About Applying and Reconciling a Cash Advance

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.

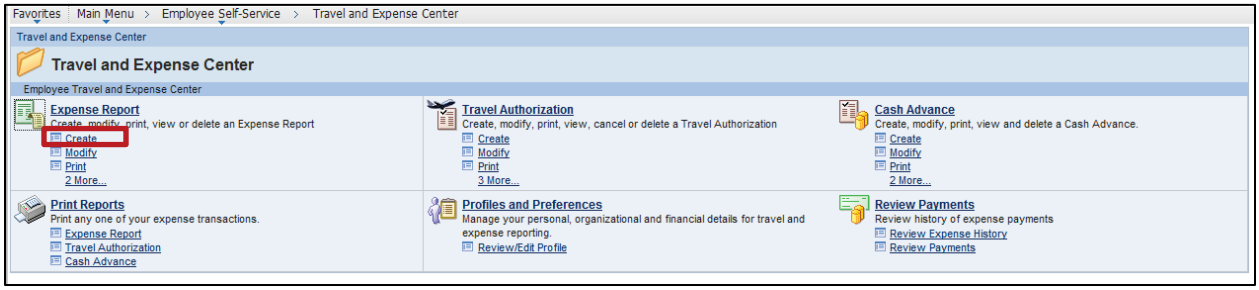
This job aid shows how to apply a cash advance to an expense report as well as the steps to reconcile a cash advance.

Applying a Cash Advance to an Expense Report:

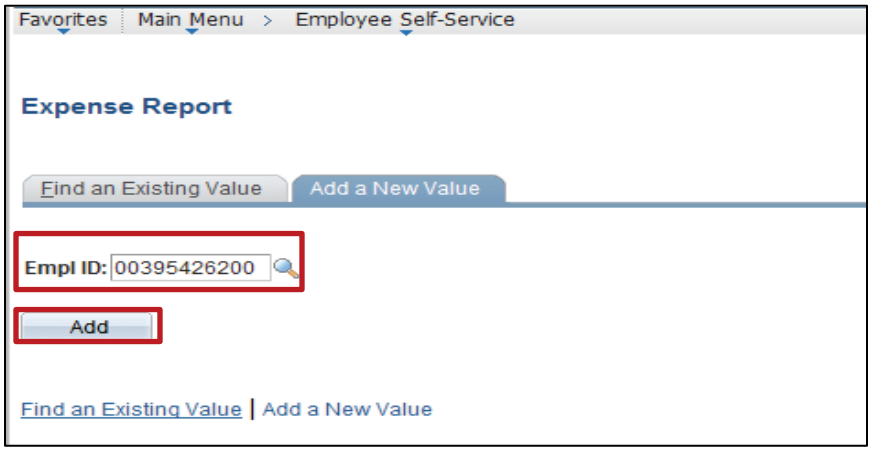
If an employee receives a cash advance for travel, it must be applied to the Expense Report in order to be fully reconciled in Cardinal.

