Accounts Payable Job Aid

SW AP315: Applying and Reconciling a Cash Advance

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.

Table of Contents

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:

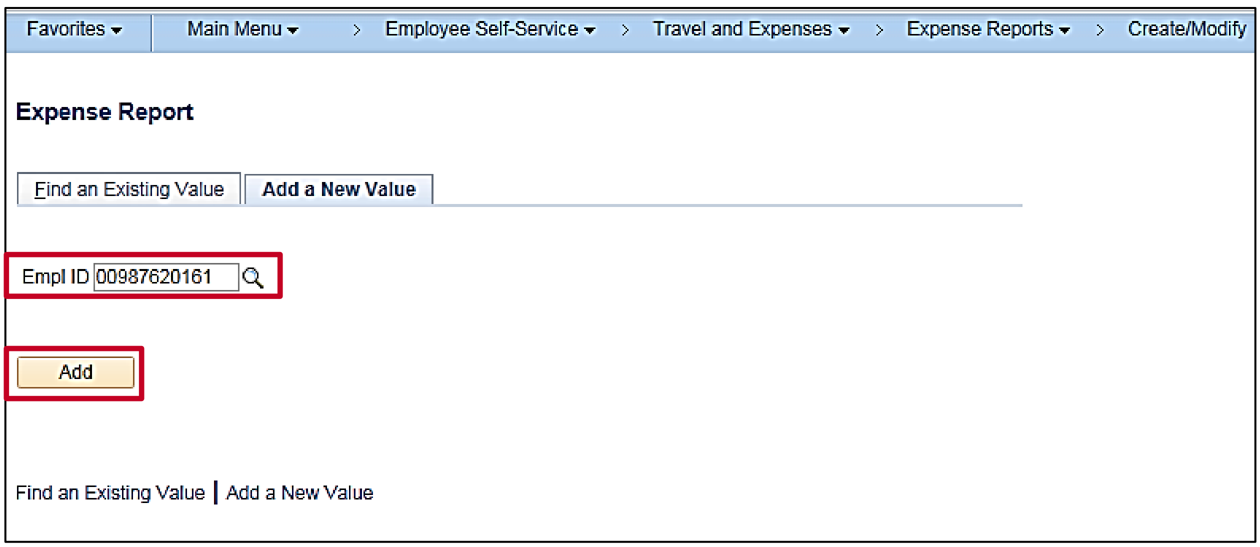
Statewide Agencies:

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

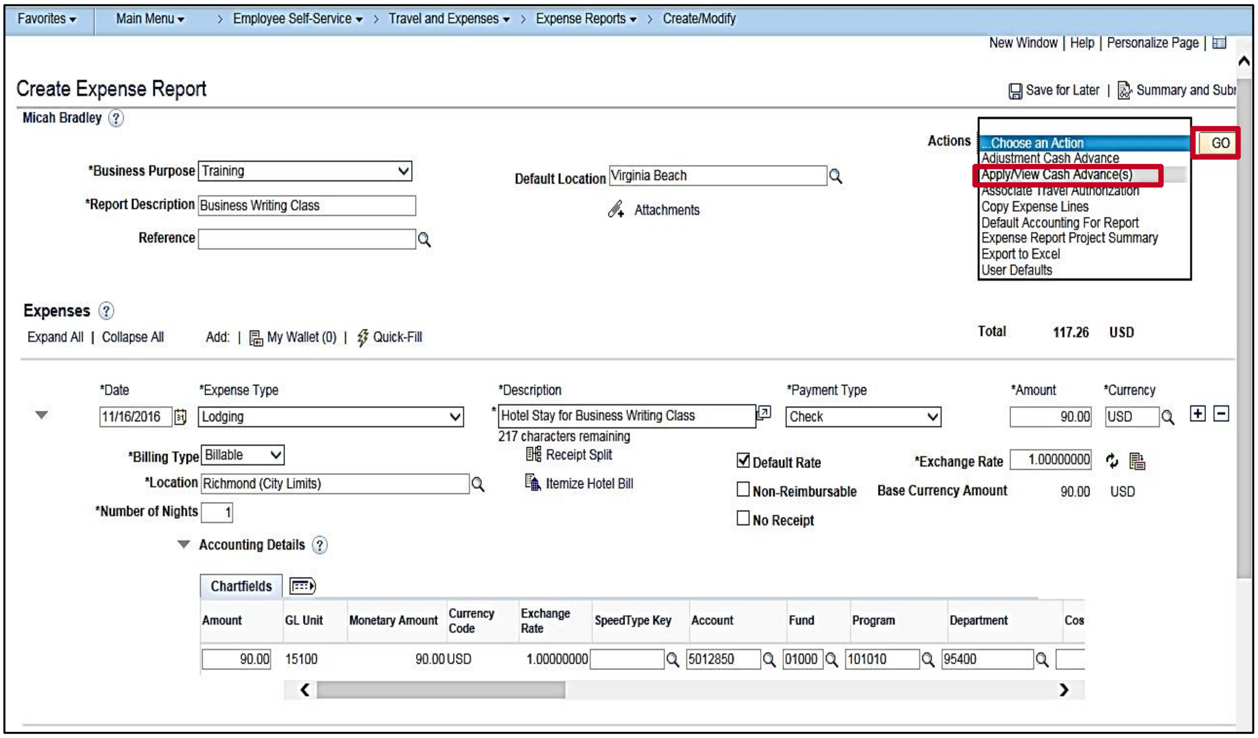
Note: Screenshots were taken using the Statewide navigation



