# Creating Vouchers for Cash and Travel Advances

**Version: 03.13.2017**

## Entering Advances in ARC

Processing employee travel advances, employee cash advances, and vendor prepayments in ARC differs from how they were processed in AP/CAR. Advances in ARC are created using a 'Prepaid' Voucher Style. This is designated in ARC on the initial voucher create page from the Voucher Style drop down menu. You will also need to select a Voucher Type of Travel Advance, Cash Advance, or Prepayment depending on the type of advance. The designation of a Prepaid Voucher Style will trigger the system to auto-populate the appropriate prepaid advance account (17110) on the voucher distribution line. For all advances, the account used should always be 17110. You will also need to enter the T-Number in the Invoice Number field on the Invoice Information tab on the voucher and in the Prepaid Reference field found on the Voucher Attributes tab on the voucher. It is *critical* that the T-Number be enter in the Prepaid Reference field as this is how ARC will know to reconcile the advance with the expense voucher (i.e. reconciling employee reimbursement).
The T-Number can be obtained from creating the Travel Advance Form which can be found on the Finance Gateway (http://procurement.columbia.edu/accounts-payable/request-form/travel). This form must be attached as supporting documentation when creating an advance.

## Reconciling Advances in ARC

When reconciling advances in ARC, you will create an expense voucher using the 'Regular' Voucher Style with a Voucher Type of Advance Reconciliation for a travel advance, cash advance or prepayment to a vendor. The voucher entry process will change slightly depending on if the employee spent the exact amount of the advance, less than the advance, or more than the advance. As with the advance voucher, it is critical that you will also include the T-Number in the Prepaid Reference field found on the Voucher Attributes tab on the expense voucher. You will not need to reconcile the advance and the expense yourself. This will be done automatically, as the advance voucher and the expense voucher will be linked through the T-Number entered in the Prepaid Reference field on both the advance and expense vouchers. This indicates to the system that these two vouchers should be applied together. The Voucher Post process will automatically reconcile the expense voucher to the advance voucher after the expense voucher has been approved and budget checked.

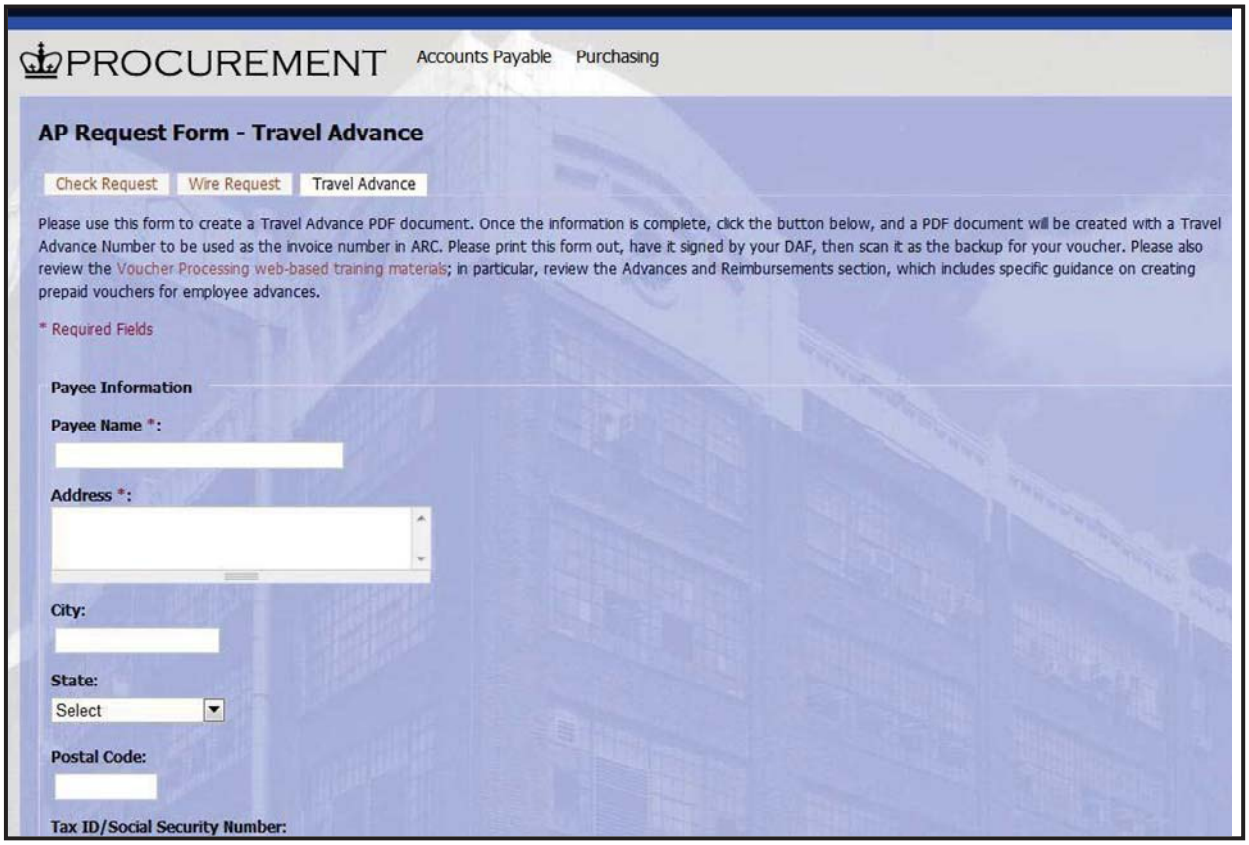
This job aid provides step-by-step instructions on how to create employee reimbursement vouchers associated with travel advances for the following situations:

a) The employee reimbursement is the same amount as the expense
b) The employee reimbursement is more than the amount of the expense
c) The employee reimbursement is less than the amount of the expense

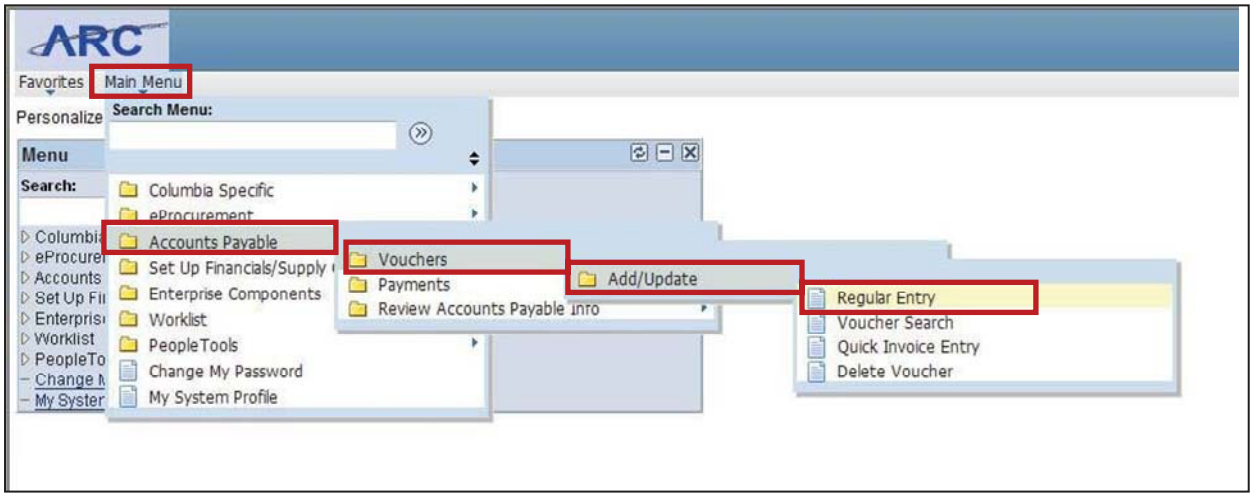
## I. Steps for Creating Prepaid Vouchers for Employee Advances

