

# ConnectCarolina 2018 User Conference

## Cash Advance Journals

*Turned Down For What? – How to  
reconcile Cash Advances correctly.*



# Welcome

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## DISCLAIMER

- This presentation will discuss non-Office of Sponsored Research (OSR) cash advances.
- If your Cash Advance journal lines contain OSR project related chartfields (i.e. 252XX Fund, Project ID, etc.) contact OSR for instructions.
- OSR uses a different process to reconcile cash advances to sponsored projects.



## We hope to answer the following questions:

- What is a cash advance?
- When can I use a cash advance?
- What are the cash advance policies and procedures?
- How do I get a cash advance?
- How do I reconcile my cash advance?
- What documents do I attach to my journal entry?
- What is an open item?
- What resources are available to me for help?
- Why is this so complicated?



## What is a Cash Advance?

- A cash advance makes funding available in anticipation of University expenses to staff
- Cash Advances are paid via Automated Clearing House (ACH) into the vendor (your) bank account
- Must be reconciled within **60 days** via journal entry



## When can I use a cash advance?

- Can be used for university business such as “group field trips, hosting foreign visitors, purchasing food and materials for large group functions, compensating study subjects, and other exceptional activities”

–Policy on Cash Advance 307



## When can I not use a cash advance?

- A cash advance should not be used for the following:
  - Payment to an employee for services.
  - Payment to an independent contractor, including guest lecturer, for services.
  - Cash awards to an employee (excluding gift certificates and gift cards).
  - Cash awards to an employee who is on another state agency payroll such as UNC Hospitals.
  - Department purchase of event tickets, such as athletic events, performing arts or other University events, from any source.
  - Travel reimbursements, such as airline tickets, hotel accommodations, and related expenses. Travel-related expense reimbursements should be requested through the Web Travel System.



## How do I get a cash advance?

1. Enter a campus voucher
  - a) Cash Advance vouchers must include an Open Item on the distribution line
  - b) The Open Item number is your Vendor ID
  - c) Use account code **113920**
2. Use the Cash Advance naming convention in the Voucher line description
  - a) Your Last Name + Amount + Three Letters of Month + 2 Digit Year

**DOE1000.00SEP18**





Making the connections

## Example of Cash Advance Voucher

**Connect CAROLINA** Brett W. Kenney, Welcome! Home | Worklist | Add To Favorites | Sign out

Favorites | Main Menu | Finance Menu | Accounts Payable | Vouchers | Add/Update | Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: UNCCH Invoice No: [Redacted] Action: [Dropdown]  
 Voucher ID: [Redacted] Invoice Date: 12/06/2017  
 Voucher Style: Regular Voucher Accounting Date: 12/06/2017 [Run]

Vendor ID: 0000008220 [Redacted] [Redacted]  
 Short Name: [Redacted]  
 Location: 1 [Redacted]  
 Session Defaults  
 ImageNow Attachments  
 Comments(1)  
 Approval History

Advanced Vendor Search

Invoice Lines: 600.00 \*Pay Terms: 00 Due Now  
 \*Currency: USD Basis Date Type: Inv Date  
 Miscellaneous: [Redacted] Non Merchandise Summary [Print Voucher]  
 Freight: [Redacted]  
 Total: 600.00

Difference: 0.00 [Calculate]

Copy From Source Document  
 PO Unit: [Redacted]  
 PO Number: [Redacted] [Copy PO]  
 Copy From: None [Go]

Invoice Lines  
 Line: 1 Item: [Redacted] UOM: EA  
 \*Distribute by: Amount Unit Price: 600.00000 Quantity: 1.0000  
 Ship To: 607\_2700 Line Amount: 600.00  
 SpeedChart: [Redacted] Description: Cash Advance [One Asset]

[Calculate]

▼ Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	OpenItem	Budget Date	GL Unit	Currency	Exchange Rate	Statistics Code	Statistic Amount
<input type="checkbox"/>	1	600.00	1.0000	UNCCH	27101	14101	113920	429801				MC207						0000008220	12/06/2017	UNCCH	USD	1.00000000		

[Save] [Return to Search] [Notify] [Refresh]

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	OpenItem	Budget Date
N	1	600	1	UNCCH	27101	14101	113920	429801				MC207						8220	12/6/2017



## What are the cash advance policies and procedures?

- [307.1 – University of North Carolina at Chapel Hill Procedure on Requesting, Reconciling and Settling Cash Advance](#)
  - <https://unc.policystat.com/policy/4627483/latest/>

### Forms and Instructions

- [307.1.2f - Cash Advance Agreement](#)
- [307.1.1rd - Cash Advance Settlement Cover Sheet](#)
- [307.1.1f – Application for the Advancement of Funds](#)



## How do I reconcile my cash advance?

- **All cash advances reconcile via a campus settlement journal (JCA)**
  - Do your expenses equal the amount of your voucher?
    - Submit a reconciling journal entry, (Journal Cash Advance, JCA)
  - Are your expenses greater than the voucher?
    - Get another voucher for the difference.
  - Are your expenses less than the voucher?
    - Submit a University Deposit

