Working with Cash Advances

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# Understanding Cash Advances

Overview

Cash advances are used for several purposes by campus departments, such as group travel, gift cards, and subject payments.

To request a cash advance, you enter a campus voucher. To settle the cash advance, you enter campus journal. If the final amount expended is greater than the original advance, you enter a second campus voucher for the additional amount, as well as a campus journal for the settlement.

If the amount expended is less than the original advance, you enter a university deposit for the unused funds, as well as a campus journal for the settlement.

The graphic below illustrates this process.

Cash Advance Process
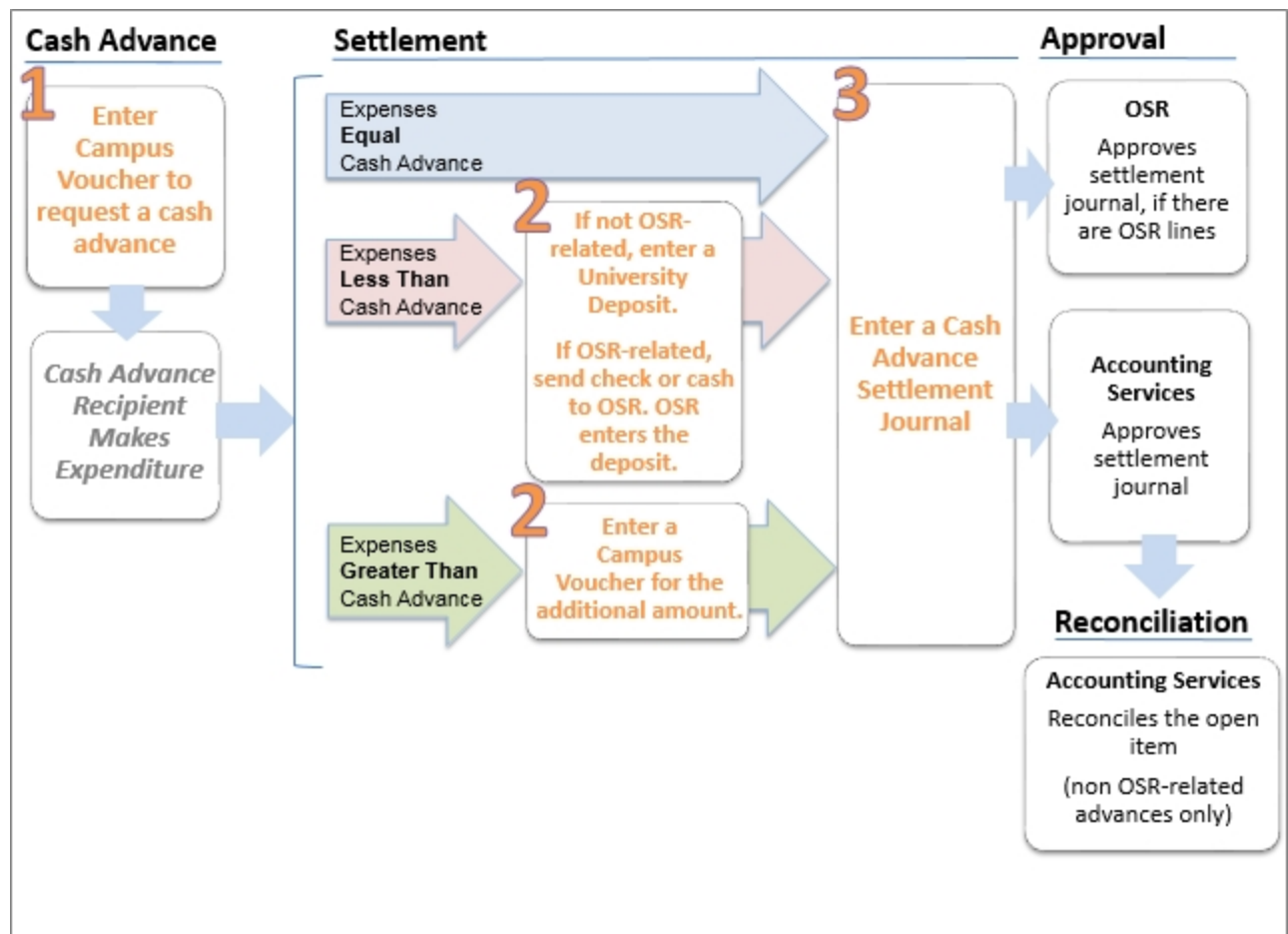
There are a few specific account codes used for cash advances. It is important to enter the correct account code so that the accounting for the cash advance transactions and the settlement are correct. The tables below show the accounting for the three different categories of cash advances: 1) non-OSR Cash Advance; 2) OSR - Cash Advance; and 3) OSR-Travel Advance-non UNC Employee.