The first step of processing vouchers for travel and cash advances is to create a prepaid voucher. The process for creating a prepaid voucher is as follows:

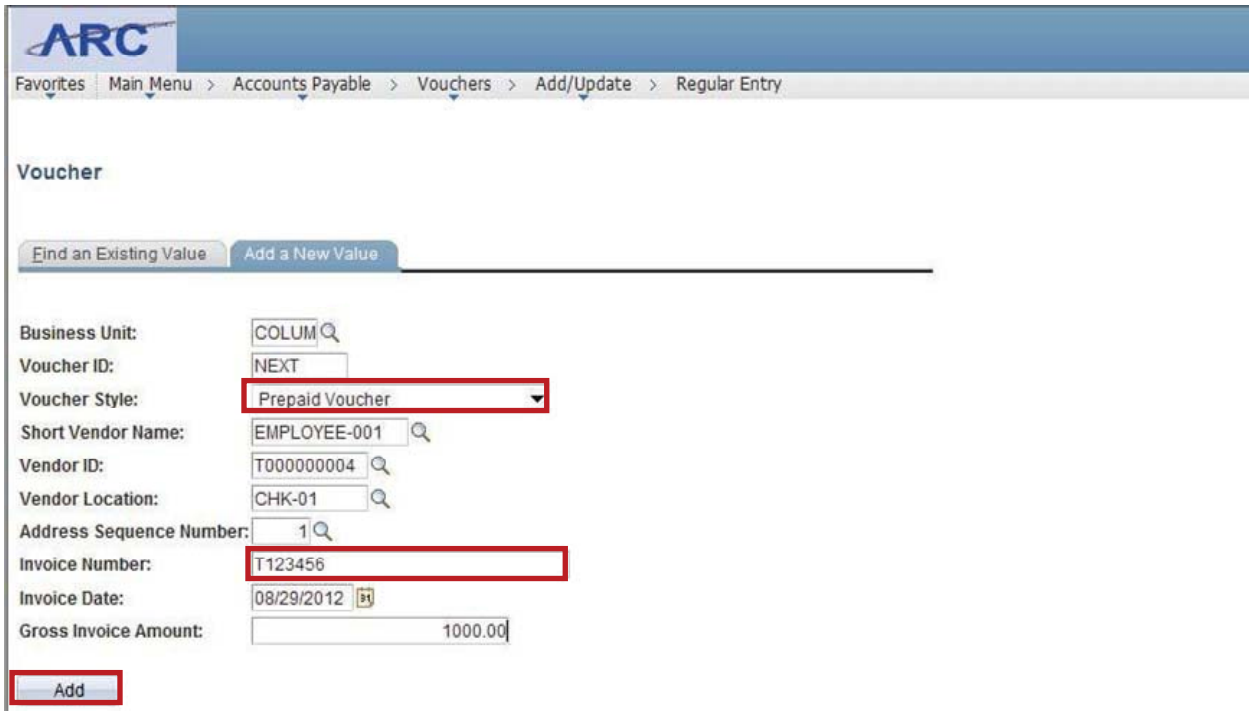
1. Complete the Travel Advance form found on the Finance Gateway (http://procurement.columbia.edu/accounts-payable/request-form/travel) to generate a T-Number.



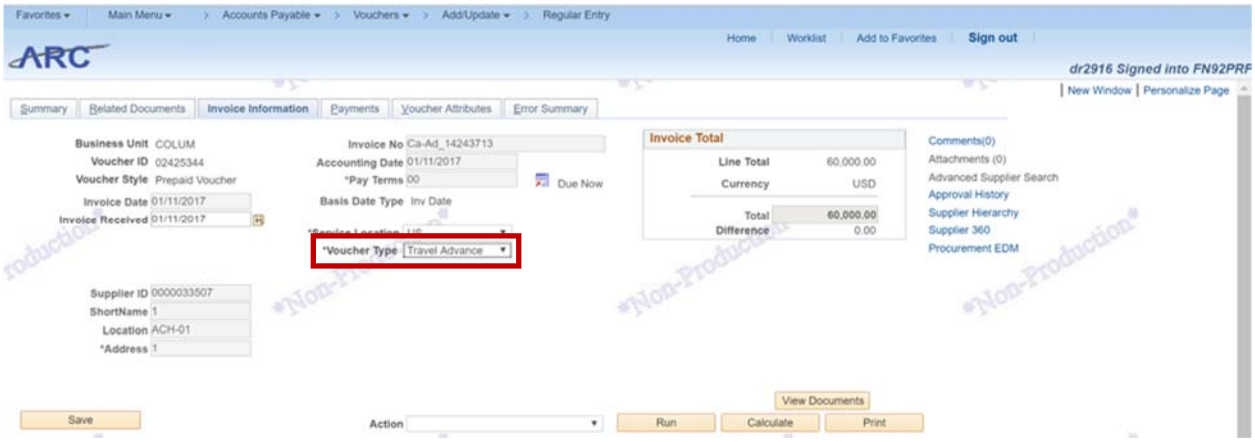

2. Navigate to the voucher Regular Entry page:




3. Select a Voucher Style of "Prepaid Voucher". Enter the vendor information, the invoice number (the T-Number obtained from the Travel Advance form), the invoice date, and the total amount of the advance. (Note: If Cash Advance is paid using Western Union, the Vendor Location should be "**Wire"**.) Click Add.

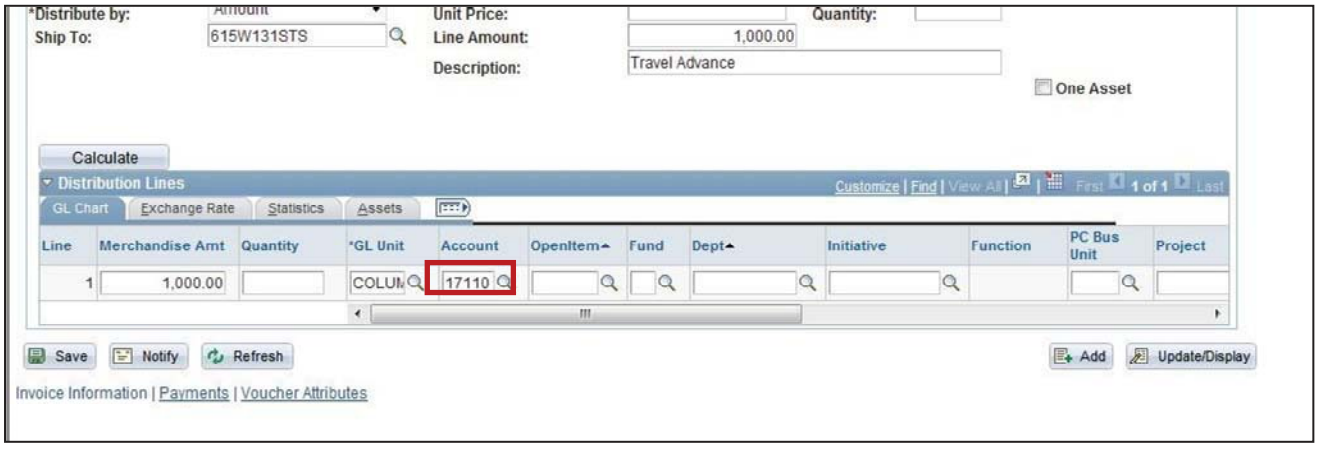


4. On the Invoice Information tab, enter the T-Number obtained from the Travel Advance form as the Invoice Number. Then enter the Date the Dept Received the Invoice as well as the Voucher Type, which should be Travel Advance.