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

Main Menu > Employee Self Service > Travel and Expense Center

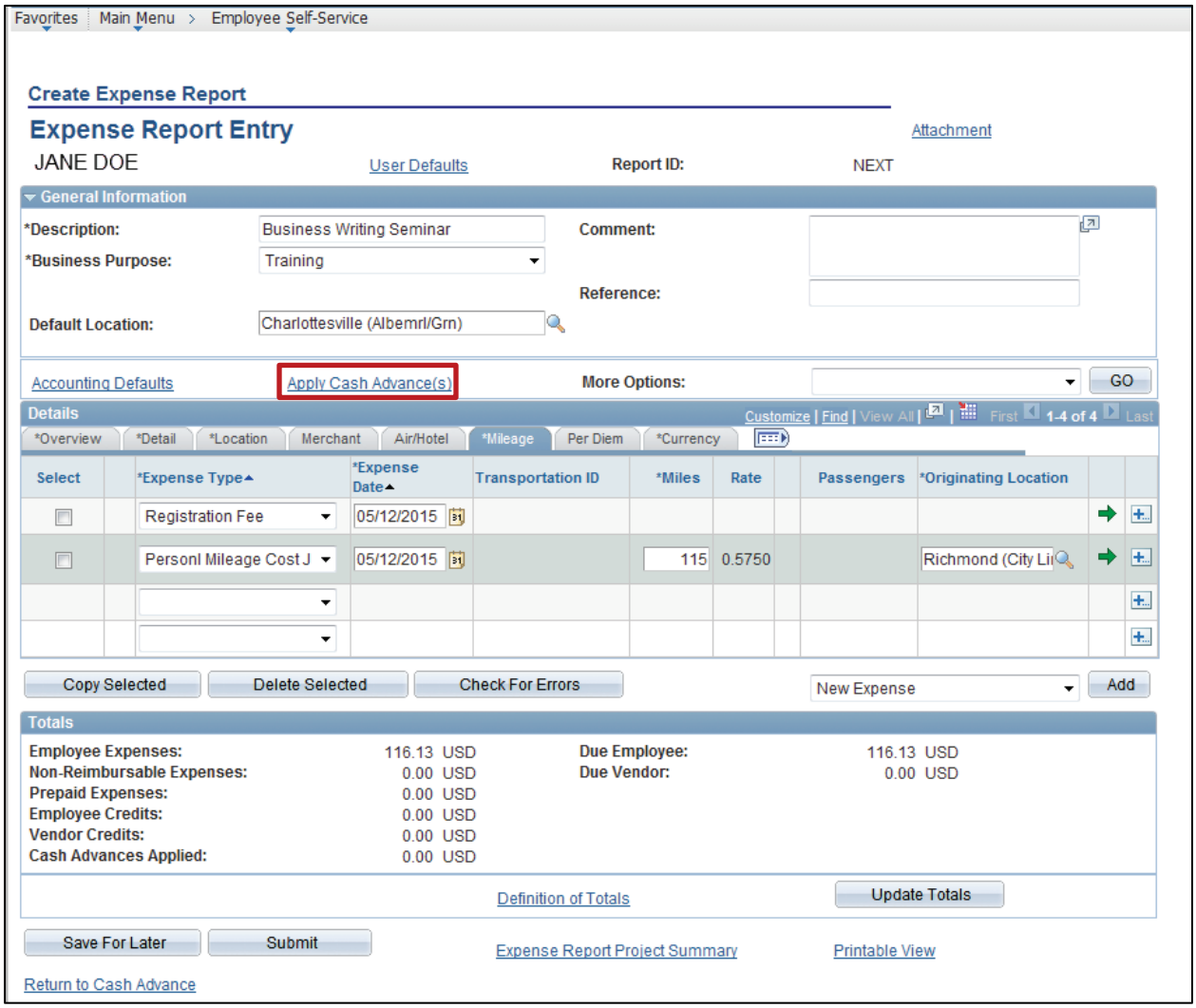


2 In the **Expense Report** section click **Create**.



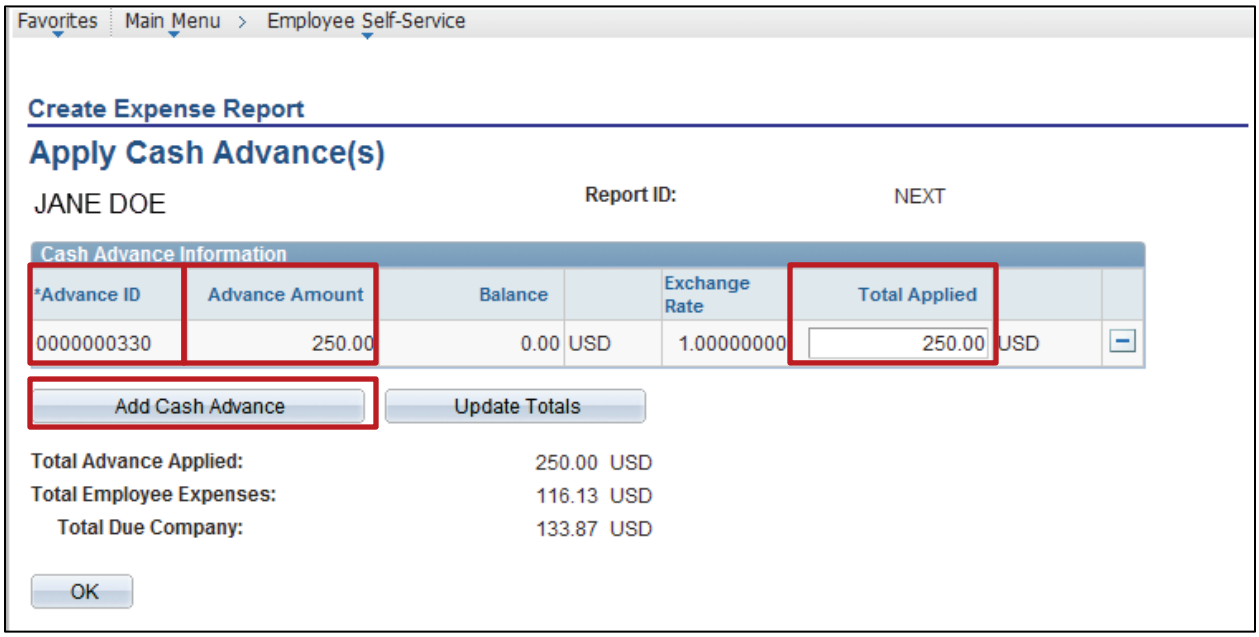
3 The **Expense Report** page displays. In the **Empl ID** field, enter the 11 digit CIPPS ID of the employee that you are creating the expense report for.