The scenarios and steps are the same for each of the categories, but the cash advance account codes change. Also, the expense account used varies depending on what you are using the cash advance for.

Cash Advance account to use when the cash advance is not OSR (113920)

Scenario	Steps	Account Code	Amount	Debit or Credit
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter campus journal to settle the cash advance	514810	$200.00	Debit
		113920	($200.00)	Credit
Scenario 2: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter a university deposit for the difference	113920	($50.00)	Credit
	3. Enter campus journal to settle the cash advance	514810	$150.00	Debit
		113920	($150.00)	Credit
Scenario 3: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter a campus voucher for the additional amount	113920	$50.00	Debit
	3. Enter campus journal to settle the cash advance	514810	$250.00	Debit
		113920	($250.00)	Credit

Use one of the allowable expense account codes

Cash advance account to use when the cash advance is OSR, not for travel (559510)

Scenario	Steps	Account Code	Amount	Debit or Credit
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	559510	$200.00	Debit
	2. Enter campus journal to settle the cash advance	514810	$200.00	Debit
		559510	($200.00)	Credit
Scenario 2: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	559510	$200.00	Debit
	2. Enter a university deposit for the difference	559510	($50.00)	Credit
	3. Enter campus journal to settle the cash advance	514810	$150.00	Debit
		559510	($150.00)	Credit
Scenario 3: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	559510	$200.00	Debit
	2. Enter a campus voucher for the additional amount	559510	$50.00	Debit
	3. Enter campus journal to settle the cash advance	514810	$250.00	Debit
		559510	($250.00)	Credit

Use one of the allowable expense account codes

Cash advance account to use when the cash advance is OSR – Travel Advance – non UNC Employee (559511)				
Scenario	Steps	Account Code	Amount	Debit or Credit
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	559511	$200.00	Debit
	2. Enter campus journal to settle the cash advance	514810	$200.00	Debit
		559511	($200.00)	Credit
Scenario 2: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	559511	$200.00	Debit
	2. Enter a university deposit for the difference	559511	($50.00)	Credit
	3. Enter campus journal to settle the cash advance	514810	$150.00	Debit
		559511	($150.00)	Credit
Scenario 3: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	559511	$200.00	Debit
	2. Enter a campus voucher for the additional amount	559511	$50.00	Debit
	3. Enter campus journal to settle the cash advance	514810	$250.00	Debit
		559511	($250.00)	Credit

Use one of the allowable expense account codes

The debit line of the settlement journal books the expense, so you need to enter the applicable account code for that expense, such as travel or gift cards. There is a list of allowable expense accounts for cash advances. These are listed in the table below.

The credit line relieves the cash advance.

Allowable Account Codes	Description	OSR/non-OSR
514810	Study Subject Payments	OSR or non-OSR
514820	Study Subject Expenses	OSR or non-OSR
537210	Supplies–Educational/ Research	OSR or non-OSR
558914	Miscellaneous Services	OSR or non-OSR
522917	HCS Contract Serv Other Comp	non-OSR only
558410	Employee Recognition Award	non-OSR only
558921	Meetings and Amenities	non-OSR only
558924	Employee Non Cash Awards	non-OSR only
558933	Exchange Student Expense	non-OSR only
569190	Awards - Student	non-OSR only

Naming Conventions

There are specific naming conventions for certain lines in the cash advance documents. These conventions need to be followed in order for the documents to be approved. The table below shows the required conventions. One key point is that the Line Description is the same for all documents related to a single cash advance.