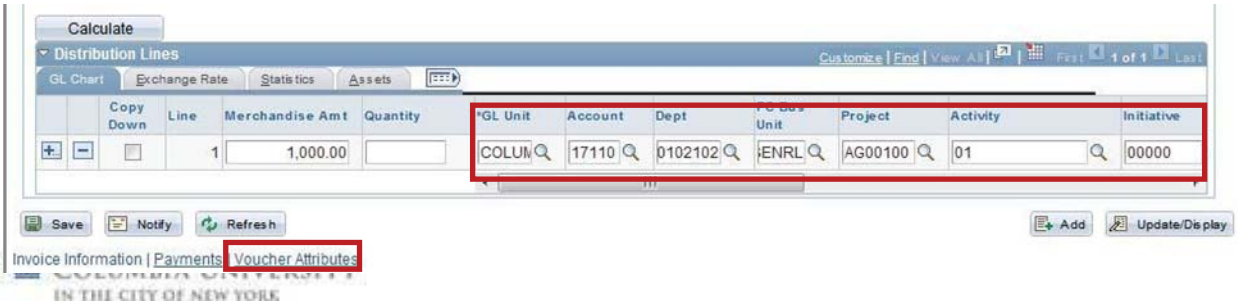



Note: The Voucher Type of Travel Advance and Cash Advance may only be selected to pay an employee or student. The Voucher Type of Prepayment should only be selected to pay a supplier or outside party vendor.

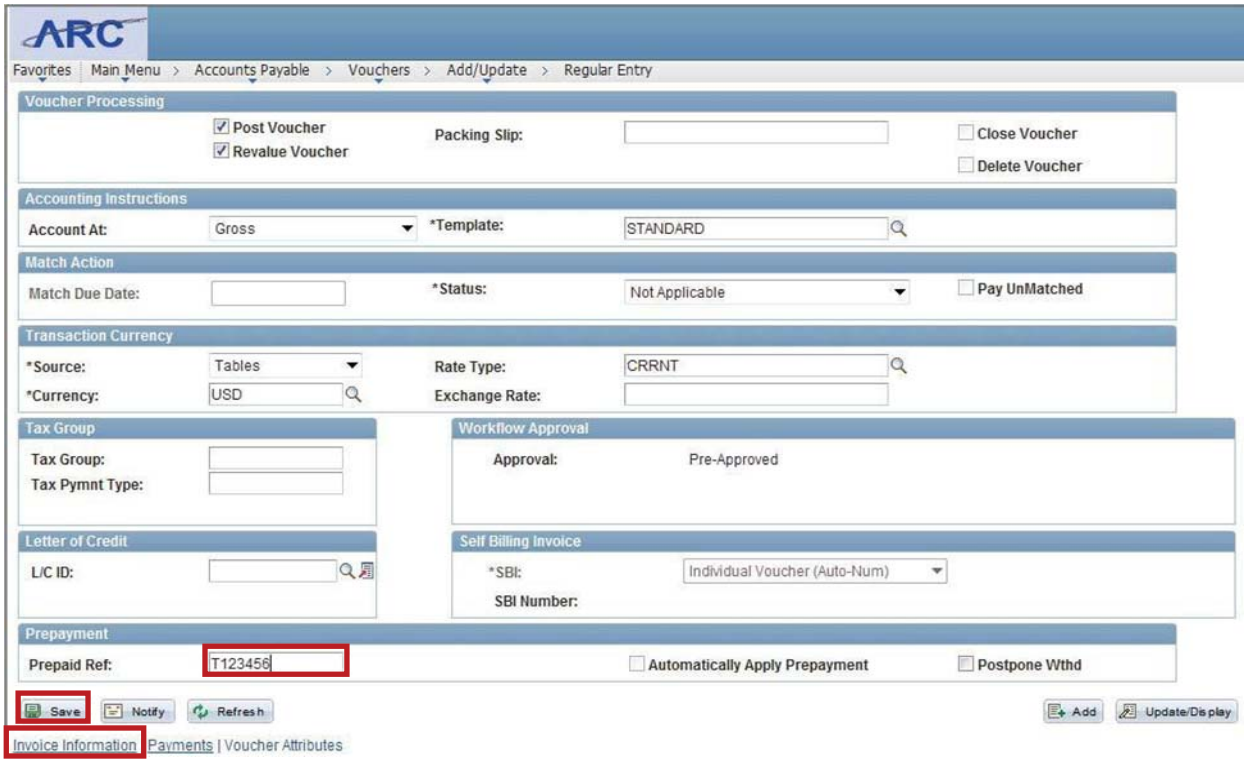
5. Scroll down to view the distribution information. You will notice that the Account has pre-populated to the designated Prepaid Asset Account, which is 17110 – **do not change this account code on advance vouchers.**



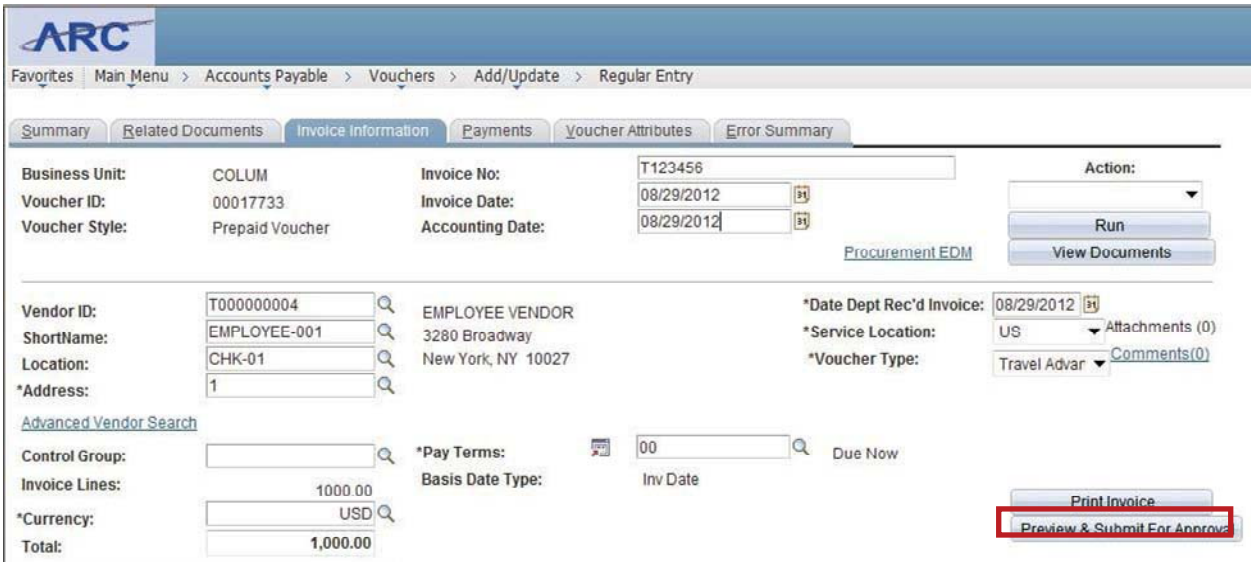

6. Complete the remainder of the distribution information depending on your department. Then, click the Voucher Attributes link to navigate to the Voucher Attributes tab. (Note: SpeedCharts cannot be utilized on Prepaid Vouchers and only a single distribution line is allowed.)



7. In the “Prepaid Ref” field enter the T-Number obtained from the Travel Advance form that is alsoyour invoice number. Click “Save”. Navigate back to the Invoice Information tab to submit the voucher for approval.



