

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 – Enter “Cash Advance Settlement – First & Last Name”
 - 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 John 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 – Enter “Cash Advance Settlement – First & Last Name”
 - 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 – Enter “Cash Advance Settlement – First & Last Name”
 - 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 Log
 - c. 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.

*Complete deposit bag, make arrangements with Stephanie Krout or Nicky Rigg for drop-off w/ Finance Office