

### Cash-Advances-when-Actual Amount is less than Cash Advance Amount

- Traveler needs to write a check back to the University.
  - a. The deposit should be credited to the same funding string the Cash Advance was originally debited.
  - b. You can look this up in WISDM or run query called: UW\_CASH\_ADVANCE\_FUNDING or every Tuesday the travel campus contact receives an e-mail with this information
  - c. It will prompt you for the Business Unit and Cash Advance number. Make sure and put in the leading zeros in front of the Cash Advance number.
  - d. Please code it to account 6100 as the debit and account 6241 as the credit.
  - e. The Department, Fund, Program Code and Project will be used from the query.
  
- When a cash advance is paid to an employee through E-Reimbursement account 6166 – Employee Travel Advance-Single is debited and account 6100 – Cash is credit. When an expense report is processed that uses the cash advance, the appropriate expenses are debited and account 6166 is credit. If the expense report does not use the entire cash advance, the remainder is credited to account 6166 and account 6241 – A/R Travel Advances is debited to set up the accounts receivable. When the balance is paid back by the employee, account 6241 is credited and 6100 is debited. The net result of these entries when the entire cycle is completed correctly is that both accounts 6166 and 6241 should balance to zero for the chart field coding used to pay the cash advance.

- **Example:**

- **A cash advance is paid to an employee:**

Fund	Department	Program	Account	Dr	Cr
101	030500	1	6166	\$1,000.00	
101	030500	1	6100		\$1,000.00

- **An expense report is processed that used \$950 of the cash advance:**

Fund	Department	Program	Account	Dr	Cr
128	030100	1	28xx	\$950.00	
101	030500	1	6166		\$950.00

- **The remainder of the cash advance is set up as a receivable:**



**University of Wisconsin System**  
**SFS Business Process**  
**EX – Cash-Advances-when-Actual Amount is less than Cash Advance Amount**

•	Fund	Department	Program	Account	Dr	Cr
•	101	030500	1	6241	\$50.00	
•	101	030500	1	6166		\$50.00
•	<b>The remainder of the cash advance is paid back by the employee:</b>					
•	Fund	Department	Program	Account	Dr	Cr
•	101	030500	1	6100	\$50.00	
•	101	030500	1	6241		\$50.00