

Cash Advances – All Processes

Amanda Chang, Director of Operations, OSP
Sam Thompson, Sr. Training & Comm. Specialist, OSP
Brett Kenney, Cash Manager, Accounting Services



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2023 SYMPOSIUM
FOR RESEARCH ADMINISTRATORS

Agenda

Cash Advance Overview

Processes in Finance and OSP

Cash Advance Reconciliation Process

OSP Cash Advance Form Review

OSP Form Reminders

Resources

Q & A

Cash Advances 101

What is a Cash Advance?



A cash advance makes funding available in anticipation of University expenses to staff.



Cash Advances are paid via Automated Clearing House (ACH) into the vendor's bank account.



Advances must be reconciled within 60 days via journal entry.*

**Exception per Office of Sponsored Programs (OSP) foreign advances at 90 days.*

When can I use a cash advance?

Cash Advances can be used for university business such as “group field trips, hosting foreign visitors, purchasing food and materials for large group functions, compensating study subjects, and other exceptional activities”

–Policy on Cash Advance 307

When is a cash advance prohibited?

- Payment to an employee for services.
- Payment to an independent contractor, including guest lecturer, for services.
- Cash awards to employee (excluding gift certificates and gift cards)*.
- Cash awards to employee who is on another state agency payroll (i.e. UNC Hospital).
- Department purchase of event tickets, such as athletic events, performing arts or other University events, from any source.
- Travel reimbursements, such as airline tickets, hotel accommodations, and related expenses. Travel-related expense reimbursements should be requested through Concur.

* Reported to Payroll Services and taxed, as required.

How do I request a cash advance?

Non-Sponsored Project Cash Advance Request Forms:

- [Finance Form 307.1.1f](#) - Application for the Advancement of Funds
- [Finance Form 307.1.2f](#) - Cash Advance Agreement
- [Finance Form 307.1.3f](#) - Request for Advance for Purchase of Gift Cards

Sponsored Project (OSP) Cash Advance Request Form:

- [OSP Cash Advance Request Form](#)*

**OSP new website will change the form link*

How do I request a cash advance?

Enter a campus voucher

- a) Cash Advance vouchers must include an Open Item on the distribution line.
- b) The Open Item number is recipient's Vendor ID in the AP system (NOT the PID).
- c) Use account code 559510 for OSP projects and 113920 for all others.

Use the Cash Advance naming convention in the Voucher line description

- a) Recipient Last/Name + Amount + Three Letters of Month + 2 Digit Year

Example: SMITH1000.00SEP23



OSP Cash Advance Request

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Cash Advance Request Submission Process

1. Complete OSP Cash Advance Request form and submit to SponsoredPrograms@unc.edu.
2. Request will be set-up in a [RAM Tracker](#) and [Sponsored Programs Specialist](#) (SPS) and dept submitter will receive the RAMTracker ID.
3. SPS reviews the request for completeness and allowability on the project and will communicate any questions/changes with dept submitter.
4. If approved, the SPS will return the form to the submitter, **within 3 business days of receipt or last communication** with department.

Cash Advance Request Submission Process

- Within **10 business days of OSP dated approval on the request form**, department should submit a campus voucher.
- Assigned OSP Pre-Audit Technician reviews voucher request for completeness and availability of funds at the time of review.
- If approved, the request is moved to Account Payable for approval and disbursement.

***Reminder:** Vouchers cannot be self-approved so ensure timely processing to receive all departmental approvals prior to OSP Pre-Audit Review.*



