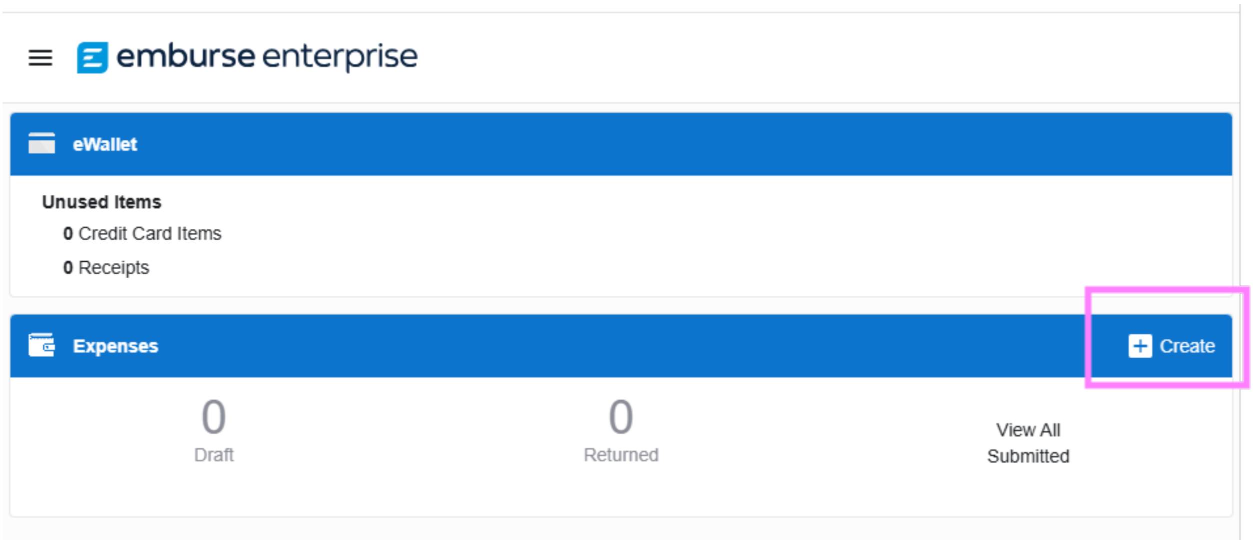
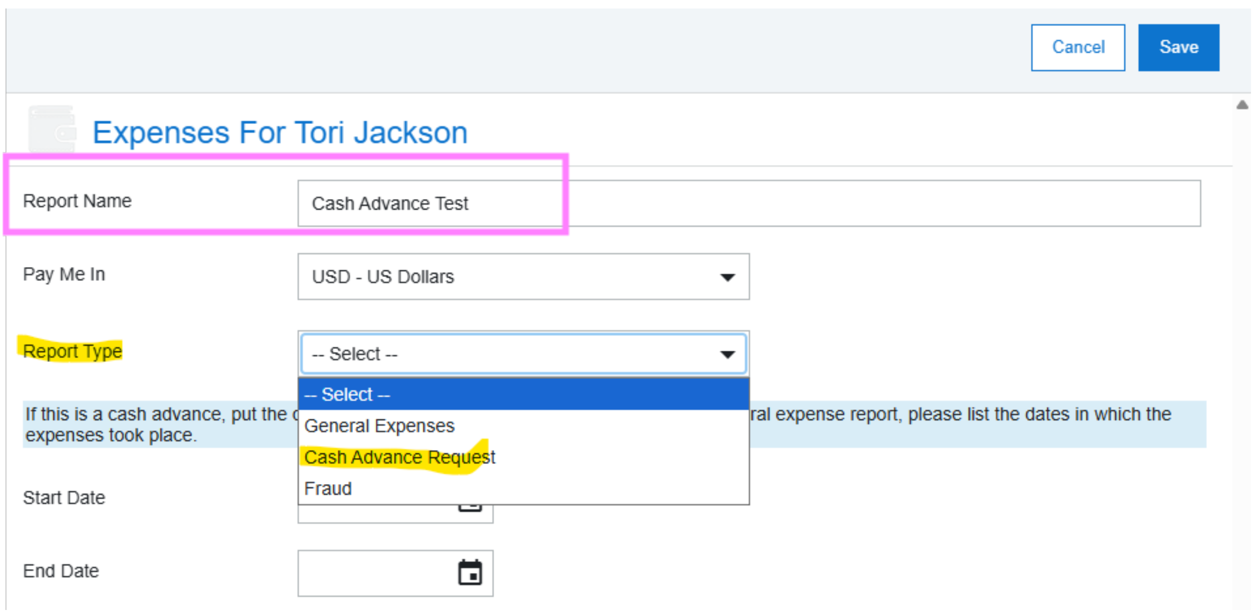
Cash Advance Request and Reconciliation

Step 1: click on 'Create'

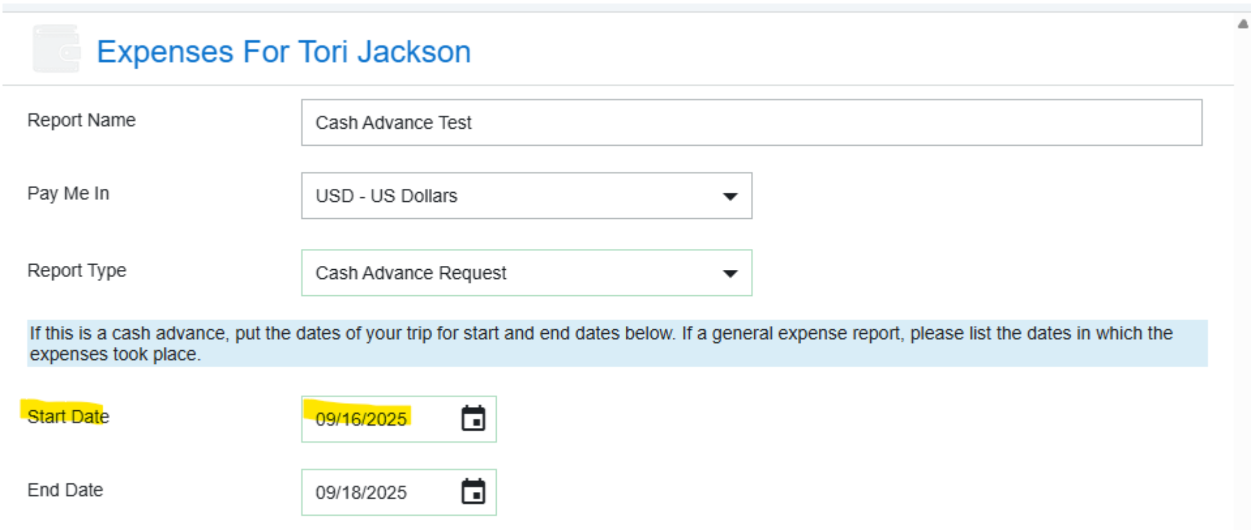


Step 2: Name your Cash Advance Request and Select "Cash Advance Request" for the Report Type

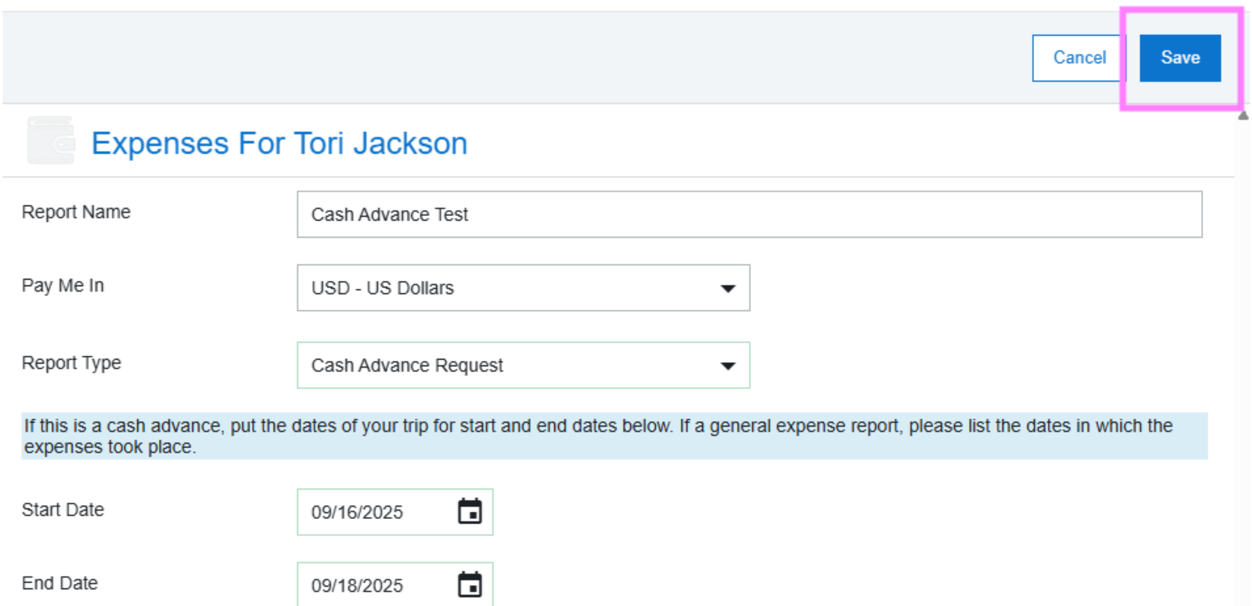


Step 3: The start date must be at least 2 weeks from the date you are making the request – in this example, today is 9/2/2025 – so the earliest I can request the cash advance for is 9/16/2025. You can make the end date the same, or you can put it for the anticipated end

