

Cash Advances

March 24, 2015

The webinar Q&A is at the end
of this PowerPoint.

Connect
CAROLINA

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



Cash is spent

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

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.

3 Monitor

Monitor cash 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:

	Description	Category Code	Account
OSR	Cash Advance OSR	UNC00169	559510
	Travel Advance – non UNC Employee	UNC00170	559511
non- OSR	Cash Advance – Non- OSR	UNC00233	113920

Allowable Expense Accounts

Allowable accounts for the expense line

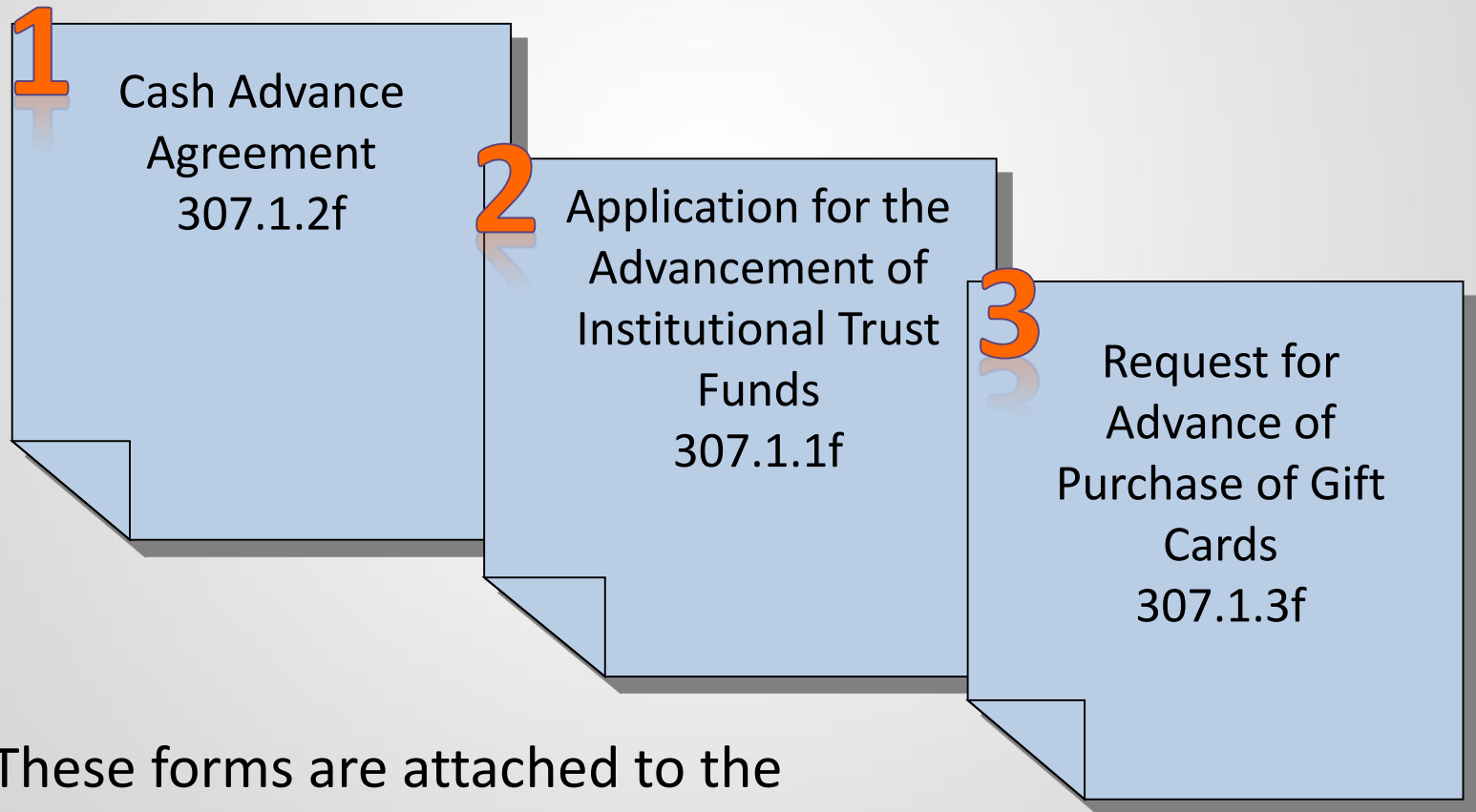
Allowable Account Codes	Description	OSR/non-OSR
514810	Study Subject Payments	OSR or non-OSR
514820	Study Subject Expenses	OSR or non-OSR
537210	Supplies–Educational/ Research	OSR or non-OSR
558914	Miscellaneous Services	OSR or non-OSR
522917	HCS Contract Serv Other Comp	non-OSR only
558410	Employee 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