4 Click the **Add** button.



5 The **Expense Report Entry** page displays. Enter the expense details as appropriate.

6 Before saving the Expense Report, apply the cash advance by clicking the **Apply Cash Advance** link.

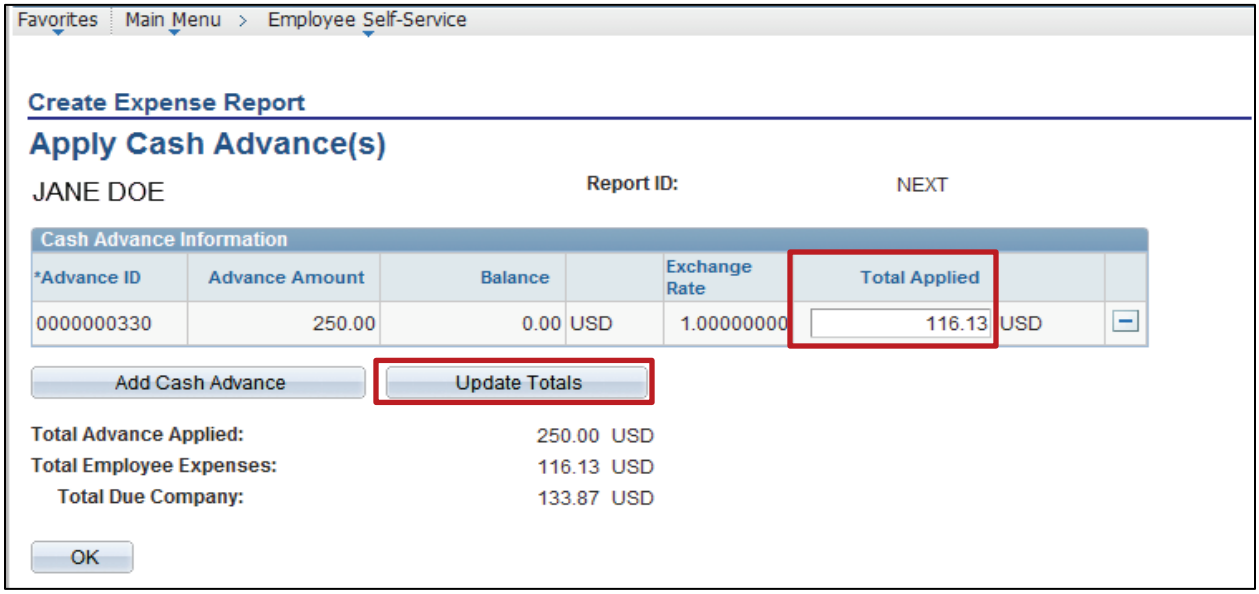


7 The **Apply Cash Advance(s)** page displays. Choose from the dropdown or enter the Cash Advance number that you are applying to the expense report in the **Advance ID** field.

