Cash Advances
March 24, 2015

The webinar Q&A is at the end of this PowerPoint.
Today’s webinar:

• Approximately 60 minutes

• Use the chat window to type your questions
  • We will answer questions at the end

• The webinar recording will be posted on ccinfo.unc.edu
Objectives

By the end of this webinar, you should be familiar with:

• The cash advance process as of March 2015
• The category and account codes used for cash advances
• How to create a cash advance request
• How to deposit funds for an unspent portion of a cash advance
• How to settle a cash advance
• How to monitor your cash advances
Three cash advance scenarios

• Expenses equal cash advance

• Expenses greater than cash advance

• Expenses less than cash advance
Cash Advance Process

1. Request
   - Create a campus voucher for a cash advance

2. Settle
   - a. If applicable:
      - enter an additional campus voucher to increase cash advance amount
      - enter a deposit to return unspent funds
   - b. Always:
      - Create a Cash Advance Settlement Journal

3. Monitor
   - Monitor cash advance

Note: If you have open cash advances from the legacy system, you need to email mchrisp@email.unc.edu with all the documentation from the original advance. Accounting services will then create an open item, and you can settle the advance.
Key Points

• Category codes and accounts
• Allowable expense accounts
• Naming conventions
• Required documentation
• Open Item field (for non-OSR only)
# Category codes and Accounts

Category codes and account codes for campus vouchers for cash advances:

<table>
<thead>
<tr>
<th>Description</th>
<th>Category Code</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance OSR</td>
<td>UNC00169</td>
<td>559510</td>
</tr>
<tr>
<td>Travel Advance – non UNC Employee</td>
<td>UNC00170</td>
<td>559511</td>
</tr>
<tr>
<td>Cash Advance – Non-OSR</td>
<td>UNC00233</td>
<td>113920</td>
</tr>
</tbody>
</table>
Allowable Expense Accounts

Allowable accounts for the expense line

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

<table>
<thead>
<tr>
<th>Campus Voucher for initial cash advance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice No.</strong></td>
</tr>
<tr>
<td>Recipient’s last name + cash advance amount + first three letters of month + two-digit year</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td>DOE100.00MAR15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Voucher for additional advance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice No.</strong></td>
</tr>
<tr>
<td>Recipient’s last name + amount of the <strong>addition</strong> + first three letters of month + two-digit year</td>
</tr>
<tr>
<td><strong>Note:</strong> The date could be different from the original advance.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td>DOE100.00APR15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Deposit for unused portion of the advance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Merchant ID</strong></td>
</tr>
<tr>
<td>Initials of receipt + “Cash Advance”</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td>JD Cash Advance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Journal to settle the advance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NA</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Example:</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Required Documentation – Cash Advance Request

• Three forms for cash advance requests

1. Cash Advance Agreement 307.1.2f

2. Application for the Advancement of Institutional Trust Funds 307.1.1f

3. Request for Advance of Purchase of Gift Cards 307.1.3f

• These forms are attached to the campus voucher
Required Documentation – Cash Advance Settlement

- Two forms for cash advance settlements

1. **Cover Sheet**
   - Cash Advance Agreement
   - 307.1.1rd

2. **Reconciliation of Cash Advance for Study Subjects**
   - 307.1.4f

- For non-OSR advances: attach documents to the cash advance settlement journal
- For OSR advances: attach documents to the cash advance journal AND send hard copies to OSR
Open Item

• Used for non-OSR cash advances only. For OSR cash advances, do not enter an open item.

• The Open Item field is a field on the distribution line of the campus voucher

• The Open Item number is the Vendor ID of the person receiving the advance

• The Open Item number is how you will be able to track non-OSR Cash Advance transactions
1. The category codes entered on the voucher when doing a cash advance are:
   a. UNC00233 – non-OSR
   b. UNC00169 – OSR-cash advance
   c. UNC00170 – OSR-non-group travel UNC employee

2. The account codes default based on the category code. They are:
   a. 113920 – non-OSR
   b. 559510 – OSR-non-group travel UNC employee
   c. 559511 – OSR-cash advance

3. There are specific expense account codes that can be used for cash advances.

4. The Open Item field is entered for non-OSR cash advances. The Open Item # is the vendor ID.

5. The description line on each document related to a single cash advance is the same. Example: DOE350.00MAR15
Cash Advance Process

1. Request
   Create a campus voucher for a cash advance

2. Settle
   a. If applicable:
      - enter an additional campus voucher to increase cash advance amount
      - enter a deposit to return unspent funds
   b. Always:
      Create a Cash Advance Settlement Journal

3. Monitor
   Monitor cash advance

Cash is spent
1. Navigate to the Campus Voucher page.