Campus Voucher for initial cash advance	
<u>Invoice No.</u> Recipient's last name + cash advance amount + first three letters of month + two-digit year	<u>Line Description:</u> Recipient's last name + cash advance amount + first three letters of month + two-digit year
<u>Example:</u> DOE500.00MAR15	<u>Example:</u> DOE500.00MAR15
Campus Voucher for additional advance	
<u>Invoice No.</u> 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.	<u>Line Description:</u> Same as Line Description of Invoice No.
<u>Example:</u> DOE100.00APR15	<u>Example:</u> DOE500.00MAR15
University Deposit for unused portion of the advance	
<u>Payment Merchant ID</u> Initials of receipt + "Cash Advance"	<u>Line Description:</u> Same as Line Description of Invoice No.
<u>Example:</u> JD Cash Advance	<u>Example:</u> DOE500.00MAR15
Campus Journal to settle the advance	
NA	<u>Line Description:</u> Same as Line Description of Invoice No.
	<u>Example:</u> DOE500.00MAR15

Required Documentation – Cash Advance Request

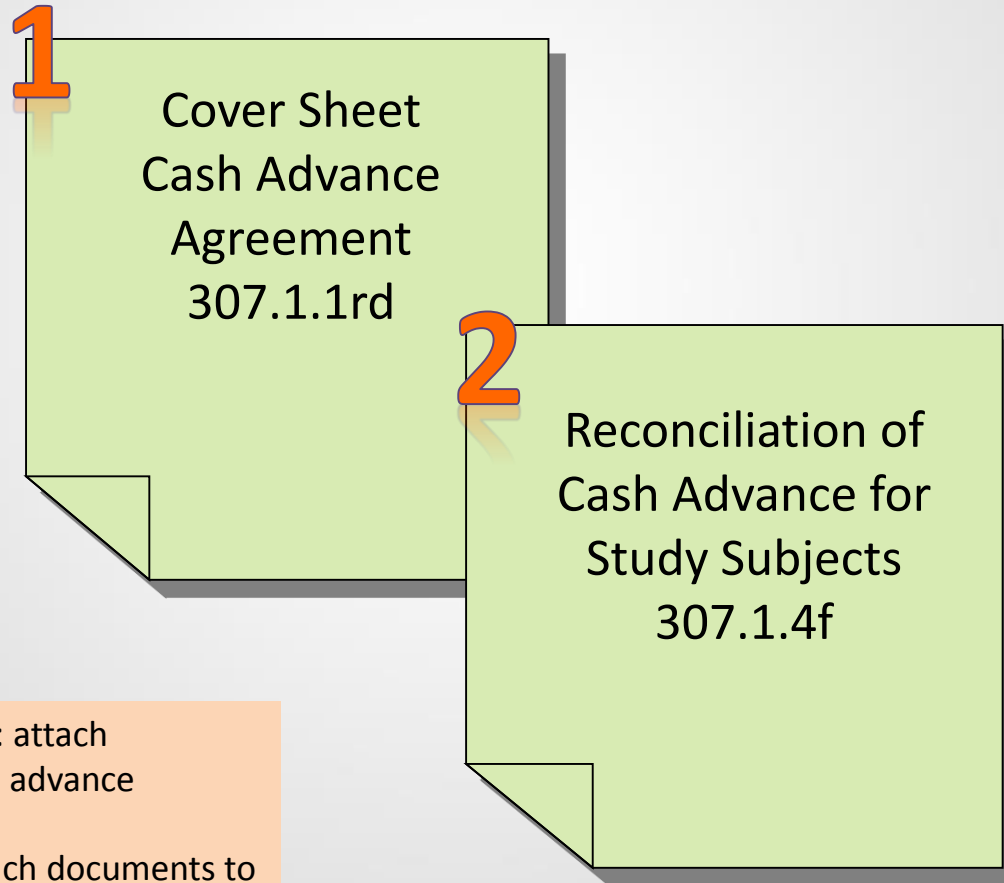
- Three forms for cash advance requests



- These forms are attached to the campus voucher

Required Documentation – Cash Advance Settlement

- Two forms for cash advance settlements



- 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

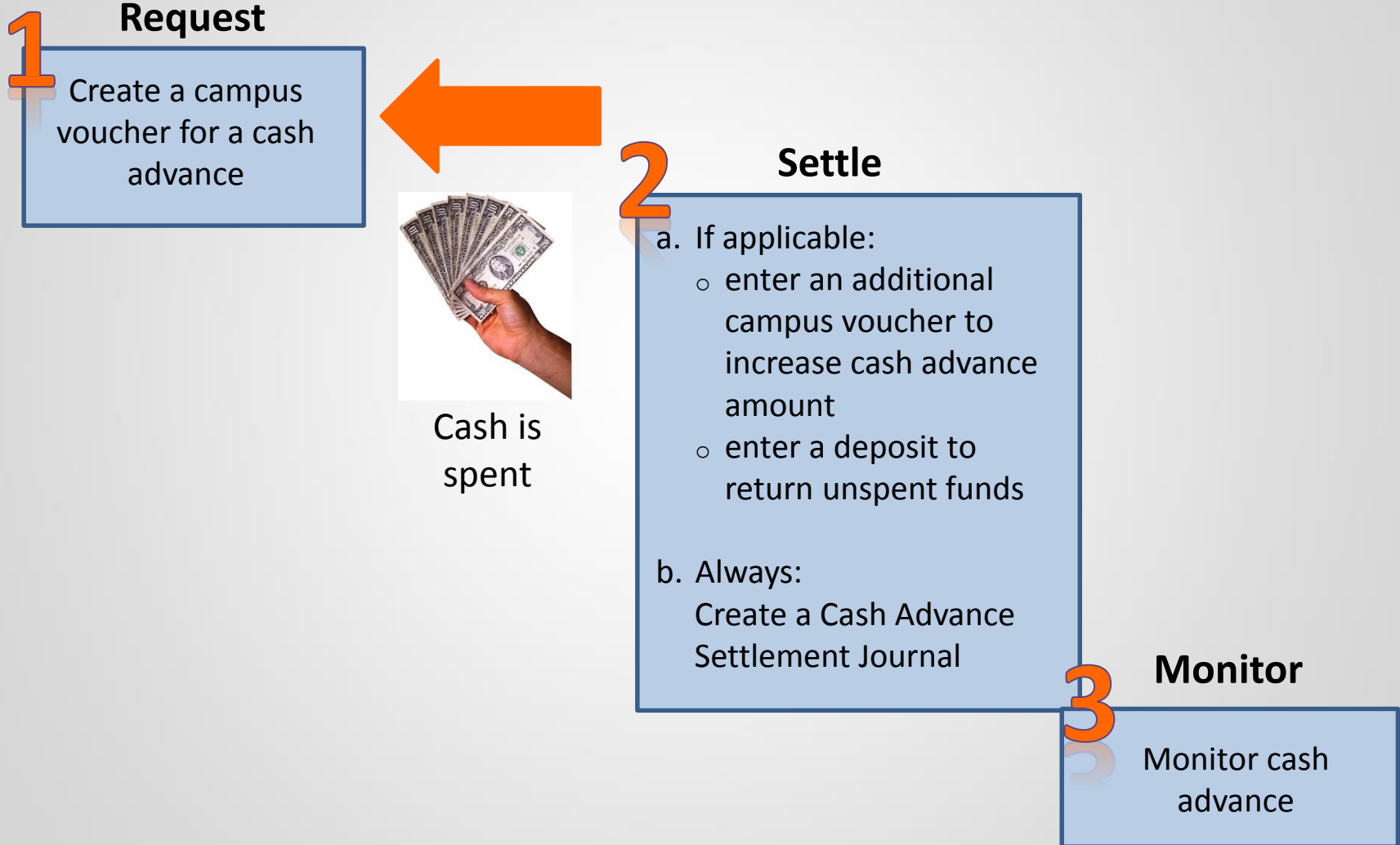
The screenshot shows a web application interface for 'Distribution Lines'. At the top, there are tabs for 'GL Chart', 'Exchange Rate', and 'Statistics'. Below these is a table with columns: 'Copy Down', 'Line', 'Merchandise Amt', 'Quantity', '3', 'Affiliate', 'Fund Affil', and 'OpenItem'. The first row of data shows 'Line' 1, 'Merchandise Amt' 350.00, and 'Quantity' 1.0000. The 'OpenItem' field in this row contains the value '0000001041' and is highlighted with an orange rectangular box. At the bottom of the form, there are three buttons: 'Save', 'Notify', and 'Refresh'.