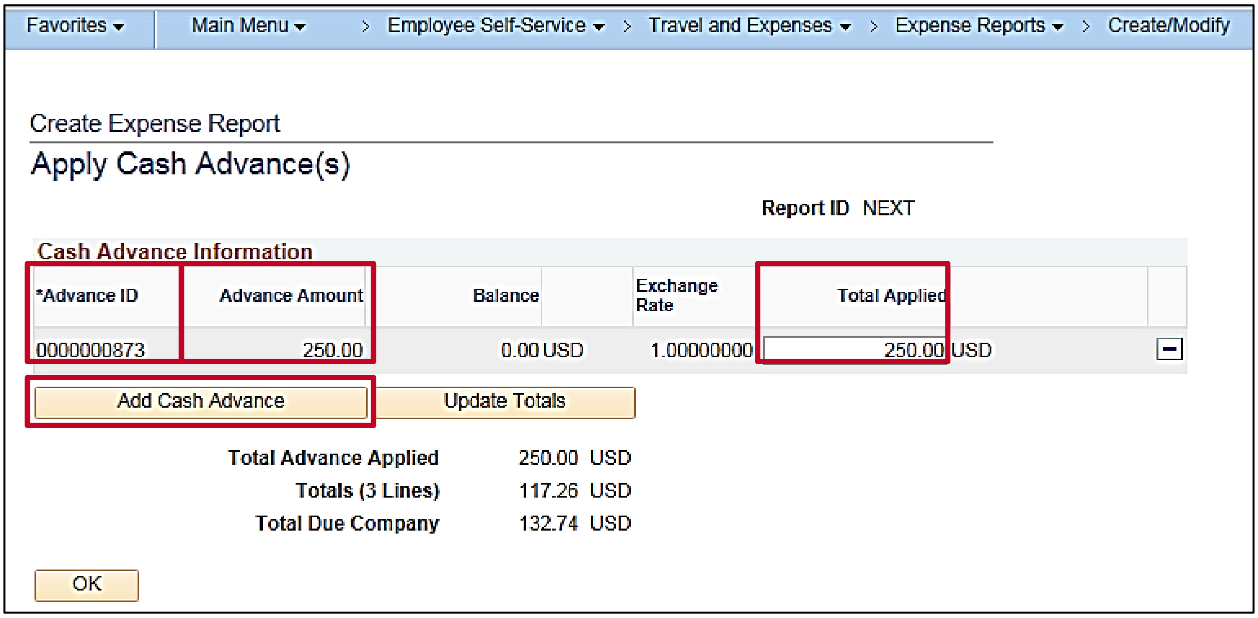
2. The **Expense Report** page displays.

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.



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.

