



Applying and Reconciling a Cash Advance Overview

A Cash Advance is a means for an Agency to provide funds to an employee prior to travel in order to minimize the impact of business travel on an employee’s personal finances. When you enter a Cash Advance, it must be approved before it can be processed for payment.

Once travel is completed, the Cash Advance is applied to the employee’s expense report. If the Cash Advance exceeds the expenses, the employee must return the difference and the Cash Advance must be manually reconciled. If the expenses exceed the Cash Advance, the difference is reimbursed to the employee and Cardinal will automatically reconcile the Cash Advance.

This Job Aid demonstrates how to apply a Cash Advance to an expense report as well as the steps to reconcile a Cash Advance.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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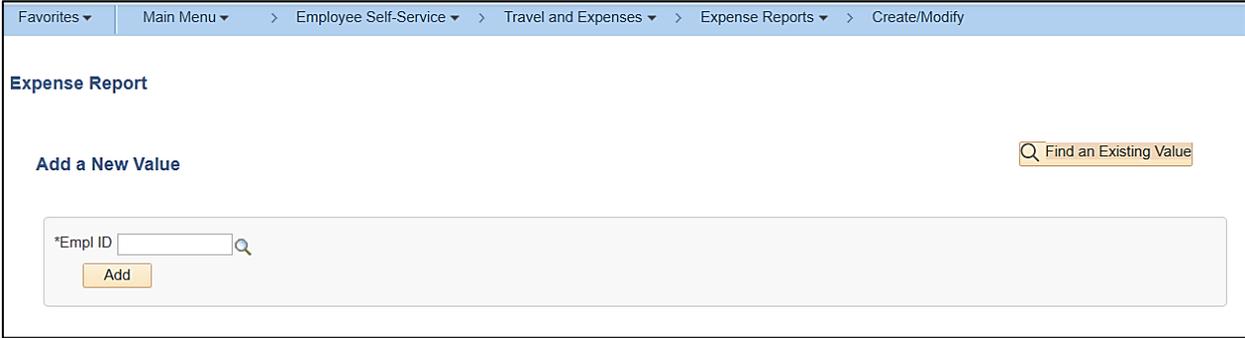


Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

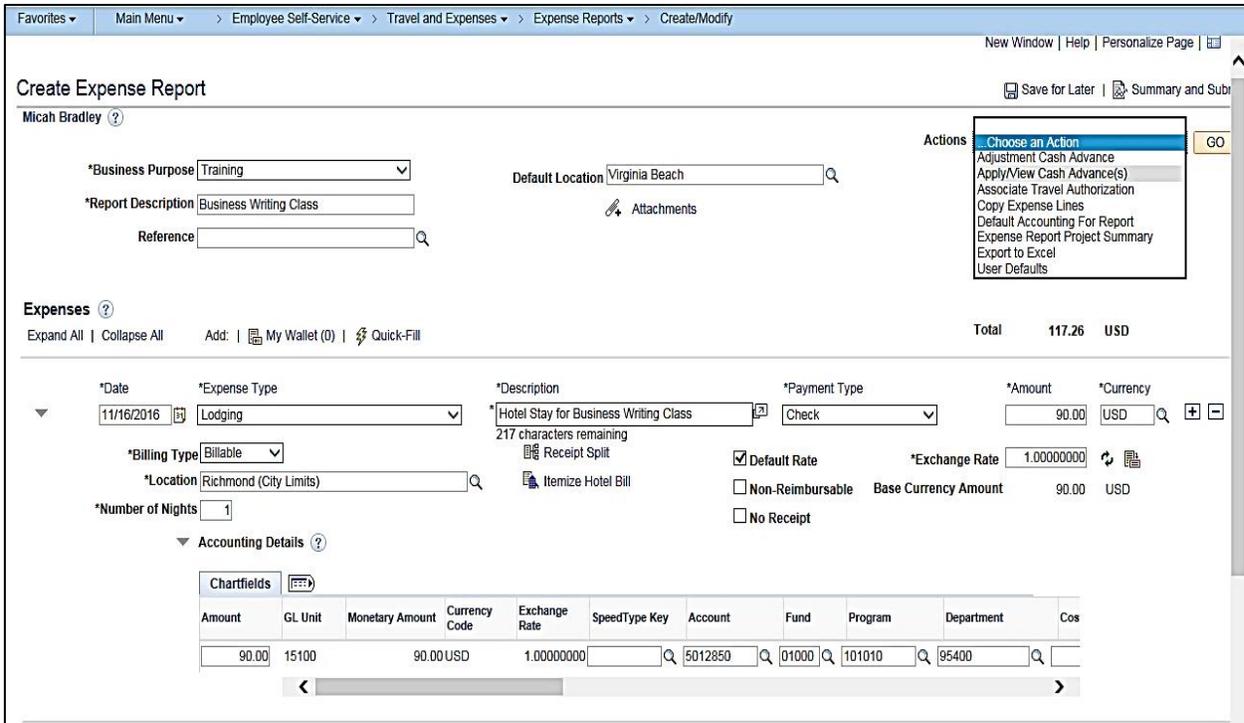
Applying a Cash Advance to an Expense Report