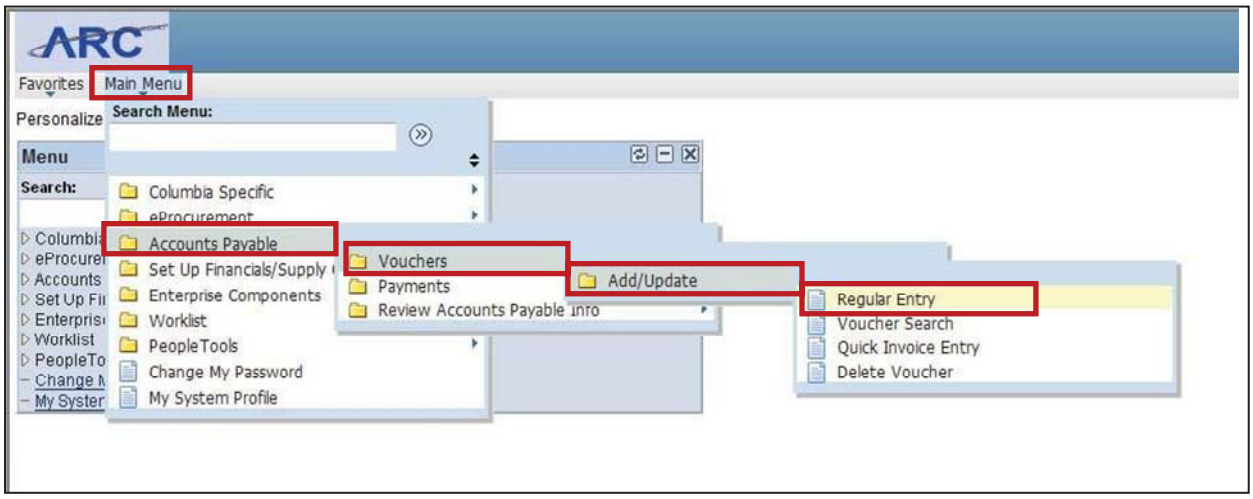

8. Click the “Preview & Submit For Approval” button the submit the voucher for approval.



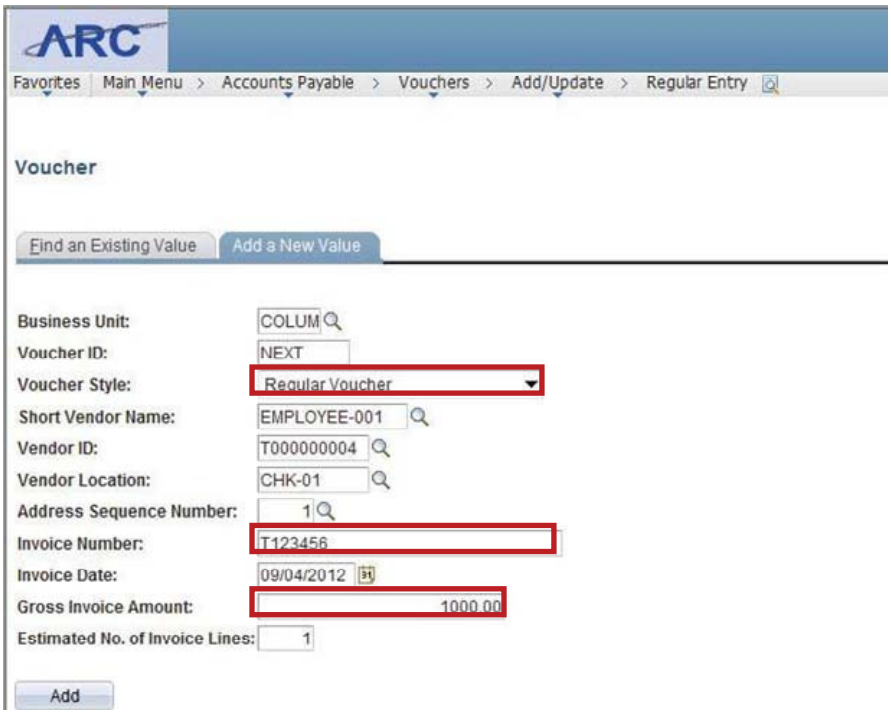
## II. Creating an Employee Reimbursement for the Same Amount as a Travel Advance

The second step of processing vouchers for travel and cash advances is to create an employee reimbursement as a regular voucher to reconcile against the advance. The amount of the advance spent could be for an amount greater than, less than, or equal to the amount of the advance. The following scenario defines the process for creating an employee reimbursement regular voucher for an amount **equal to** that of the advance:

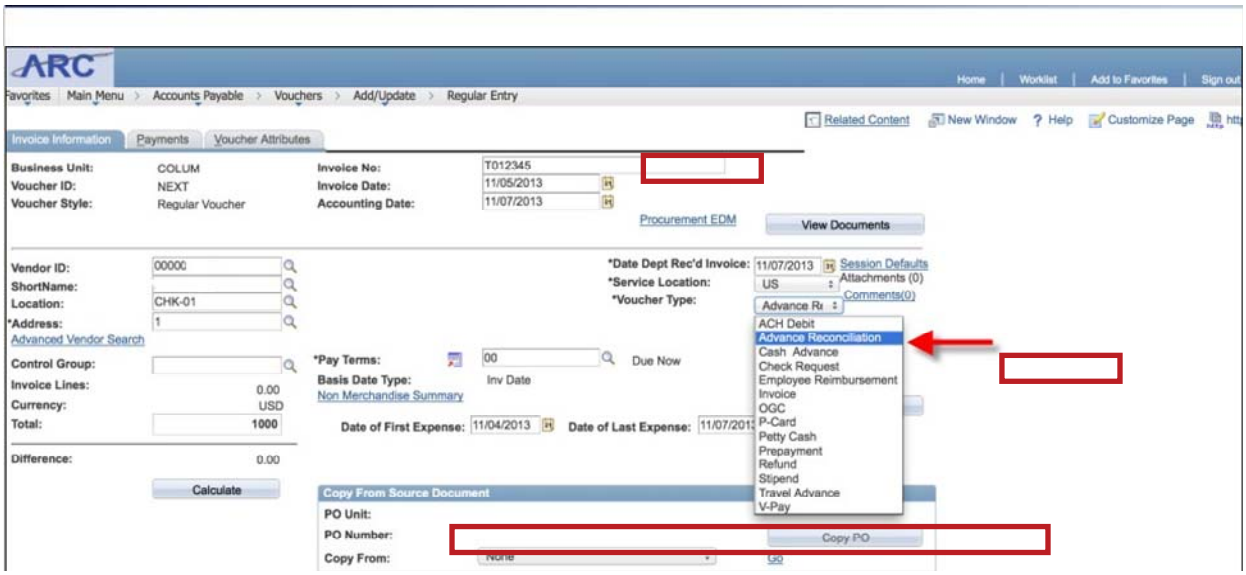
1. Navigate to the voucher Regular Entry page:



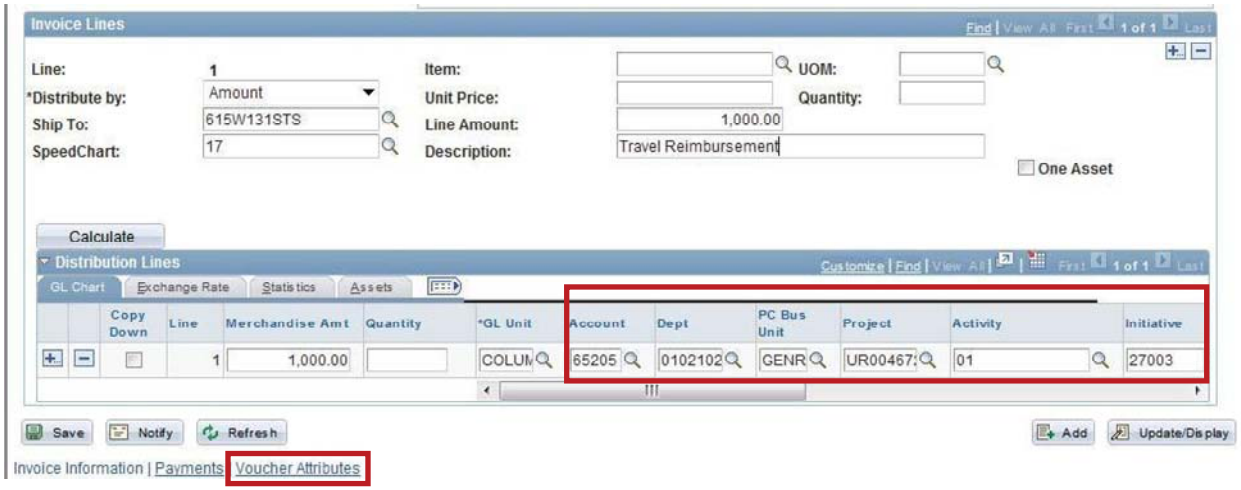
2. From the “Regular Entry” page, select a Voucher Style of “Regular Voucher”. Enter the vendor ID, invoice number (which should be the T-Number from the associated prepaid advance voucher), invoice date, and the amount of the reimbursement (it will match the amount of the advance). Click Add.