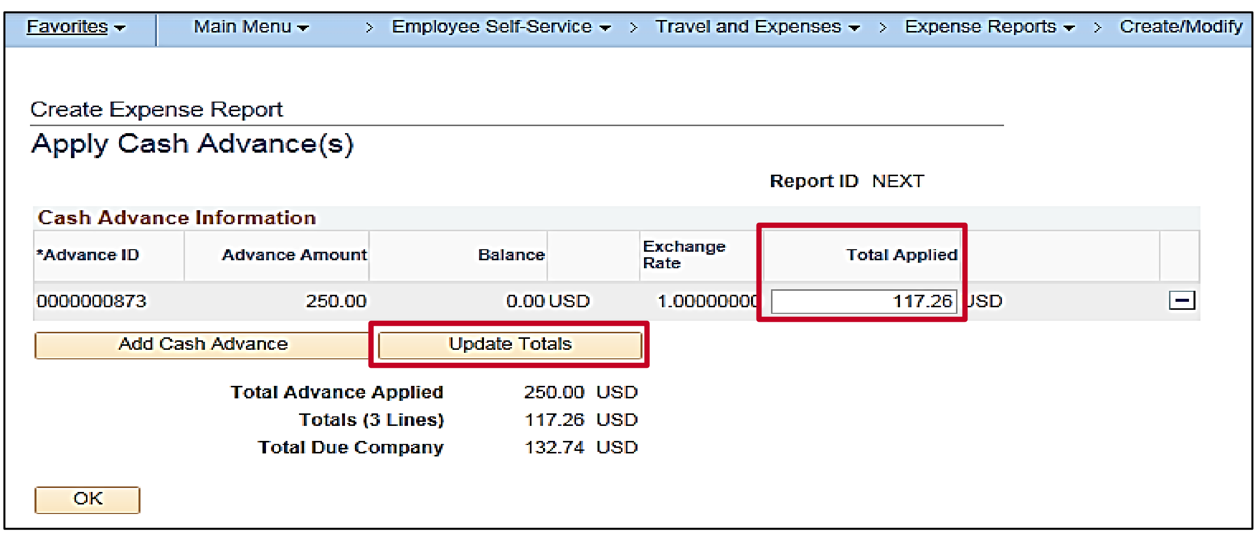


9. The **Apply Cash Advance(s)** page displays. Choose from the lookup icon or enter the Cash Advance number that you are applying to the expense report in the **Advance ID** field.

   Multiple Cash Advances can be applied to one Expense Report if applicable. To add additional Cash Advances, click the **Add Cash Advance** button.

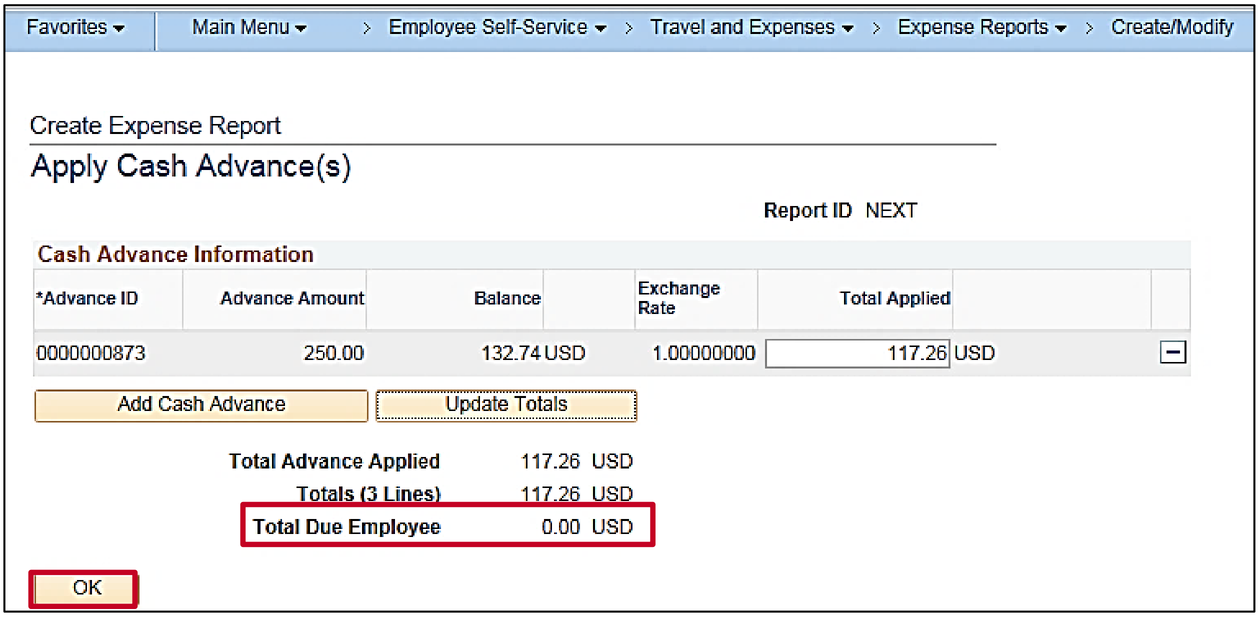
10. The amount of the selected cash advance displays in the **Advance Amount** field.