If an employee receives a Cash Advance for travel, it must be applied to the Expense Report in order to be fully reconciled in Cardinal.

Step	Action
1.	Enter the expense report on the Create Expense Report page. Navigate to this page using the following path: Statewide Agencies: Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify VDOT Only: Main Menu > Travel and Expenses > Travel and Expense Center > Expense Report > Create/Modify
	The screenshots included in this Job Aid were taken using the Statewide Agency navigation.
<p>The Expense Report page displays.</p> 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the applicable employee's Employee ID in the Empl ID field. 
3.	Click the Add button. 

Step	Action
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The **Create Expense Report** page displays. Enter the expense details as appropriate.



Create Expense Report

Micah Bradley

*Business Purpose: Training
 *Report Description: Business Writing Class
 Reference: [Search]
 Default Location: Virginia Beach [Search]
 Attachments

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total: 117.26 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/16/2016	Lodging	*Hotel Stay for Business Writing Class 217 characters remaining	Check	90.00	USD

*Billing Type: Billable
 *Location: Richmond (City Limits) [Search]
 *Number of Nights: 1

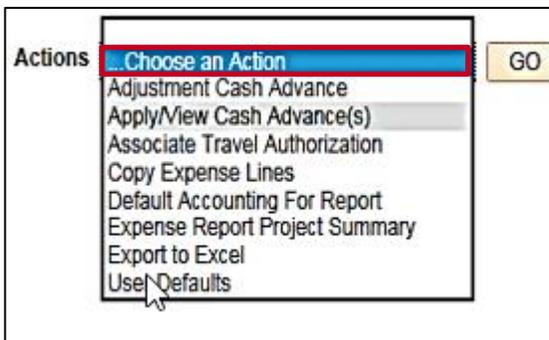
Accounting Details

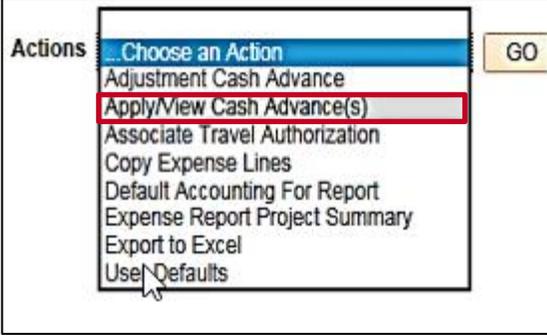
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cos
90.00	15100	90.00 USD		1.00000000		5012850	01000	101010	95400	

Actions dropdown menu:

- Choose an Action
- Adjustment Cash Advance
- Apply/View Cash Advance(s)
- Associate Travel Authorization
- Copy Expense Lines
- Default Accounting For Report
- Expense Report Project Summary
- Export to Excel
- User Defaults

- Before saving the Expense Report, apply the Cash Advance by clicking the **Action** dropdown menu.