Campus Voucher for initial cash advance		7
Invoice No. Recipient's last name + cash advance amount + first three letters of month + two-digit year	**Line Description:** Recipient's last name + cash advance amount + first three letters of month + two-digit year	
Example: DOE500.00MAR15	**Example:** DOE500.00MAR15	

Campus Voucher for additional advance	
Invoice No. Recipient's last name + amount of the **addition**+ first three letters of month + two-digit year **Note:** The date could be different from the original advance.	**Line Description:** Same as Line Description of Invoice No.
Example: DOE100.00APR15	**Example:** DOE500.00MAR15

University Deposit for unused portion of the advance	
Payment Merchant ID Initials of receipt + "Cash Advance"	**Line Description:** Same as Line Description of Invoice No.
Example: JD Cash Advance	**Example:** DOE500.00MAR15

Campus Journal to settle the advance	
NA	**Line Description:** Same as Line Description of Invoice No.
	Example: DOE500.00MAR15

Naming Conventions

Campus Voucher for initial cash advance

Invoice No.
Recipient's last name + cash advance amount + first three letters of month + two-digit year

Example:
`DOE500.00MAR15`

Line Description:
Recipient's last name + cash advance amount + first three letters of month + two-digit year

Example:
`DOE500.00MAR15`

Campus Voucher for additional advance

Invoice No.
Recipient's last name + amount of the **addition**+ first three letters of month + two-digit year
Note: The date could be different from the original advance.

Example:
`DOE100.00APR15`

Line Description:
Same as Line Description of Invoice No.

Example:
`DOE500.00MAR15`

University Deposit for unused portion of the advance

Payment Merchant ID
Initials of receipt + "Cash Advance"

Example:
`JD Cash Advance`

Line Description:
Same as Line Description of Invoice No.

Example:
`DOE500.00MAR15`

Campus Journal to settle the advance

NA

Line Description:
Same as Line Description of Invoice No.

Example:
`DOE500.00MAR15`

Monitoring Cash Advance Requests

The Open Item Status page in the General Ledger shows any cash advances that have been entered in the system. You can search for cash advances on this page by one or a combination of chartfields, or by Open Item number. The Open Item number is the Vendor ID of the employee that received the cash advance.

Additional Resources

- For how to create a campus voucher for a cash advance, see *Creating a Campus Voucher for Cash Advances, page 9.*

- For how to create a university deposit for unused funds of a cash advance, see *Entering University Deposits for Unspent Advances, page 17.*

- For how to create a campus journal to settle a cash advance, see *Creating a Cash Advance Settlement Journal, page 24Creating a Cash Advance Settlement Journal, page 24*

- For how to review the open items related to a cash advance, see *Reviewing Cash Advances, page 30.*

Creating a Campus Voucher for Cash Advances

Overview

The basic process for cash advances is to first enter a cash advance request, and later enter a settlement for the balance of the funds. For the initial cash advance request, you enter a campus voucher. To settle the request, you enter a campus journal.

There are two reasons you would enter a campus voucher for cash advance purposes. One is to make the initial cash advance request. The second is to increase the amount of the original request, which occurs when the actual amount expended is greater than the original request.

Open Item field

Cash advances are used for both OSR and non-OSR related business. For **non OSR-related** cash advances, you need to complete the Open Item field on the distribution line. The Open Item number is the vendor ID.

For OSR-related cash advances, you leave the Open Item field blank.

Category Codes and Accounts

Cash advances, both OSR and non OSR-related, require a specific category code and associated account. The account defaults automatically based on the category code. The table below shows the required category codes and accounts.

OSR/non-OSR	Category Code	Account	Description
OSR	UNC00169	559510	Cash Advance
OSR	UNC00170	559511	Travel Advance - non-UNC Employee
non-OSR	UNC00233	113920	Due From Employee Cash Advance

Note: Cash advances to employees processed via campus vouchers using Chartfild 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.

