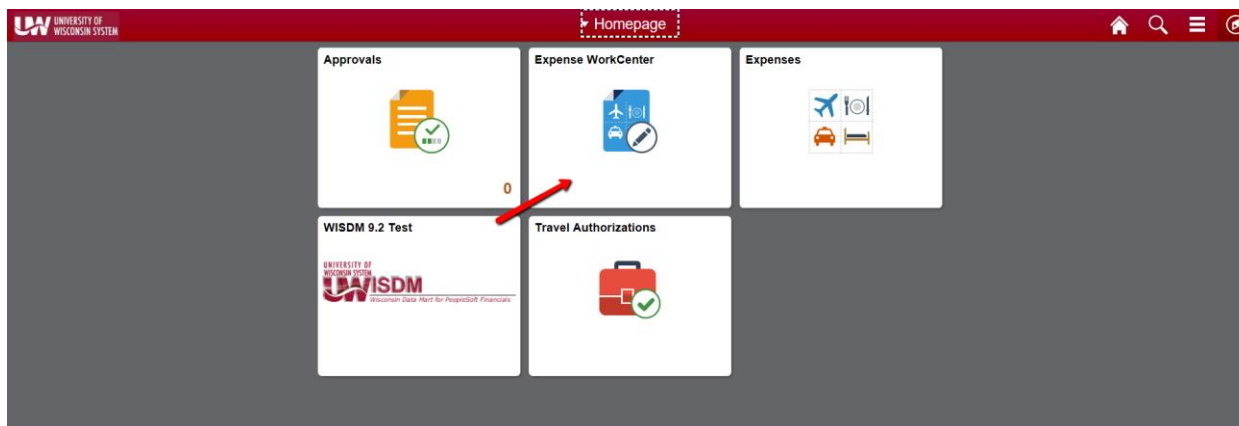


Cash-Advances-when-Travel-is-Not-Taken

- 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 on the Tuesday weekly cash advance report, in WISDM or run query called: UW_CASH_ADVANCE_FUNDING.
 - 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.

- The campus's designated financial services representative must reconcile the cash advance.
- Click the **Expense WorkCenter**



- Scroll down and expand **Cash Advances (Approval Required)**
- Click the **Reconcile Cash Advance** menu.
- Enter the desired information into the **begins with** field
- Click the **Search** button
- Click in the **Number** field.
 - a. Enter the desired information into the **Number** field
- Click in the **Amount** field.
 - a. Enter the desired information into the **Amount** field
- Click the **Save Later** button