

Online Journal Entry Systems Cash Advance Settlement

Purpose: To create online settlement entry for cash advances.

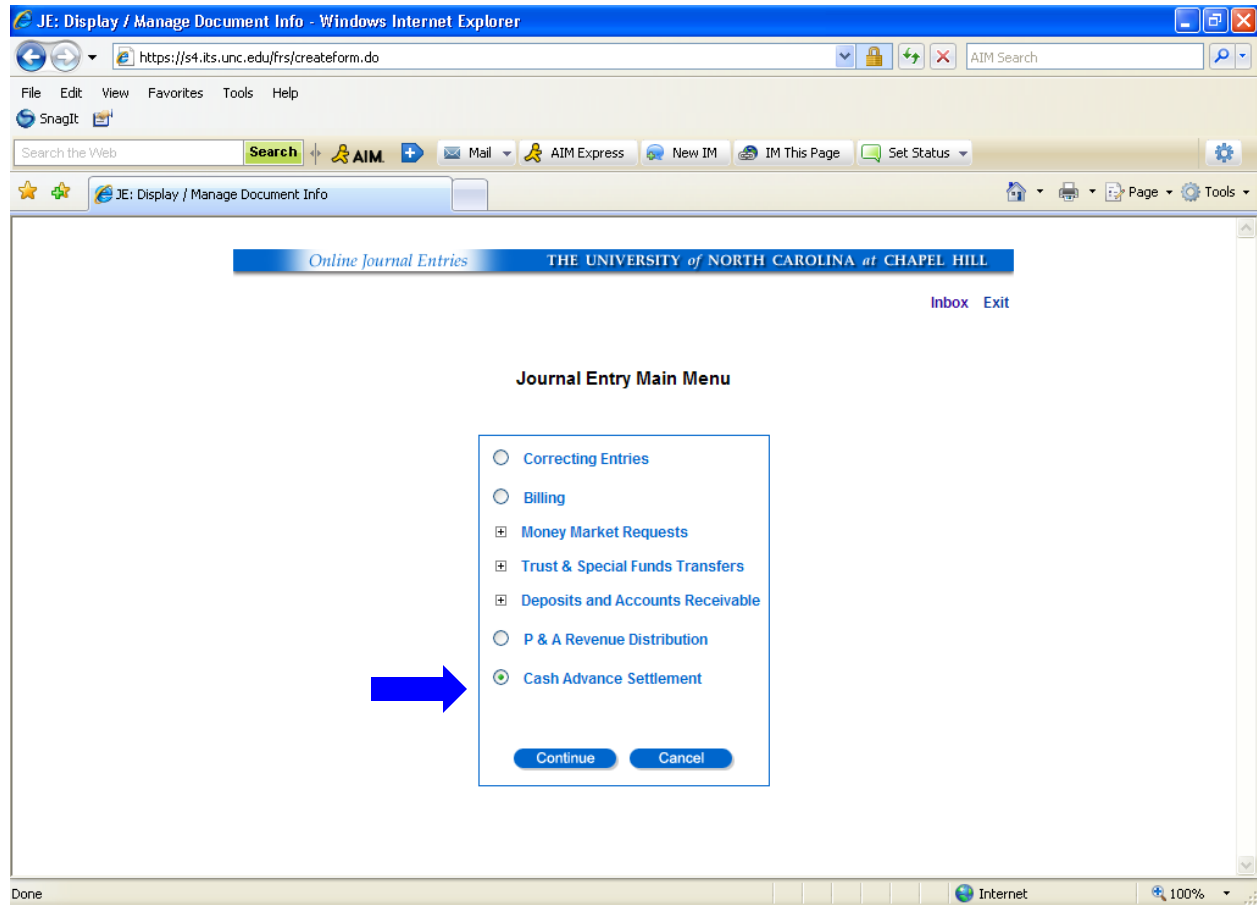
Security Access Requirement: You must obtain access to the Finance Central before using this module. You can request access by completing the Consolidated Access Request Form located at <http://www.unc.edu/finance/busman/act/actapp14.pdf>

Prerequisites: Review the online manual located at <http://finance.unc.edu/finance-division/training/training-overview.html#accounting> before using the Cash Advance Settlement module.