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.

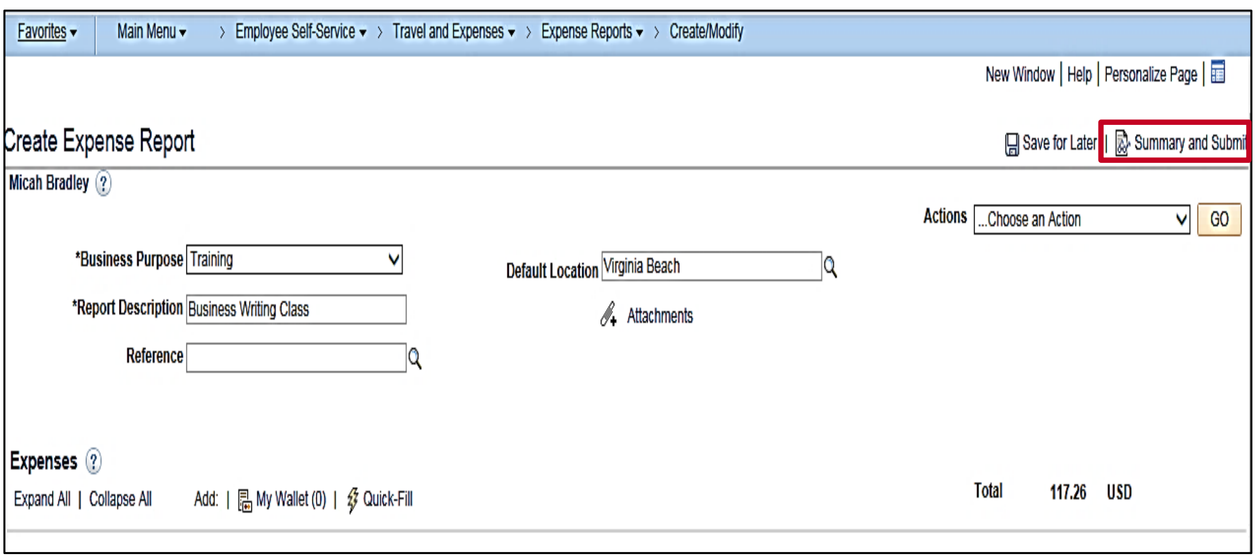


12. Change the **Total Applied** field to equal the amount of the expense report; in this scenario **117.26**.

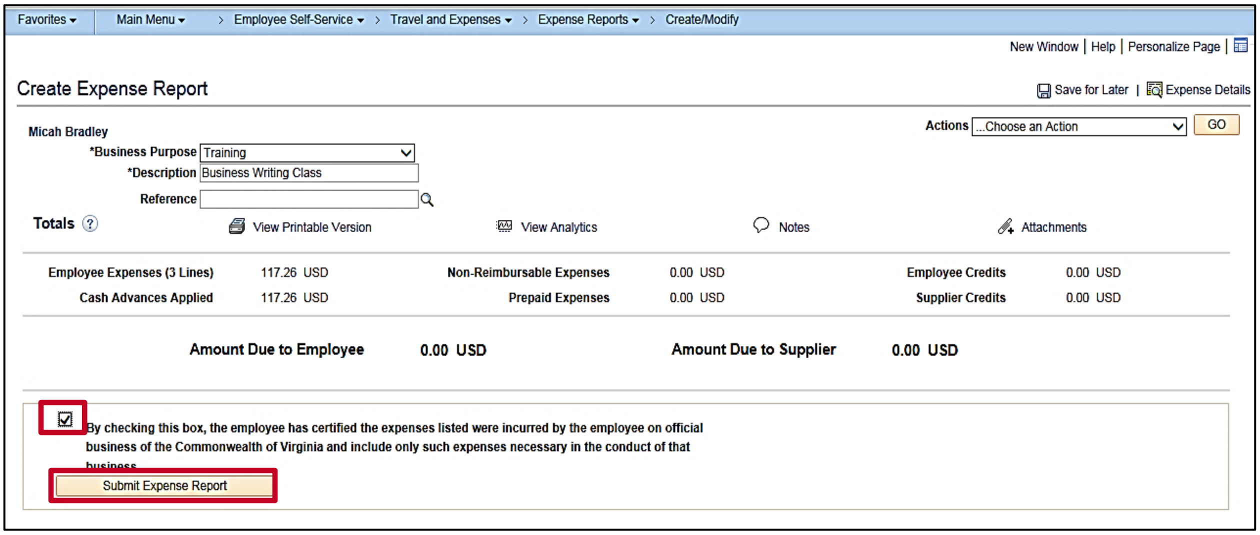
13. Click the **Update Totals** button.