Copy Down	Line	Merchandise Amt	Quantity	3	Affiliate	Fund Affil	OpenItem
<input type="checkbox"/>	1	350.00	1.0000				0000001041

Review

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. The 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



Campus Voucher for Cash Advance

1. Navigate to the Campus Voucher page.
2. Enter:
 - Vendor
 - Invoice number (according to naming convention)
 - Invoice Date
 - Gross Invoice Amount
3. Click Add.

Navigation: Favorites ▾ Main Menu ▾ > Finance Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Campus Voucher Entry

Campus Voucher

Business Unit:	<input type="text" value="UNCCH"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text" value="BEN PLOYEE-001"/>
Vendor ID:	<input type="text" value="0000001041"/>
Vendor Location:	<input type="text" value="1"/>
Address Sequence Number:	<input type="text" value="1"/>
Invoice Number:	<input type="text" value="PLOYEE350.00MAR15"/>
Invoice Date:	<input type="text" value="t"/>
Gross Invoice Amount:	<input type="text" value="350.00"/>
Freight Amount:	<input type="text" value="0.00"/>
Misc Charge Amount:	<input type="text" value="0.00"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

Campus Voucher for Cash Advance

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.

Invoice Information		Payments	Voucher Attributes
Business Unit:	UNCCH	Invoice No:	PLOYEE350.00MAR15
Voucher ID:	NEXT	Invoice Date:	03/18/2015
Voucher Style:	Regular Voucher	Accounting Date:	03/18/2015
Vendor ID:	0000001041	Ben Ployee	
ShortName:	BEN PLOYEE-001	36 LIBERTY STREET	
Location:	1	SOUTH BERWICK, ME 03908	
*Address:	1		
Action: Run			
Imagenow Attachments Comments(0)			

Campus Voucher for Cash Advance

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**.

Invoice Lines Find | View All

Line: UNC Item ID: UOM:

*Distribute by: Unit Price: Quantity:

Ship To: Line Amount:

SpeedChart: Description:

*Category:

Distribution Lines Personalize | Find | View All

GL Chart | Exchange Rate | Statistics

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	350.00	1.0000	UNCC	29101	15141	113920	624100

Distribution Lines Personalize | Find | View All

GL Chart | Exchange Rate | Statistics

	Copy Down	Line	Merchandise Amt	Quantity	3	Affiliate	Fund Affil	OpenItem
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	350.00	1.0000			0000001041

Campus Voucher for Cash Advance

12. Select **Budget Checking** from the **Action** field.
13. Click **Run**.
14. Click **Submit for Approval**.

on | Payments | Voucher Attributes | Error Summary

Invoice No: PLOYEE350.00MAR15
Invoice Date: 03/18/2015
Accounting Date: 03/18/2015

Action:
Budget Checking
Run

PLOYEE350.00MAR15 x

03/18/2015
03/18/2015

Action:
Run

Imagenow Attachments
Comments(0)
Preview Approval

00 Due Now
Inv Date

Print Invoice
Submit For Approval

Campus Voucher for Cash Advance

15. Enter approval comments and click **OK**

Approval Comments

Business Unit: UNCCH
Voucher ID: 50090670
Additional Details: Cash advance for subject payment

OK Cancel Refresh

The voucher approval page appears.