Find Help: For training contact financetrainer@unc.edu. For technical assistance contact 962-HELP

Log in

You must log in to Finance Central, click on **Inbox**; then select the **Start** tab from your **Inbox**. Select **Journal Entry**; then select **Cash Advance Settlement** and click **Continue**. This will take you to a screen where you can create a new Cash Advance Settlement journal entry.



The Cash Advance Settlement entry will allow the creation of a multi-line entry, and replace the currently used paper AJ to process settlements of cash advances.

- Original receipts will still need to be sent to the appropriate department (OSR or Accounting Services).
- Only one settlement is allowed per journal entry.
- If excess funds remain from the cash advance please record the deposit of these funds to the account of the cash advance check request.

Policy and procedures for Cash Advances and settlement remain the same and can be viewed at <http://www.unc.edu/finance/busman/act/actpol25.html> for Accounting Services and http://research.unc.edu/osr/OSRPolicyManual/documents/500.14.1_cash_advance_request_and_reconciliation.pdf for OSR.

Create Entry

Online Journal Entries THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

History [Inbox](#) [Feedback](#) [Help](#) [Exit](#)

Cash Advance Settlement Entry: 0001902
Status: Work In Progress

Notepad (0 notes)

Description	User Id (Check No.)	Ref1 (Chk Req No.)	Ref2	Attachments
	Check No.		0001902	

Debit Account	Amount	Credit Account
	\$	8511 Csh Adv

DAS Codes

Departmental Text Fields

[Save](#)

[*Click Here to View Rules Applied on Entry*](#)

Notepad: For OSR: Should include vendor name, date of advance and indication if initial, partial, or final reconciliation. If funds have been returned to OSR indicate date and deposit amount. **For Accounting Services:** Indicate if faculty, staff, student; PID number; and if gift card. If more than one person is listed, please attach a spreadsheet. If cash advance is not expended and has been deposited, the funds sent through Cashiers Office must include date, amount, and account number.

Description: The description is required. This is displayed in FBM090 and FBM091 reports.

User ID (Check No.): Enter the check number created by the check request in Reference 1 (see below).

Reference 1: Enter the check request number (Example: K123456.)

Reference 2: This will be supplied for you. This will always be the journal entry number as shown at the top of the screen.

Attachments: For OSR: Attachments are optional. **For Accounting Services:** See notepad above; indicate name, PID number, and amount received. If confidential study do not include identifying information, indicate number of participants and study number only.

DO NOT ATTACH COPIES OF RECEIPTS. SEE INSTRUCTIONS ON PAGE 7.

Debit Account: Enter the debit account number and object code.

Amount: Enter the total amount of the transaction.


Credit Account: Select the object code from the drop down menu.