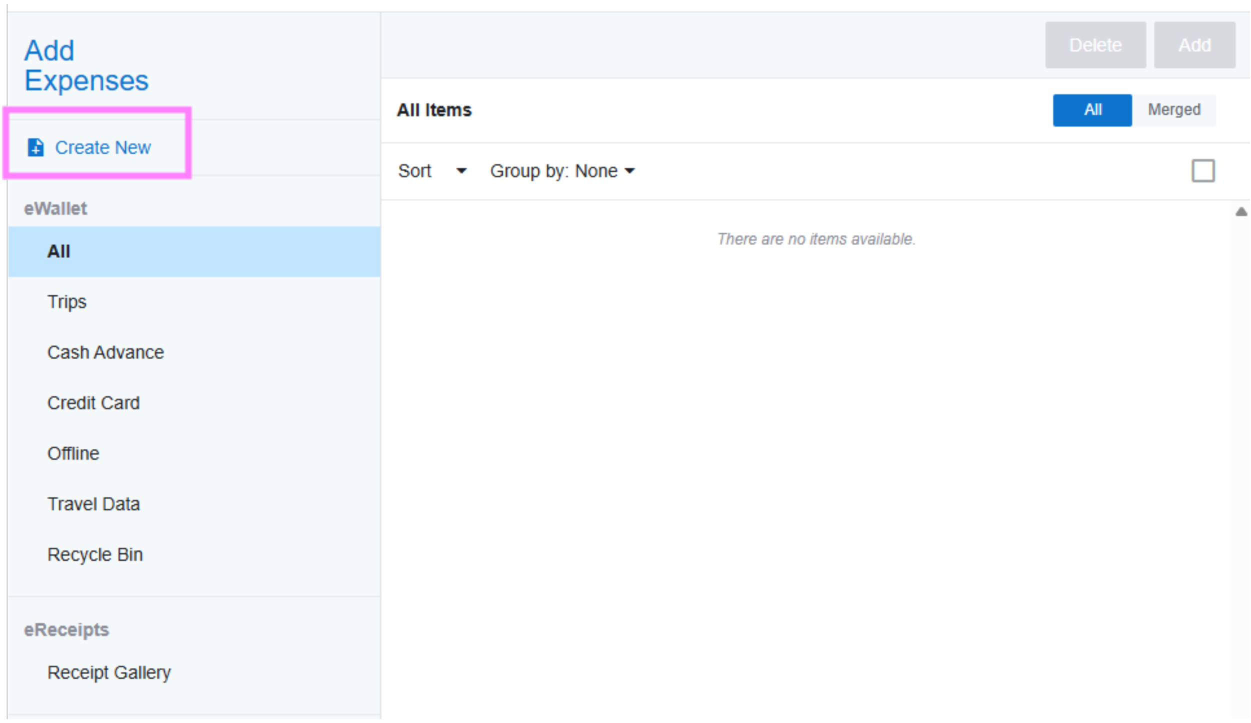
date of your trip.



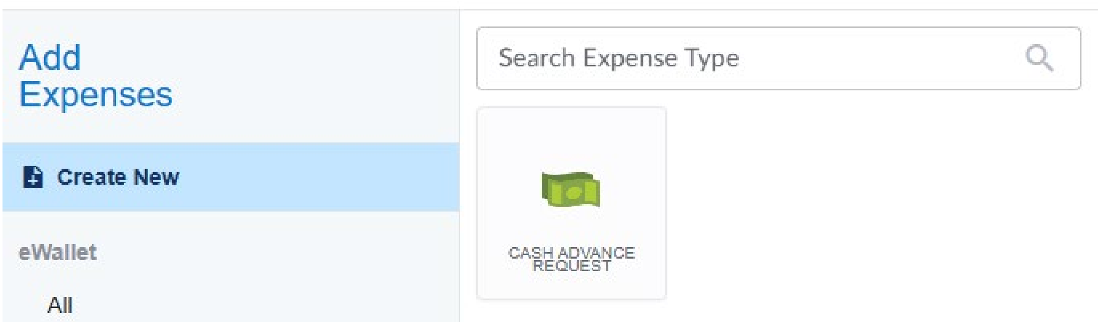
Step 4: Click on “save” in the top right corner



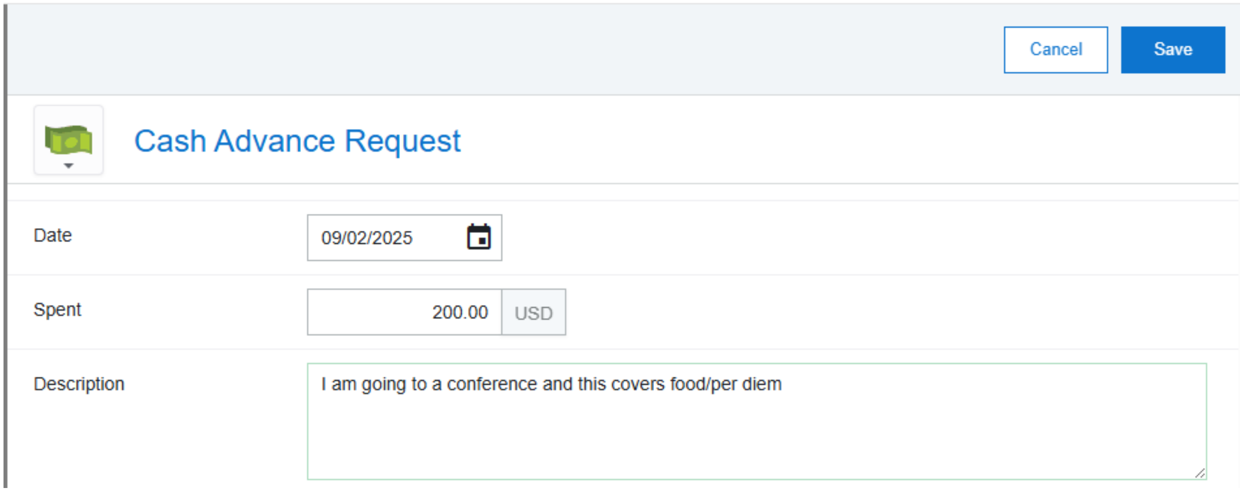
Step 5: Click on “create new” on the top left of the right side of your screen



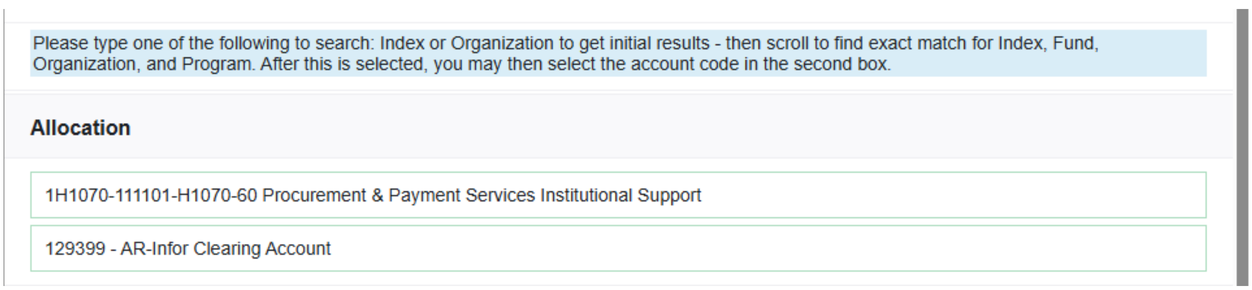
Step 6: Click on the "Cash Advance Request tile"



Step 7: enter in the amount needed in the “spent” line, and then add your description of what this covers