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

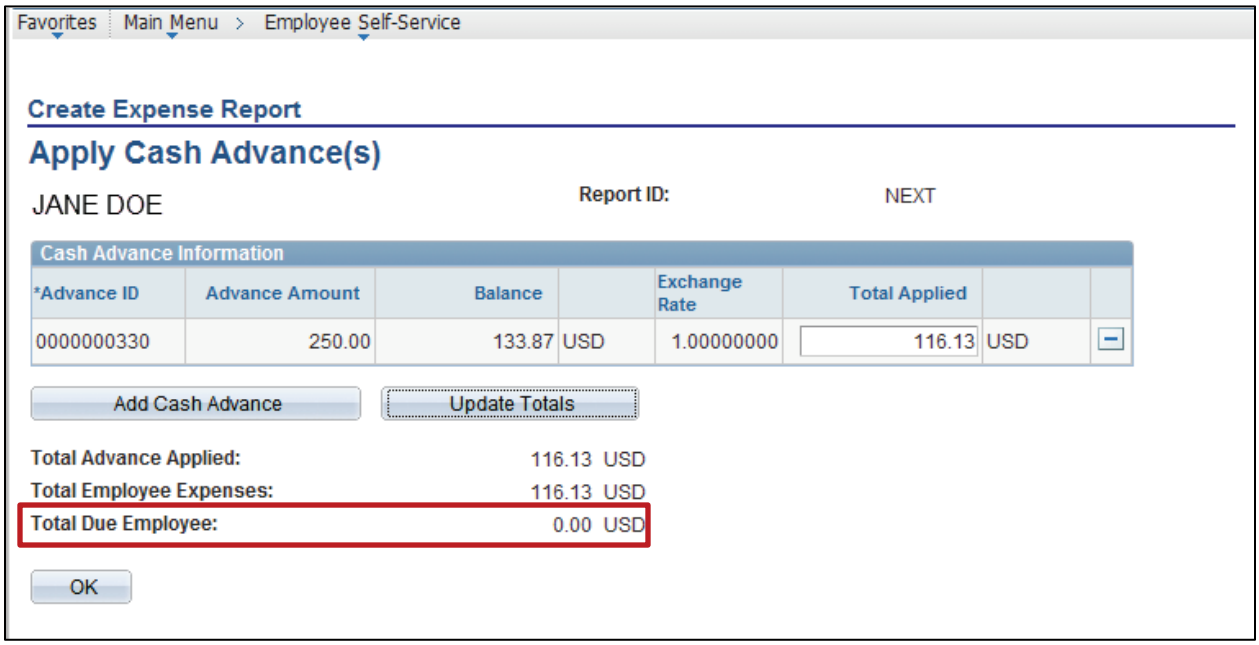
8 The amount of the selected cash advance displays in the **Advance Amount** field.

9 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.