2. Enter:
   • Vendor
   • Invoice number (according to naming convention)
   • Invoice Date
   • Gross Invoice Amount

3. Click Add.
4. Use the **Imagenow Attachments** link to attach the required documentation.
   - Cash Advance Agreement
   - Application for the Advancement of Institutional Trust Funds
   - Request for Advance for Purchase of Gift Cards

5. Use the **Comments** link to add comments as applicable.
6. Enter a description according to the naming convention.

7. Enter the correct category code.

8. Enter “1” in the Quantity field.

9. Enter the remaining chartfields. The account defaults based on the category code.

10. Enter the Open Item (for non-OSR only). The Open Item is the vendor ID.

11. Click Save.
12. Select **Budget Checking** from the **Action** field.

13. Click **Run**.

14. Click **Submit for Approval**.
15. Enter approval comments and click OK

The voucher approval page appears.
Cash Advance Process

1. Request
   Create a campus voucher for a cash advance

2. Settle
   a. If applicable:
      o enter an additional campus voucher to increase cash advance amount
      o enter a deposit to return unspent funds
   b. Always:
      Create a Cash Advance Settlement Journal

3. Monitor
   Monitor cash advance
## Entries for cash advances

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Steps</th>
<th>Category Code</th>
<th>Account Code</th>
<th>Amount</th>
<th>Debit or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 1:</strong> Expenses equal Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>UNC00233</td>
<td>113920</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter campus journal to settle the cash advance</td>
<td>NA</td>
<td>514810</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NA</td>
<td>113920</td>
<td>($200.00)</td>
<td>Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Steps</th>
<th>Category Code</th>
<th>Account Code</th>
<th>Amount</th>
<th>Debit or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 2:</strong> Expenses greater than the Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>UNC00233</td>
<td>113920</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter a campus voucher for the additional amount</td>
<td>UNC00233</td>
<td>113920</td>
<td>$50.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>3. Enter campus journal to settle the cash advance</td>
<td>NA</td>
<td>514810</td>
<td>$250.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NA</td>
<td>113920</td>
<td>($250.00)</td>
<td>Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Steps</th>
<th>Category Code</th>
<th>Account Code</th>
<th>Amount</th>
<th>Debit or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 3:</strong> Expenses less than the Cash Advance</td>
<td>1. Enter a campus voucher to request the cash advance</td>
<td>UNC00233</td>
<td>113920</td>
<td>$200.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td>2. Enter a university deposit for the difference</td>
<td>NA</td>
<td>113920</td>
<td>($50.00)</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td>3. Enter campus journal to settle the cash advance</td>
<td>NA</td>
<td>514810</td>
<td>$150.00</td>
<td>Debit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NA</td>
<td>113920</td>
<td>($150.00)</td>
<td>Credit</td>
</tr>
</tbody>
</table>
1. Enter the Invoice Number according to the naming convention.

2. Enter additional amount in Gross Amount field.

3. Enter the same text in the Description field as the original cash advance.

4. Enter the same category code and chartfields as original voucher.
Deposit for unspent cash advance funds

1. Navigate to the Regular Deposit page.
2. From the Add a New Value tab, enter chstr in the Deposit Unit field.
3. Click Add.
Deposit for unspent cash advance funds

4. Enter the following:
   • Department
   • Phone #
   • Campus Box #
   • Cash Total Mount (for cash); or Non-Cash Total Amount if it is a check

5. Click **Calculate Totals**.
Deposit for unspent cash advance funds

6. Always leave the default of “1” in the Count field.

7. Leave the default date fields in the Settlement Date and Entered date fields.

8. Click the Payments tab.
9. Enter the **Payment/Merchant ID** according to the naming convention for deposits for cash advances.

