Cash Advances
Welcome!

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

- The cash advance process
- How to create a cash advance request
- How to settle a cash advance
- How to monitor your cash advances
- The category and account codes used for cash advances
- The forms and supporting documentation required for cash advances
Cash Advance Process

**FRS**
- Check Request
- Settlement Journal

**ConnectCarolina**
- Campus Voucher in Accounts Payable
- University Deposit, if applicable

Monitor cash advances in General Ledger
Cash Advance Process

Request
Create a campus voucher for a cash advance

Settle
• Create a campus voucher to settle the cash advance
• If applicable, enter a University Deposit for unused advances

Monitor
Monitor cash advance
Category code for the cash advance request

- Category code for cash advance requests:

<table>
<thead>
<tr>
<th>OSR</th>
<th>UNC00169</th>
<th>Cash Advance OSR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNC00170</td>
<td>Travel Advance – non UNC Employee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(OSR only)</td>
</tr>
<tr>
<td>non-OSR</td>
<td>UNC00233</td>
<td>Cash Advance – Non-OSR</td>
</tr>
</tbody>
</table>
# Accounts Codes for cash advances

<table>
<thead>
<tr>
<th>Description</th>
<th>FRS Object Code</th>
<th>ConnectCarolina Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Advance</td>
<td>8511</td>
<td>559510</td>
</tr>
<tr>
<td>Travel Advance – Non UNC Employee</td>
<td>8512</td>
<td>559511</td>
</tr>
<tr>
<td>Due From Employee Cash Advance</td>
<td>1310</td>
<td>113920</td>
</tr>
</tbody>
</table>

### OSR-related

### Non OSR-related
Open Item

• The Open Item field is a field on the distribution line for cash advances

• 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 your Cash Advance transactions
Supporting 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
Demo

• Creating a campus voucher - cash advance request
1. What is the category code for cash advances?
   a. UNC00233
   b. UNC00169
   c. UNC00170
   d. All of the above
2. What is the account code for a cash advance for: non-OSR, non-travel?
   a. 551920
   b. UNC00169
   c. UNC00170
   d. 113920

   Correct answer: d. 113920
1. Request
   - Create a campus voucher for a cash advance

2. Settle
   - Create a campus voucher to settle the cash advance
   - If applicable, enter a University Deposit for unused advances

3. Monitor
   - Monitor cash advance
# Cash Advance Settlement

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Example</th>
<th>Cash Voucher for Cash Advance Settlement</th>
<th>University Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Voucher Header</td>
<td>Voucher Line 1</td>
</tr>
<tr>
<td><strong>Scenario 1:</strong> Expenses equal Cash Advance</td>
<td>$400</td>
<td>$400</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Scenario 2:</strong> Expenses greater than Cash Advance</td>
<td>$400</td>
<td>$450</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Scenario 3:</strong> Expenses less than Cash Advance</td>
<td>$400</td>
<td>$350</td>
<td>$0</td>
</tr>
</tbody>
</table>

For OSR-related deposits, campus sends cash or check to OSR and OSR enters the deposit. If non-OSR, campus enters the deposit.
Forms – 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
Supporting Documentation – Cash Advance Settlement

• Attach supporting documentation to the campus voucher

• OSR requires hard copies in addition to the scanned attachments. For OSR:
  1. attach the documentation to the campus voucher
  2. submit hard copies of documentation, including original receipts

• Accounting Services does not require hard copies.

❖ Note: When scanning receipts, tape receipts to a letter-size piece of paper before scanning
Category Codes for the Cash Advance Settlement

- There are at least two lines on the campus voucher for the settlement.
  - Line 1 is the expense line. Use the category code for whatever you spent the cash advance on.
    - Examples:
      - Study subject expenses – UNC00004
      - Study subject payments – UNC00003
  - Line 2 relieves the cash advance. The category code is the same as the cash advance request: UNC00169, UNC00170, or UNC00233.
Demo

- Creating a campus voucher - cash advance settlement
- Enter a University deposit for unused advances
3. Which Central Office department requires hard copies of supporting documentation, including original receipts?

a. Accounting Services ✅
b. OSR

c. Chancellor’s Office

d. All of the above
4. What is the Open Item number?

a. The vendor ID of the person receiving the cash advance

b. The vendor ID of the person entering the campus voucher

c. The voucher ID for the campus voucher request

d. The voucher ID for the campus voucher settlement
Cash Advance Process

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

2. Settle
   - Create a campus voucher to settle the cash advance
   - If applicable, enter a University Deposit for unused advances

3. Monitor
   - Monitor cash advance
Demo

• Monitoring cash advances
In ConnectCarolina, the cash advance process consists of:

1. Creating a Campus Voucher for a cash advance
2. Creating a Campus Voucher for a cash advance settlement
3. If applicable, entering a University deposit for unused advances
4. Monitoring your cash advances through the Open Item page

Cash Advances require specific:

- Category code
- Accounts
- Open Item
- Supporting documentation
Cash Advance Reference information

• Finance Training Website
  
  http://ccinfo.unc.edu/training/
  – Recording of the webinar
  – Cash Advances reference (under the Documents link)
  – 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
Thank You!
Cash Advance Settlement and Reconciliation

Campus Voucher – Cash Advance Settlement:

Create

**Campus** creates campus voucher for settlement:
- Attaches required forms and scanned receipts

If OSR related, **Campus** sends required forms and original receipts to OSR

Approve

OSR approves voucher, if there are OSR lines

Disbursement Services approves voucher

Reconcile

**OSR/Accounting Services** reviews supporting documentation from campus department

**OSR/Accounting Services** reconciles the cash advance in the General Ledger

Entering University Deposits – Unspent Advances:

Create

If deposit is OSR related, **Campus** sends check or cash for unspent cash advance to OSR

If not OSR related, **Campus** enters deposit for unspent cash advance:
- Prints Daily Cash Transmittal form (DCT)
- Submits to Cashier’s office

OSR enters deposit for unspent cash advance:
- Prints Daily Cash Transmittal form (DCT)
- Submits to Cashier’s office