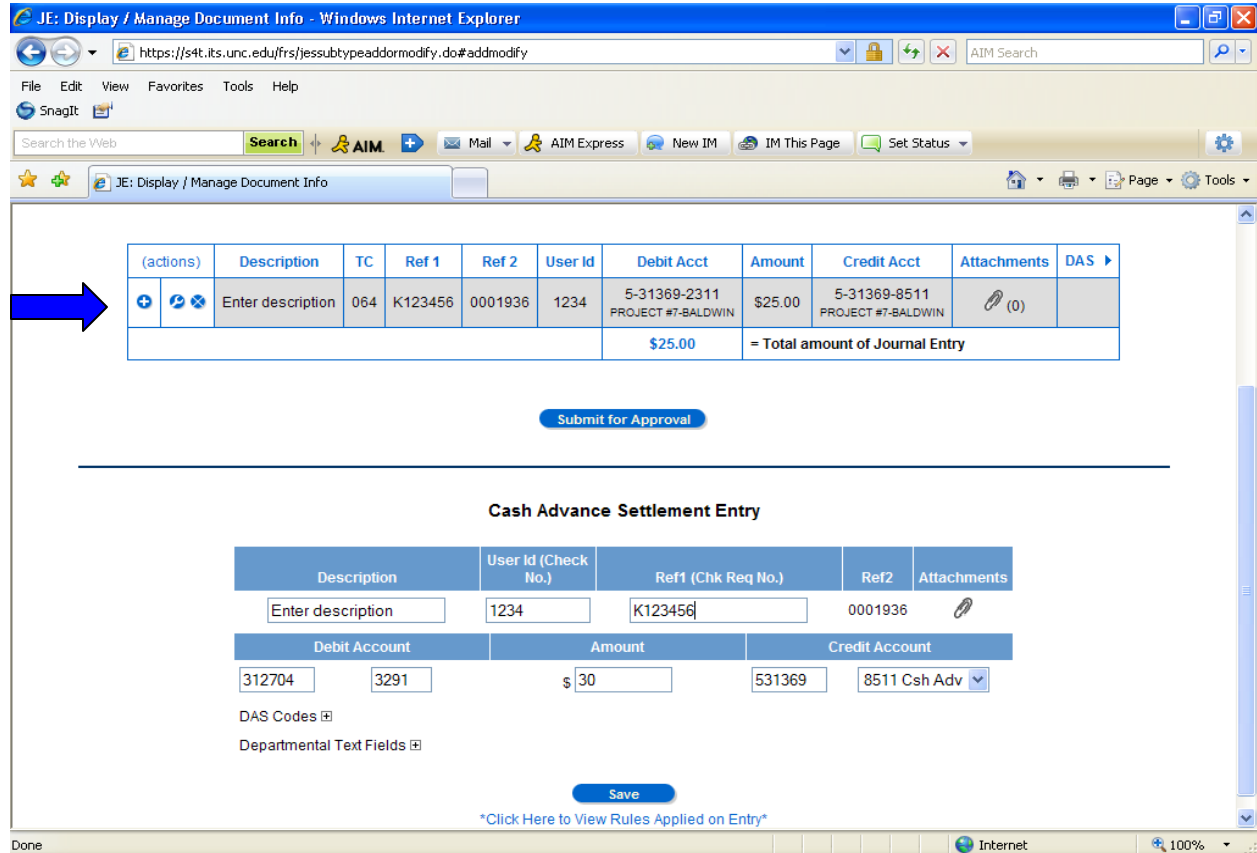
If you use **InDEPth** or **Departmental Text Fields**, click the + (plus symbol) next to each area to open that section.

Click **Save** to enter the next line, or if only one line, to move to submit page.





Warning: The User Id, Ref1 and credit account information fields carry forward from the information entered on the first line. After you click the **Save** button the credit account information cannot be changed. If the User Id fields or credit account information were entered incorrectly on line one, you must delete the entry and begin a new entry.

Add, Modify and Delete Lines

To add another line to the journal entry, click on the  icon then fill in the corresponding information.




The screenshot shows a web browser window with the URL <https://s4t.its.unc.edu/frs/jessubtypeaddormodify.do#addmodify>. The page displays a table for journal entry lines. A blue arrow points to a plus icon in the 'actions' column of the first row. Below the table is a 'Submit for Approval' button. Further down, there is a section titled 'Cash Advance Settlement Entry' with a form for adding a new line. The form includes fields for Description, User Id (Check No.), Ref1 (Chk Req No.), Ref2, Attachments, Debit Account, Amount, and Credit Account. A 'Save' button is located at the bottom of this section.