Department Stage

BUSINESS_UNIT=UNCCH, VOUCHER_ID=50090670:Pending

Department Path I

Pending

Multiple Approvers
Voucher Dept Level 1

Comments

PreAudit UNCCH AP

BUSINESS_UNIT=UNCCH, VOUCHER_ID=50090670:Awaiting

UNCCH AP PreAudit

Skipped

No approvers found
PreAudit Office UNCCH

Not Routed

Multiple Approvers
Error Step

Comments

Central Office Stage

BUSINESS_UNIT=UNCCH, VOUCHER_ID=50090670:Awaiting

UNCCH AP Central Office

Not Routed

Multiple Approvers
UNCCH Voucher Cent Office

Comments

Cash Advance Process

1 Request

Create a campus voucher for a cash advance



Cash is spent

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

Entries for cash advances

Scenario	Steps	Category Code	Account Code	Amount	Debit or Credit
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	UNC00233	113920	\$200.00	Debit
	2. Enter campus journal to settle the cash advance	NA	514810	\$200.00	Debit
		NA	113920	(\$200.00)	Credit

Scenario	Steps	Category Code	Account Code	Amount	Debit or Credit
Scenario 2: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	UNC00233	113920	\$200.00	Debit
	2. Enter a campus voucher for the additional amount	UNC00233	113920	\$50.00	Debit
	3. Enter campus journal to settle the cash advance	NA	514810	\$250.00	Debit
		NA	113920	(\$250.00)	Credit

Scenario	Steps	Category Code	Account Code	Amount	Debit or Credit
Scenario 3: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	UNC00233	113920	\$200.00	Debit
	2. Enter a university deposit for the difference	NA	113920	(\$50.00)	Credit
	3. Enter campus journal to settle the cash advance	NA	514810	\$150.00	Debit
		NA	113920	(\$150.00)	Credit

Campus Voucher to increase amount of Cash Advance

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.

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

Campus Voucher

Find an Existing Value

Add a New Value

Business Unit:

UNCCH

Voucher ID:

NEXT

Voucher Style:

Regular Voucher ▾

Short Vendor Name:

BEN PLOYEE-001

Vendor ID:

0000001041

Vendor Location:

1

Address Sequence Number:

1

Invoice Number:

PLOYEE100.00MAR15

Invoice Date:

03/23/2015

Gross Invoice Amount:

100.00

Freight Amount:

0.00

Misc Charge Amount:

0.00

Estimated No. of Invoice Lines:

1

Add

Invoice Lines

Line:

1

*Distribute by:

Amount ▾

Ship To:

607_2700

SpeedChart:

UNC Item ID:

Unit Price:

Line Amount:



100.00

Description:

PLOYEE350.00MAR15

*Category:

UNC00233

Personalize | Find | View All |  

Quantity	*GL Unit	Fund	Source	Account	Dept
1.0000	UNCCH	29101	15141	113920	624100

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**.

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

Regular Deposit

Find an Existing Value Add a New Value

Deposit Unit: CHSTR 🔍

Deposit ID: NEXT

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**.

Totals		Payments	
Unit:	CHSTR	Deposit ID:	NEXT
Delete De			
*Accounting Date:	03/18/2015		
*Bank Code:	BK802	BK802	
*Bank Account:	0720	1000720	
*Deposit Type:	R	Customer	
Department:	624100		
Phone #:	919/456-1230		
Control Currency:		USD	
Format Currency:		USD	
Rate Type:		CRRNT	
Exchange Rate:		1.000	
Campus Box #:		1234	
Standard Deposit		Other Deposit	
Cash Total Amount:	50.00	- OR -	Total Amount:
Non-Cash Total Amount:	0.00		0.00
Deposit Total Amount:	0.00	Calculate Totals	Recon Status: New

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.

Control Totals				Control Data	
Control Total Amount:	50.00	*Count:	1	*Settlement Date:	03/18/2015 31
Entered Total Amount:	0.00	Count:	1	*Entered:	03/18/2015 31
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

 Save  Notify  Refresh  Add 

Totals	Payments
--------	----------

Deposit for unspent cash advance funds

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**.