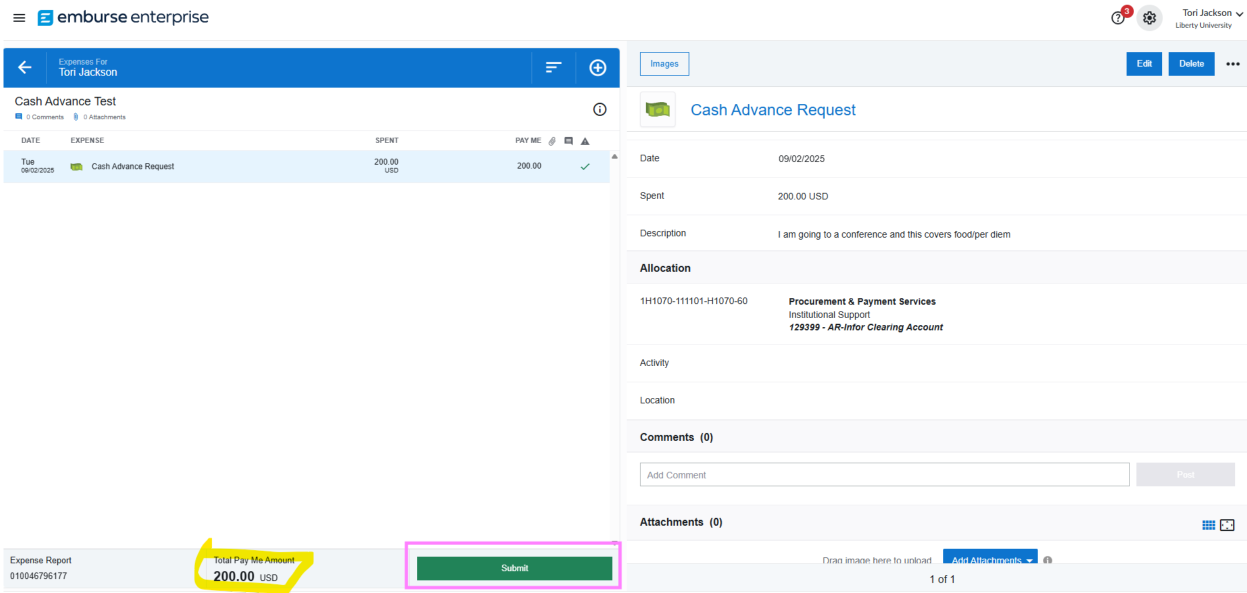


Step 8: You will then scroll down and select your Allocation – this is part of your IFOAPAL – it will contain your Index, Fund, Org, and Program information. You can search for it by typing in the name or number associated with your Index or Org – that is the easiest way. You will then have only 1 option for the GL Account – 129399.



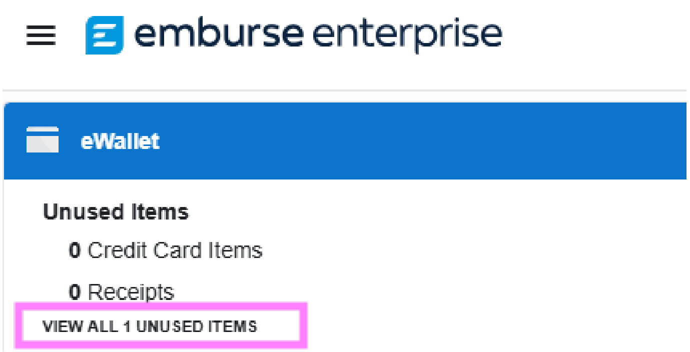
Step 9: You will now click on “save” in the top right corner and your screen will update to be something like this – here you will find at the bottom the “total pay me” will be the amount of the Cash Advance Request you are asking for. Confirm that is correct and proceed with

Submitting it and confirming the information is correct:

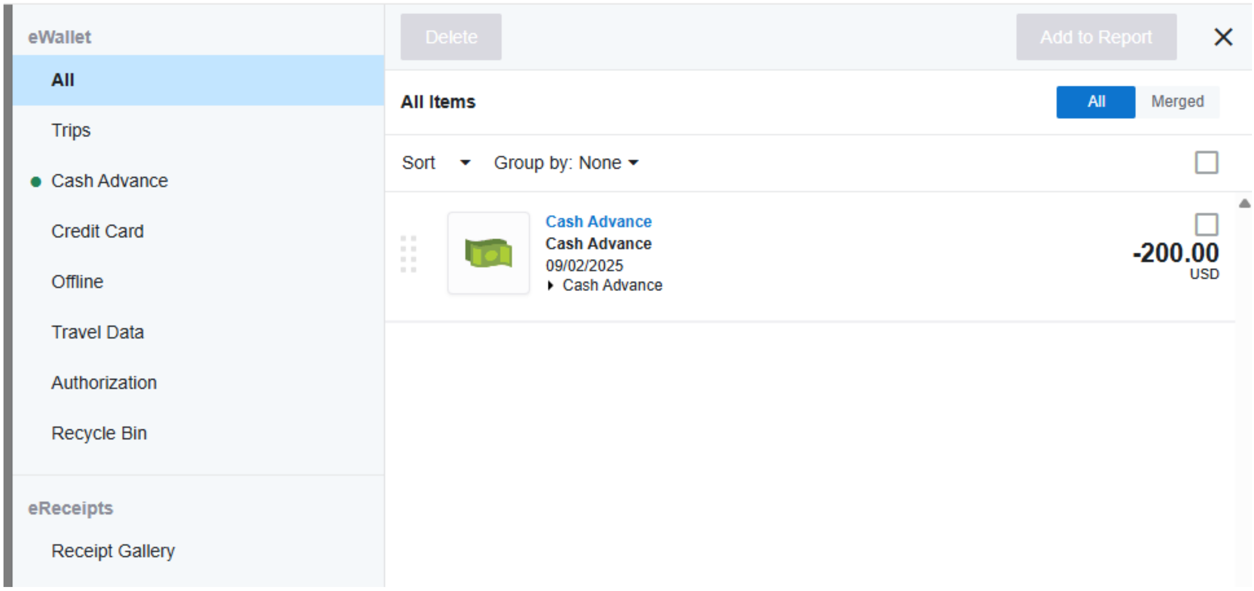


To reconcile the Cash Advance:

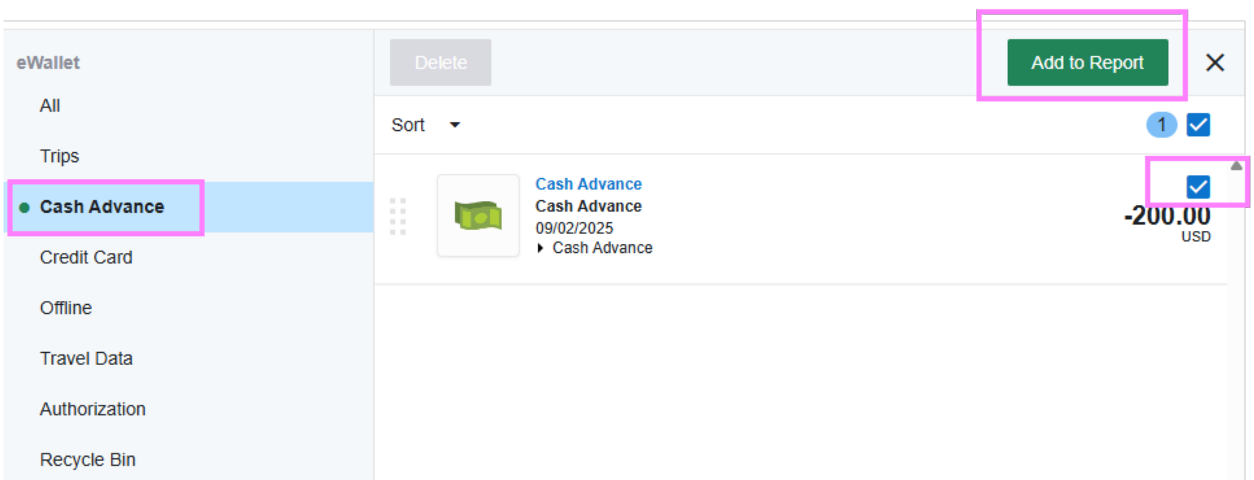
Step 1: Review your "eWallet" to see if you have any unused items



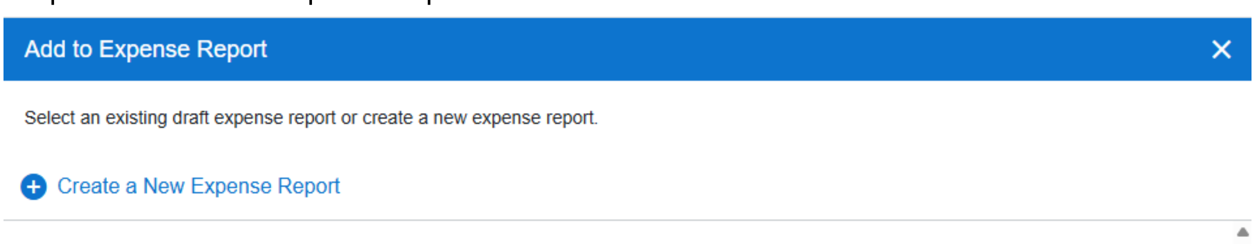
Step 2: Click on "view all 1 unused items" or "credit card items" or "receipts" – these will all take you to the same place – where your "eWallet" will open on the right side of your screen