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.



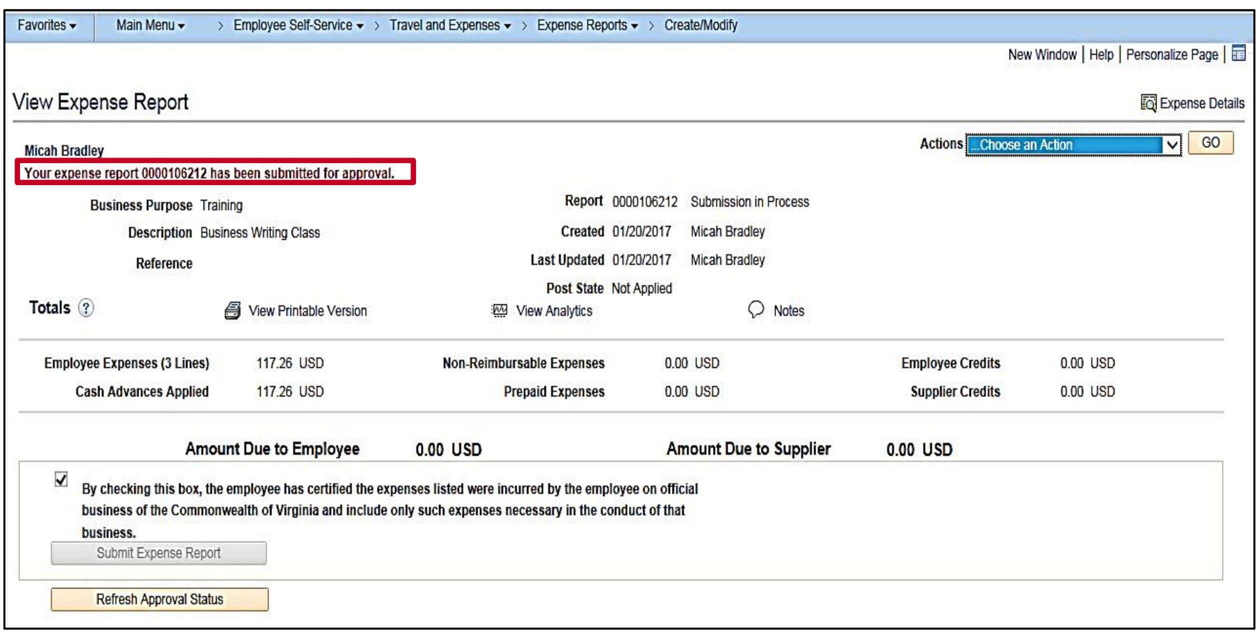
17. Click the **Summary and Submit** link at the top of the page.



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.



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.