The screenshot displays a financial system interface for recording a deposit. At the top, there are tabs for 'Totals' and 'Payments'. Below the tabs, the following information is displayed: Unit: CHSTR, Deposit ID: NEXT, Date: 03/18/2015, and Balance: Not Balanced. The 'Payment Information' section contains the following fields and controls:

- Payment Seq: 1
- Amount: 50.00
- Payment Predictor: ☐
- *Payment / Merchant ID: BP CASH ADVAN
- Currency: USD
- *Accounting Date: 03/18/2015
- Journal Directly: ☒

Below the payment information, there are buttons for 'Submit' and 'Print Daily Cash Transmittal'. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', and 'Add'. The 'Save', 'Refresh', and 'Journal Directly' fields are highlighted with orange boxes.

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.

1007792 Date: 03/18/2015 Balance: Balanced

Find | View All First 1 of 1 Last

*Payment / Merchant ID: BP CASH ADVAN *Accounting Date: 03/18/2015

Currency: USD

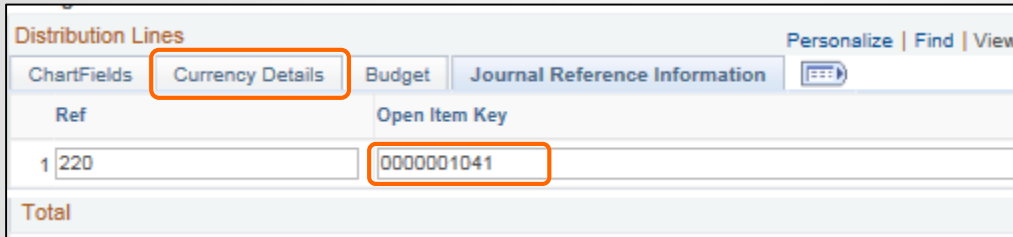
☒ Journal Directly

Attachments (0) View Audit Logs **Accounting Entries**

Journal Reference Information							
Speed Type	Line Amount	Currency	Fund	Source	*Account	Dept	P
Speed Type	-50.00	USD	20101	15141	113920	624100	

Deposit for unspent cash advance funds

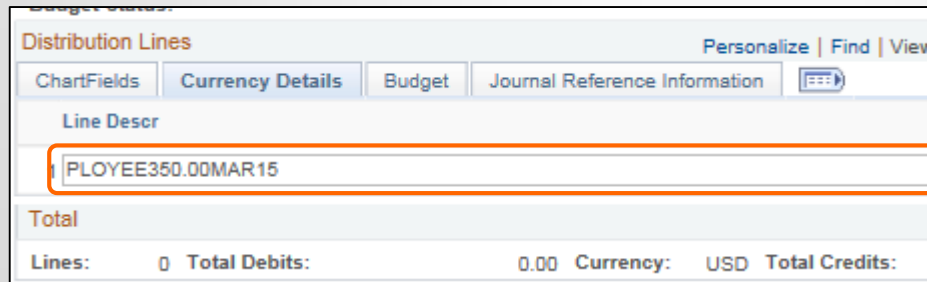
18. Enter the **Open Item Key**. This is the vendor ID.
19. Click the **Currency Details** tab.



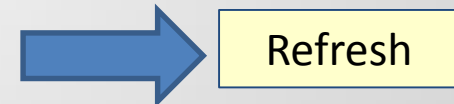
The screenshot shows the 'Distribution Lines' form with the 'Currency Details' tab selected. The 'Ref' field contains '1 220' and the 'Open Item Key' field contains '0000001041'. Both fields are highlighted with orange boxes. The 'Total' row is visible at the bottom.

Note: If you use the Personalize link to move the Line Description next to the Dept field, the Currency Details tab does not appear.

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.



The screenshot shows the 'Distribution Lines' form with the 'Line Descr' field highlighted by an orange box. The field contains the text 'PLOYEE350.00MAR15'. The 'Total' row is visible at the bottom.





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.

