

Reconciling a Cash Advance Overview

A Cash Advance is a means for an Agency to provide funds to an employee prior to travel to minimize the impact of business travel on an employee's personal finances. When a Cash Advance is entered and submitted, it must be approved before it can be processed for payment. Once approved the employee receives the funds via their Direct Deposit account.

After 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 the steps to reconcile a Cash Advance. For details about applying a Cash Advance to an Expense Report, see the Job Aid titled **AP315A Creating and Managing Expense Reports** located on the Cardinal website in **Job Aids** under **Learning**.

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.

Table of Contents

Revision History	2
Reconciling a Cash Advance	3



Accounts Payable Job Aid

AP315 Reconciling a Cash Advance

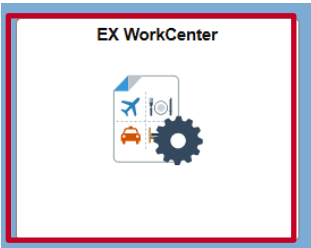
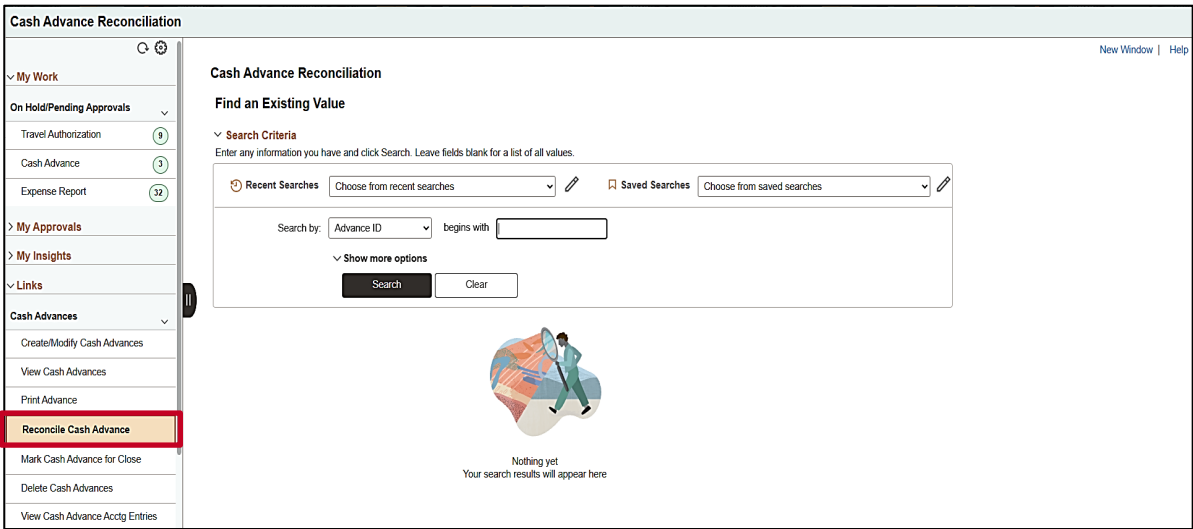
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades. Removed the 'Applying a Cash Advance to an Expense Report' section, now reference the AP315A Creating and Managing Expense Reports located on the Cardinal website in Job Aids under Learning . Updated Job Aid name to reflect removal of this section.
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.

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 Cash Advance cannot be reconciled until the Expense Report has been entered and submitted.

The steps below outline how to manually reconcile a Cash Advance when an employee owes and repays funds to the Commonwealth.