10. Enter the amount in the **Amount** field.

11. Mark the **Journal Directly** checkbox.

12. Click **Refresh**.

13. Click **Save**.
Deposit for unspent cash advance funds

14. Click the **Accounting Entries** link.
15. Enter the **Line Amount** as a **negative** amount of the deposit.
16. Enter the chartfields. The chartfield string is the same as the cash advance.
17. Click the **Journal Reference Information** tab.
Deposit for unspent cash advance funds

18. Enter the **Open Item Key**. This is the vendor ID.

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

20. Enter a description according to the naming convention for cash advances.

21. Click the **Refresh** button WAY out to the right at the bottom.

**Note:** If you use the Personalize link to move the Line Description next to the Dept field, the Currency Details tab does not appear.
Deposit for unspent cash advance funds

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

23. Click the **ChartFields** tab in the Distribution Lines section.

24. Mark the **Complete** checkbox.

25. Click **Apply**.

26. Click **OK**.
Deposit for unspent cash advance funds

27. Click Submit.

28. Click Print Daily Cash Transmittal.
Deposit for unspent cash advance funds

Deposit Transmittal Report
CHSTR State Treasurer

Deposit Id: 1007795
Deposit Date: 03/18/2015

Department: 624100
Depositor: Finance Campus 01

Deposit Status: Submitted
Submitted Date:
GL Post Date:

CB Number: 1234
Phone: 919/456-1234

Instructions: Please send this report to University Cashier Bank Dep Id and retain a copy for your records.

NOTE: If this is a standard deposit for the University Cashier, please enclose this report with the cash and checks and transmit to the University Cashier within one business day, as required by State law.

Payment/Merchant ID: BP CASH ADV

<table>
<thead>
<tr>
<th>Items Submitted</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>50.00</td>
</tr>
<tr>
<td>Other Items</td>
<td>0.00</td>
</tr>
<tr>
<td>Electronic Payments</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Amount: $50.00

Payment Id: BP CASH ADV

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Acct</th>
<th>Dept</th>
<th>Pgm</th>
<th>PC BU</th>
<th>Proj</th>
<th>Act</th>
<th>Amount</th>
<th>Line Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>29100</td>
<td>15141</td>
<td>113920</td>
<td>624100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
<td>PLOYEE350.00MAR15</td>
</tr>
</tbody>
</table>
Cash Advance Process

1. Request
   Create a campus voucher for a cash advance

2. Settle
   a. If applicable:
      o enter an additional campus voucher to increase cash advance amount
      o enter a deposit to return unspent funds
   b. Always:
      Create a Cash Advance Settlement Journal

3. Monitor
   Monitor cash advance

Cash is spent
Creating a Cash Advance Settlement Campus Journal

1. Navigate to the Campus Journal Entry page.
2. Choose the Cash Advance Settlement option from the Transaction Group field.
3. Click the Search Transaction type button.
4. Click the CASH ADVANCE SETTLEMENT link.
5. Enter the amount. This may be more, less, or equal to the amount of the initial advance.

6. Enter the chartfield string for the debit line. This is the line to book the expense. Enter the allowable account for whatever the cash advance was used for, such as travel.

7. Enter a description according to the naming convention for cash advances. Note that the description conveys the amount of the initial advance, even if the settlement journal is for more or less that the initial amount.

8. Click the **Auto Balance** button.
Creating a Cash Advance Settlement Campus Journal

9. Enter the cash advance account. This relieves the cash advance.

10. Enter the Open Item Key, if it is a non-OSR advance. If OSR, leave this field blank. This is the vendor ID.

11. Click the **Save Journal**.
Creating a Cash Advance Settlement Campus Journal

12. Leave the default of **Edit Journal** in the Process field and click **Process**.

13. Once the journal passes edit and budget checking, choose **Submit Journal** from the Process field, and click **Process**.

The approvers appear on the Approval tab.
### Scenario 1: Expenses equal Cash Advance

1. Enter a campus voucher to request the cash advance
   - Category Code: UNC00233
   - Account Code: 113920
   - Amount: $200.00
   - Debit

2. Enter campus journal to settle the cash advance
   - Category Code: NA
   - Account Code: 514810
   - Amount: $200.00
   - Debit

   - Category Code: NA
   - Account Code: 113920
   - Amount: ($200.00)
   - Credit

### Scenario 2: Expenses greater than the Cash Advance

1. Enter a campus voucher to request the cash advance
   - Category Code: UNC00233
   - Account Code: 113920
   - Amount: $200.00
   - Debit

