

Settlement of a Cash Advance – Voucher page 1

Settlement of a cash advance also entails creating a voucher that records the actual expenses now incurred (and funded by the advance) with an opposite entry reversing the original advance. In the cases where actual expenses were lower than the advance, the settlement also entails creating a deposit for the unspent funds. This markup shows how you prepare the settlement voucher header. The voucher invoice lines follow on the next page.

[Initials of person receiving advance] [Voucher ID of Original Advance] "Settlement"

Invoice Information		Payments	Voucher Attributes
Business Unit:	UNCCH	Invoice No:	<input type="text" value="e.g. PH 50001234 Settlement"/>
Voucher ID:	NEXT	Invoice Date:	<input type="text" value="10/03/2014"/>
Voucher Style:	Regular Voucher	Accounting Date:	10/03/2014
Vendor ID:		Action:	
ShortName:	<input type="text"/>	<input type="text" value="Run"/>	
Location:	<input type="text"/>	Imagew Attachments	
*Address:	<input type="text"/>	Comments(0)	
Advanced Vendor Search		Attach proper documentation. See FAQs for listing.	
Control Group:	<input type="text"/>	Pay Terms:	30 Net 30
Invoice Lines:	0.00	Basis Date Type:	Inv Date
Currency:	USD	<input type="button" value="Print Invoice"/>	
Miscellaneous:	<input type="text"/>		
Freight:	<input type="text"/>		
Total:	0.00		
Difference:	0.00		
<input type="button" value="Calculate"/>			

Vendor and Vendor ID is person who received the original advance

Total: 0.00

If the total expenses = original advance amount, the Total Voucher Amount = \$0.
If the total expenses < original advance amount, the Total Voucher Amount = \$0.
If the total expenses > original advance amount, the Total Voucher Amount = Excess of expenses.
For example, if total expenses were \$450 but the advance was just \$400, the Total Voucher Amount = \$50.

Settlement of a Cash Advance – Voucher Page 2

The first invoice line represents the recording of actual expenses incurred (i.e. study subject payments).

The second invoice line represents the reversal of the original advance, which relieves the recipient of the obligation for the advance.

Invoice Lines

Line: 1 UNC Item ID: UOM: **Actual** amount of expenses (could be more or less than advance)

*Distribute by: Amount Unit Price: Quantity:

Ship To: 201_207A Line Amount: ←

SpeedChart: Description: e.g. PH 50001234 ← [initials of person receiving advance] [original advance voucher ID]

*Category: ← Actual category of expenses (e.g. study subject payments)

▼ Distribution Lines

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

Line: 2 UNC Item ID: UOM: **Negative** amount of original advance, unless advance was not fully spent. In this case enter the negative of the amounts spent.

*Distribute by: Amount Unit Price: Quantity:

Ship To: 201_207A Line Amount: ←

SpeedChart: Description: e.g. PH 50001234 ← [initials of person receiving advance] [original advance voucher ID]

*Category: ←

▼ Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	OpenItem	Program
<input type="button" value="+"/> <input type="button" value="-"/>	1	0.00	<input type="text"/>	UNCCH	<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"/>

OpenItem is not required in the expense invoice line

Choose the same category as entered in original advance:

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

In OpenItem, copy the vendor ID. This field indicates that the original advance to the recipient is relieved.