000047 3 Employee ID 1025208 7 Journal Entry Detail Journal Template EXACCRUAL Distribution Status None Expense Report Journal Lines 🗷 UnPost PC Bus Source Foreign Long Name Line GL Unit Account Fund Dept Program Sequence 0 0 Expenses Accrual 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 Expenses Accrual UOFL1 214110 1000 1220000356 01053 -219.00 0 2 Expense Distribution UOFL1 535215 1000 1220000356 01053 56.00 2 -56.00 0 Expenses Accrual UOFL1 214110 1000 1220000356 01053 3 UOFL1 56.00 0 Expense Distribution 535555 1000 1220000356 01053 3 UOFL1 214110 1000 1220000356 01053 -56.00 0 Expenses Accrual

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

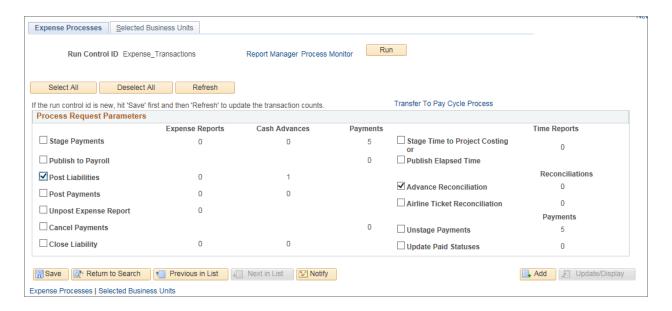


In order to reconcile the advance account, 155120, the Controller's Office will process the final step.

Travel and Expenses > Manage Accounting > Reconcile Cash Advance



Reconcile



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.