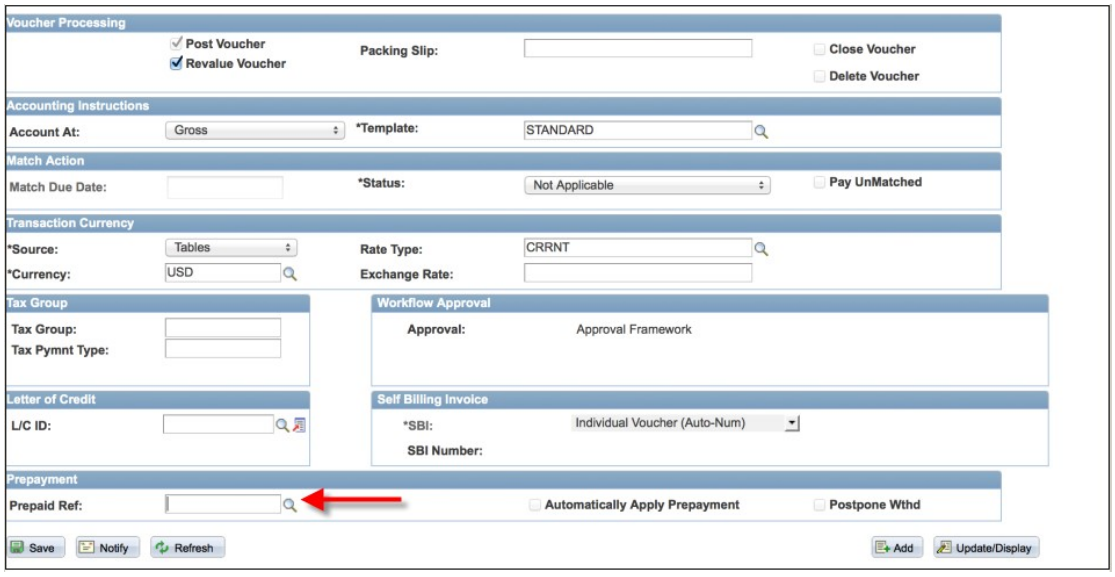

3. On the Invoice Information tab, select a Voucher Type of “Advance Reconciliation”. This will also trigger fields that will require you to complete the date of first expense and the date of the last expense.

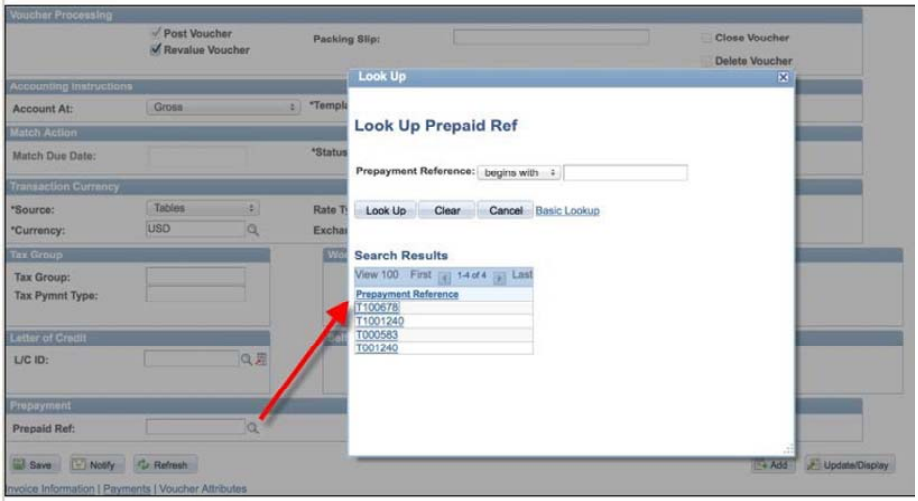


4. Scroll down to complete the distrbution information. Enter the actual expense account the employee reimbursement to be charged to. Then, click the “Voucher Attributes” link to complete the Prepaid Reference field.

