

**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 shows how to apply a cash advance to an expense report as well as the steps to reconcile a cash advance.

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## 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.

1. Enter the expense report on the **Create Expense Report** page. Navigate using the following path:

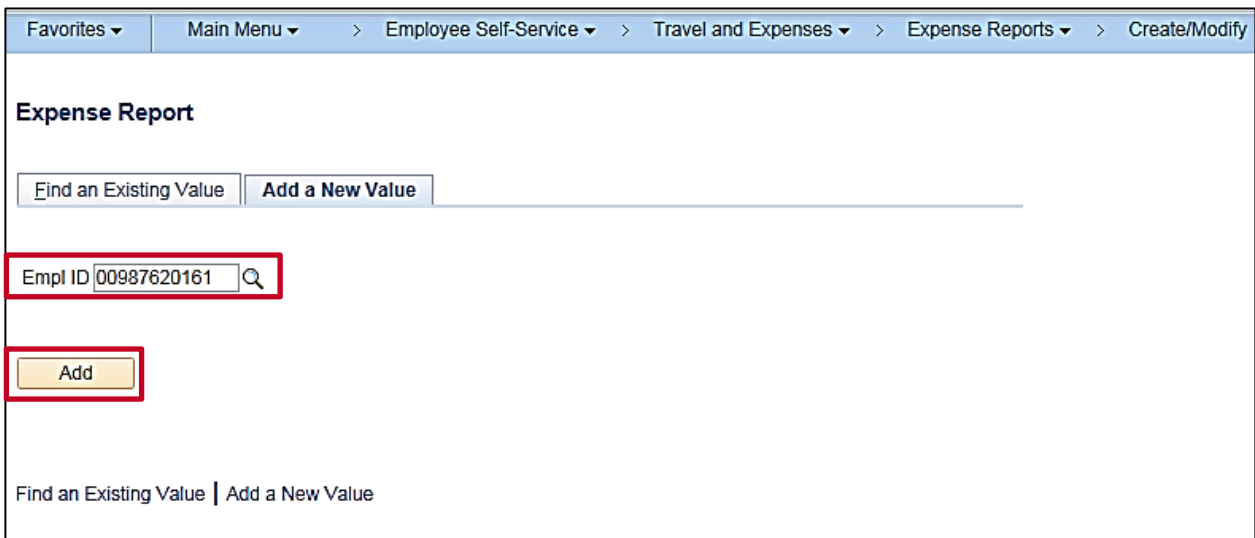
Statewide Agencies:

**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**

**Note:** Screenshots were taken using the Statewide navigation



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

### Expense Report

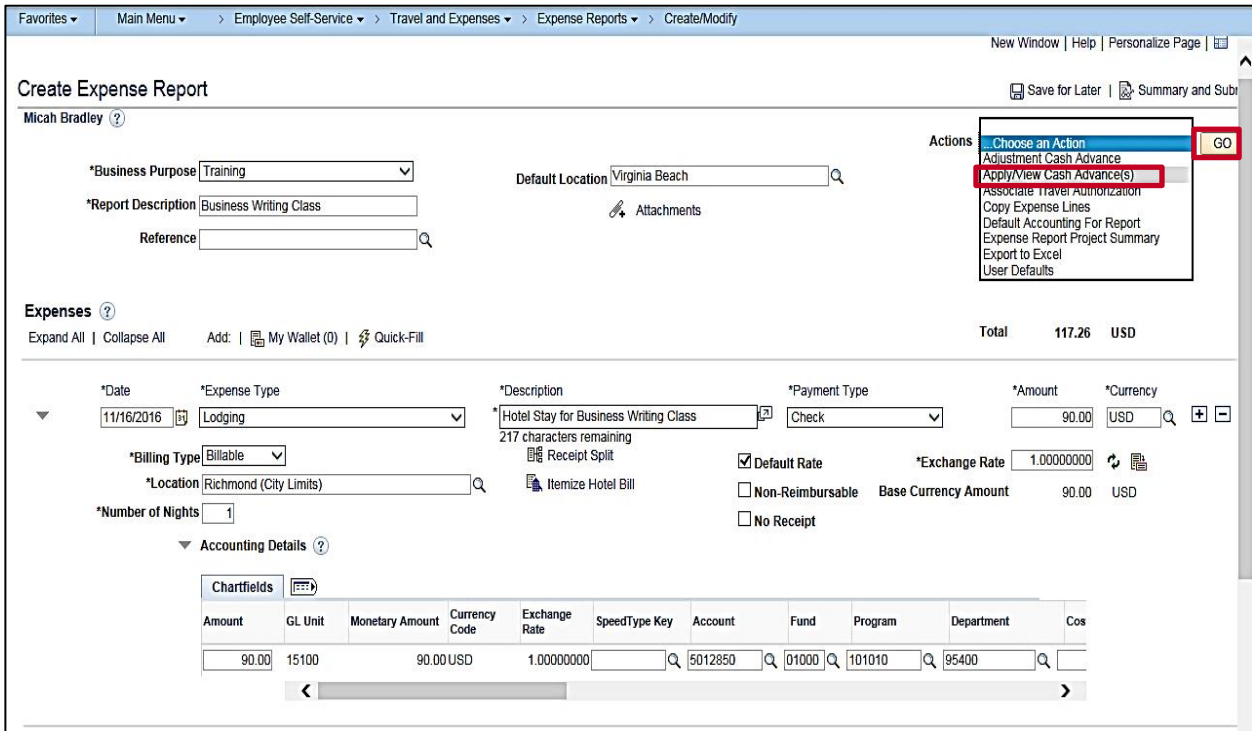
Find an Existing Value Add a New Value

Empl ID 00987620161 🔍

Add

Find an Existing Value | Add a New Value

2. The **Expense Report** page displays.
3. In the **Empl ID** field, enter the 11 digit Empl ID of the employee that you are creating the expense report for.
4. Click the **Add** button.



**Create Expense Report**

Micah Bradley

\*Business Purpose: Training  
 \*Report Description: Business Writing Class  
 Reference: [Search]  
 Default Location: Virginia Beach  
 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	Check	90.00	USD

\*Billing Type: Billable  
 \*Location: Richmond (City Limits)  
 \*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**

- 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

**GO**

5. The **Create Expense Report** page displays. Enter the expense details as appropriate.
6. Before saving the Expense Report, apply the cash advance by clicking the **Action** drop-down menu.
7. Select the **Apply/View Cash Advance(s)** option.
8. Click the **Go** button.

## SW AP315: Applying and Reconciling a Cash Advance

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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

9. The **Apply Cash Advance(s)** page displays. Choose from the lookup icon or enter the Cash Advance number that you are applying to the expense report in the **Advance ID** field.  
Multiple Cash Advances can be applied to one Expense Report if applicable. To add additional Cash Advances, click the **Add Cash Advance** button.
10. The amount of the selected cash advance displays in the **Advance Amount** field.
11. The **Total Applied** 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.

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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	117.26	USD

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

12. Change the **Total Applied** field to equal the amount of the expense report; in this scenario **117.26**.
13. Click the **Update Totals** button.

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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	132.74 USD	1.00000000	117.26 USD	-

**Total Advance Applied** 117.26 USD  
**Totals (3 Lines)** 117.26 USD  
**Total Due Employee** 0.00 USD

14. Notice the **Total Due Company** no longer displays.
15. The **Total Due Employee** is **0.00**.
16. Click the **OK** button to return to the Expense Report.

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New Window | Help | Personalize Page

Create Expense Report

Micah Bradley ?