Naming Conventions

There are naming conventions required for the Invoice No. and Line Description fields on the campus voucher, both for the original cash advance request and if a second voucher is needed to increase the amount of the original request.

The table below explains these naming conventions. The key points are:

- The Line Description is the same both vouchers - the initial cash advance and the cash advance to increase the amount.

- The Invoice No. for the initial cash advance and the additional cash advance will be different because the amount and/or the date will be different.

Naming Convention for campus vouchers for cash advance requests	
Campus Voucher for initial cash advance	
Invoice No. Recipient's last name + cash advance amount + first three letters of month + two-digit year	Line Description: Recipient's last name + cash advance amount + first three letters of month + two-digit year
Example: DOE500.00MAR15	Example: DOE500.00MAR15
Campus Voucher for additional advance	
Invoice No. Recipient's last name + amount of the **addition**+ first three letters of month + two-digit year **Note:** The date could be different from the original advance.	Line Description: Same as Line Description of Invoice No.
Example: DOE100.00APR15	Example: DOE500.00MAR15

Required Documentation

There are three forms associated with the initial cash advance, and they're are available at http://financepolicy.unc.edu/form-section/cash-deposits-petty-cash.

- Cash Advance Agreement

- Application for Advance of Institutional Trust Funds

- Request for Advance for Purchase Of Gift Cards

The first two are required, and the third one only applies to cash advances for gift cards. All required forms must be attached to the cash advance voucher.

Related Reference

- For an overall understanding of the business process flow of cash advances, see *Understanding Cash Advances, page 2.*

- For information on how to enter a cash advance settlement, see *Creating a Campus Voucher for Cash Advances, page 1.*

- For information on how to enter a university deposit for unspent funds from a cash advance, see *Entering University Deposits for Unspent Advances, page 17.*

Menu Path

Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus Voucher Entry

Steps - Creating a Campus Voucher - Cash Advance

Follow these steps to create a campus voucher for a cash advance:

1. Choose this menu option:

   Main Menu > Finance Menu > Accounts Payable > Vouchers > Add/Update > Campus
   Voucher Entry

2. Click the **Add a New Value** tab.

Add a New ValueTab

3. Complete the fields.

In this field:	Do the following:
Business Unit	Enter the business unit for the voucher.
Voucher ID	Leave the default value of NEXT. The system assigns the next available voucher ID number when you save the voucher.
Short Vendor Name	Look up, or enter, the vendor's short name. For cash advances, the vendor is the person receiving the cash advance. Note: If you entered the Vendor ID, the system fills in the Short Vendor Name value for you.
Vendor ID	Look up, or enter, the vendor ID.
Vendor Location	Look up, or enter, the location identifier that corresponds to which vendor address payments are remitted to. Note: The location will typically be a number, such as 1, 2, and so on. Make sure the value matches the one in the Address Sequence Number field.
Address Sequence Number	Look up, or enter, the key for the vendor's remittance address. Note: If the vendor is paid by check, and the value in this field matches the Vendor Location, this is the address the check will be sent to.
Invoice Number	Enter the invoice number according to the naming convention for cash advance requests. For example: PLOYEE500.00OCT14.
Invoice Date	Enter today's date.
Gross Invoice Amount	Enter the total amount of the cash advance.
Freight Amount	Leave this field blank.

In this field:	Do the following:
Misc Charge Amount	Leave this field blank.
Estimated number of invoice lines	Enter the estimated number of line items on the invoice. Typically cash advances have one line.

4. Click the **Add** button.

Result: The system displays the Campus Voucher Entry page. This is where you enter the required fields for the cash advance and attach the required documents.

Campus Voucher Entry - Invoice Information Tab

5. Click on the **Imagenow Attachments** link to attach the required documents. The cash advances documents are:

- Cash Advance Agreement

- Application for Advancement of Institutional Trust Funds

- Request for Advance for Purchase Of Gift Cards (required if applicable)

6. Use the **Comments** link to enter comments. Comments are not required.

7. Complete the following fields in the Invoice Lines section.

In this field:	Do the following:
Description	Enter the description according the naming convention for cash advances. For example, PLOYEE500.00OCT14.
Category	Look up, or enter, the applicable cash advance category code: **OSR-related:** • UNC00169 - Cash Advance - OSR • UNC00170 - Travel Advance - Non-UNC Employee **Non OSR-related:** • UNC00233 - Cash Advance - non-OSR
Quantity	Enter **1**.