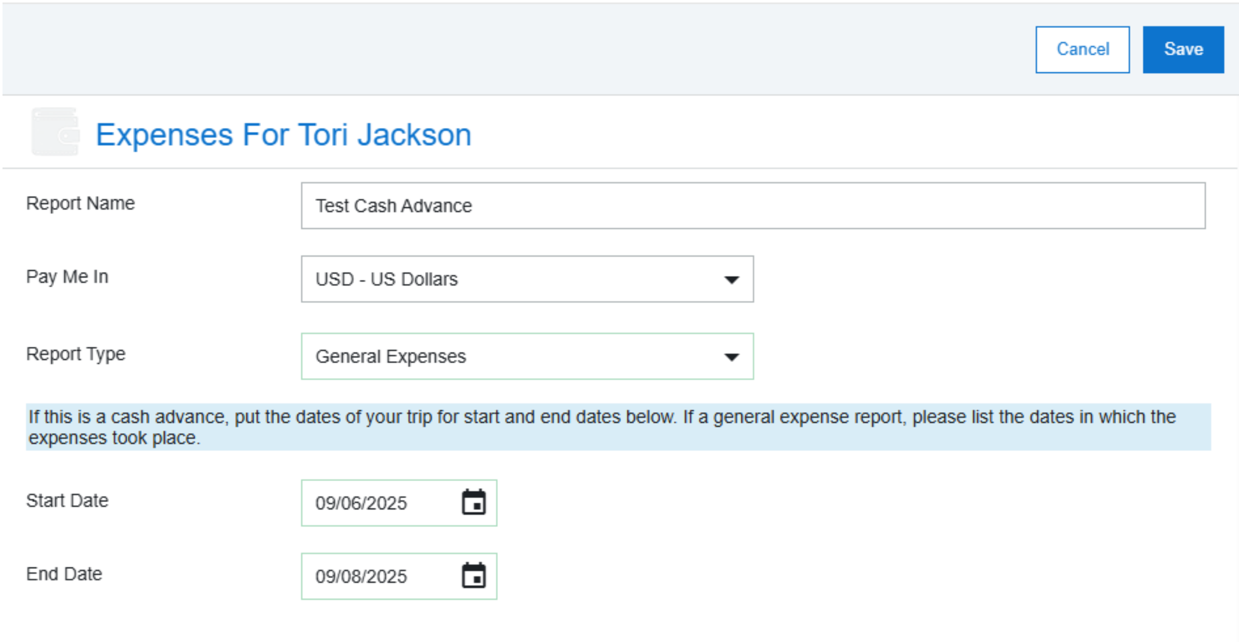
Step 3: click on Cash Advance file within your eWallet – select the checkbox for your cash advance – and click "add to report"



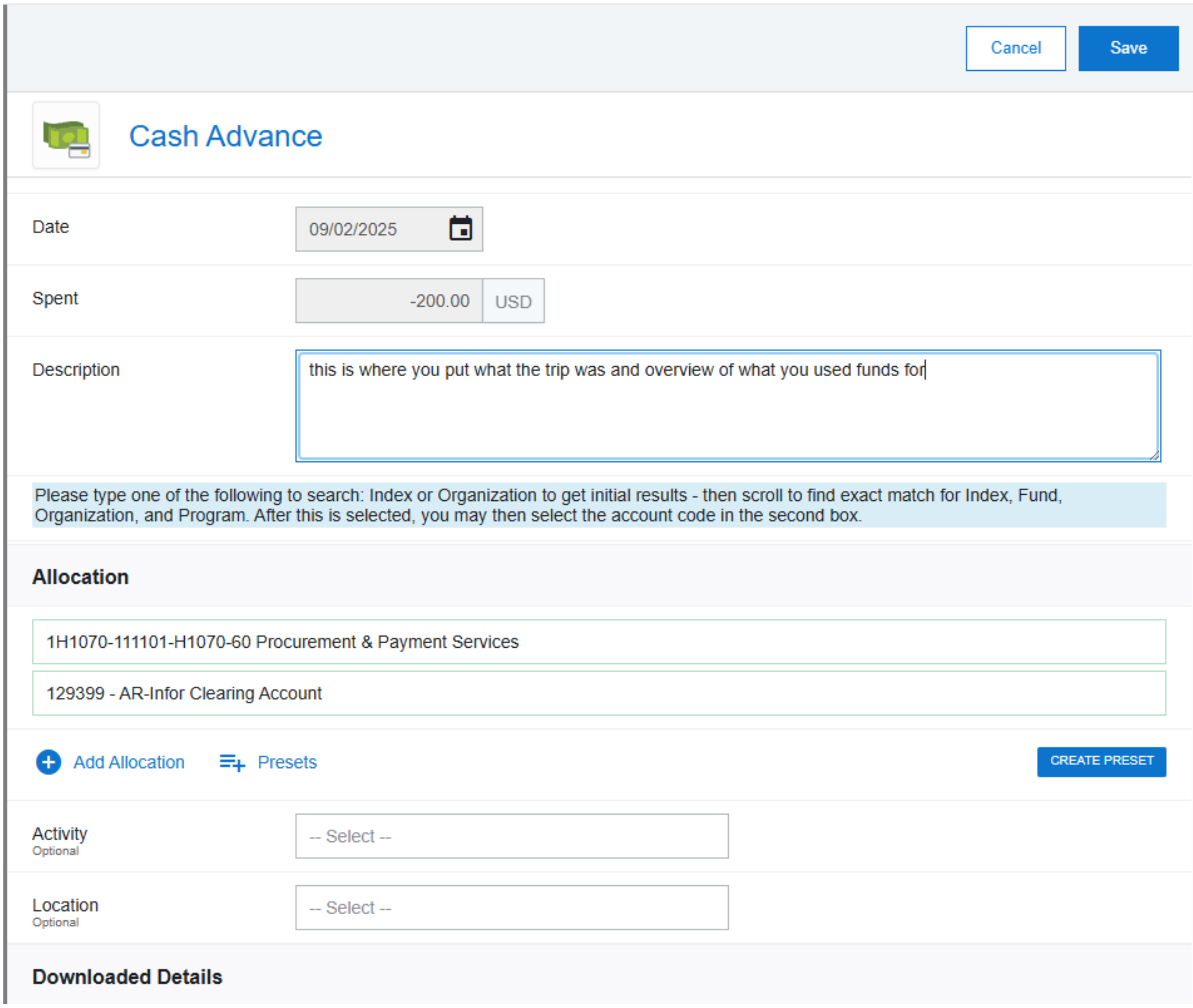
Step 4: "create new expense report"



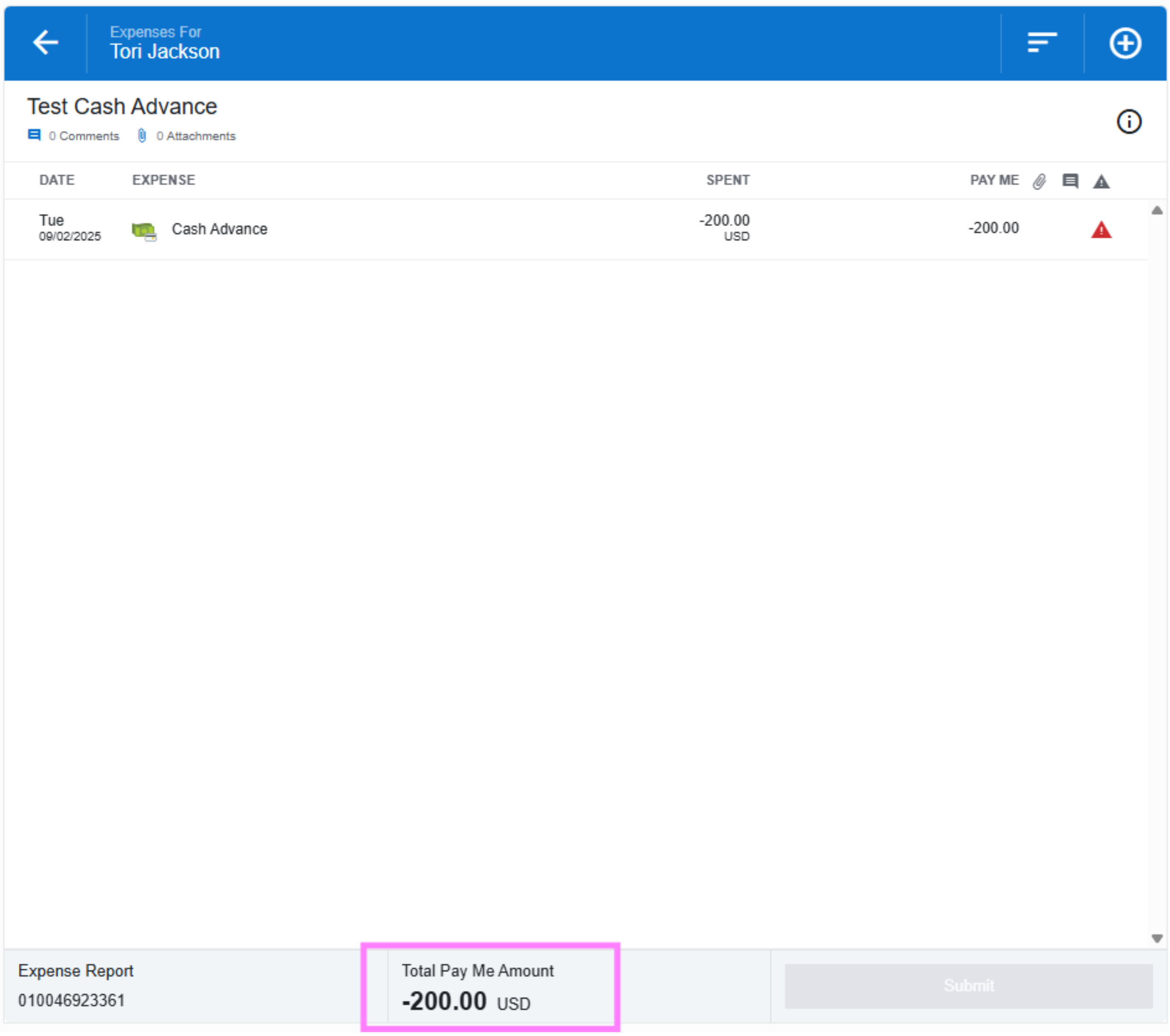
Step 5: name this report, select “general expenses” for report type, and for the start and end dates, please enter the time frame any other expenses will be added to this report. Then click “save”