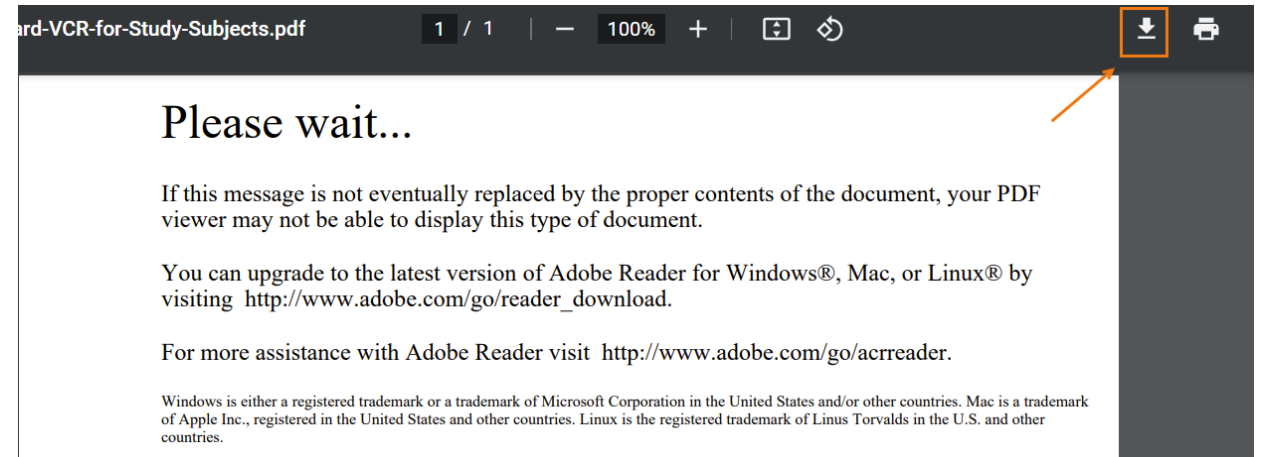
OSP Form Demo & Reminders

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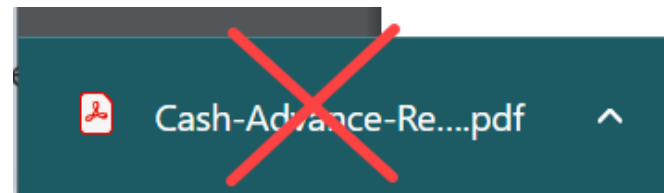
Form Demo

Tip: Getting this message? It's not an error.

- Download form to your desktop and open it with Adobe Reader or Acrobat.



- Do not open the download from web browser window.

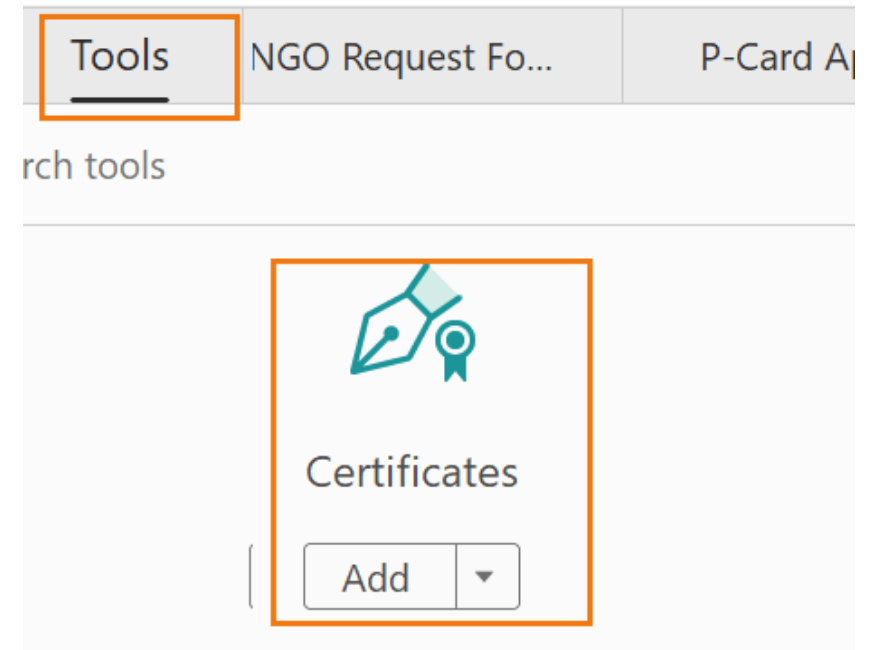


Tip: Having trouble signing the form?

Follow these steps to digitally sign the form:

- Print the form to Adobe PDF and save it on your computer
- Open the saved form from your computer
- In Tools tab, click Add Certificates
- On the form, click on digitally sign and select the area you want to sign
- Follow prompts to add digital signature

**Form will no longer be dynamically editable after adding a certificate and placing digital signature.*





Reconciling Cash Advance Process

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How do I reconcile a cash advance?