Step	Action
5.	Select the Apply/View Cash Advance(s) list item by clicking on it. 
6.	Click the Go button. 

The **Apply Cash Advance(s)** page displays.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify

Create Expense Report

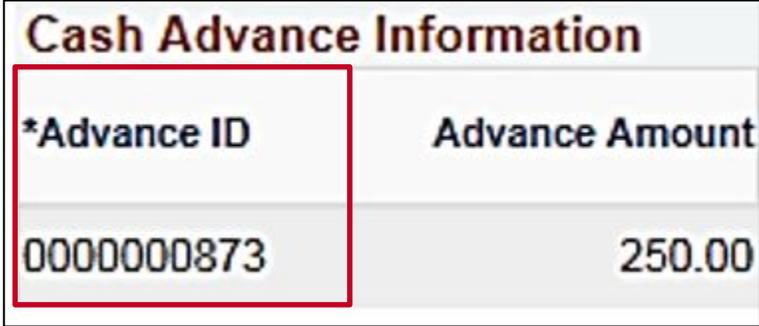
Apply Cash Advance(s)

Report ID NEXT

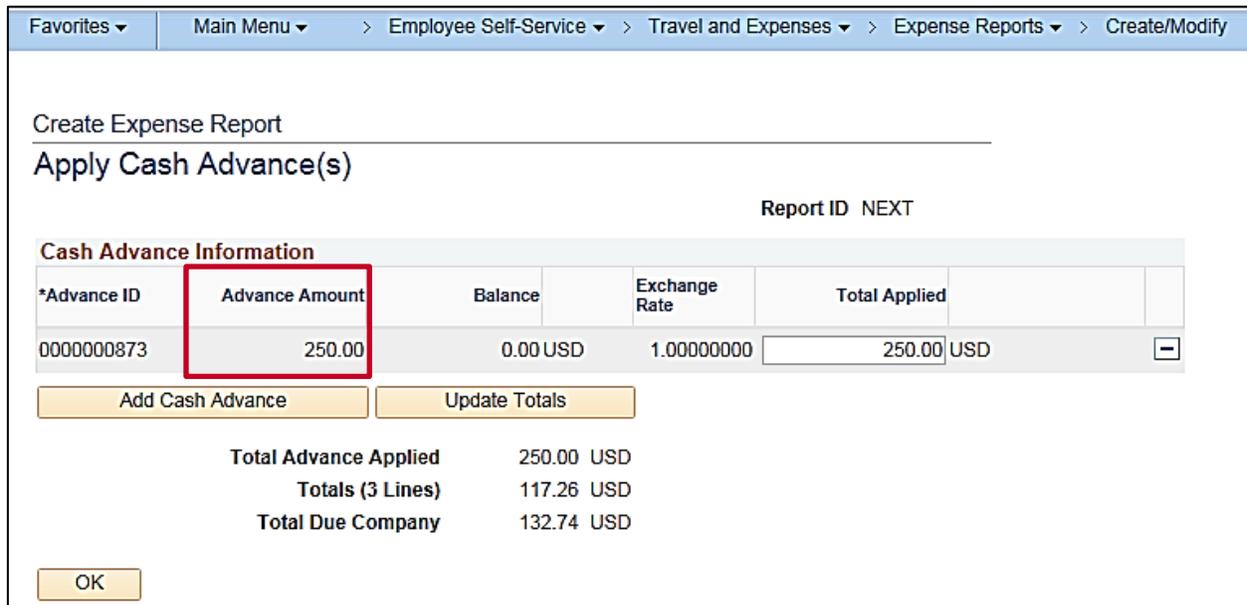
Cash Advance Information						
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
0000000873	250.00	0.00 USD	1.00000000	250.00 USD		[-]

Total Advance Applied	250.00 USD
Totals (3 Lines)	117.26 USD
Total Due Company	132.74 USD



Step	Action
7.	Enter or select the Cash Advance Number that you are applying to the Expense Report in the Advance ID field. 
8.	Multiple Cash Advances can be applied to one Expense Report if applicable. To add additional Cash Advances, click the Add Cash Advance button. 