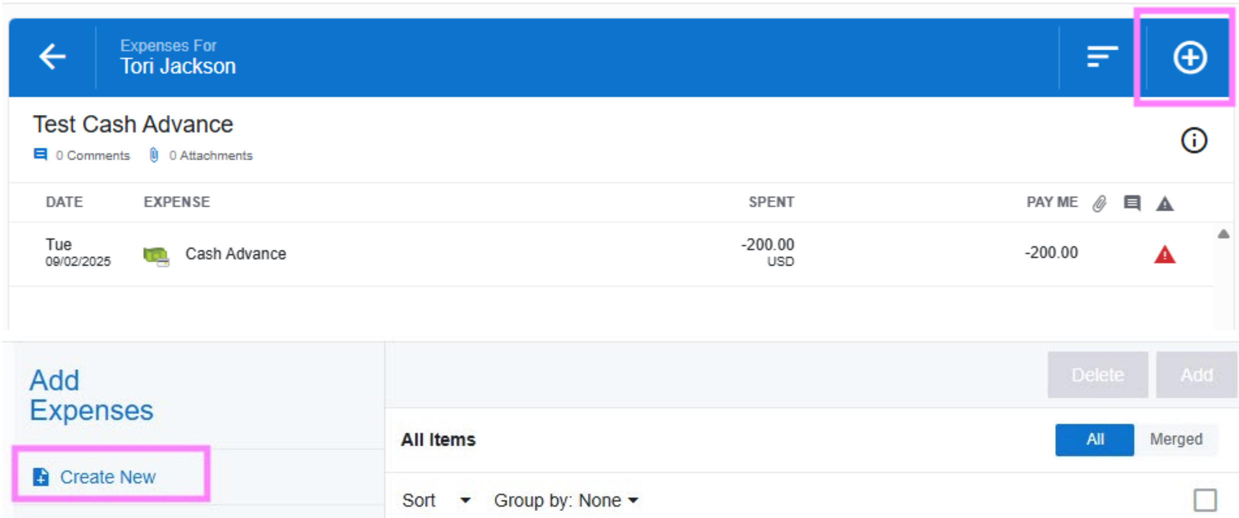
Step 6: Follow needed items to complete – for description, what was this Cash Advance for? Allocation – what is your IFOAPAL? The account part of this will only supply 1 choice of 129399. There is no receipt needed yet – now "save" to report to continue



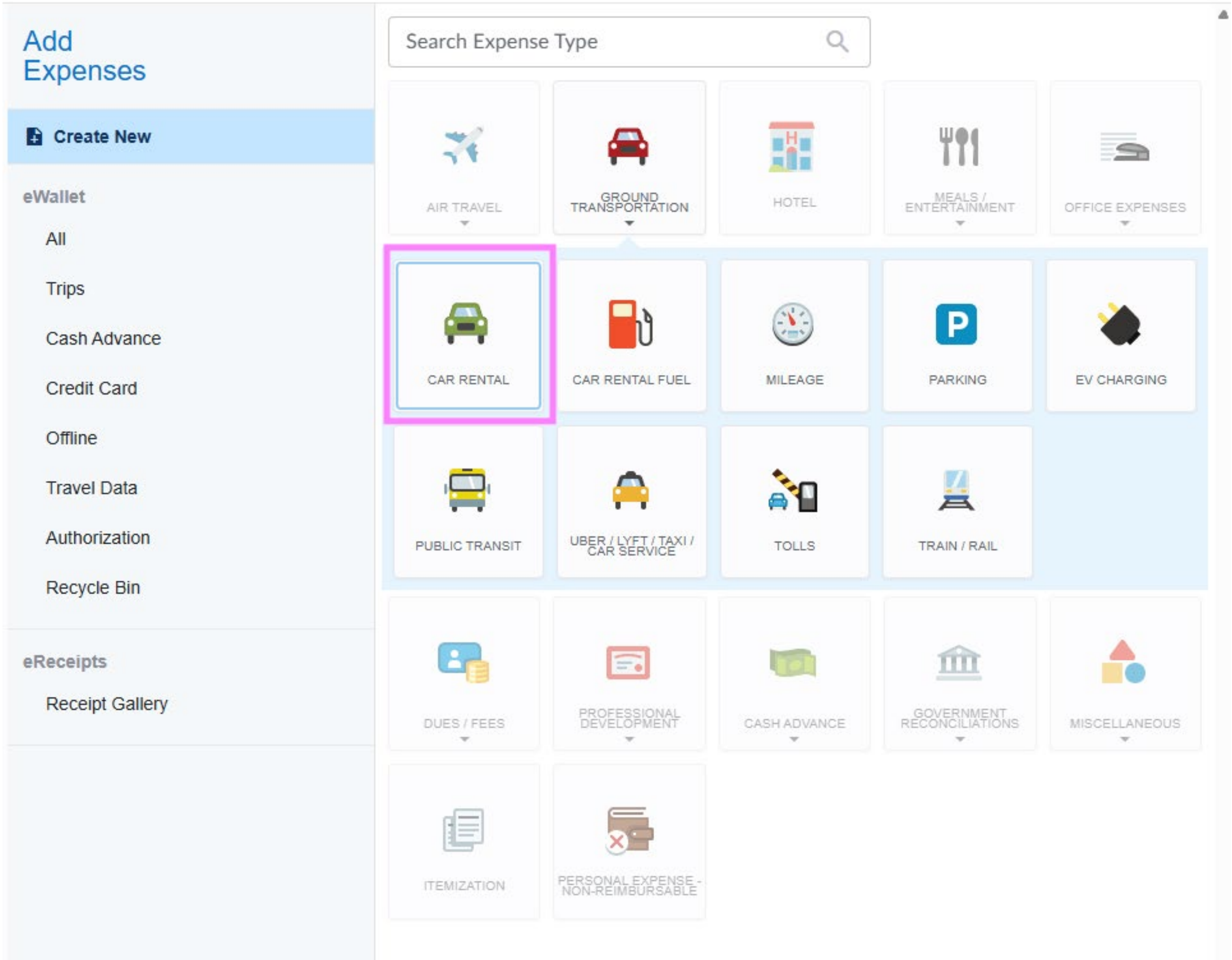
Note – now your "total pay me" at the bottom left will be a negative number. This shows that you currently owe this money back to the university.


