

Cash Advance Clearing Guide

Example: **Cash Advance amount - \$1000**

Scenario 1: **Cash advance was not used.** Employee must reimburse the University the **WHOLE** amount of the Cash Advance (\$1000) by issuing a cheque made payable to “**University of Calgary**”. Attach the cheque on the **front** of the printed copy of the expense report and send via internal mail to Accounts Payable.

Create an expense report and use the accounting entries below:

Expense Type	Fund ID	Dept ID	Account	Amount
Cash Advance	xx	xxxxx	12230	-1000
Cash Advance Repayment	No fund ID	xxxxx	20210	1000

The expense report total will be:

Totals			
Employee Expenses:	1,000.00 CAD	Due Employee:	0.00 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		
Employee Credits:	1,000.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

Scenario 2: **Total expenses are greater than the Cash Advance amount.**

Create an expense report and use the accounting entries below:

Expense Type	Fund ID	Dept ID	Account	Amount
Travel	xx	xxxxx	xxxxx	1700
Meals per diem	xx	xxxxx	xxxxx	45
Meals per diem	xx	xxxxx	xxxxx	45
Cash Advance	xx	xxxxx	12230	-1000

The expense report total will be:

Totals			
Employee Expenses:	1,790.00 CAD	Due Employee:	790.00 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		
Employee Credits:	1,000.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

Scenario 3: The **Cash Advance amount is greater than the total expenses**. The Employee must reimburse the University the unused portion of the cash advance (\$350) by issuing a cheque made payable to the “**University of Calgary**”. Attach the cheque on the **front** of the expense report and send via internal mail to Accounts Payable.

Create an expense report and use the accounting entries below:

Expense Type	Fund ID	Dept ID	Account	Amount
Travel	xx	xxxxx	xxxxx	560
Meals per diem	xx	xxxxx	xxxxx	45
Meals per diem	xx	xxxxx	xxxxx	45
Cash Advance	xx	xxxxx	12230	-1000
Cash Advance Repayment	No fund ID	xxxxx	20210	350

The expense report total will be:

Totals			
Employee Expenses:	650.00 CAD	Due Company:	350.00 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		
Employee Credits:	1,000.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

Scenario 4: **Total expenses equal the Cash Advance amount.**

Create an expense report and use the accounting entries below:

Expense Type	Fund ID	Dept ID	Account	Amount
Air Transportation	xx	xxxxx	xxxxx	820
Accommodation	xx	xxxxx	xxxxx	180
Cash Advance	xx	xxxxx	12230	-1000

The expense report total will be:

Totals			
Employee Expenses:	1,000.00 CAD	Due Employee:	0.00 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		
Employee Credits:	1,000.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

Please Note:

Leave the *Fund ID* blank when using the expense type “Cash Advance Repayment”. When clearing a Cash Advance, the accounting string has to be the same as when the Cash advance was requested.