Step	Action
1.	Navigate to the Reconcile Cash Advance page by clicking the EX WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Cash Advances > Reconcile Cash Advance 

Step	Action
i	Users can also access the Cash Advance Reconciliation page using the following navigation path: Main Menu > Travel and Expense > Manage Accounting > Reconcile Cash Advance
The Cash Advance Reconciliation Find an Existing Value Search page displays. Cash Advance Reconciliation Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▼ ✎ Saved Searches Choose from saved searches ▼ ✎ Search by: Advance ID ▼ begins with ▼ Show more options Search Clear	
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages located on the Cardinal website in Job Aids under Learning.
3.	Enter the applicable Advance ID Number in the Advance ID field. Search by: Advance ID ▼ begins with
i	If the Advance ID is not known, click the Show more options link to view additional searchable fields. ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▼ ✎ Saved Searches Choose from saved searches ▼ ✎ Advance ID begins with ▼ Advance Description begins with ▼ Name begins with ▼ Empl ID begins with ▼ Q Advance Status = ▼ Creation Date = ▼ 📅 ^ Show fewer options Case Sensitive Search Clear 🔖 Save Search
For this scenario, the Advance ID is entered.	



Accounts Payable Job Aid

AP315 Reconciling a Cash Advance

Step	Action
4.	Click the Search button. Search Clear

The **Travel & Expenses - Cash Advance Report** page displays for the selected cash advance.

Cash Advance Reconciliation

Travel & Expenses - Cash Advance Report

Advance ID 000002550

General Information

DescriptionMeeting

Business PurposeMeeting

StatusPaid

*Accounting Date06/19/2026

Accounting TemplateSTANDARD

Notes

Reference

Post StatePosted

Updated on09/25/2025 1:00:30PM

By

Associated Expense Reports

1-1 of 1

View All

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000483172	12/01/2025	Paid	217.83	USD

Payments

1-1 of 1

*Date	*Number	*Amount	Currency		
06/19/2026		0.00	USD	+	-

Totals

Advance Amount230.03 USD

Applied To Expense Reports217.83 USD

Payments Received0.00 USD

Report Balance

Due Company12.20 USD

Save for Later

Reconcile

Return to Search

Step	Action												
i	The Expense Report that the Cash Advance was applied to displays in the Associated Expense Report section in the Report ID field. Report ID 0000483172 The Due Company field in the Totals section displays the amount the employee owes the Commonwealth based on the Expense Report. In this scenario, the employee owes “12.20”. Totals <table><tr><td>Advance Amount</td><td>230.03 USD</td><td>Report Balance</td><td></td></tr><tr><td>Applied To Expense Reports</td><td>217.83 USD</td><td>Due Company</td><td>12.20 USD</td></tr><tr><td>Payments Received</td><td>0.00 USD</td><td></td><td></td></tr></table>	Advance Amount	230.03 USD	Report Balance		Applied To Expense Reports	217.83 USD	Due Company	12.20 USD	Payments Received	0.00 USD		
Advance Amount	230.03 USD	Report Balance											
Applied To Expense Reports	217.83 USD	Due Company	12.20 USD										
Payments Received	0.00 USD												
i	The Date field defaults to the current date and should not be changed. *Date 06/19/2026												
5.	When the employee repays the funds, record the employee’s check number in the Number field. *Number												
6.	Enter the amount the employee repaid in the Amount field. For this scenario, the employee repaid the total amount. *Amount 0.00												

Step	Action
7.	Click the Reconcile button.

Save for Later

Reconcile

The **Travel & Expenses – Cash Advance Report** page redispays.

Travel & Expenses - Cash Advance Report Advance ID 0000002550

General Information

Description Meeting Business Purpose Meeting Status Reconciled *Accounting Date 06/19/2026 Accounting Template STANDARD	Notes Reference Post State Posted Updated on 06/19/2026 12:20:30PM By
---	---

Associated Expense Reports

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000483172	12/01/2025	Paid	217.83	USD

Payments

*Date	*Number	*Amount	Currency
06/19/2026	9245	12.20	USD

Totals

Advance Amount 230.03 USD Applied To Expense Reports 217.83 USD Payments Received 12.20 USD	Report Balance Due Company 0.00 USD
---	---

Save for Later

Reconcile

Return to Search



This Cash Advance is now reconciled.

- The **Status** field in the header section updates to “Reconciled”
- The **Due Company** field in the Totals section is now “0.00”
- The **Payments Received** field reflects the amount of the payment

Step	Action
	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 is not complete until the amount in the Due Company field is “0.00”.