2. Enter a campus voucher for the additional amount
   - Category Code: UNC00233
   - Account Code: 113920
   - Amount: $50.00
   - Debit

3. Enter campus journal to settle the cash advance
   - Category Code: NA
   - Account Code: 514810
   - Amount: $250.00
   - Debit

   - Category Code: NA
   - Account Code: 113920
   - Amount: ($250.00)
   - Credit

### Scenario 3: Expenses less than the Cash Advance

1. Enter a campus voucher to request the cash advance
   - Category Code: UNC00233
   - Account Code: 113920
   - Amount: $200.00
   - Debit

2. Enter a university deposit for the difference
   - Category Code: NA
   - Account Code: 113920
   - Amount: ($50.00)
   - Credit

3. Enter campus journal to settle the cash advance
   - Category Code: NA
   - Account Code: 514810
   - Amount: $150.00
   - Debit

   - Category Code: NA
   - Account Code: 113920
   - Amount: ($150.00)
   - Credit
Correcting a Posted Cash Advance Voucher

• You can correct posted cash advance vouchers through the Correcting Voucher JE campus journal type. Remember that you cannot change the account unless you contact Disbursement Services.

• You can correct posted deposits and journals through the Correcting JE campus journal type
Cash Advance Process

1. Request
   Create a campus voucher for a cash advance

2. Settle
   a. If applicable:
      - enter an additional campus voucher to increase cash advance amount
      - enter a deposit to return unspent funds
   b. Always:
      Create a Cash Advance Settlement Journal

3. Monitor
   Monitor cash advance
Monitor Cash Advances (non-OSR)

1. Navigate to the Review Status Online page.
2. Enter the Open Item Key.
3. Click Search.
4. Click the link for the open item.
Monitor Cash Advances (non-OSR)

1. Review the lines.

2. Journal ID column:
   • ACC indicates vouchers
   • ARD indicates deposits
   • campus journals indicated by the Journal ID

3. If the amounts in the Transaction Amount column equal zero, the advance has been settled.

<table>
<thead>
<tr>
<th>Open Item Key</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Seq</th>
<th>Line #</th>
<th>Journal Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001047</td>
<td>ACC007925</td>
<td>10/20/2014</td>
<td>0</td>
<td>1</td>
<td>PLOYEE500.00OCT14</td>
</tr>
<tr>
<td>0000001047</td>
<td>000009856</td>
<td>10/28/2014</td>
<td>0</td>
<td>1</td>
<td>PLOYEE500.00OCT14</td>
</tr>
<tr>
<td>0000001047</td>
<td>ARD0007922</td>
<td>10/28/2014</td>
<td>0</td>
<td>1</td>
<td>PLOYEE500.00OCT14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal Line Description</th>
<th>Open Date</th>
<th>Closed Dt</th>
<th>Transaction Amount</th>
<th>Base Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLOYEE500.00OCT14</td>
<td>10/20/2014</td>
<td></td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>PLOYEE500.00OCT14</td>
<td>10/28/2014</td>
<td></td>
<td>-450.00</td>
<td>-450.00</td>
</tr>
<tr>
<td>PLOYEE500.00OCT14</td>
<td>10/28/2014</td>
<td></td>
<td>-50.00</td>
<td>-50.00</td>
</tr>
</tbody>
</table>
Monitor Cash Advances (OSR)

**Vouchers:**
- Description field is vendor ID and vendor name
- Second part of Trans ID field is the invoice number

**Journals:**
- Description field will have the journal line description

**Search by 559510 or 559511**
In ConnectCarolina, the cash advance process consists of:

1. Creating a Campus Voucher for a cash advance
2. If applicable, entering a University deposit for unspent advances or a second voucher if expenses exceeded the original advance.
3. Creating a Cash Advance Settlement journal to settle the cash advance
4. For non-OSR cash advance, monitoring your cash advances through the Open Item page

Cash Advances require specific:

• Category codes
• Accounts
• Open Item Keys (for non-OSR only)
• Naming Convention for the description line
• Supporting documentation
Cash Advance Reference information

• Finance Training Website
  http://ccinfo.unc.edu/training/
  – Recording of the webinar
  – Cash Advance procedures (under the Student Guides link)
  – Cash Advances PowerPoint (under the Slideshows link)

• Cash Advance Forms:
  http://financepolicy.unc.edu/form-section/cash-deposits-petty-cash
See the next few slides for the webinar Q&A.
Q & A

1. What documentation is required for the second voucher to increase the amount of the initial advance?
   - The same documentation that was required for the initial advance, i.e., you need to complete the same forms requesting the additional amount.