10 Change the **Total Applied** field to equal the amount of the expense report. In this scenario **116.13**.

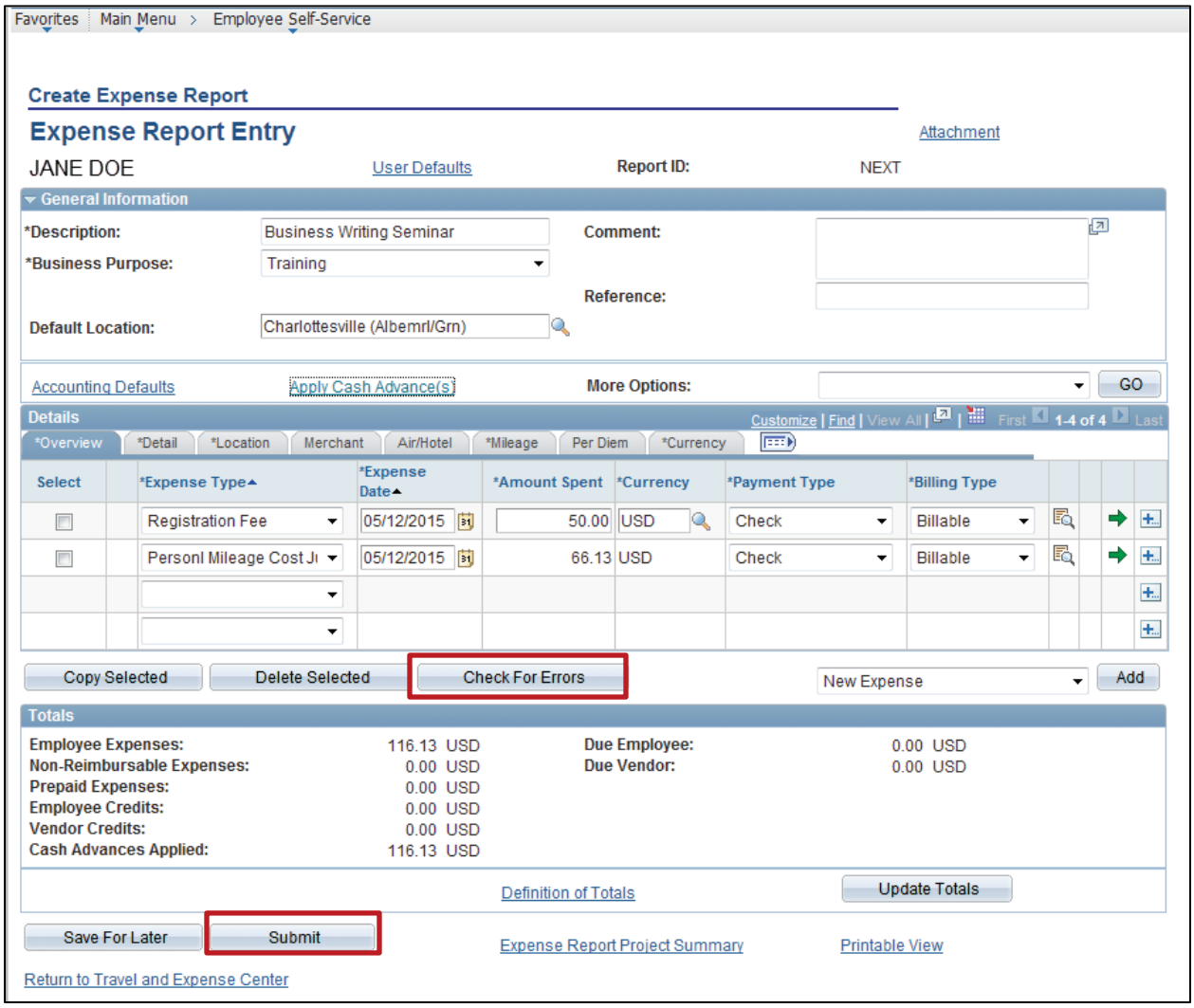
11 Click the **Update Totals** button.



12 Notice the **Total Due Company** no longer displays.

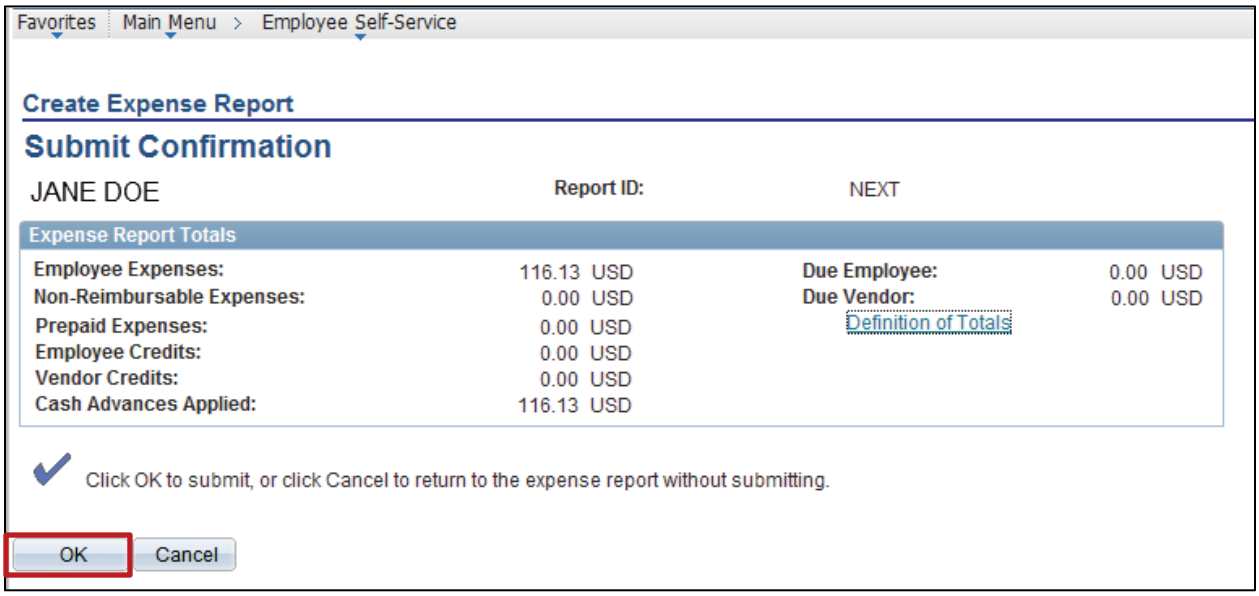
13 The **Total Due Employee** is **0.00**.

