



Cash Advances

Category Codes

	Category Code	Description
OSR	UNC00169	Cash Advance OSR
	UNC00170	Travel Advance - Non UNC Employee (OSR only)
Non UNC	UNC00233	Cash Advance - Non UNC

Account Codes

	ConnectCarolina Account	Description
OSR	559510	Cash Advance
	559511	Travel Advance-Non UNC Employee
Non UNC	113920	Due From Employee Cash Advance

Note: Cash advances to employees processed via campus vouchers using Chartfield account 113920 will be paid by direct deposit. Funds will be deposited to the employee's bank account used for payroll deposits. For OSR project cash advances using account codes 559510 and 559511, checks will be sent if there is no direct deposit banking information on file.

Cash Advances Scenarios

Scenario	Example		Cash Advancement			University Deposit	
	Cash Advance	Expenses	Voucher Header	Voucher Line 1	Voucher Line 2	Payment Amount	Line Amount
Expenses equal Cash Advance	\$400	\$400	\$0	\$400	-\$400	NA	NA
Expenses greater than Cash Advance	\$400	\$450	\$50	\$450	-\$400	NA	NA
Expenses less than Cash Advance	\$400	\$350	\$0	\$350	-\$350	\$50	-\$50

Naming Conventions

	Invoice No.	Line Description
Cash Advance Request	Recipient's last name + advance amount including cents + first 3 letters of month + two-digit year Example: DOE500.00NOV14	Recipient's last name + advance amount including cents + first 3 letters of month + two-digit year Example: DOE500.00NOV14
Cash Advance Settlement	Recipient's last name + advance amount including cents + first 3 letters of month + two-digit year + "Settlement" Example: DOE500.00NOV14 Settlement	Recipient's last name + advance amount including cents + first 3 letters of month + two-digit year Example: DOE500.00NOV14
Deposit	Initials of recipient + "Cash Advance" Example: JD Cash Advance	Recipient's last name + advance amount including cents + first 3 letters of month + two-digit year Example: DOE500.00NOV14

If you create multiple settlements against a single advance, you can name the first settlement, "DOE500.00NOV14 Settlement A"; the second, "DOE500.00NOV14 Settlement B", and so on.