

Requesting a Cash Advance

The initial cash advance entails creating a voucher that pays an employee from a funding source and records the advance on an advance account line. The settlement voucher will reverse the advance account line and charge the proper expenses after they are paid from the advance. Very specific naming convention and details are required in the preparation of the voucher. It is recommended you watch the webinar for cash advances. The voucher entry page is also marked up here for your reference.

Invoice Information
Payments
Voucher Attributes

Business Unit: UNCCCH

Voucher ID: NEXT

Voucher Style: Regular Voucher

Invoice No: [initial's of person receiving advance] [voucher ID (get after you save)]

Invoice Date:

Accounting Date: 10/03/2014

Action:

Vendor ID:

ShortName:

Location:

***Address:**

} Vendor and Vendor ID is the person receiving the advance

Attach proper documentation. See FAQs for listing.

Imagenow Attachments

Comments(0)

Advanced Vendor Search

Control Group:

Invoice Lines: 0.00

Currency: USD

Miscellaneous:

Freight:

Total: Amount of the advance (in the Total and in the Line 1 Line Amount)

Difference: 0.00

Pay Terms: 30 Net 30

Basis Date Type: Inv Date

Note: The OpenItem field is defaulted to the very right of the distribution line. Be sure to scroll over to enter the proper entry (this screenshot has been personalized to show the OpenItem after the additional chartfields).

Invoice Lines

Line: 1

***Distribute by:** Amount

Ship To: 201_207A

SpeedChart:

UNC Item ID:

Unit Price:

Line Amount: 0.00

Description: [initial's of person receiving advance] [voucher ID (get after you save)] (i.e. the same as the Invoice Number)

***Category:**

Choose appropriate category:
 - OSR Cash Advance: **UNC00169**
 - OSR Travel Advance for non-UNC employee: **UNC00170**
 - Non-OSR Cash Advance: **UNC00233**

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	OpenItem
<input type="checkbox"/>	1	0.00		UNCCCH								<input type="text"/>

Enter the chartfields that are funding the advance

In OpenItem, copy the Vendor ID here. This field is uniquely entered for Cash Advances.