

# Expenses: Reconciling Cash Advance Requests

## Overview

- This job aid is intended for Employees and P2P personnel involved in the expense module.
- An expense report may be entered any time after the Cash Advance Request has been approved AND the funds have been distributed to the employee.
- 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 code when entering the receipt information into Ignite.

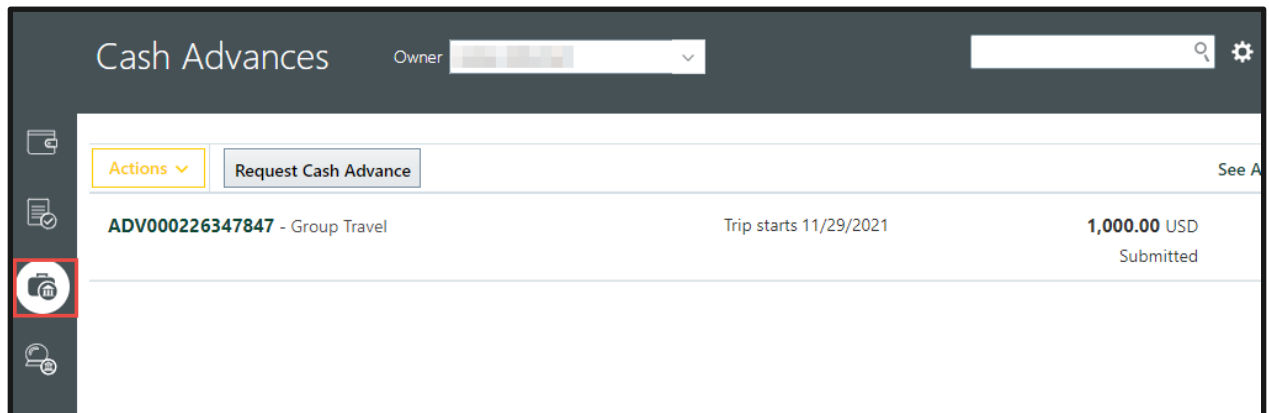
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## I. Employee – Reconciling Cash Advance Expenses

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, the system will prompt the employee to apply any expense reports submitted to the outstanding balance of any open cash advance.

To view information on available cash advances, first navigate to the **Expenses** work area, then 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.

The screenshot shows a detailed view of the 'Cash Advances' interface. It features a table with columns for 'Actions', 'Request Cash Advance', and 'See A'. The table contains two rows of cash advances. The first row is highlighted with a red box and shows the ID 'ADVEXP0022288775 - Student Meal Per Diems', a start date of 'Trip starts 3/30/20', and a value of '5,000.00 USD paid'. Below the ID, it says '2 days overdue'. The second row shows the ID 'ADVEXP0021753862 - Baseball Competition', a start date of 'Trip starts 3/2/20', and a value of '4,000.00 USD paid'.

Actions	Request Cash Advance	See A
	ADVEXP0022288775 - Student Meal Per Diems 2 days overdue	Trip starts 3/30/20 5,000.00 USD paid
	ADVEXP0021753862 - Baseball Competition	Trip starts 3/2/20 4,000.00 USD paid

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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 the 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 typically two weeks after the trip end date and is used to send systematic notifications of outstanding advances. Advances must be reconciled within 60 days of the trip end date to avoid tax reporting.
- c. **Purpose** – Purpose that the employee entered for the advance.
- d. **Advance Type** – Either Travel or Non-Travel.
- e. **Advance Amount** – Total amount of advance in USD. If foreign currency is being requested, enter the USD amount from the Vault Receipt provided by the Cashier's Office.
- f. **Advance Balance** – The remaining amount of advance outstanding.
- g. **Trip Start and End Dates** – Dates of trip entered by an employee.
- h. **Due Date** – Date entered by the Auditor; typically, two weeks after the trip end date and is used to send notifications of outstanding advances.
- i. **Attachment** – Advance request form entered by employee.
- j. **Location** – Location entered by employee.

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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 a Miscellaneous Receipt. Please coordinate with your department's Revenue Accountant to complete this process.
  - b. Provide the following information for the Revenue Account to enter on the Miscellaneous receipt:
    - i. Receipt Number – Enter the advance number (i.e., ADVXXXXXXXX)
    - ii. Comments – Enter BUID and Name (i.e., 898888888 – Bruiser Bear)
    - iii. COA – Use the 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 been 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.