The amount of the selected Cash Advance(s) displays in the **Advance Amount** field.



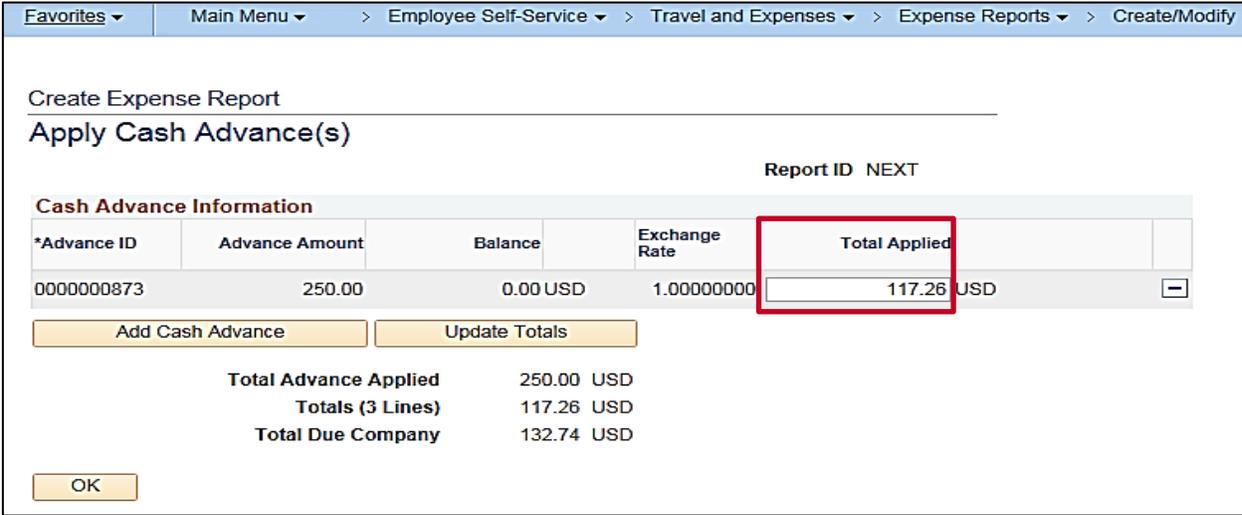
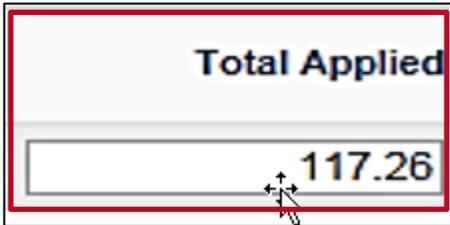
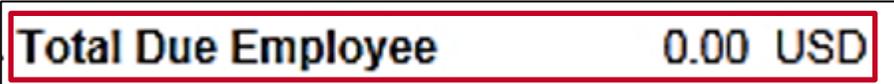
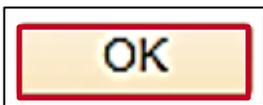
Navigation: Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify

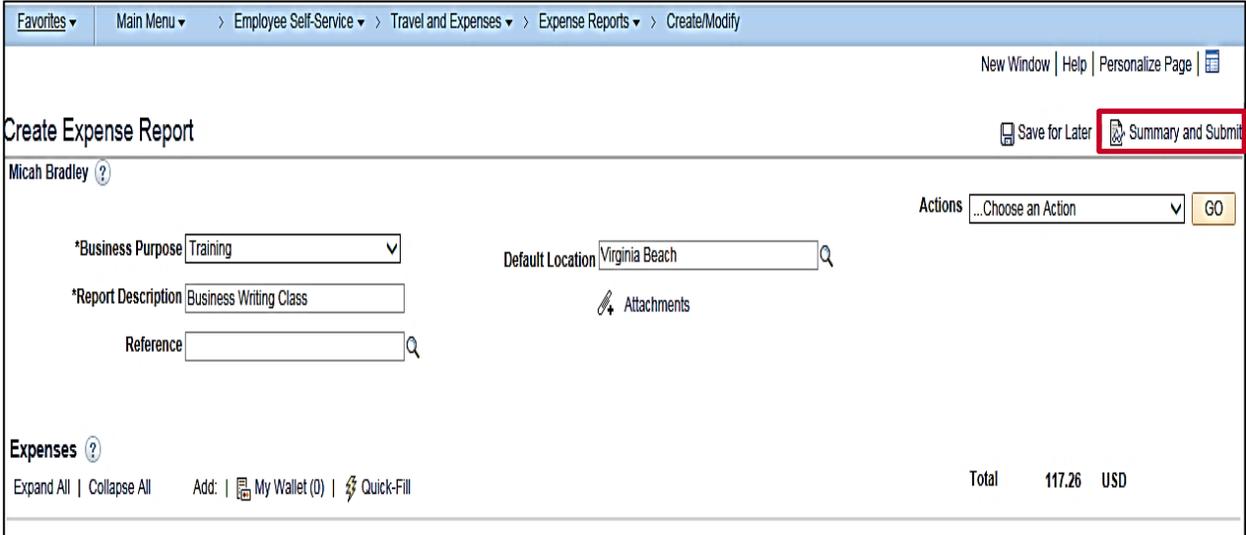
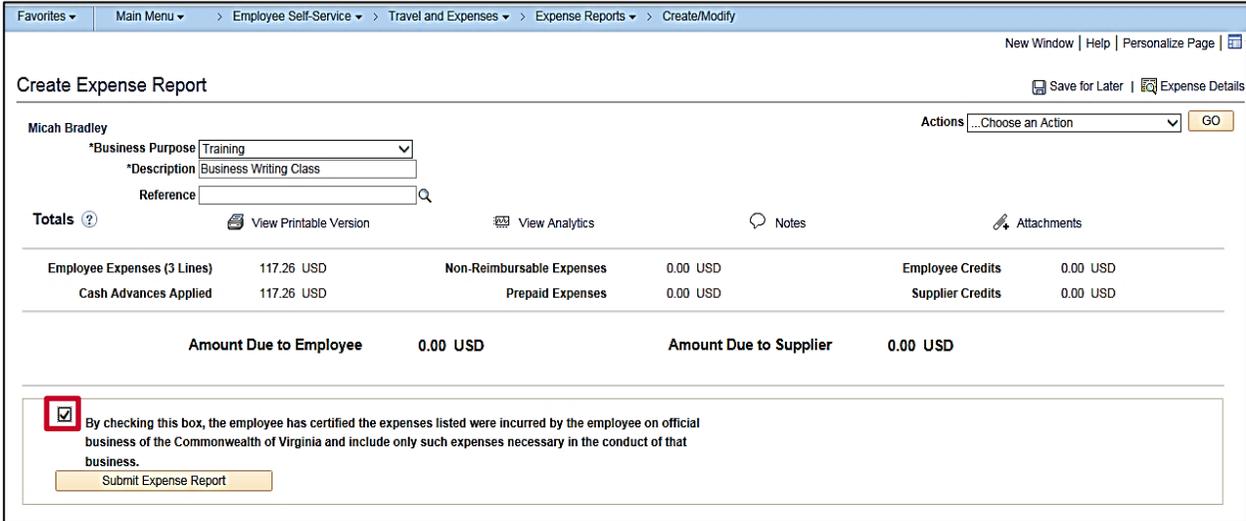
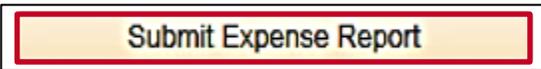
Create Expense Report