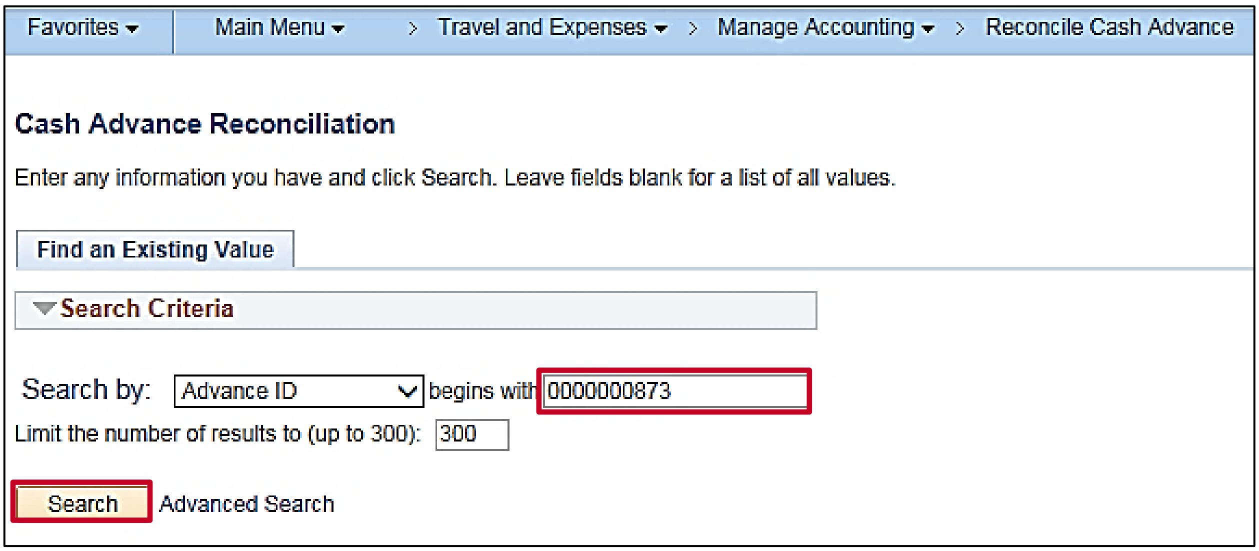
Since the employee's cash advance is more than the expenses incurred, manual cash advance reconciliation must be done. The employee will need to repay the agency for the excess funds. See the next section in this job aid for steps to reconcile a cash advance.

