

Reconciling a Cash Advance in Workday That Was Issued in SFS

Workday Security Role(s): Employee as Self, Expense Data Entry Specialist

This job aid covers how to reconcile a Cash Advance in Workday that was issued in SFS. You must account for the use of advanced funds by submitting an expense report.

Create an Expense Report

- 1) From the Workday Homepage, click on **Menu**.
- 2) Click the **Expenses Hub** app.
- 3) Click **Create Expense Report**.
- 4) Enter or review data in the required fields:
 - a) Creation Options – Create New Expense Report
 - b) Memo
 - c) Company (your institution)
 - d) Expense Report Date – today's date
 - e) Business Purpose
 - f) Company on Expense Line (your institution)
 - g) Cost Center
 - h) Fund
 - i) Function
- 5) Enter default funding for the full expense report in **Grant, Gift, Project, or Program**.
- 6) Enter **Additional Worktags** that should be defaulted for the entire expense report.
- 7) Click **OK**.

NOTE: Worktags entered here can later be changed at the line level

Adding Attachments

General attachments can be added to the expense report without being assigned an expense line. Receipts are required at the line level but can also be attached here.

1. Click the **Attachments** tab
2. Click **Edit**.
3. Click **Select Files** or drag and drop documents.
4. Click **Save**.

Adding Expense Lines

1. Click **Expense Lines** tab.
2. Click **Add**.
3. Select **New Expense**
4. Attach relevant documentation, if applicable
5. Enter the date the cash advance was received in the Expense Date Field
6. Select **SFS Cash Advance Applied** in the Expense Item field
7. Enter the amount of the cash advance as a **negative dollar amount in the Total Amount field**. This will offset other expense lines for actual expenses incurred (ex: airfare, per diem meals, lodging, etc.)
 - a. **Expenses Exceed Cash Advance Balance**
 - i. If expenses exceed the outstanding cash advance balance, enter the amount of the outstanding cash advance as a negative amount. This will result in a reimbursement of expenses, net of the cash advance amount applied.
 - ii. Example: If you have a \$500 outstanding cash advance and \$700 in total expenses, enter -\$500 for this expense line. This will result in a \$200 reimbursement.
 - b. **Cash Advance Balance Exceeds Expenses**
 - i. If the outstanding cash advance balance exceeds expenses claimed, enter the amount of claimed expenses as a negative amount. This will result in a \$0 net expense report and a balance due back to the University.
 - ii. Example: If you have a \$1,000 outstanding cash advance and \$700 in total expenses, enter -\$700 for this expense line. This will result in a \$0 expense report. You would owe the University \$300 for the remaining outstanding cash advance balance. Work with your local business office to handle this payback.
8. Enter the **SFS cash advance number** in the **Memo field**
9. Enter the **driver worktag that the SFS cash advance** was originally charged to.
 - a. **Note**: Use the FDM Mapping tool to enter pre-workday funding to find out the new, FDM driver worktag
10. Correct any errors and **Submit** the expense report
11. **Refund Excess Advanced Funds**

Note: Any advanced funds not utilized must be promptly refunded to the University. There are 2 options to pay back the University:

 1. Provide a check or cash to your campus Bursar's Office
 2. Allow the excess amount to be deducted from your payroll

Work with your local business office to handle this payback.