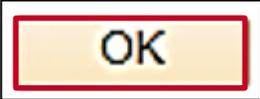
Apply Cash Advance(s) Report ID NEXT

Cash Advance Information				
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000873	250.00	0.00 USD	1.00000000	250.00 USD

Total Advance Applied 250.00 USD
Totals (3 Lines) 117.26 USD
Total Due Company 132.74 USD

Step	Action
	<p>The Total Applied field displays the total amount of the Cash Advance. In this scenario, the Cash Advance amount exceeds the amount of the expenses, so you need to adjust this amount.</p> 
9.	<p>Change the Total Applied field to equal the amount of the Expense Report; in this scenario 117.26.</p> 
10.	<p>Click the Update Totals button.</p> 
	<p>Notice that the Total Due Company field no longer displays and is replaced with the Total Due Employee field (value of "0.00").</p> 
11.	<p>Click the OK button to return to the Expense Report.</p> 

Step	Action																								
12.	<p>The Create Expense Report page redisplay.</p> <p>Click the Summary and Submit link at the top right of the page.</p>  <p>The screenshot shows the 'Create Expense Report' page for Micah Bradley. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report'. There are links for 'Save for Later' and 'Summary and Submit' (highlighted with a red box). The user name 'Micah Bradley' is displayed. There are input fields for '*Business Purpose' (Training), '*Report Description' (Business Writing Class), and 'Reference'. A 'Default Location' field is set to 'Virginia Beach'. An 'Attachments' link is present. An 'Actions' dropdown menu is set to '...Choose an Action' with a 'GO' button. At the bottom, there is a table with a total of 117.26 USD.</p>																								
13.	<p>The page refreshes.</p> <p>Click the Certification checkbox option.</p>  <p>The screenshot shows the 'Create Expense Report' page after a refresh. The breadcrumb trail is the same. The page title is 'Create Expense Report'. There are links for 'Save for Later' and 'Expense Details'. The user name 'Micah Bradley' is displayed. There are input fields for '*Business Purpose' (Training), '*Description' (Business Writing Class), and 'Reference'. There are links for 'View Printable Version', 'View Analytics', 'Notes', and 'Attachments'. A table shows the following totals:</p> <table border="1" data-bbox="276 1354 1477 1459"> <tr> <td>Employee Expenses (3 Lines)</td> <td>117.26 USD</td> <td>Non-Reimbursable Expenses</td> <td>0.00 USD</td> <td>Employee Credits</td> <td>0.00 USD</td> </tr> <tr> <td>Cash Advances Applied</td> <td>117.26 USD</td> <td>Prepaid Expenses</td> <td>0.00 USD</td> <td>Supplier Credits</td> <td>0.00 USD</td> </tr> <tr> <td colspan="2">Amount Due to Employee</td> <td colspan="2">0.00 USD</td> <td colspan="2">Amount Due to Supplier</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">0.00 USD</td> <td colspan="2"></td> </tr> </table> <p>At the bottom, there is a certification checkbox (checked) with the text: 'By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.' Below this is a 'Submit Expense Report' button (highlighted with a red box).</p>	Employee Expenses (3 Lines)	117.26 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD	Cash Advances Applied	117.26 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	Amount Due to Employee		0.00 USD		Amount Due to Supplier				0.00 USD			
Employee Expenses (3 Lines)	117.26 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD																				
Cash Advances Applied	117.26 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD																				
Amount Due to Employee		0.00 USD		Amount Due to Supplier																					
		0.00 USD																							
14.	<p>Click the Submit Expense Report button.</p>  <p>The image shows a close-up of the 'Submit Expense Report' button, which is highlighted with a red box.</p>																								