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



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**

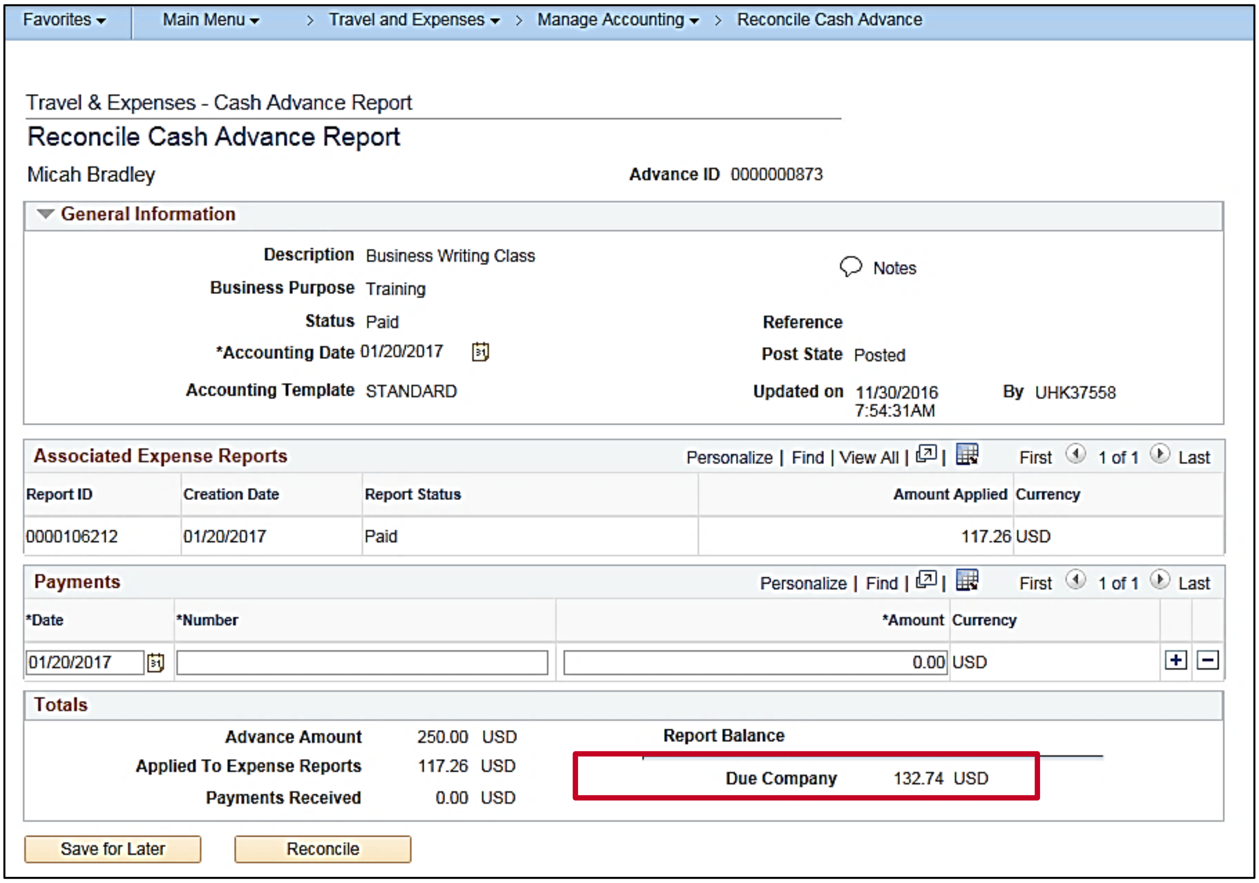
b. **Advance Status**

c. **Creation Date**

d. **Empl ID**

e. **Name**

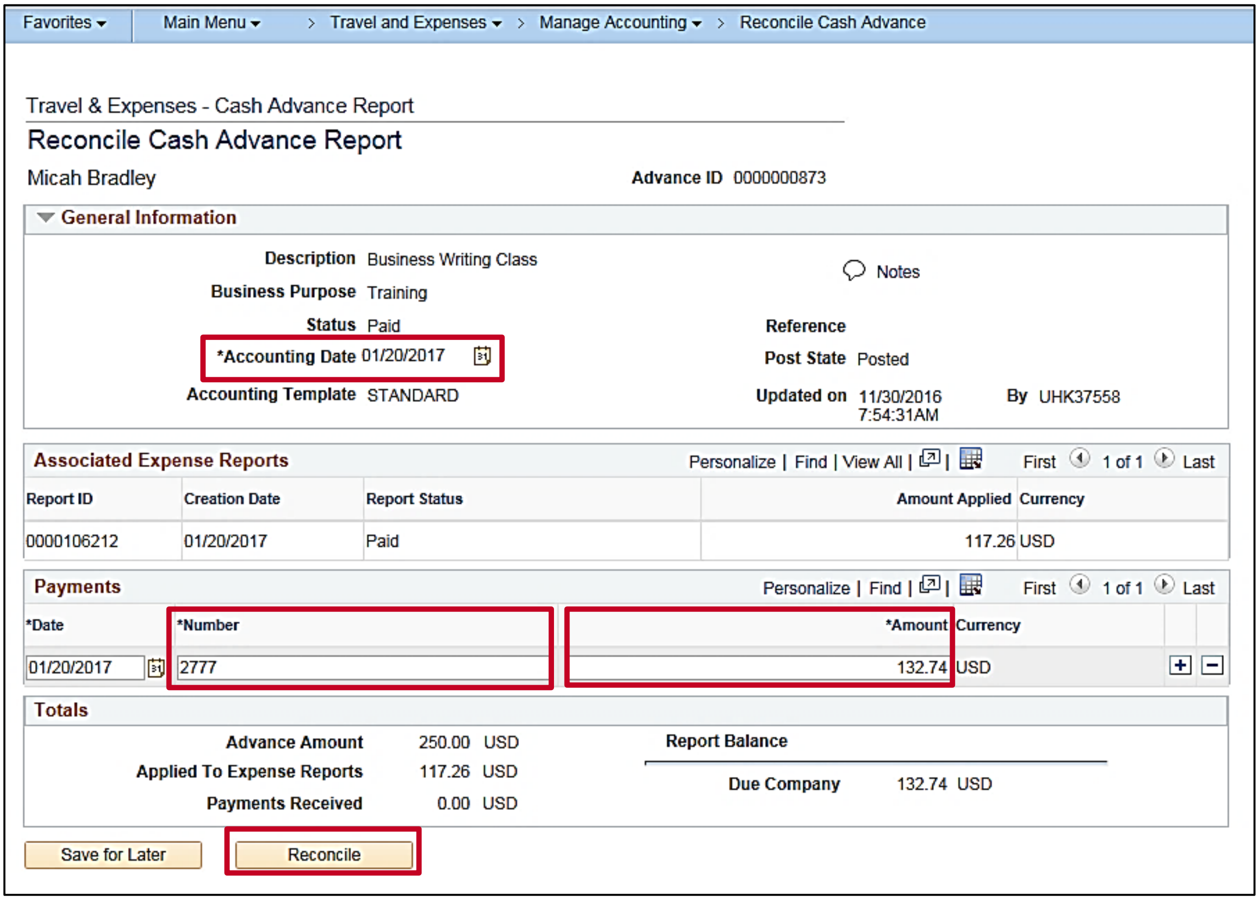
3. Click the **Search** button.