8. Enter the applicable chartfields for the cash advance.

   Note: The Category code automatically fills in the Account field value.

9. Click the scrollbar to enter the Open Item field.

   Note: The Open Item only applies to non-OSR cash advance requests. For OSR requests, leave the Open Item field blank.

10. Enter the Open Item number. This is the same number as the Vendor ID.

11. Click the **Save** button.

Result: The system saves the voucher and assigns a voucher ID number.

12. Choose the **Budget Checking** option from the Action field.

13. Click the **Run** button.

Results: The system displays a message asking if you want to wait for the process to run. Click the **No** button.

14. Click the **Submit For Approval** button.

15. Enter a comment if desired.

16. Click **OK**.

Result: The system displays the approval path for the voucher.

PreAudit UNCCH AP

▽ BUSINESS_UNIT=UNCCH, VOUCHER_ID=50002217:

UNCCH AP Voucher Clerk

Pending
🕐 Multiple Approvers
AP Voucher Clerk

▷ **Comments**

Central Office Stage

▽ BUSINESS_UNIT=UNCCH, VOUCHER_ID=50002217:

UNCCH AP Central Office

Not Routed
Multiple Approvers
UNCCH Voucher Cent Office

▷ **Comments**

Entering University Deposits for Unspent Advances

Overview

In a cash advance scenario where the person receiving the cash advance does not use all the funds, the unused funds must be returned to the University. This is done by entering a University deposit in the Accounts Receivable module.

Related Reference

- For broader information about deposits, *Entering Direct Journal University Deposits - to Cashier's Office or General Administration, page 1.*

- For information on how to enter a cash advance, see *Creating a Campus Voucher for Cash Advances, page 9*

- For information on how to enter a cash advance settlement, see *Entering a Cash Advance Settlement, page 1.*

Menu Path

Main Menu > Finance Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Steps - Entering University Deposits for Unspent Advances

Follow these steps to enter a University deposit for unspent advances:

1. Choose this menu option:

   Main Menu > Finance Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

2. Click the **Add a New Value** tab.

Add a New Value Tab

3. Complete the fields:

In this field:	Do the following:
Deposit Unit	Enterthe same Deposit Unit you use for all other deposits. For example, if you use chstr for deposits for conference fees, then use chstr for cash advance reimbursements.
Deposit ID	Always leave the default value NEXT for the system to assign the next available deposit ID when you save.

4. Click the **Add** button.

Totals Tab

5. Complete the fields:

In this field:	Do the following:
Accounting Date	Leave the default value of today's date.
Bank Code	The system fills in bank code based upon the deposit unit you initially entered. The Bank Code cannot be changed.
Bank Account	The system fills in the bank account based on the deposit unit you initially entered. The Bank Account cannot be changed.
Deposit Type	The system fills in the deposit type automatically based on the deposit unit you initially entered. Leave the default value.
Department	Enter the department ID for the department processing the payment.
Phone #	Enter the phone number of the person to contact if there are questions about the deposit.
Campus Box #	Enter the campus mailbox number to be used for any follow up correspondence.

6. In the Standard Deposit section, complete the fields:

In this field:	Do the following:
Standard Deposit: Cash Total Amount	Enter the total amount of incoming cash to be included in the deposit. This is the amount the person did not spend from the cash advance.
Standard Deposit: Non-Cash Total Amount	Enter the total amount of incoming checks to be included in the deposit. This is the amount the person did not spend from the cash advance.
Other Deposit: Total Amount	This field is not used for cash advances.