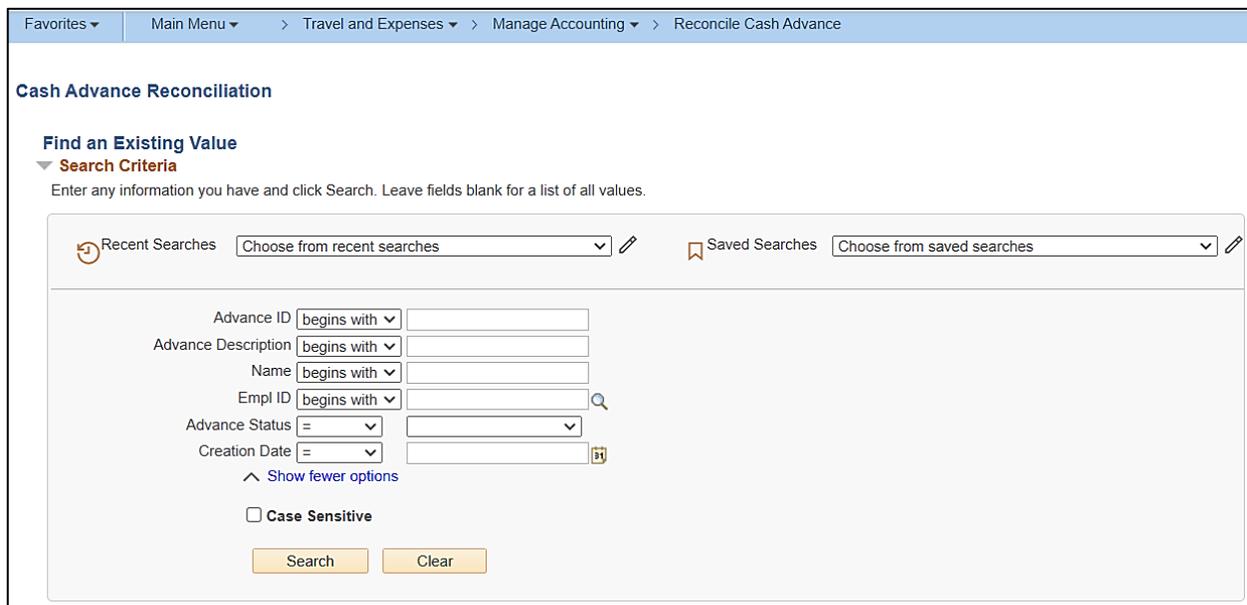
Step	Action
15.	<p>A Confirmation message displays in a pop-up window. Click the OK button to confirm the submission.</p> 
	<p>A message displays in red at the top of the page indicating that the Expense Report has been submitted for approval.</p> <p>A Cash Advance can be applied to one or more Expense Reports. For this scenario, the Cash Advance is applied to only one Expense Report.</p> <p>Since the employee's Cash Advance is more than the expenses incurred, manual reconciliation must be done. The employee will need to repay the Agency for the excess funds. See the next section in this Job Aid for the steps used to manually reconcile a Cash Advance.</p> 

Reconciling a Cash Advance

When an employee receives a Cash Advance and the amount of the Cash Advance is more than the expenses incurred, the employee must repay the Commonwealth. The steps below outline how to manually reconcile a Cash Advance when an employee owes and repays funds to the Commonwealth. The Cash Advance cannot be reconciled until the Expense Report has been entered and submitted.

Step	Action
1.	Navigate to the Cash Advance Reconciliation page using the following path: Main Menu > Travel and Expense > Manage Accounting > Reconcile Cash Advance

The **Cash Advance Reconciliation Search** page displays.




For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Enter the applicable Advance ID Number in the **Advance ID** field.