Actions

\*Business Purpose 
 Default Location

\*Report Description 
 Attachments

Reference

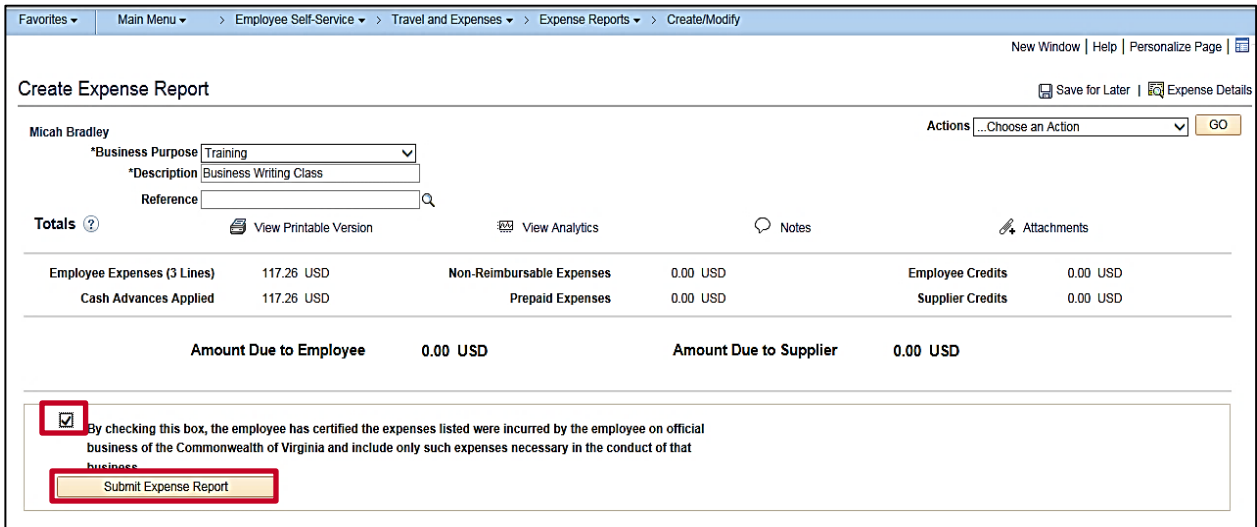
Expenses ?

Expand All | Collapse All    Add: |  |

Total 117.26 USD

17. Click the **Summary and Submit** link at the top of the page.

## SW AP315: Applying and Reconciling a Cash Advance



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify New Window | Help | Personalize Page |

Create Expense Report Save for Later | Expense Details

Micah Bradley Actions [Choose an Action] GO

\*Business Purpose Training  
 \*Description Business Writing Class  
 Reference

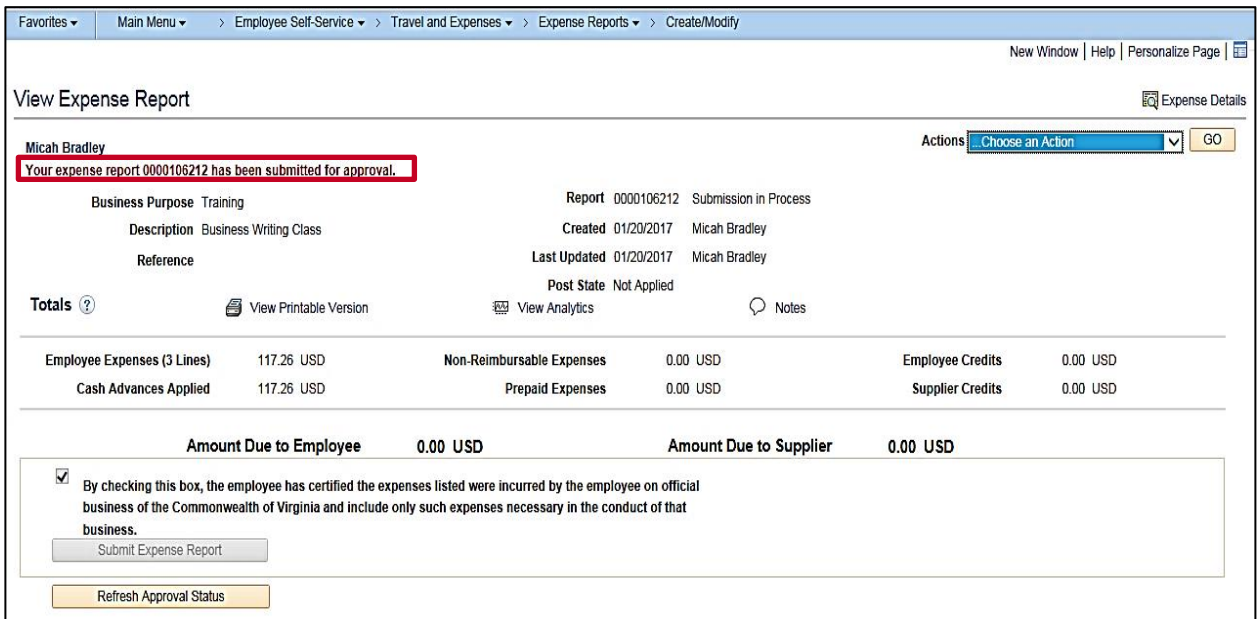
Totals View Printable Version | View Analytics | Notes | Attachments