Expenses For
Tori Jackson
Test Cash Advance
0 Comments
0 Attachments
DATE
EXPENSE
SPENT
PAY ME
Tue
09/02/2025
Cash Advance
-200.00
USD
-200.00
Expense Report
010046923361
Total Pay Me Amount
-200.00 USD
Submit

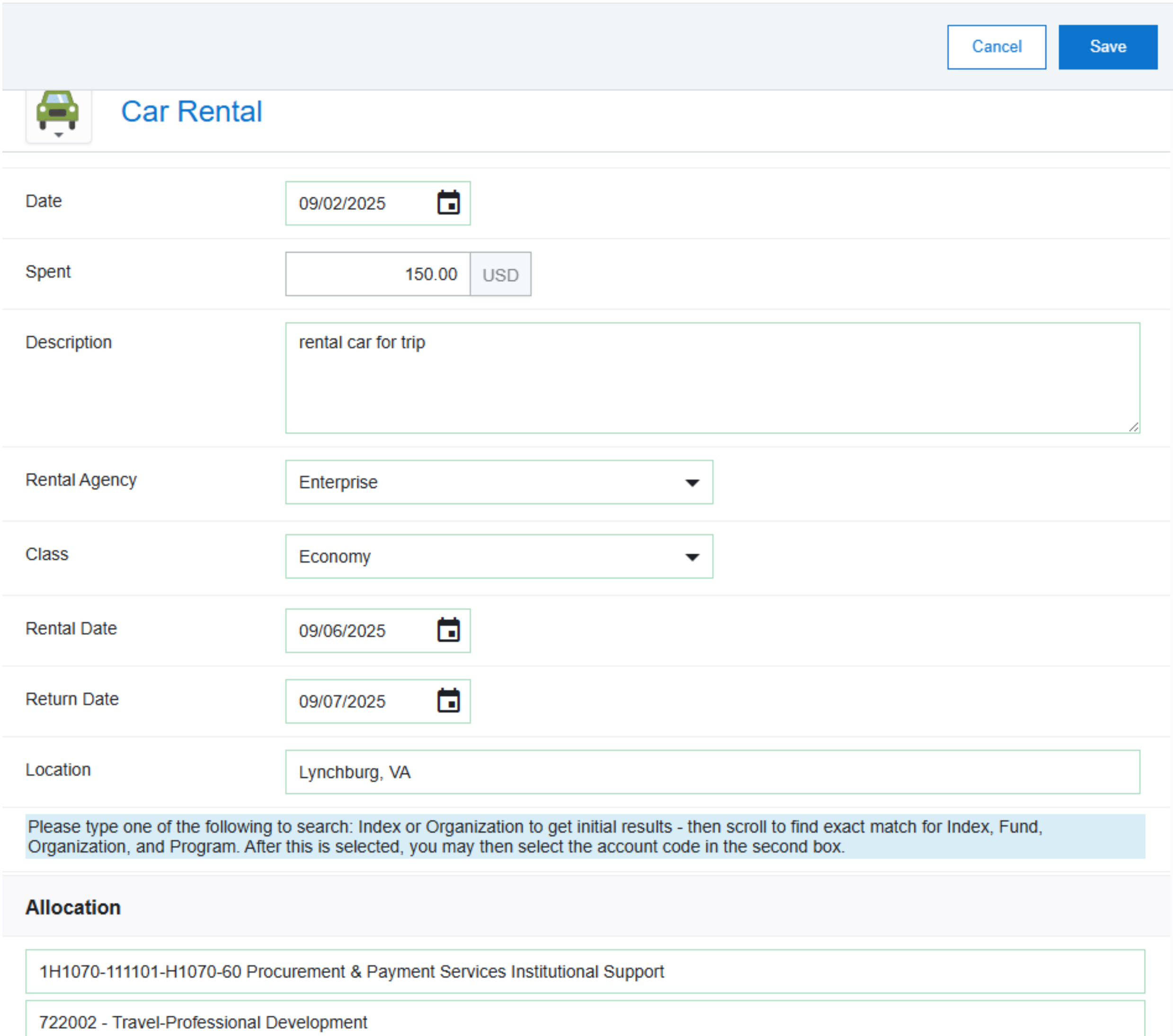
Step 7: you will now add your transactions by clicking on the + sign on the top right and then the “create new” to add whatever you used the cash advance for and reconcile as normal



Step 8: Select your expense type and move into the form to input the amount and information:



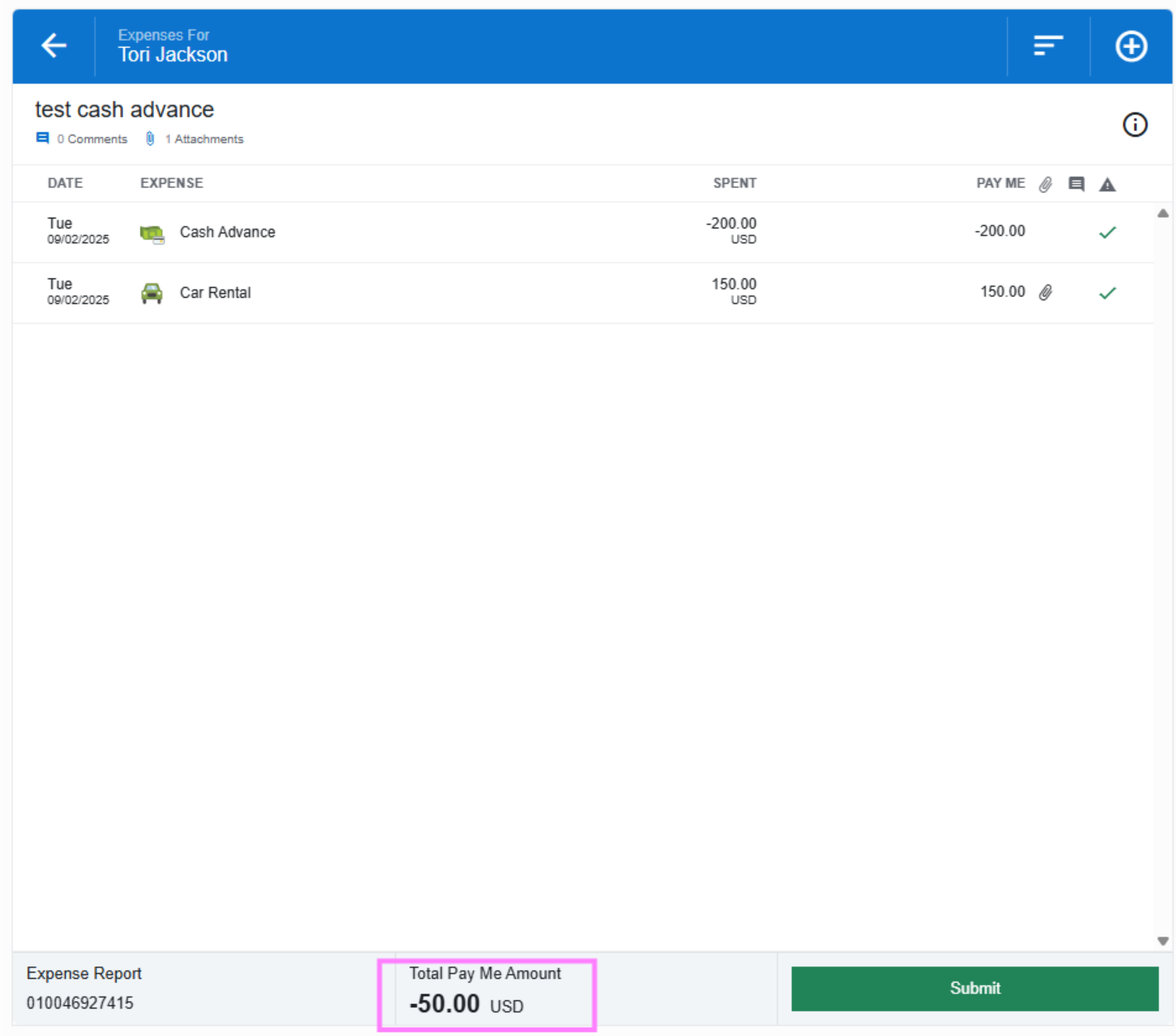
Step 9: Make sure you add receipt and complete all needed information then “save”



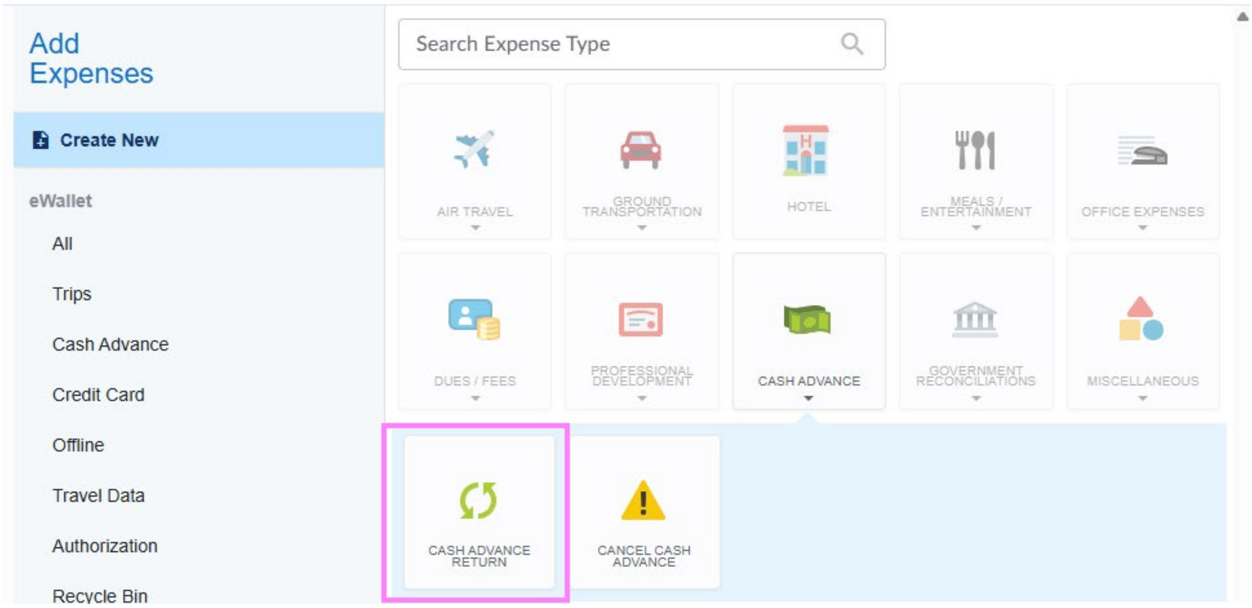
*Note – you want to reconcile until your “total pay me amount” is 0 – if you did not spend all of your