14 Click the **OK** button to return to the Expense Report.



15 Click the **Check for Errors** button. If errors exist, make the corrections and check for errors again.

16 Click the **Submit** button to submit the expense report.



17 Click **Ok** to confirm the expense report is submitted.

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.

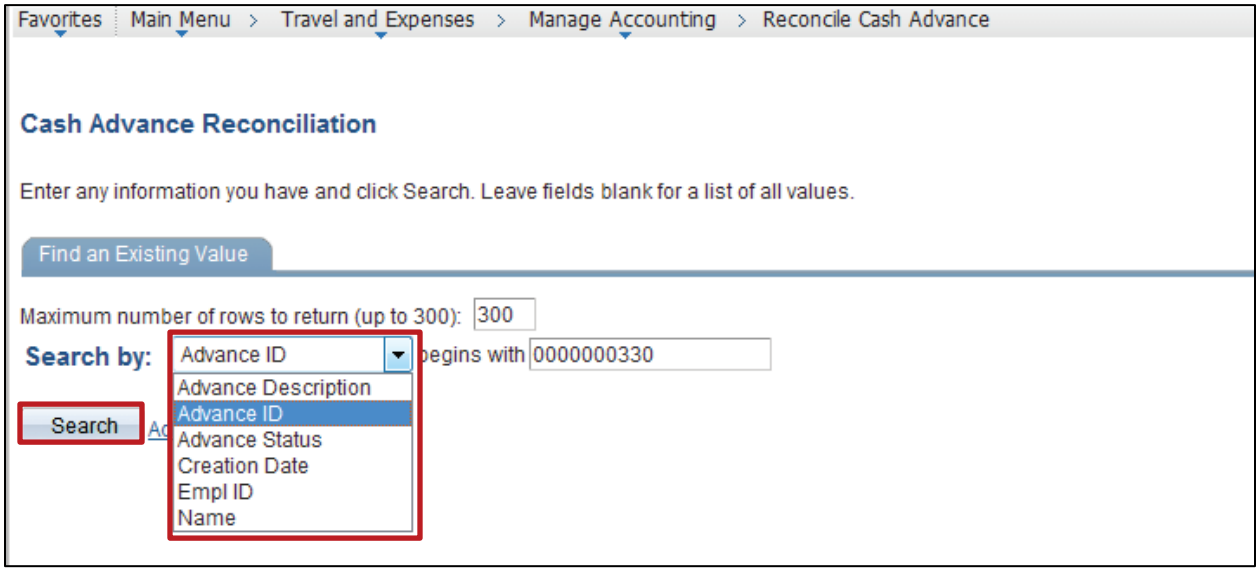
Since the employee's cash advance is more than the expenses incurred, manual cash advance reconciliation will need to be done. The employee will need to repay the agency for the excess funds. See the next section in this job for steps to reconcile a cash advance.

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 don't 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

JANE DOE Advance ID: 0000000330

General Information

Description:	T 3/31 - 4/1/2015	Comment:	Fund 02245
Business Purpose:	Field Work		
Status:	Paid	Reference:	
*Accounting Date:	05/29/2015	Post State:	Posted
Accounting Template:	STANDARD	Last Updated:	03/23/2015 By: STP88792

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

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000057351	05/29/2015	Paid	116.13	USD

Payments Customize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
05/29/2015		0.00	USD

Totals

Advance Amount:	250.00 USD	Report Balance	
Applied To Expense Reports:	116.13 USD	Due Company:	133.87 USD
Payments Received:	0.00 USD		

Update Totals

Save for Later Reconcile

Return to Search

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 **133.87**.