4. 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.

5. 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

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

Micah Bradley — Advance ID 0000000873

General Information

Description: Business Writing Class
Business Purpose: Training
Status: Paid
*Accounting Date: 01/20/2017
Accounting Template: STANDARD

Notes
Reference:
Post State: Posted
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	2777	132.74	USD

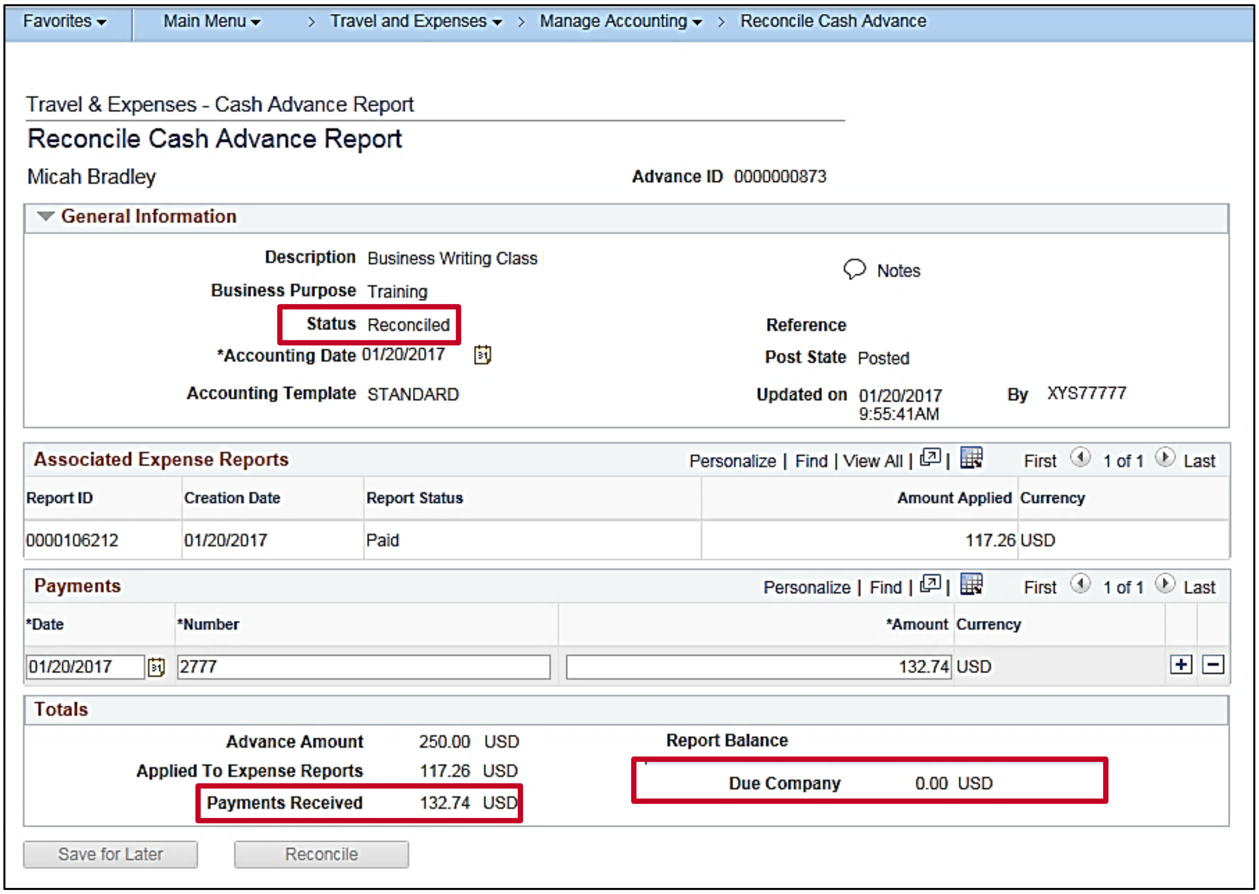
Totals

Advance Amount: 250.00 USD
Applied To Expense Reports: 117.26 USD
Payments Received: 0.00 USD

Report Balance
Due Company: 132.74 USD

Save for Later | Reconcile

6. The **Accounting Date** defaults to the current date and <u>should not be changed</u>.
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.



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**.