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
<b>Amount Due to Employee</b>		<b>0.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

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.

**Submit Expense Report**

18. Click the **certification** checkbox.
19. Click the **Submit Expense Report** button.
20. A confirmation pop-up window displays. Click the **OK** button to confirm the submission.



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify New Window | Help | Personalize Page |

View Expense Report Expense Details

Micah Bradley Actions [Choose an Action] GO

Your expense report 0000106212 has been submitted for approval.

Business Purpose Training Report 0000106212 Submission in Process  
 Description Business Writing Class Created 01/20/2017 Micah Bradley  
 Reference Last Updated 01/20/2017 Micah Bradley  
 Post State Not Applied

Totals View Printable Version | View Analytics | Notes

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
<b>Amount Due to Employee</b>		<b>0.00 USD</b>		<b>Amount Due to Supplier</b>	
				<b>0.00 USD</b>	

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.

Submit Expense Report

**Refresh Approval Status**

21. A message displays in red at the top of the page indicating the expense report has been submitted for approval.

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.

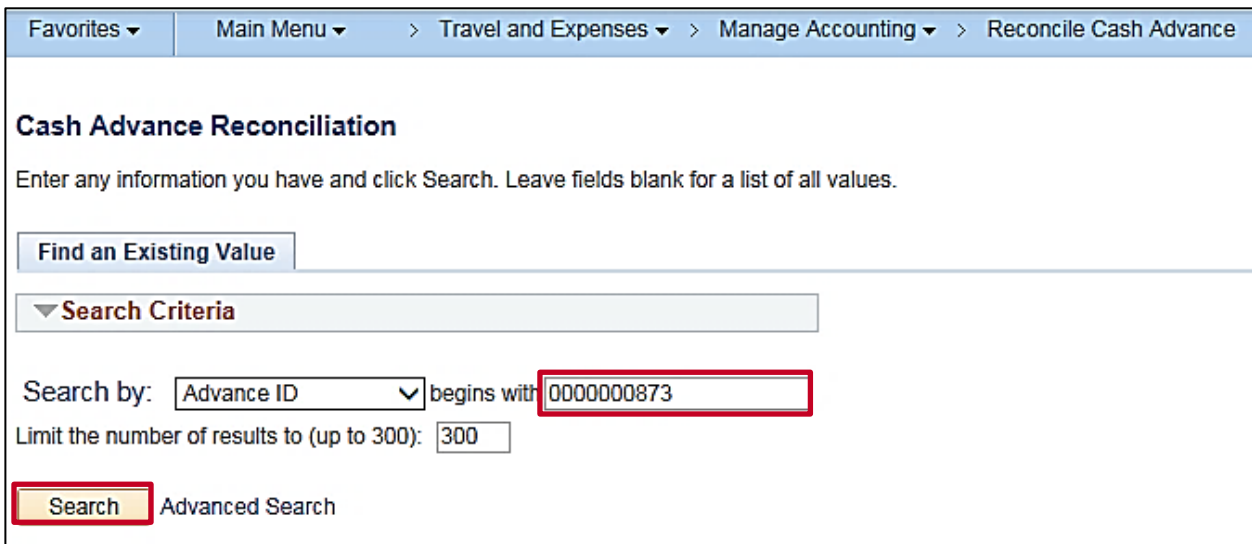
Since the employee's cash advance is more than the expenses incurred, manual cash advance reconciliation must be done. The employee will need to repay the agency for the excess funds. See the next section in this job aid for steps to reconcile a cash advance.