7. Click the **Calculate Totals** button.

Standard Deposit		Other Deposit	
Cash Total Amount:	50.00	Total Amount:	0.00
Non-Cash Total Amount:	0.00	- OR -	
Deposit Total Amount:	50.00	Calculate Totals Recon Status:	New

8. In the Control Totals and Control Data section, complete the fields:

In this field:	Do the following:
*Count	Leave the default of 1 when making a deposit that has one payment. Standard deposits may have more than one payment. If more than one payment, enter the number of payment lines for the deposit. This must be accurate for the deposit to be in balance.
Settlement Date	For cash and check deposits, accept the system default of today's date.
Entered	Accept the system default of today's date.
Assigned	Accept the system default of your user ID.

Control Totals					Control Data	
Control Total Amount:	50.00	*Count:		1	*Settlement Date:	09/18/2014
Entered Total Amount:	0.00	Count:		1	*Entered:	09/18/2014
Difference Amount:	50.00	Count:		0	Posted:	
Posted Total Amount:	0.00	Count:		0	Assigned:	slmcdono
Journalled Total Amount:	0.00	Count:		0	User:	slmcdono

9. Click the **Payments** tab.

Payments Tab

10. In the Payment Information section, complete the fields:

In this field:	Do the following:
Payment/ Merchant ID	Enter a Payment/Merchant ID. Note: The suggested naming convention for the Payment/Merchant ID is the initials of the person who received the cash advance, followed by CASH ADV.
Accounting Date	Leave the date which will default from the accounting date entered on the Totals tab.
Amount	Enter the total amount for the payment. When creating a single payment for the deposit record, this amount should match the system-calculated deposit total amount from the totals tab.

11. To attach a reference file to the payment, click the **Attachments** link. Attachments are not required for the cash advance deposit.

12. Mark the **Journal Directly** checkbox on the payment line.

13. Click the **Refresh** button.

14. Click the **Save** button.

15. Click the **Accounting Entries** link.

16. Enter the Line Amount and the chartfields. The chartfields are the same as the original cash advance voucher.

    Note: For incoming payments, the line amount is always negative.

17. Click the **Journal Reference Information** tab.

18. In the Open Item field, enter the Open Item number. This is the same number as the Vendor ID.

19. Click the **Currency Details** tab.

20. Enter a description according to the naming convention for cash advances. This is the last name of the person who received the cash advance, followed by the amount including cents, followed by the first three letters of the payment month, followed by the two-digit year.

21. Click the **Refresh** button on the lower right of the screen.

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22. Click the lightning bolt icon to generate the offsetting lines.

23. Click the **ChartFields** tab.

24. Mark the **Complete** checkbox

25. Click the **Apply** button.

26. Click the budget checking icon.

27. Click **OK** to return to the Payment tab.

28. Click the **Submit** button.

29. Click the **Print Daily Cash Transmittal** button.

Result: The system generates a new browser tab that displays the Daily Cash Transmittal Form. You need to print this form and accompany it with the monetary payments to the Cashier's office. You can also save or print a copy for your own records.

Creating a Cash Advance Settlement Journal

Overview

All cash advances are settled using a campus journal. There are three possible scenarios for cash advances - the final expenses are more, less, or the same as the amount of the original cash advance.

The cash advance scenario drives the amounts that you enter on the lines of the settlement journal. The amounts are always equal to the actual amount expended by the recipient of the cash advance, which is either more, less, or the same as the original cash advance.

The debit line of the settlement journal books the expense for the cash advance. The account you enter for the debit line is the appropriate expense account for the actual use of the cash advance funds, such as gift cards. There is a list of allowable expense accounts for cash advan+ces. This table lists the expense accounts allowed for cash advances.

Allowable Account Codes	Description	OSR/non-OSR
514810	Study Subject Payments	OSR or non-OSR
514820	Study Subject Expenses	OSR or non-OSR
537210	Supplies–Educational/ Research	OSR or non-OSR
558914	Miscellaneous Services	OSR or non-OSR
522917	HCS Contract Serv Other Comp	non-OSR only
558410	Employee Recognition Award	non-OSR only
558921	Meetings and Amenities	non-OSR only
558924	Employee Non Cash Awards	non-OSR only
558933	Exchange Student Expense	non-OSR only
569190	Awards - Student	non-OSR only

The credit line of the settlement journal relieves the cash advance. The account for the credit line is the same account you used when you created the voucher for the initial cash advance. There are three possible accounts for the credit line: 113920 for non-OSR cash advances, 559510 for OSR cash advances, and 559511 for OSR travel advance-non UNC employee.