Accounting Entries		Deposit Control	
Unit:	CHOSR	Deposit ID:	220
Payment:	BP CASH ADV		
Amount:	50.00 USD		

24. Mark the **Complete** checkbox.
25. Click **Apply**.
26. Click **OK**.

<input checked="" type="checkbox"/> Complete	Entry Event:	<input type="text"/>							
Budget Status:									
Distribution Lines									
Personalize Find View All  									
ChartFields	Budget	Journal Reference Information							
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Source	Account	Dept	
1	1 UNCCH	Speed Type	-50.00	USD	29101	15141	113920	624100	
2	2 UNCCH	Speed Type	50.00	USD	29101	15141	111999	624100	
Total									
Lines:	2	Total Debits:	50.00	Currency:	USD	Total Credits:	50.00	Currency:	USD
OK Cancel Apply									

Deposit for unspent cash advance funds

27. Click **Submit**.
28. Click **Print Daily Cash Transmittal**.

Totals		Payments	
Unit:	CHSTR	Deposit ID:	1007795
Date:			
Payment Information			
Payment Seq:	1	*Payment / Merchant ID:	BP CASH
Amount:	50.00	Currency:	USD
<input type="checkbox"/> Payment Predictor		<input checked="" type="checkbox"/> Journal	
Attachments (0)		View Aud	
Submit		Print Daily Cash Transmittal	

Totals		Payments	
Unit:	CHSTR	Deposit ID:	1007795
Date:		03	
Payment Information			
Payment Seq:	1	*Payment / Merchant ID:	BP CASH ADV
Amount:	50.00	Currency:	USD
<input type="checkbox"/> Payment Predictor		<input checked="" type="checkbox"/> Journal Directly	
Attachments (0)		View Audit Logs	
Submit		Print Daily Cash Transmittal	

Deposit for unspent cash advance funds



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

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

<u>Items Submitted Subtotals</u>	
Cash :	50.00
Other Items :	0.00
Electronic Payments:	0.00
Total Amount:	<u>\$50.00</u>

Payment Id: BP CASH ADV

Fund	Source	Acct	Dept	Pgm	PC BU	Proj	Act	Amount	Line Descr
29100	15141	113920	624100					50.00	PLOYEE350.00MAR15

Cash Advance Process

1 Request

Create a campus voucher for a cash advance



Cash is spent

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

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.

The screenshot shows the 'Campus JE System' interface. At the top, a blue breadcrumb navigation bar contains the path: 'Favorites > Main Menu > Finance Menu > UNC Campus > Campus Journals > Campus Journal Entry'. Below this, the 'Transaction Group' dropdown menu is set to 'Cash Advance Settlement'. To the right of the dropdown is a button labeled 'Search Transaction type'. Below these elements is a table with two columns: 'Transaction Type' and 'Description'. The table contains one row with the transaction type 'CASH ADVANCE SETTLEMENT' and the description 'Cash Advance Settlement'.

Transaction Type	Description
CASH ADVANCE SETTLEMENT	Cash Advance Settlement

Creating a Cash Advance Settlement Campus Journal

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 than the initial amount.
8. Click the **Auto Balance** button.

Journal Entry Creation

Transaction Type: CASH ADVANCE SETTLEMENT SetID: UNCCH

*Business Unit: Ledger Group: ACTUALS Journal ID: NEXT

*Journal Date: Source: JCA

	Unit	Amount	Ledger	Fund	Source	Account	Dept
1	<input type="text" value="UNCC"/>	<input type="text" value="300.000"/>	<input type="text" value="ACTUALS"/>	<input type="text" value="29101"/>	<input type="text" value="15141"/>	<input type="text" value="537210"/>	<input type="text" value="624100"/>

	Category	Subcategory	Open Item Key	Reference	Journal Line Description
1					<input type="text" value="PLOYEE350.00MAR15"/>

 Remaining Balance: 0.000

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**.

Personalize Find View					
Amount	Ledger	Fund	Source	Account	Dept
300.000	ACTUALS	29101	15141	537210	624100
-300.000	ACTUALS	29101	15141	113920	624100

Personalize Find View All First		
Open Item Key	Reference	Journal Line Description
		PLOYEE350.00MAR15
0000001041		PLOYEE350.00MAR15
Remaining Balance:		0.000
		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**.