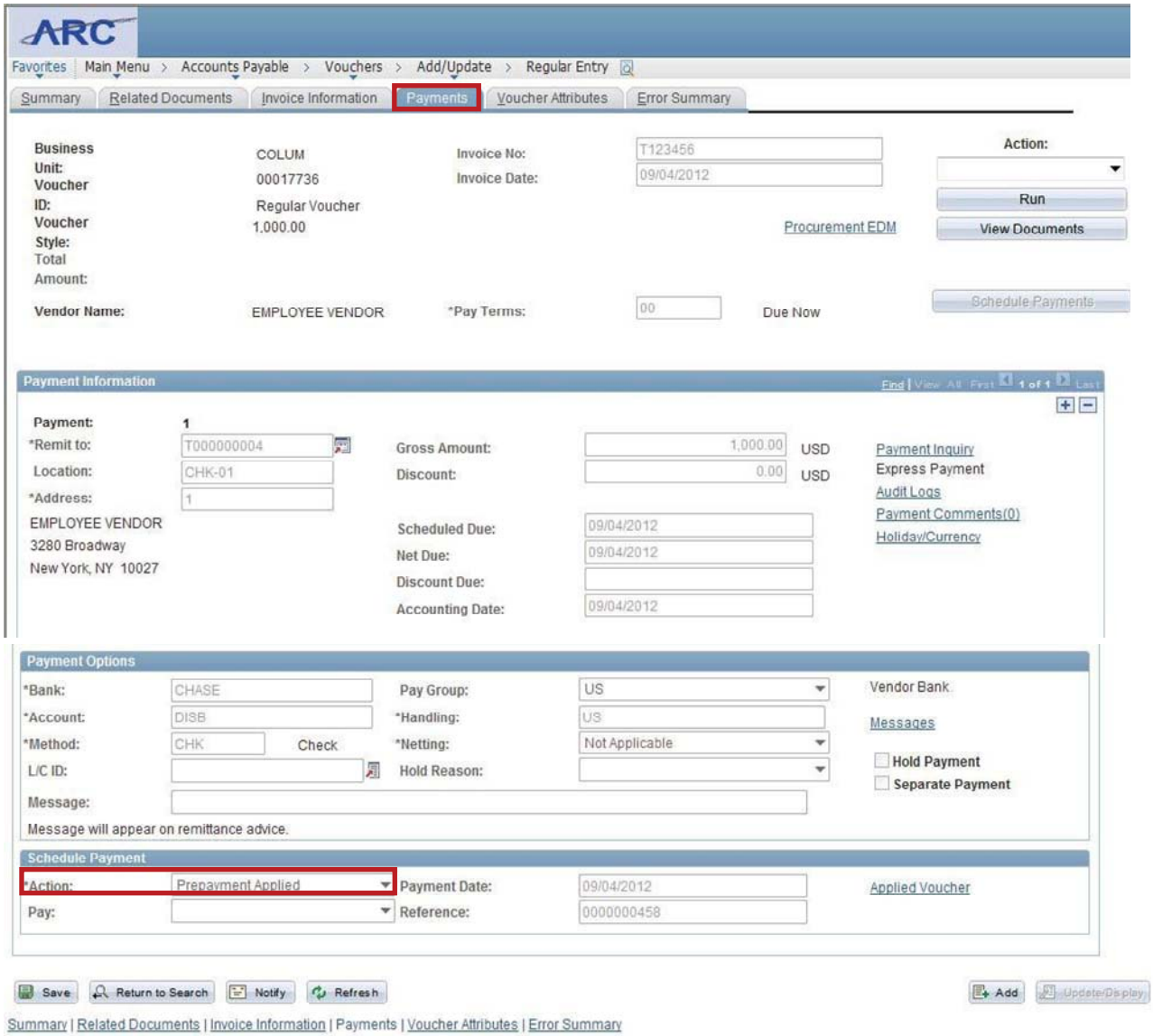



5. Finally, you must select the appropriate T-Number from the “Pre-paid Ref” field pull-down. This field links the PrePaid voucher to the travel advance voucher that you are reconciling against. Click “Save”. Navigate to the Invoice Information tab to submit the voucher for approval.



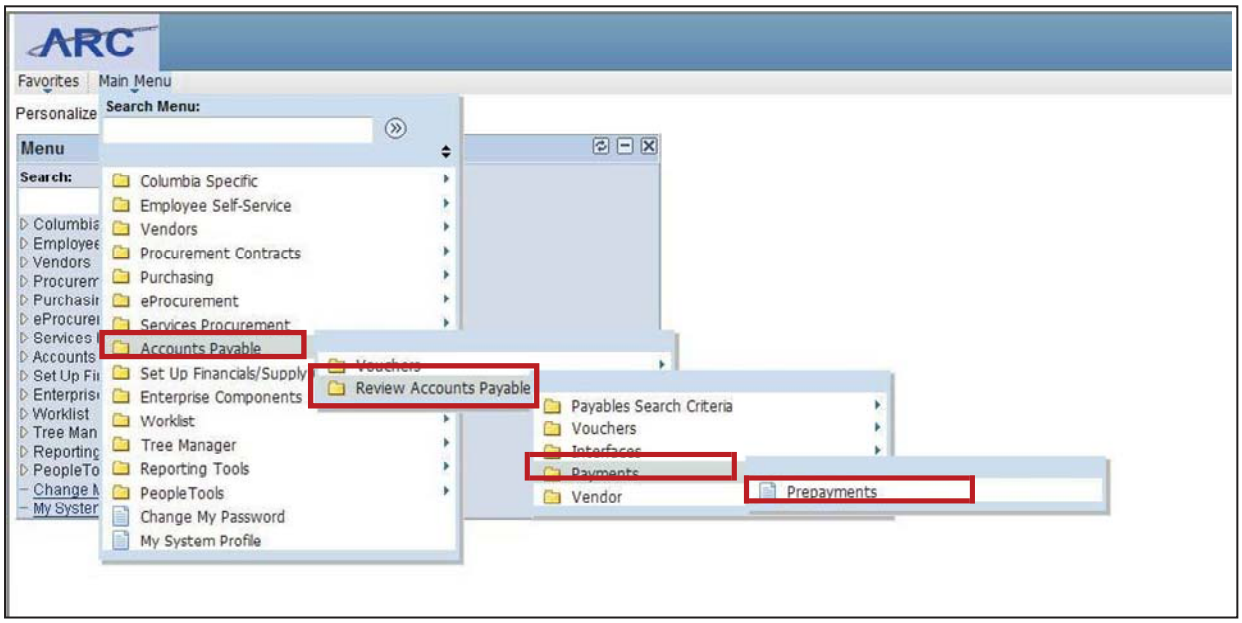

Voucher Processing
Post Voucher
Revalue Voucher
Packing Slip:
Close Voucher
Delete Voucher
Accounting Instructions
Account At:
Gross
Match Action
Match Due Date:
Transaction Currency
*Source:
Tables
*Currency:
USD
Tax Group
Tax Group:
Tax Pymnt Type:
Letter of Credit
L/C ID:
Prepayment
Prepaid Ref:
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Look Up
Look Up Prepaid Ref
Prepayment Reference:
begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View 100
First
1-4 of 4
Last
Prepayment Reference
T100678
T1001240
T000583
T001240

6. Once the employee reimbursement voucher has been approved, budget checked, and posted, you can navigate back to the voucher and click the “Payments” tab to confirm that the voucher was applied to the travel advance.

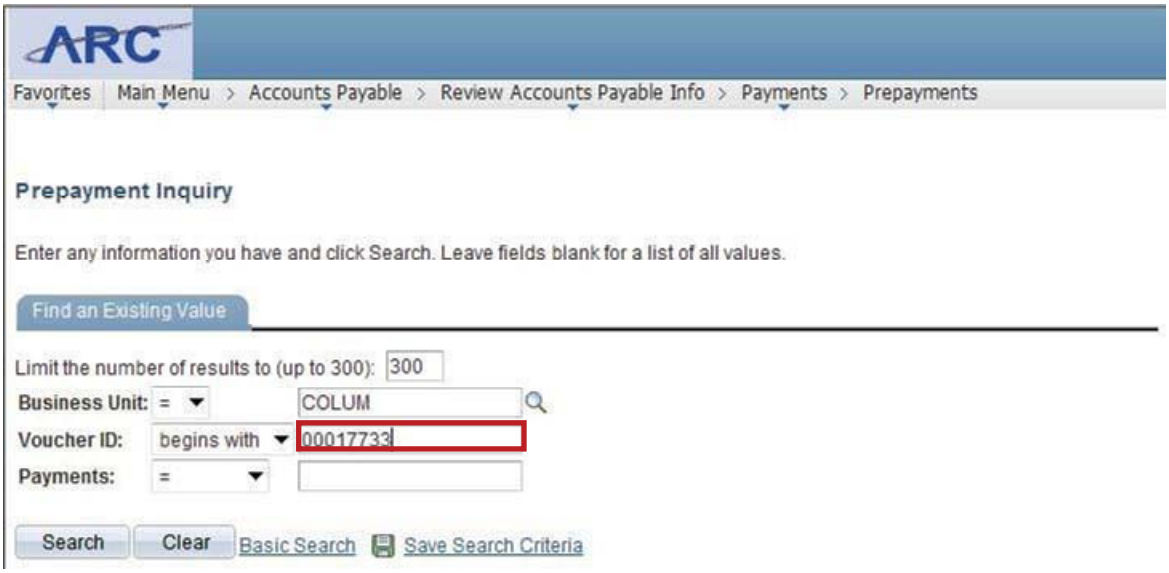



Note: You will note that the gross amount of the payment is $1000 and the “Action” field says “Prepayment Applied”. This indicates this employee reimbursement voucher was applied to the Prepaid travel advance voucher. When there is no prepayment, this field normally says “Schedule Payment”.