*It is **CRITICAL** that the chartfield values, including **Program, Cost Codes,** and **Open Item**, for the voucher, journal, and deposits are **EXACTLY** the same!*



## What documents do I attach to my cash advance journal?

1. Cash Advance Settlement Cover Sheet
2. Scanned Copy of Receipts (you keep the originals)
3. Cash Advance Agreement
4. Application for Advancement of Funds
5. Employee Award Form (if applicable)



## What is an open item?

- Creates a reconciling item in ConnectCarolina
- Allows us to track transactions until they are zeroed out
- Open Item = Your vendor ID number

ADD VENDOR

### Search Results



SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status	Status	Classification	Persistence	AR Nu
UNCCH	0000095082	BRETT W KENNEY	BRETT W KE-001	104 RUSHING WIND WAY	APEX	NC	USA	Active	Approved	Employee	Regular	

- Open Item must be on the Voucher, Journal and Deposit (if applicable)



## How does Cash Management Track and Close Open Items?

- Use multiple queries and Open Item Maintenance Page

Connect CAROLINA Brett W. Kenney, Welcome!

Favorites > Main Menu > Finance Menu > General Ledger > Open Items > Maintenance

### Open Item Maintenance

\*Business Unit:  \*Ledger:  \*Inquire:

Journal ID:  Journal Date From:  To:

Reconcile Nbr:  Closed Date From:  To:

Fund	Source	Account	Dept ID	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	Book Code	Scenario	Cur
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Reconcile Re-Open

### Open Item Balances

Select	Open Item Key	Fund	Source	Account	Dept	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	Book Code
<input type="checkbox"/>													

Save Notify Add Update/Display

- If ALL your CFS values, including Program, Cost Codes and Open Items are not ALL the same on your voucher, journal and deposit – it won't close
- If ALL your voucher, journal and deposits don't equal ZERO – it won't close



## What resources are available to me for help?

Connect  
CAROLINA

Brett W. Kenney, Welcome!

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

ccount	Dept ID	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	Book Code	Scenario	Currency	Open Item K
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000063533"/>

Search

Open Item Balances												Personalize	Find	View All	First	1-5 of 5	Last
Open Item Key	Fund	Source	Account	Dept	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Func Affil						
0000063533	27101	14101	113920	350100													
0000063533	27101	14101	113920	350100		J2083											
0000063533	29242	46514	113920	420704			MCR0634222	MCR095AJL1									
0000063533	29201	51986	113920	426801		MCCDI											
0000063533	29201	51986	113920	426801		MCCDI		MCC010ADM1									

Selected: 0.00 Total: 4712.60  
Base Currency: USD Base Currency: USD

Save Notify

Add Update/Display



## What resources are available to me for help?

- Queries
  - **NC\_GL\_OPEN\_ITEM (finds all associated transactions by open item)**
  - NC\_GL\_OPEN\_ITEM\_DET (finds all open items by Dept. and Source)
  - NC\_GL\_OPEN\_ITEM\_SUM (finds all open items by Dept. by age)
  - CD\_NC\_GL\_OPEN\_ITEM\_JRNL (finds JCA journals by FY and period)





## Why is this so complicated?



# TRADITION

JUST BECAUSE YOU'VE ALWAYS DONE IT THAT WAY  
DOESN'T MEAN IT'S NOT INCREDIBLY STUPID.



Let's Play UNC's Favorite Cash Advance Game

WILL IT  
RECONCILE?



Line	Journal Line Description	*Unit	*Ledger	Fund	Source	Account	Dept	Amount	Open Item Key	PC Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3
Voucher	Cash Advance			29200	51926	113920	506501	1,250.00	15480				1000		XBA5B2	
Settlement Journal	Due from Employee			29200	51926	113920	506501	-1,125.00	15480							
Deposit				29200	52380	113920	506501	-125	15480				1000			

WILL IT  
RECONCILE?



# CASH ADVANCE JOURNALS

Making the connections

In order for a cash advance to be reconciled and Open Item successfully closed lines on Voucher, Settlement Journal and Deposit should be as followed

Line	Journal Line Description	Unit*	*Ledger	Fund	Source	Account	Dept	Amount	Open Item Key	PC Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3
Voucher	Doe1250.00JUL18			29200	51926	113920	506501	1,250.00	15480				1000		XBA5B2	
Settlement Journal	Doe1250.00JUL18			29200	51926	113920	506501	1,125.00	- 15480				1000		XBA5B2	
Deposit	Doe1250.00JUL18			29200	51926	113920	506501	-125	15480				1000		XBA5B2	

# YES, IT WILL!



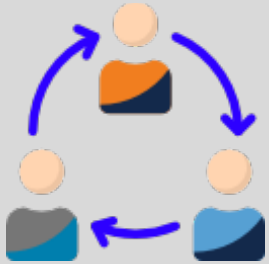
## Summary

- All CFS values must All be the same on:
  - Voucher
  - Journal Entry
  - Deposit
- Use General Ledger – Open Item – Review Status Online to use correct CFS information
- Use Open Item Queries to fix your Department's Cash Advances so you will never be turned down again.



# What Questions Do You Have?

**GET CASH NOW**



**Thank You for Your Participation!**