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

Travel & Expenses - Cash Advance Report

Reconcile Cash Advance Report

JANE DOE Advance ID: 0000000330

General Information

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

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000057351	05/29/2015	Paid	116.13	USD

Payments Customize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
05/29/2015	3250	133.87	USD

Totals

Advance Amount:	250.00 USD	Report Balance	
Applied To Expense Reports:	116.13 USD	Due Company:	133.87 USD
Payments Received:	0.00 USD		

Update Totals

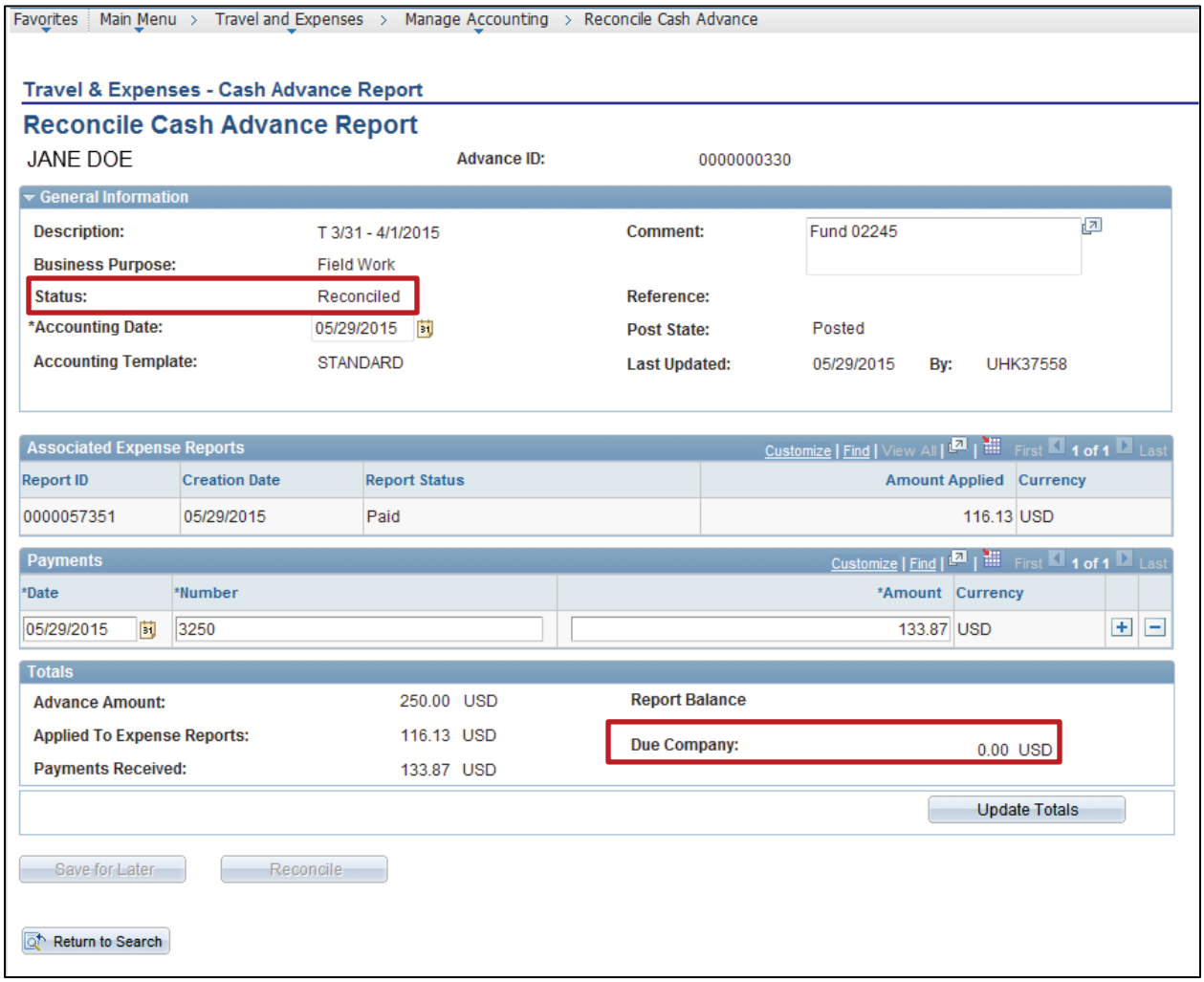
Save for Later Reconcile

Return to Search

6 When the employee repays the funds, record the employee check number in the **Number** field.

7 Enter the amount the employee repaid in the **Amount** field. For this scenario, the employee repaid the total amount.

8 Click the **Reconcile** button.



9 The **Status** field changes to **Reconciled**.

10 The **Due Company** field is now zero.

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

Note: If the check amount has been less than the **Due Company** amount, the **Status** would not change to **Reconciled** and an error message would display. 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 Due** is zero.