Campus Journal Validation

Unit:	UNCCH	Journal ID:	0000038753	Date:	03/18/2015
Attachments (0)			*Process:	<input type="button" value="Edit Journal"/>	<input type="button" value="Process"/>
Doc Type:	JRNL	Journal/Vchr Related:	Line No:		

Campus Journal Validation

Unit:	UNCCH	Journal ID:	0000038753	Date:	03/18/2015
Attachments (0)			*Process:	<input type="button" value="Submit Journal"/>	<input type="button" value="Process"/>
Doc Type:	JRNL	Journal/Vchr Related:	Line No:		

The approvers appear on the Approval tab.

Departmental Approval Stage

Unit UNCCH, ID 0000038753, Date 2015-03-18

Departmental Approval Path I

Pending

Multiple Approvers
AWE JE Dept I

Central Office Stage

Unit UNCCH, ID 0000038753, Date 2015-03-18

UNCCH Acctg Services Path

Not Routed

Multiple Approvers
NC_WF_CH_GL_ACC_SERV

Review

Scenario	Steps	Category Code	Account Code	Amount	Debit or Credit
Scenario 1: Expenses equal Cash Advance	1. Enter a campus voucher to request the cash advance	UNC00233	113920	\$200.00	Debit
	2. Enter campus journal to settle the cash advance	NA	514810	\$200.00	Debit
		NA	113920	(\$200.00)	Credit

Scenario	Steps	Category Code	Account Code	Amount	Debit or Credit
Scenario 2: Expenses greater than the Cash Advance	1. Enter a campus voucher to request the cash advance	UNC00233	113920	\$200.00	Debit
	2. Enter a campus voucher for the additional amount	UNC00233	113920	\$50.00	Debit
	3. Enter campus journal to settle the cash advance	NA	514810	\$250.00	Debit
		NA	113920	(\$250.00)	Credit

Scenario	Steps	Category Code	Account Code	Amount	Debit or Credit
Scenario 3: Expenses less than the Cash Advance	1. Enter a campus voucher to request the cash advance	UNC00233	113920	\$200.00	Debit
	2. Enter a university deposit for the difference	NA	113920	(\$50.00)	Credit
	3. Enter campus journal to settle the cash advance	NA	514810	\$150.00	Debit
		NA	113920	(\$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

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

Campus JE System

Transaction Group:

Transaction Type	Description
1 CORRECTING JE	Correcting Journal Entry

Campus JE System

Transaction Group:

Transaction Type	Description
1 CORRECTING VOUCHER JE	Correcting Voucher JE

Cash Advance Process

1 Request

Create a campus voucher for a cash advance



Cash is spent

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.

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

Review Open Item Status

Business Unit *Ledger *Inquire

Journal ID Journal Date From To

Reconcile Nbr Closed Date From To

Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	Book Code	Scenario	Currency	Open Item Key	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="000001047"/>	

< Search

Open Item Balances						
Open Item Key	Fund	Source	Account	Dept	Project ID	Program
000001047	29100	15141	113920	624100		
<						

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.

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	0000009856	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 [P] [R]					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			

Monitor Cash Advances (OSR)

[Ledger Rollup](#)
[OSR Ledger Rollup](#)
[Transactions](#)
[GL Transactions](#)
[Grant Profile](#)
[Soft Encumbrance](#)

▼ Base Search

Ledger (show all) ▼
 Dept ID 411601: Family Medic ▼

Fiscal Year 2015 ▼
 Project

Budget Prd 2015 ▼
 Program

Acct Prd 9-March ▼
 Account 559510,
 Multiple values separated with a comma.

Search by
559510 or
559511

Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3
UNCCH	OSR_EXP	25210	49400	411601	559510	5059567	MC202		
UNCCH	OSR_EXP	25210	49400	411601	559510	5059567	MC202		

Vouchers:

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

Description	Trans Type	Trans ID
000012345_BEN PLOYEE	AP_VOUCHER	50124690_PLOYEE879.04MAR15
PLOYEE879.04MAR15	GL_JOURNAL	0000001234_3/1/2015

Journals:

- Description field will have the journal line description

Reference 1	Reference 2	Amount	Recon Ready?	Reconciled	Acct Dt
Check #/ Pmt ID_Pmt Date		879.04	N		3/1/2015
Travel Advance		-879.04	N		3/1/2015

Summary Review

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>

Q&A

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 lets 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.