Step 10: If you use all of the funds, then you simply submit and you are done

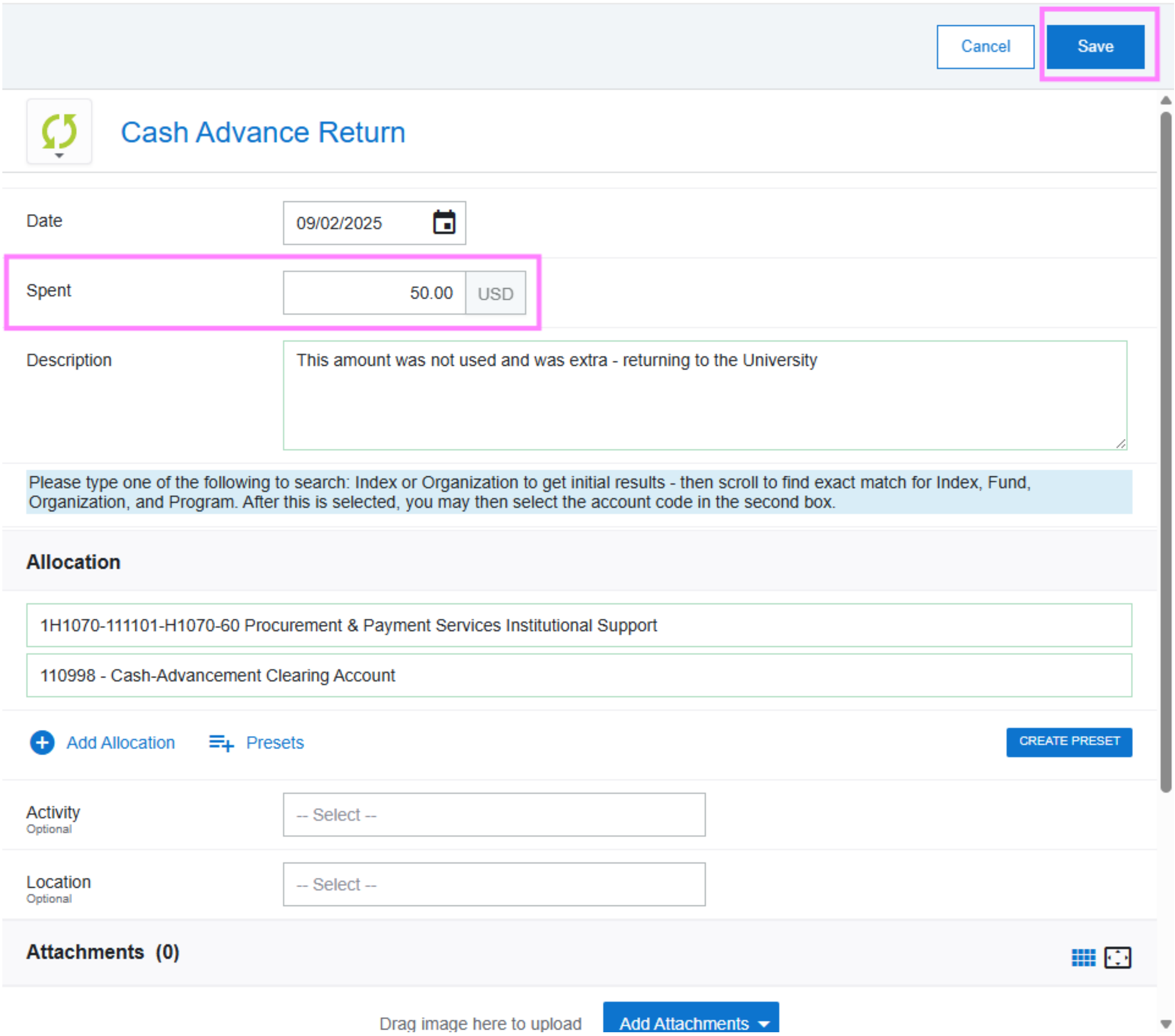
Step 11: If you do not use all of the funds, and you have a negative number at the bottom as seen here you will need to continue to step 12



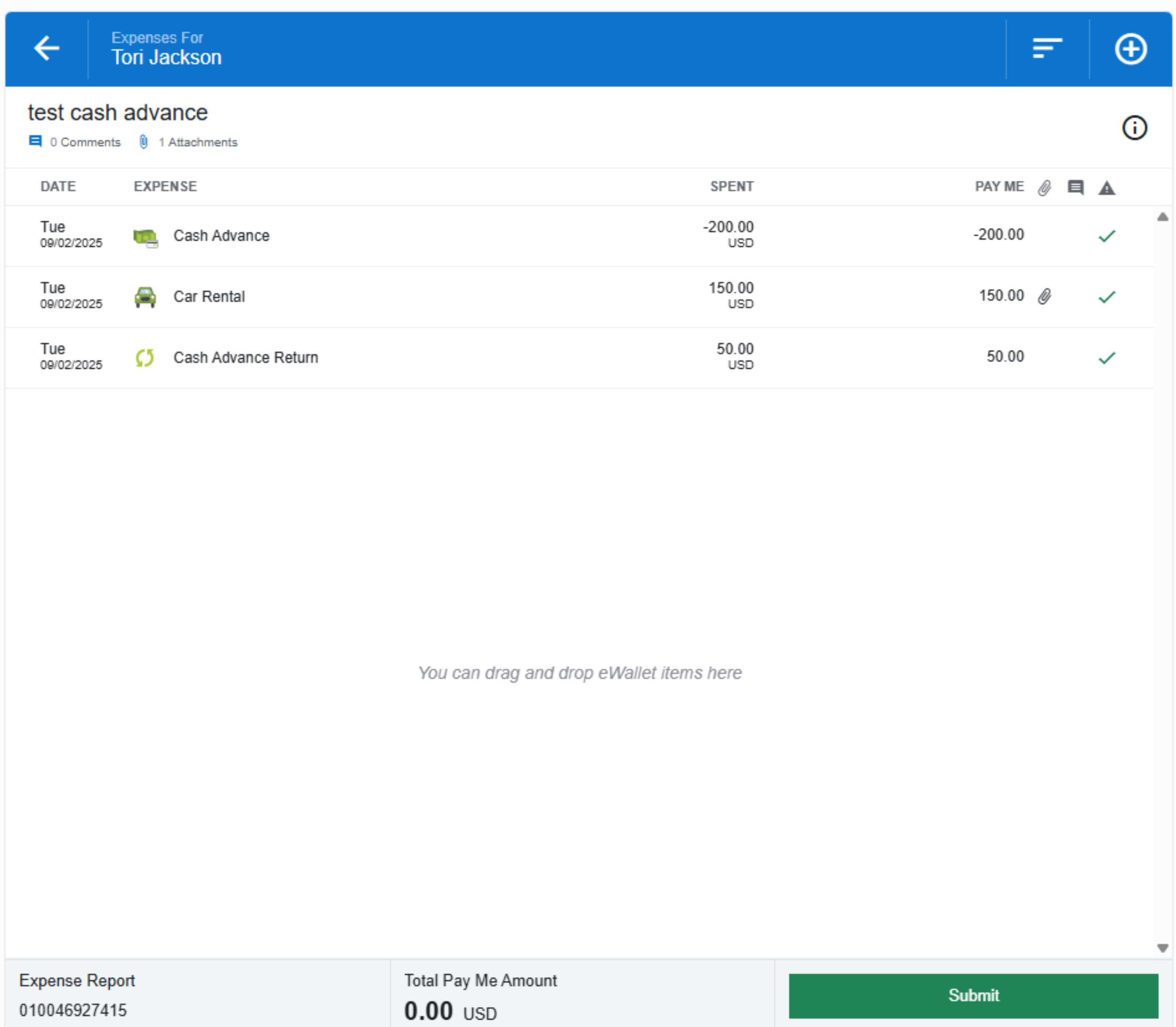
Step 12: you will need to “add” and “create new” for another transaction. This time, you will select Cash Advance Tile – and then the “Cash Advance Return” option



