Overview

- This job aid is intended for Employees and P2P personnel involved in the expense module.
- Any expense reports entered after an employee has received a cash advance, will be applied to the cash advance, as long as the expense report is received after the due date on the advance (provided by the employee on the Cash Advance Form).
- An employee can expense unrelated items against their cash advance so long as the expenses are within Baylor's policies. The expenses will be deducted from the advance amount and will not be paid as reimbursements.
- If any employee has received excess funds on their advance and will not have any future expenses within 60 days, they will need to return the funds to Baylor through the Miscellaneous AR process.
- The employee will need to make sure they are refunding any unused cash advance to the correct account when entering the receipt information into Ignite.

IMPORTANT:

- The employee should verify that the due date is correct on the Cash Advance Form. If an expense report is submitted before the due date, the system will not apply the expense report to the advance.
- Before submitting additional expense reports, the employee should verify that the deposit has been received and that the advance has been closed. Failure to verify the process has been completed before submitting a new expense report may cause issues with the payment. (If the system still has the advance as outstanding, the expense will be applied against the advance instead of issuing a payment to the employee).
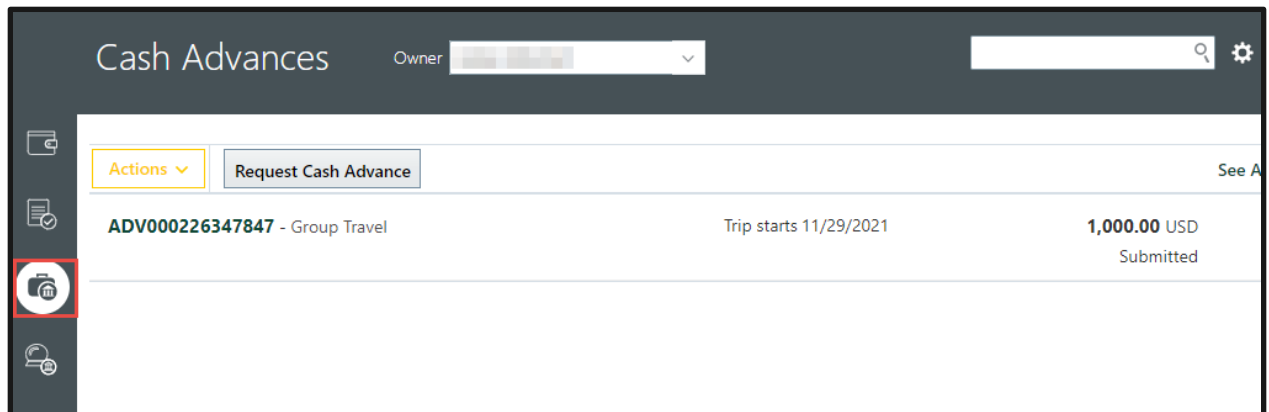
1. Employee – Reconciling Cash Advance Expenses

1. An employee will reconcile their cash advance by creating an expense report to account for the expenses that the advance was spent on (see job aid Creating Expense Reports for more information on how to create an expense report).
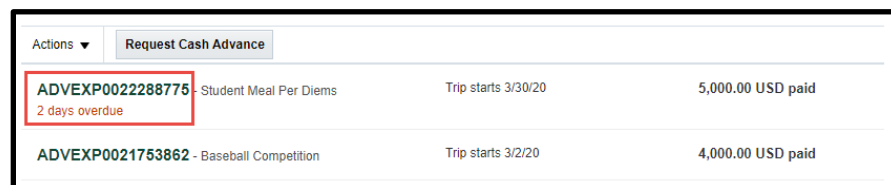
   After the cash advance has been paid and has reached the due date (listed on the Cash Advance Form), the system will apply any expense reports submitted by the employee to the outstanding balance of the oldest outstanding cash advance.

   Employees will not receive a reimbursement until the full amount of the cash advance has been either expensed or the excess advance amount has been returned.

   To view information on available cash advances, first navigate to the **Expenses** work area, then the click the **Cash Advance** icon (briefcase):

2. To view information about a specific advance that has been paid, click the advance number to view advance details.

3. Once the Cash Advance has been opened, the following is visible:

Cash Advance: ADVEXP0022288775

Advance Number	ADVEXP0022288775
Status	Overdue *2 days overdue*
Purpose	Student Meal Per Diems
Advance Type	Travel
Advance Amount	5,000.00 USD
Advance Balance	5,000.00 USD
Trip Start Date	3/30/20
Trip End Date	4/3/20
Due Date	3/30/20
Attachment	Travel Advance Draft.pdf
Location	San Antonio

   a. **Advance Number** – This is the system generated number for the cash advance.

   b. **Status** – Will be listed as:
   - i. Pending manager approval (request is waiting on line manager approval).
   - ii. Pending auditor approval (request is waiting on auditor approval).
   - iii. Paid (Funds have been disbursed to employee).
   - iv. Overdue (Current date exceeds report due date for reconciliation). **Note**: this field is based on the due date (entered by the expense auditor), the due date is the date that an employee is able to apply expenses against their cash advance. Reports must be reconciled within 90 days of the due date.

   c. **Purpose** – Purpose that employee entered for the advance.

   d. **Advance Type** – Either Travel or Non Travel.

   e. **Advance Amount** – Total amount of advance.

   f. **Advance Balance** – Remaining amount of advance outstanding.

   g. **Trip Start and End Dates** – Dates of trip entered by employee.

   h. **Due Date** – Date entered after which advance can be reconciled. ***Note**: Any expenses entered before this date will not be applied to the cash advance.

   i. **Attachment** – Advance request form entered by employee.

   j. **Location** – Location entered by employee.

4. If an employee submits expenses reports that equal or exceed the amount of the advance, the advance will reconcile out with the advance balance reducing to $0.00, and no further action needs to be taken by the employee.

5. If the employee has excess funds from the advance, and they will not have any future expenses within 60 days that will expense the full amount of the advance, then they must return the excess funds to Baylor.
    a. Funds will need to be deposited back to Baylor and a miscellaneous receipt will need to be created through the Accounts Receivable function in Ignite. Please see Job Aid: Accounts Receivable Create and Submit Miscellaneous Receipts.
    b. The following fields on the Miscellaneous receipt must be entered as follows:

        i.   Receipt Number – Enter the advance number (i.e. ADVXXXXXXXX)
        ii. Comments – Enter BUID and Name (i.e. 898888888 – Bruiser Bear)
        iii. COA – Use employee's default expense account in HCM
        iv. Account - 12300

    c. Employee will notify and provide Accounts Payable with the receipt number that has been processed confirming that the advance has been returned to Baylor.
    d. The auditor will monitor the receivable account. Once the employee's deposit has posted to the account, the auditor will close the advance.
    e. After the advance is closed, expenses will no longer process against it and the employee will be reimbursed for any future expenses.

IMPORTANT: The employee should not process any expense reports while they are waiting for the deposit to process and auditor to close the advance. Failure to wait for the process to complete may lead to expenses being unpaid since they will be applied against the cash advance.

The employee should only process new expense reports once the auditor has notified the employee that the advance has been closed.