Step	Action
i	<p>If you do not know the Advance ID, you can also search using any of the following search criteria:</p> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Advance Description <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Advance Status <input type="text" value="="/> <input type="text"/></p> <p>Creation Date <input type="text" value="="/> <input type="text"/></p> </div>
3.	<p>For this scenario, the Advance ID was entered. Click the Search button.</p> <div style="text-align: center; margin: 10px auto;"> <div style="border: 2px solid red; padding: 5px; background-color: #fff9c4;"> <p style="margin: 0;">Search</p> </div> </div>

The **Reconcile Cash Advance Report** page displays for the selected cash advance.

Favorites > Main Menu > Travel and Expenses > Manage Accounting > Reconcile Cash Advance

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

Micah Bradley Advance ID 0000000873

General Information

Description Business Writing Class Notes

Business Purpose Training

Status Paid Reference

*Accounting Date 01/20/2017 Post State Posted

Accounting Template STANDARD Updated on 11/30/2016 7:54:31AM By UHK37558

Associated Expense Reports Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000106212	01/20/2017	Paid	117.26	USD

Payments Personalize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
01/20/2017		0.00	USD

Totals

<p>Advance Amount 250.00 USD</p> <p>Applied To Expense Reports 117.26 USD</p> <p>Payments Received 0.00 USD</p>	<p>Report Balance</p> <p style="text-align: right;">Due Company 132.74 USD</p>
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Save for Later
Reconcile

Step	Action				
	<p>The Expense Report that the Cash Advance was applied to displays in the Associated Expense Report section.</p> <p>The Due Company field displays the amount the employee owes the Commonwealth based on the Expense Report. In this scenario, the employee owes “132.74”.</p> <div data-bbox="293 495 841 562" style="border: 2px solid red; padding: 5px;"> <p>Due Company 132.74 USD</p> </div>				
	<p>The Accounting Date field defaults to the current date and <u>should not be changed</u>.</p> <div data-bbox="293 648 889 747" style="border: 2px solid red; padding: 5px;"> <p>*Accounting Date 01/20/2017 </p> </div>				
4.	<p>When the employee repays the funds, record the employee check number in the Number field.</p> <div data-bbox="302 869 1065 1035" style="border: 2px solid red; padding: 5px;"> <p>*Number</p> <p>2777 </p> </div>				
5.	<p>Enter the amount the employee repaid in the Amount field. For this scenario, the employee repaid the total amount.</p> <div data-bbox="302 1152 1086 1320" style="border: 2px solid red; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">*Amount</td> </tr> <tr> <td></td> <td style="text-align: right;">132.74</td> </tr> </table> </div>		*Amount		132.74
	*Amount				
	132.74				
6.	<p>Click the Reconcile button.</p> <div data-bbox="302 1409 678 1488" style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Reconcile</p> </div>				

Step	Action
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The **Reconcile Cash Advance Report** page redispays

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Accounting ▾ > Reconcile Cash Advance

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

Micah Bradley Advance ID 0000000873

General Information

Description Business Writing Class	Notes
Business Purpose Training	
Status Reconciled	Reference
*Accounting Date 01/20/2017	Post State Posted
Accounting Template STANDARD	Updated on 01/20/2017 9:55:41AM By XYS77777

Associated Expense Reports Personalize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000106212	01/20/2017	Paid	117.26	USD

Payments Personalize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
01/20/2017	2777	132.74	USD

Totals

Advance Amount	250.00 USD	Report Balance	
Applied To Expense Reports	117.26 USD	Due Company	0.00 USD
Payments Received	132.74 USD		

Save for Later Reconcile



The **Status** field updates to “Reconciled” and the **Due Company** field is now “0.00”.

The **Payments Received** field reflects the amount of the check. This Cash Advance is now reconciled.

If the check amount was less than the **Due Company** amount, the **Status** would not change to “Reconciled” and an error message would display. In that case, click the **Save for Later** button to save the entry and apply the payment to the amount due. Reconciliation would not be complete until the amount in the **Due Company** field is “0.00”.