Non-Sponsored Project Cash Advance Reconciliation Form:

- [Finance Form 307.1.4f](#) - Reconciliation of Cash Advance for Study Subjects

Sponsored Project (OSP) Cash Advance Reconciliation Form:

- [OSP Advance Reconciliation Form](#)*

**OSP new website will change the form link*

How do I reconcile a cash advance?

Do your expenses equal the amount of your voucher?

- Submit a reconciling journal entry (Cash Advance Settlement, JCA)

Are your expenses greater than the voucher?

- Submit a new voucher request for the difference.
- Submit a reconciling journal entry (JCA) after the voucher is approved and paid.

Are your expenses less than the voucher?

- Submit a university deposit for the unused funds and send a check to the Cashier's Office.
 - *For sponsored projects, mail a check with the [OSP Deposit Memo](#) to OSP.*
- Submit a reconciling journal entry (JCA)

Reconciliation Reminder

It is **CRITICAL** that the chartfield values, including Program, Cost Codes, and Open Item, for the voucher, journal, and deposits are **EXACTLY** same!

Reminder

Non-sponsored advances use account = **113920**

Sponsored advances use account = **559510**



The Cash Advance Game

**WILL IT
RECONCILE?**

WILL IT RECONCILE?

Line	Journal Line Description	*Unit	*Ledger	Fund	Source	Account	Dept	Amount	Open Item Key	PC Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3
Voucher	Cash Advance			29200	51926	113920	506501	1,250.00	15480				1000		XBA5B2	
Settlement Journal	Due from Employee			29200	51926	113920	506501	-1,125.00	15480							
Deposit				29200	52380	113920	506501	-125	15480				1000			

NO!

WILL IT RECONCILE?

In order for a cash advance to be reconciled and Open Item successfully closed lines on Voucher, Settlement Journal and Deposit should be as followed

Line	Journal Line Description	*Unit	*Ledger	Fund	Source	Account	Dept	Amount	Open Item Key	PC Bus Unit	Project ID	Activity	Program	Cost Code 1	Cost Code 2	Cost Code 3
Voucher	Doe1250.00JUL18			29200	51926	113920	506501	1,250.00	15480				1000		XBA5B2	
Settlement Journal	Doe1250.00JUL18			29200	51926	113920	506501	1,125.00	- 15480				1000		XBA5B2	
Deposit	Doe1250.00JUL18			29200	51926	113920	506501	-125	15480				1000		XBA5B2	

YES, IT WILL!

Open Item Status

Finance Menu > General Ledger > Open Items > Review Status Online

Review Status Online

← Open Item FSPRD
New Window | Help

Review Open Item Status

*Business Unit: UNCCCH *Ledger: ACTUALS *Inquire: Open

Journal ID: Journal Date From: 01/01/1990 To: 12/31/2023

Reconcile Nbr: Closed Date From: 01/01/1990 To: 03/20/2023

Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	Book Code	Scenario	Currency	Open Item Key	Descr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Open Item Balances

1-1 of 1 | View

Open Item Key	Fund	Source	Account	Dept	Project	Program	Cost Code 1	Cost Code 2	Cost Code 3	Affiliate	Fund Affil	Book Code	Scenario

Useful Links

- [OSP Cash Advance Request Form](#)
- [OSP Advance Reconciliation Form](#)
- [OSP Study Subject Payments Guidance](#)
- [307 – University of North Carolina at Chapel Hill Policy on Cash Advance](#)
- [307.1 – University of North Carolina at Chapel Hill Procedure on Requesting, Reconciling and Settling Cash Advance](#)
- [Finance Forms and Instructions](#)
- Cash Management – Cash_Management@unc.edu

Useful Queries

NC_GL_OPEN_ITEM

- Finds all associated transactions by open item

NC_GL_OPEN_ITEM_DET

- Finds all open items by the department and source

NC_GL_OPN_ITEM_SUM

- Finds all open items by the department by age

Questions





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of NORTH CAROLINA
at CHAPEL HILL