2. How is entering the campus voucher for a cash advance different with this new process?
   - The only difference is the naming conventions. On both the Invoice No. and the line Description field, you need to enter the recipient’s last name + the amount of the advance + three letters for the month + two letters for the year. Example: DOE500.00MAR15

3. Who will do the deposit for OSR cash advance reconciliations?
   - You need to send the deposit to OSR. OSR will enter the deposit in the system.

4. What information do we need to provide to OSR for the deposit?
   - You need to provide the funds, the chartfield string for the deposit, and cash advance (voucher ID) the deposit applies to.

5. If the process has already been started for a cash advance, do we settle it using this process now?
   - You don’t need to re-submit anything. If you haven’t submitted the settlement yet, use this process.

6. If doing a gift card advance, does an additional campus voucher need to be done for activation fees?
   - If you didn’t include the activation fees on the initial request, then yes, you need to submit another campus voucher for the fees.

7. What would the naming convention be for an additional voucher, same amount, same month?
   - If you had an instance where you were doing an advance for the same person, for the same amount, in the same month, this would cause the invoice number and line description to be the same. To make them different, add a letter to the second cash advance. For example: DOE500.00MAR15a.
8. What is the process (has it changed) for settling a cash advance that was open prior to the transition to ConnectCarolina?
   1. If you entered an OSR-related cash advance prior to the go-live of ConnectCarolina, you settle that advance through the new process described in this webinar, i.e., Cash Advance Settlement journal.
   2. If you entered an non OSR-related cash advance prior to the go-live of ConnectCarolina, you need to send an email to mchrisp@email.unc with all the documentation you submitted for the original advance. Accounting Services will create an open item. Once they have notified you that the open item is created, you can enter the Settlement Journal to settle the advance.

9. How should we settle OSR subcontract cash advances? There is no allowable account code for subcontract expenses (569461 or 569486) and if you use 537210 or 558914 there would not be a budget line in an OSR subcontract project ID for those account codes.
   • The allowable accounts will be reviewed and additional information will be provided.

10. When would you process a travel advance for a non-UNC employee on sponsored research funds?
    • Further information will be provided on this.

11. The library has specific account codes we must use for library materials. I do not see them in the list. Can they be added?
    • The accounts are being evaluated. Send the account codes you think you need to Emily_coble@unc.edu

12. What documentation is required for settling a cash advance for a gift card (non OSR related)? Do we need a receipt from the recipients of the gift card. The gift cards go to the students that will be the finalists of a science art competition organized by APFC.
    • The students should sign the receipts. You don’t need to send those to Accounting Services, but you should still have the students sign them. Since it’s not a study, but a student award, it is best to have the students sign.

13. Are receipts scanned and attached to the settlement or do we send the receipts to Accounting Services?
    • For Accounting Services (non-OSR), you can scan the receipts and attach them to the settlement. For OSR, you must send ORIGINAL receipts.
14. Has anything changed to the Petty Cash/Imprest Checking Reimbursement Voucher Process (304.1.1f)?
   - That is a different process from cash advances. Send questions regarding petty cash and imprest checking to disbursement services.

15. Is a signature also required for gift card advances for departing employees?
   - It is always a good idea to get a signature from recipients of a gift card. You don’t need to submit the signatures to Accounting Services, but it is good backup to have in case you need it.

16. When I settle gift cards for let's say $1000.00 from various vendors...how many lines do I need to complete on form 307.1.4f?
   - If you have more gift cards that lines on the form, you can attach an Excel spreadsheet for the additional gift cards.

17. They are in increments of $10 and $5...so it will be extreme....is there a shortcut available?
   - It still needs to be documented. Enter the additional lines on an Excel spreadsheet and attach to the form.

18. I have the excel spreadsheet (to enter gift cards) Do I also need to complete the form?
   - On the form, make a note to see the attached spreadsheet. Enter the total on the form.

19. When I enter a cash advance, I do it out of my residuals and then reconcile to the actual trials. Which code do I use for the original advance?
   - You need to enter the advance on the residual, and then settle the advance on the residual. If you need to move the funds somewhere the trial, you need to enter a Campus JE.