

Reconciling a Cash Advance

1. Go to Park GL Account Tile under Dept JE Processes Tab.
 - a. Document Date – Today’s date
 - b. Reference – Employee PERNR
 - c. Doc.Header – Cash Advance Settlement
 - d. Document Type - YC
2. Bottom section
 - a. Line 1
 - i. G/L Acct - 11002106 (M&T Bank General)
 - ii. Debit
 - iii. Enter amount (unused/returned)
 - iv. Text Field – should be in this format - “Joe Smith research settlement# 1900012345.”
 - v. If depositing check, please add Check number & who it was received from in Long Text Field.
 - vi. If depositing cash, please note Cash received from Joe Smith on 09/15/2020 in Long Text Field
 - vii. Business Area - 6970
 - viii. Fund – 1850000001 (6 zero’s)
 - ix. Grant – NOTRELEVANT
 - b. Line 2
 - i. G/L Acct – 52601500 (SVC-Research Participant)
 - ii. Debit
 - iii. Enter Amount (used/distributed)
 - iv. Text Field – should be in this format - “Joe Smith research settlement# 1900012345.”
 - v. Enter information in Long Text field – reference Cash Advance document number & name of study/IRB #
 - vi. Enter Cost Center or Internal Order/Sponsored Program
 - vii. Hit enter
 - c. Line 3
 - i. G/L Acct – 13010300 (Short Term Advance)
 - ii. Credit
 - iii. Enter Amount (total of advance)
 - iv. Text Field – should be in this format - “Joe Smith research settlement# 1900012345.”
 - v. Enter information in Long Text Field – reference Cash Advance document number, Name of study & IRB#
 - vi. Business Area – 6970
 - vii. Fund – 1100000001 (7 zero’s)
 - viii. Grant – NOTRELEVANT
 - ix. Assignment – Employee PERNR number
3. Attach (must Save Parked Document & reopen to attach documents):
 - a. Copy of check
 - b. Cash Advance Settlement log
 - c. If partial settlement-
 - i. Request for cash advance form from initial request
 - d. If full settlement or final partial-
 - i. Request for cash advance form from initial request, with the “Advance Return” section completed and signed by the employee who requested the advance
 - “Other Fund” box should be checked
 - Financial Officer signature will be obtained by Finance when settlement JE is approved
 - e. Copy of the bank deposit slip. Make sure the amount of the deposit equals the amount recorded to the bank clearing GL.
 - i. Attach the prepared deposit slip. You should not wait until the validated slip comes back from the bank.
4. Save As Completed to put document into Approval Flow
5. Once deposit receipt is received from the bank, please review for accuracy

*Complete deposit slip, include document number & bag number on slip.