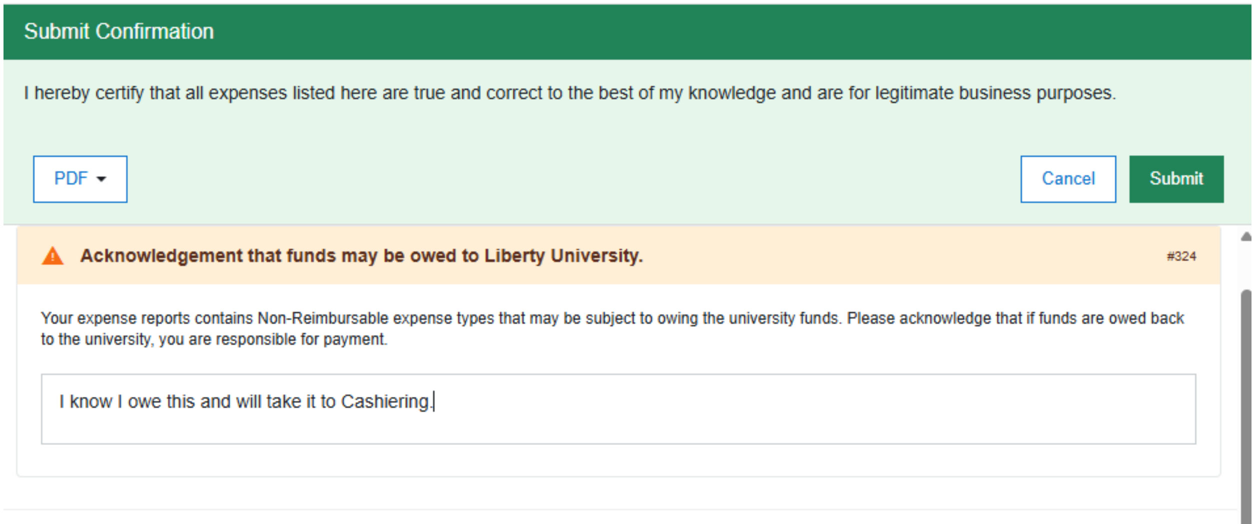
Step 13: you will enter the amount that is "negative" in the total pay me amount – in this example, it is $50.00 (the amount remaining that was not used from the Cash Advance and needs to be returned to the University)



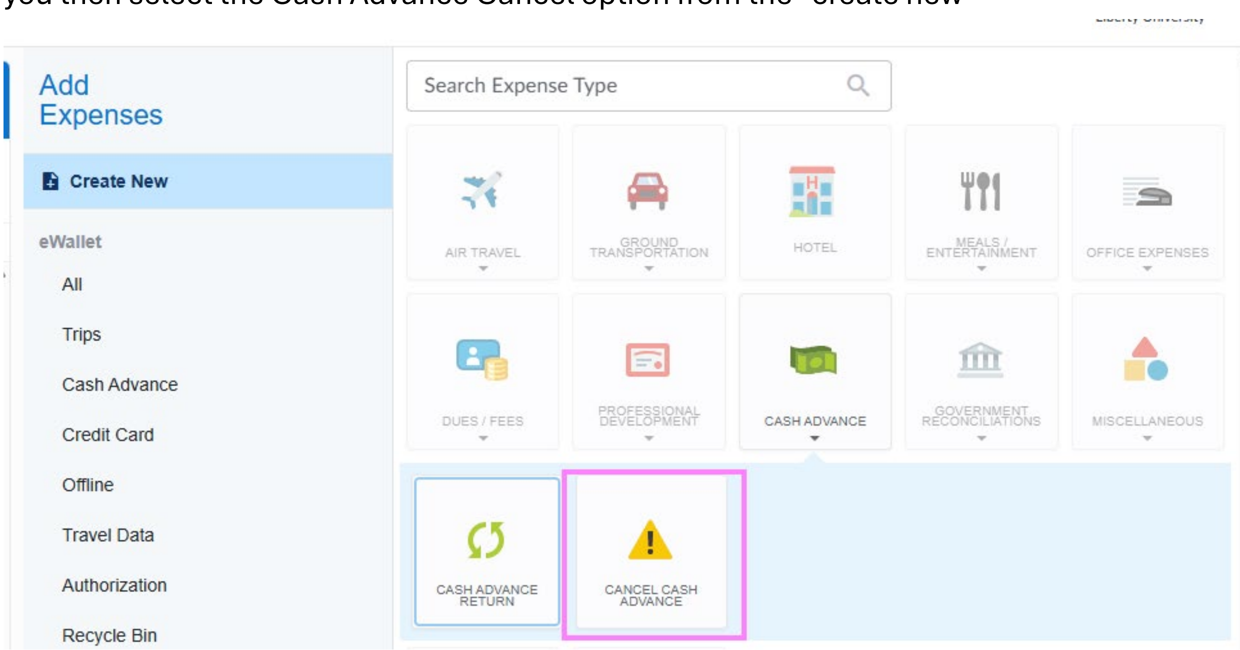
You will now see that you are at $0.00 for the cash advance and you are ready to submit this expense report.



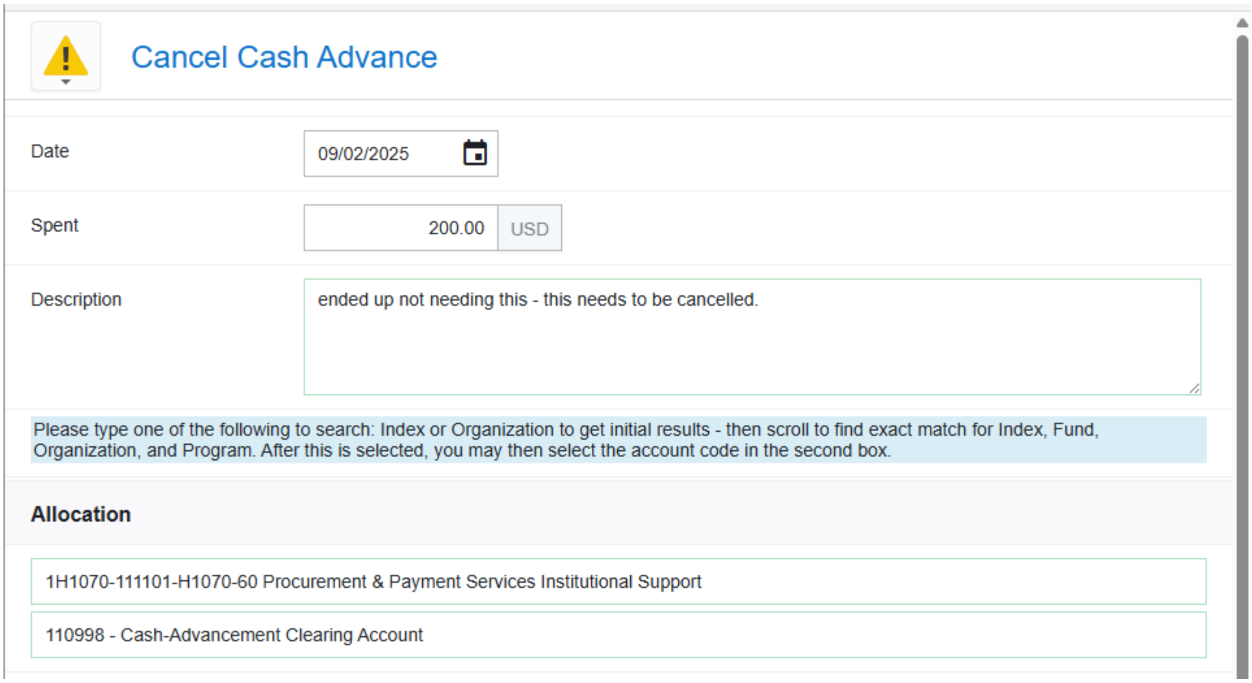
You will receive a “warning” that reminds you the $50 is owed to the university even though it is not showing as a negative number. Please acknowledge this to move forward with completing your reconciliation.



Last option to reconcile a Cash Advance is to Cancel it! After you add the item to your ER, you then select the Cash Advance Cancel option from the "create new"



You enter the total of the cash advance and submit.



Cancel Cash Advance

Date	09/02/2025
Spent	200.00 USD
Description	ended up not needing this - this needs to be cancelled.

Please type one of the following to search: Index or Organization to get initial results - then scroll to find exact match for Index, Fund, Organization, and Program. After this is selected, you may then select the account code in the second box.

Allocation

1H1070-111101-H1070-60 Procurement & Payment Services Institutional Support

110998 - Cash-Advancement Clearing Account