(actions)	Description	TC	Ref 1	Ref 2	User Id	Debit Acct	Amount	Credit Acct	Attachments	DAS	
  	Enter description	064	K123456	0001936	1234	5-31369-2311 PROJECT #7-BALDWIN	\$25.00	5-31369-8511 PROJECT #7-BALDWIN	 (0)		
							\$25.00	= Total amount of Journal Entry			

[Submit for Approval](#)

Cash Advance Settlement Entry


Description	User Id (Check No.)	Ref1 (Chk Req No.)	Ref2	Attachments
<input type="text" value="Enter description"/>	<input type="text" value="1234"/>	<input type="text" value="K123456"/>	<input type="text" value="0001936"/>	

Debit Account	Amount	Credit Account
<input type="text" value="312704"/> <input type="text" value="3291"/>	<input type="text" value="\$ 30"/>	<input type="text" value="531369"/> <input type="text" value="8511 Csh Adv"/>

DAS Codes
Departmental Text Fields

[Save](#)

[*Click Here to View Rules Applied on Entry*](#)

To modify a line, click the  button next to the line you want to modify. Then make the appropriate changes and click **Save**.

To delete a line, click on the  button next to the line you want to delete.

Verify that the total amount of Journal Entry matches the dollar amount of the receipts you will send.

After all lines are correctly added, and amounts have been verified, click **Submit for Approval**.

Submit Document

Cash Advance Settlement Entry: 0001936
Status: Work In Progress

Notepad (1 note) 08/13/2009 Enter information here.

(actions)	Description	TC	Ref 1	Ref 2	User Id	Debit Acct	Amount	Credit Acct	Attachments	DAS
	Enter description	064	K123456	0001936	1234	5-31369-2311 PROJECT #7-BALDWIN	\$25.00	5-31369-8511 PROJECT #7-BALDWIN	(0)	
	Enter description	064	K123456	0001936	1234	3-12704-3291 UNC-CH FDN KULKA	\$30.00	5-31369-8511 PROJECT #7-BALDWIN	(0)	
							\$55.00	= Total amount of Journal Entry		

This JE has accounts belonging to more than one department.
It will be routed to the following departments:

Dept:	Route(s):	Approved:
4226	<input type="text" value="jj1"/>	No
4645	<input type="text" value="4645 test route"/>	No

The department's approval route(s) will be listed. In some cases you may select the appropriate route for the document from a dropdown menu. In other cases the system will automatically select the available approval route for you.

The **Submit** button only submits the online entry. You will then be directed to a page confirming you processed the journal entry (see next page). **Original receipts must still be sent to OSR or Accounting Services.**

Note: **Approved: No** means that the department has not yet approved the document.

Confirmation

Online Journal Entries THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

History Inbox Feedback Help Exit

Cash Advance Settlement Confirmation: 0001936
Status: Submitted for Departmental Approval
 Successfully submitted to Department 4226 for approval routing. Please print this page for your records


Notepad (1 note) 08/13/2009 Enter information here.

(actions)	Description	TC	Ref 1	Ref 2	User Id	Debit Acct	Amount	Credit Acct	Attachments	DAS
	Enter description	064	K123456	0001936	1234	5-31369-2311 PROJECT #7-BALDWIN	\$25.00	5-31369-8511 PROJECT #7-BALDWIN	(0)	
	Enter description	064	K123456	0001936	1234	3-12704-3291 UNC-CH FDN KULKA	\$30.00	5-31369-8511 PROJECT #7-BALDWIN	(0)	
							\$55.00	= Total amount of Journal Entry		

YOU WILL NEED TO PRINT THIS CONFIRMATION PAGE TO ATTACH TO YOUR RECEIPTS.

Place the confirmation page, the daily cash transmittal log if funds were deposited with cashier, and original receipts behind the Cash Advance Settlement Cover sheet and send to the appropriate office (OSR or Accounting Services). The Cash Advance Settlement Cover Sheet is located at http://www.unc.edu/finance/fd/c/as/cash_adv_settle_cov.pdf

Original receipts should be submitted within 5 working days of submitting the journal entry. If the receipts are not received within the 5 days, the online entry will be rejected and will need to be resubmitted.

To create another Cash Advance Settlement entry, click the Create New Document icon  at the upper left hand corner of the screen and start the next settlement entry.