## 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.

1. Navigate to the **Cash Advance Reconciliation** page using the following path:

**Main Menu > Travel and Expense > Manage Accounting > Reconcile Cash Advance**



The screenshot shows the 'Cash Advance Reconciliation' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Travel and Expenses > Manage Accounting > Reconcile Cash Advance'. Below this, the page title 'Cash Advance Reconciliation' is displayed. A instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a 'Search Criteria' dropdown menu. The 'Search by:' field is set to 'Advance ID' and the 'begins with' field contains '0000000873'. The 'Limit the number of results to (up to 300):' field is set to '300'. At the bottom, there is a 'Search' button and a link for 'Advanced Search'.

2. Enter the **Advance ID** number in the **Search by** field. If you do not know the **Advance ID**, you can also search using any of the following:
  - a. **Advance Description**
  - b. **Advance Status**
  - c. **Creation Date**
  - d. **Empl ID**
  - e. **Name**
3. Click the **Search** button.

[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

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**General Information**



<b>Description</b>	Business Writing Class	 Notes
<b>Business Purpose</b>	Training	
<b>Status</b>	Paid	<b>Reference</b>
<b>*Accounting Date</b>	01/20/2017 	<b>Post State</b> Posted
<b>Accounting Template</b>	STANDARD	<b>Updated on</b> 11/30/2016 7:54:31AM
		<b>By</b> UHK37558


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**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

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**Payments** Personalize | Find |   First 1 of 1 Last

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

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**Totals**

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

- The **Reconcile Cash Advance Report** page displays for the selected cash advance. The Expense Report that the Cash Advance was applied to displays in the **Associated Expense Report** section.
- 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**.



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

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Travel & Expenses - Cash Advance Report

### Reconcile Cash Advance Report

Micah Bradley Advance ID 000000873

**General Information**

Description Business Writing Class	Notes
Business Purpose Training	
Status Paid	Reference
*Accounting Date 01/20/2017 <input type="text"/>	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 <input type="text"/>	2777 <input type="text"/>	132.74 <input type="text"/>	USD

**Totals**

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

6. The **Accounting Date** defaults to the current date and should not be changed.
7. When the employee repays the funds, record the employee check number in the **Number** field.
8. Enter the amount the employee repaid in the **Amount** field. For this scenario, the employee repaid the total amount.
9. Click the **Reconcile** button.

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

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Travel & Expenses - Cash Advance Report

### Reconcile Cash Advance Report

Micah Bradley Advance ID 000000873

**General Information**

Description Business Writing Class	Notes
Business Purpose Training	
<b>Status Reconciled</b>	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	<b>Report Balance</b>
Applied To Expense Reports 117.26 USD	<b>Due Company 0.00 USD</b>
<b>Payments Received 132.74 USD</b>	

10. The **Status** field changes to **Reconciled**.
11. The **Due Company** field is now **0.00**.
12. The **Payments Received** field reflects the amount of the check. This Cash Advance is now reconciled.

**Note:** If the check amount was less than the **Due Company** amount, the **Status** would not change to **Reconciled** and an error message displays. In that case, you would click the **Save for Later** button to save your 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**.