

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 it to Accounts Payable X

Create an expense report and use the accounting entries below:

Expense Type	Fund ID	Dept ID	Account	Amount
Cash Advance	1000	12210	1000	1000
Cash Advance	1000	20010	1000	1000

The expense report total will be:

Totals			
Employee Expenses:	1,000.00 CAD	Due Employee:	1,000.00 CAD
Non-Itemized Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	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
[Redacted]				

The expense report total will be:

Totals			
Employee Expenses:	1,000.00 CAD	Due Employee:	1,000.00 CAD
Non-Itemized Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		