The table below shows the three possible cash advance scenarios, using one of the possible cash advance accounts as an example.

Cash Advance account to use when the cash advance is not OSR (113920)				
Scenario	**Steps**	**Account Code**	**Amount**	**Debit or Credit**
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter campus journal to settle the cash advance	514810	$200.00	Debit
		113920	($200.00)	Credit
Scenario 2: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter a university deposit for the difference	113920	($50.00)	Credit
	3. Enter campus journal to settle the cash advance	514810	$150.00	Debit
		113920	($150.00)	Credit
Scenario 3: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	113920	$200.00	Debit
	2. Enter a campus voucher for the additional amount	113920	$50.00	Debit
	3. Enter campus journal to settle the cash advance	514810	$250.00	Debit
		113920	($250.00)	Credit

Use one of the allowable expense account codes

Related Reference

- For an overall understanding of the business process flow of cash advances, see *Understanding Cash Advances, page 2.*

- For information on how to enter a cash advance, see *Creating a Campus Voucher for Cash Advances, page 9.*

- For information on how to enter a university deposit for unspent funds from a cash advance, see *Entering University Deposits for Unspent Advances, page 17.*

Menu Path

Main Menu > Finance Menu > UNC Campus > Campus Journals > Campus Journal Entry

Steps - Creating a Cash Advance Settlement Journal

Follow these steps:

1. Choose this menu option:

   Main Menu > Finance Menu > UNC Campus > Campus Journals > Campus Journal Entry

Campus JE System Page

2. Choose **Cash Advance Settlement** option from the Transaction Group menu.

3. Click the **Search Transaction Type** button.

4. Click the **Cash Advance Settlement** link.

5. Complete the fields for the debit line.

In this field:	Do the following:
Business Unit	Leave the default of **uncch**.
Journal Date	Leave the default of today's date.
Unit	Enter uncch.
Amount	Enter the amount of the total amount spent. This could be more, less, or the same as the original cash advance. See the table at the beginning of this document for further reference.
Fund	Look up, or enter, the fund for the journal line.
Source	Look up, or enter, the source for the journal line.

In this field:	Do the following:
Account	Look up, or enter, the account for the actual use of the funds. For example, the actual use of the funds could be travel or study subject payments.
Dept	Look up, or enter, the department for the journal line.
PC BU	If the journal line is for a contract or grant, enter chosr. Otherwise, leave this field blank.
Project ID	If the journal line is for a contract or grant, enter the project ID. Otherwise, leave this field blank.
Activity	If the journal line is for a contract or grant, enter 1. Otherwise, leave this field blank.

6. Click the scrollbar to enter the journal line description

7. Enter the journal line description according to the naming convention for cash advance settlement journals. For example: PLOYEE500.00APR15.

8. Click the **Auto Balance** button.

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9. Enter the chartfield strings for the credit line.

   Note: The account code for the credit line is account code from the original cash advance.

10. Scroll to the right to enter the Open Item key.

Unit	Amount	Ledger	Fund	Source	Account	Dept
UNCC	500.000	ACTUALS	29100	15141	537210	624100
UNCC	-500.000	ACTUALS	29100	15141	113920	624100

11. Enter the open item. This is the vendor ID.

   Note: The open item is only filled in for non OSR-related cash advances. If the project is OSR-related, leave the Open Item Key field blank.

12. Click the **Save Journal** button.

Personalize | Find | View All | 📷 | 📊   First ◀ 1-2 of 2 ▶ Last

Open Item Key	Reference	Journal Line Description
		PLOYEE500.00APR15
0000001047 ✕		PLOYEE500.00APR15

0.000   Save Journal

13. Leave the Process field defaulted with **Edit Journal**, and click the **Process** button.

Campus Journal Validation

Unit: UNCCH   Journal ID: 0000036457   Date: 03/0

Attachments (0)
          *Process: Edit Journal   Process

14. Choose the **Submit Journal** options from the Process field menu, and click the **Process** button.

Result: On the Voucher tab, the system displays the approvers assigned to the voucher.

Reviewing Cash Advances

Overview

The Review Open Item Status page in the system allows you to view all your cash advances. There are two primary reasons you would do this:

- Monitor the amounts of outstanding cash advance transactions and use that information to enter cash advance settlements or deposits.

- Monitor whether Accounting Services has reconciled your cash advance. A reconciled Cash Advance is in a Closed status.

You can view your cash advances by various criteria, including chartfields and Open Item number. The Open Item number gives you all transactions related to a particular cash advance payee.

Related Reference

- For an overview of cash advances, see *Understanding Cash Advances, page 2*

- For information on how to enter a cash advance, see *Creating a Campus Voucher for Cash Advances, page 9*.

- For information on how to enter a cash advance settlement, see *Creating a Cash Advance Settlement Journal, page 24*.

- For information on how to enter a deposit on an unused portion of a cash advance, see *Entering University Deposits for Unspent Advances, page 17*.

Menu Path

Main Menu > Finance Menu > General Ledger > Open Items > Review Status Online

Steps - Reviewing Cash Advances

Follow these steps to review cash advances:

1. Choose this menu option:

   Main Menu > Finance Menu > General Ledger > Open Items > Review Status Online

Review Open Item Status Page

2. Complete the fields by entering search criteria for your cash advances. The most direct search to see all transactions related to a single cash advance is by Open Item.

In this field:	Do the following:
Journal ID	If you know it, enter the journal ID.
Journal Date From and Journal Date To	The default date range for journal date is broad. You can narrow the date range if you know the date the voucher was posted to the General Ledger, which is the journal date.
Chartfields (fund, source, account, etc.)	You can search by one or any combination of chartfields on your cash advance.
Inquire	Choose one of the following: • **Open** for cash advances that have not been reconciled by OSR or Accounting Services • **Closed** for cash advances that have been reconciled by OSR or Accounting Services • **Both** to search for both open and closed cash advances
Open Item Key	This is the most direct search criterion to see all the transactions related to a particular cash advance. Enter an open item number.

3. Click the **Search** button.

Results: The system displays the search results based on the criteria you entered.

4. Click the link in the Open Item Key column to view the transactions associated with this Open Item.

Open Item Balances						
Open Item Key	Fund	Source	Account	Dept	Project ID	Program
0000001047	29100	15141	113920	624100		

Result: The system displays all the transactions associated with this Open Item.

Notes:

- If the naming convention was followed on the voucher and deposit, it is easy to see the transactions associated with each cash advance.

- Journals generated from vouchers in Accounts Payable begin with ACC. Journals generated from deposits in Accounts Receivable begin with ARD.

5. Review the dollar amounts for each transaction. In the image below, you can see that you have settled this cash advance, because the sum of the transactions total $0.00.

6. Click **OK** to return to the search screen.

Open Item Transactions						
Open Item Key	Journal ID	Journal Date	Seq	Line #	Journal Line Description	Open Date
0000001047	ACC0007925	10/20/2014	0	1	PLOYEE500.00OCT14	10/20/2014
0000001047	ACC0007926	10/28/2014	0	1	PLOYEE500.00OCT14	10/28/2014
0000001047	ARD0007922	10/28/2014	0	1	PLOYEE500.00OCT14	10/28/2014

Selected: 0.00   USD   Total: 0.00   USD

OK   Cancel

Personalize | Find | View All | [🗗] | 🖽   First ◀ 1-3 of 3 ▶ Last

Journal Line Description	Open Date	Closed Dt	Transaction Amount	Base Amount
PLOYEE500.00OCT14	10/20/2014		500.00	500.00
PLOYEE500.00OCT14	10/28/2014		-450.00	-450.00
PLOYEE500.00OCT14	10/28/2014		-50.00	-50.00

Glossary

O

OSR

Office of Sponsored Research

P

PAAT

Payroll Accounting Adjustment Tool - used to change the distribution of funds on an employee's salary.