7. To view the prepayment details, navigate to the Prepayment Inquiry page using this navigation:




8. Enter the Voucher ID for the Prepaid Voucher (the advance voucher) and click Search.

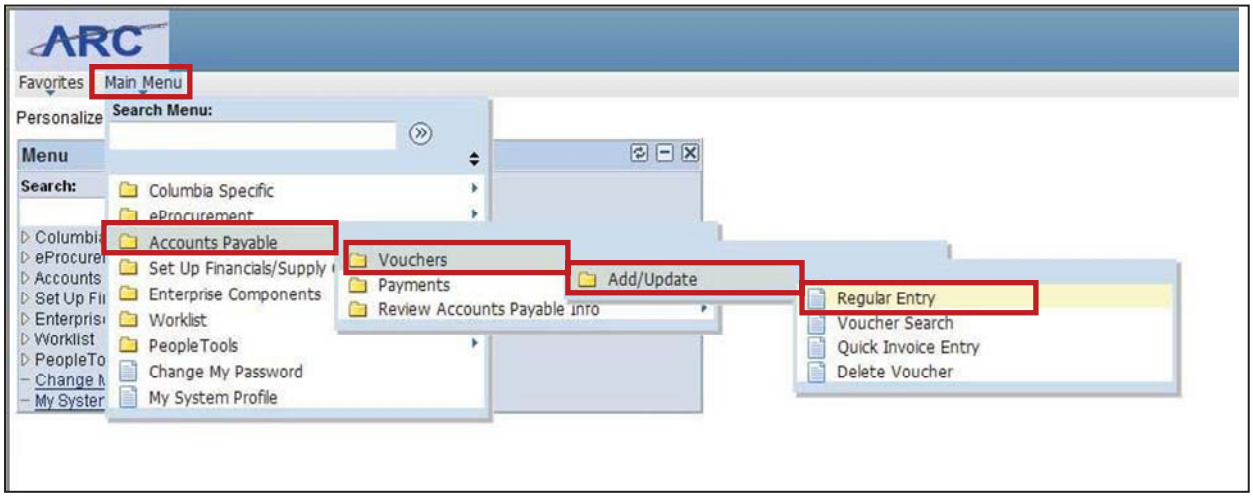


9. The Prepayment Inquiry will show you the Gross Amount of the Prepaid Travel Advance voucher, as well as the balance remaining to be applied against.
    a. The Applied Voucher information reflects the details of the employee reimbursement that was applied against the travel advance. Within the applied voucher information, you will see the applied voucher ID (employee reimbursement), the gross amount of the employee reimbursement voucher, and the amount of the employee reimbursement that was applied to the prepaid travel advance voucher.
    b. In this scenario, the full amount of the employee reimbursement ($1000) equaled the total amount of the prepaid travel advance voucher ($1000), hence there is a balance of $0 left to be applied/reconciled against the prepaid travel advance.

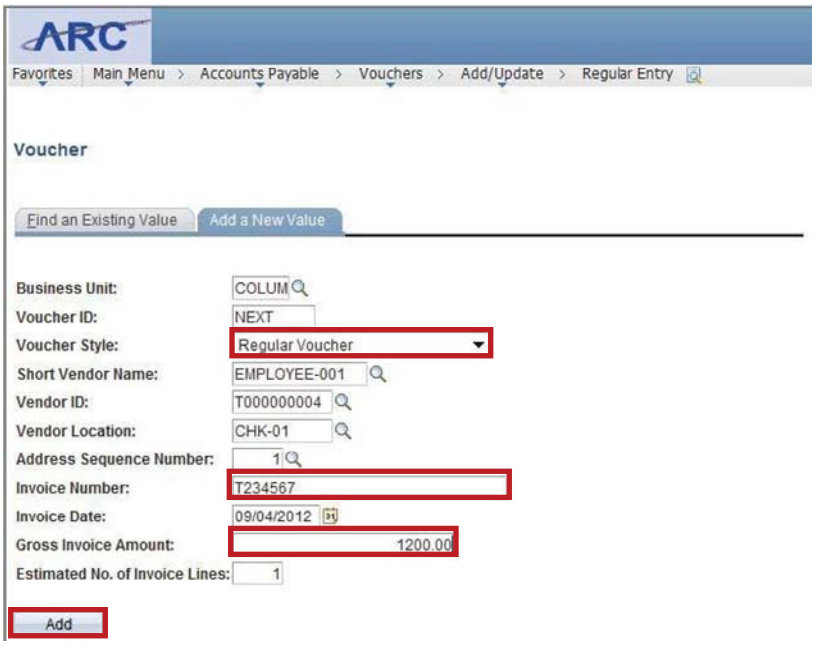
## III. Creating an Employee Reimbursement for More than the Associated Travel Advance

The second step of processing vouchers for travel and cash advances is to create an employee reimbursement as a regular voucher to reconcile against the advance. The amount of the advance spent could be for an amount greater than, less than, or equal to the amount of the advance. The following scenario defines the process for creating an employee reimbursement regular voucher for an amount **greater than** that of the advance:

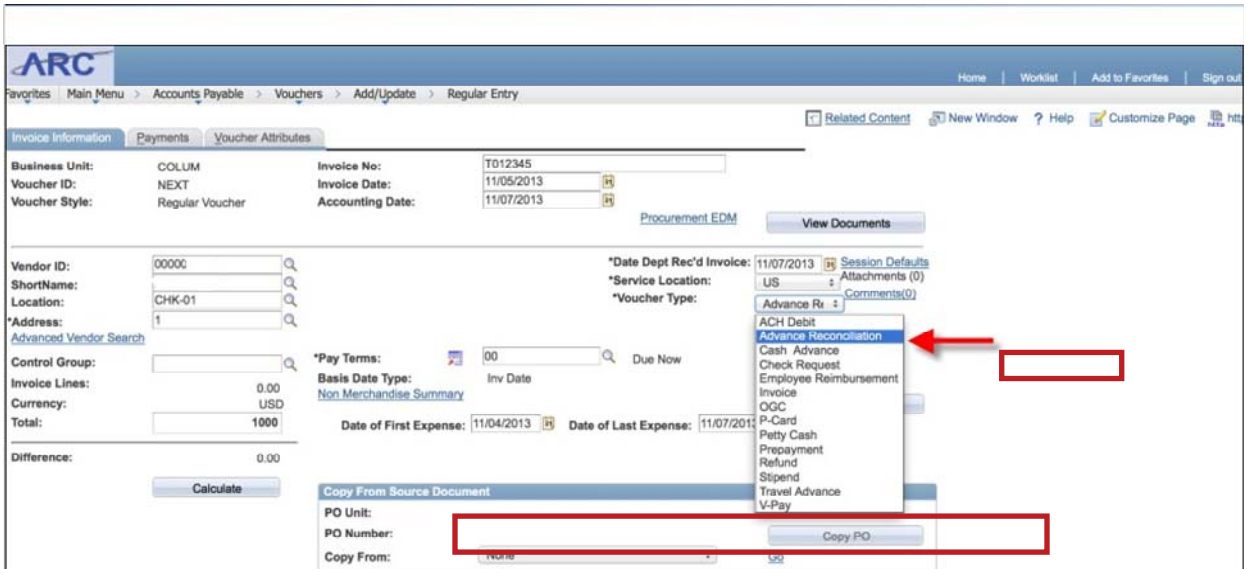
1. Navigate to the voucher Regular Entry page:



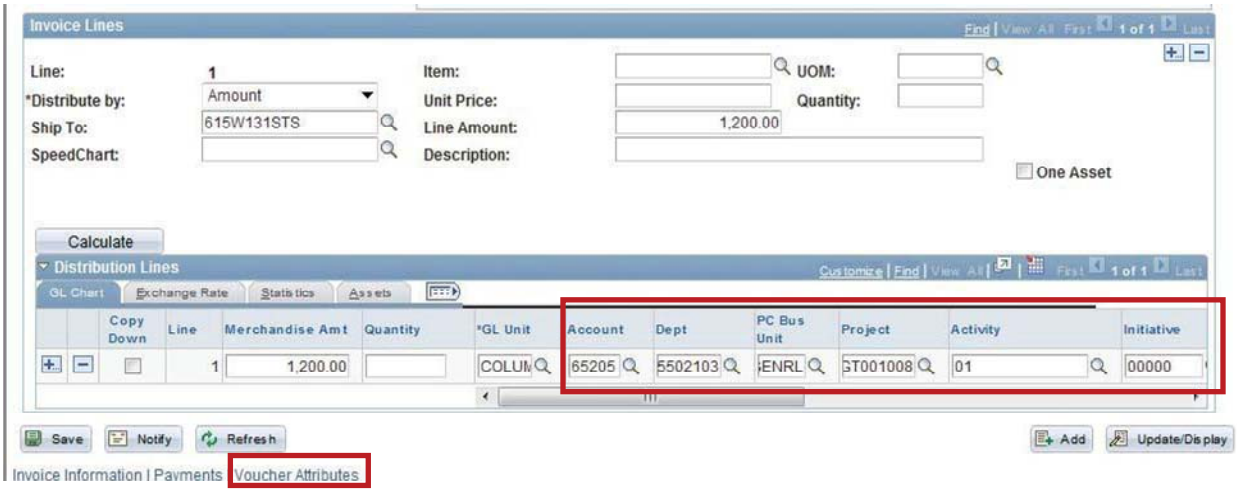

2. From the "Regular Entry" page, select a Voucher Style of "Regular Voucher". Enter the vendor information, the invoice number (which should be the same T-Number from the associated prepaid voucher), invoice date, and the **total amount of the employee reimbursement**. Click Add.



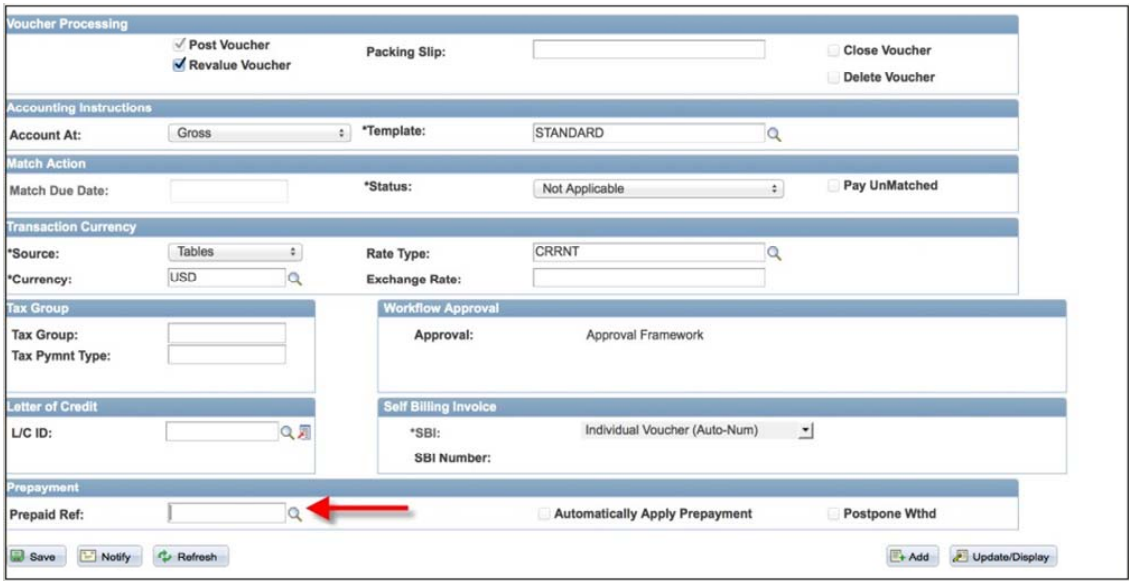
3. Select a Voucher Type of “Advance Reconciliation”. This will trigger fields to enter the date of the first expense and the date of the last expense.

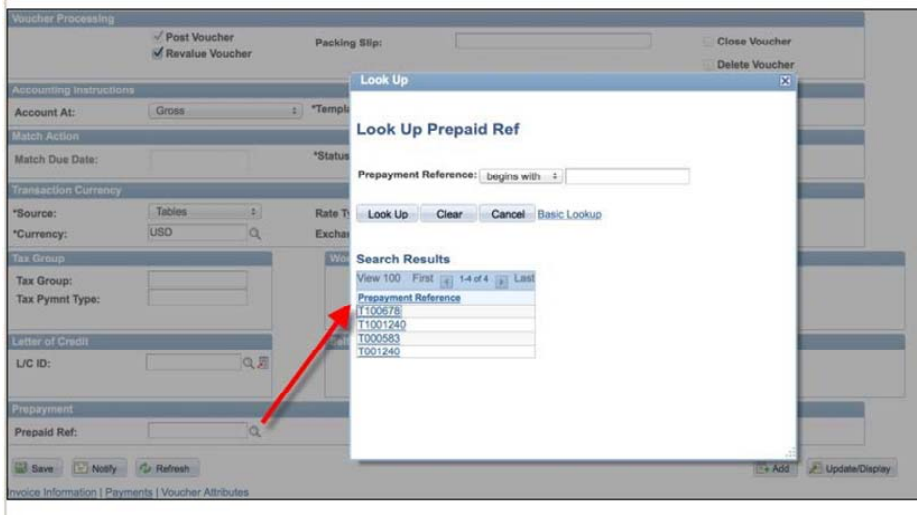



4. Scroll down to see the distribution information and enter the ChartString associated with the expense account/department you want the employee reimbursement to be charged to. Click the Voucher Attributes link to enter the Prepaid Reference.

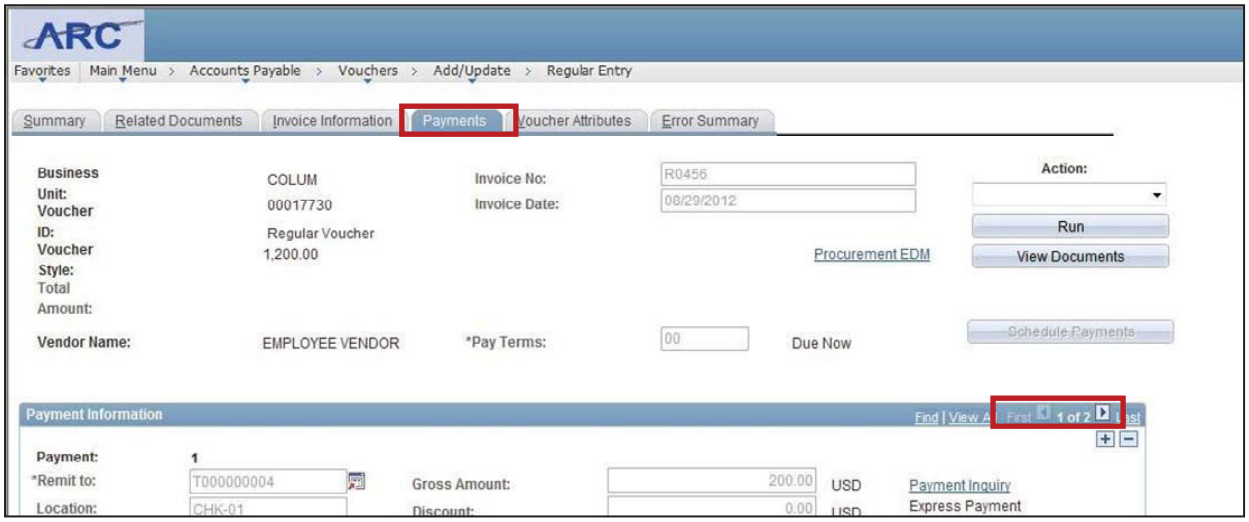


5. Finally, you must select the appropriate T-Number from the “Pre-paid Ref” field pull-down. This field links the PrePaid voucher to the travel advance voucher that you are reconciling against. Click “Save”. Navigate to the Invoice Information tab to submit the voucher for approval.

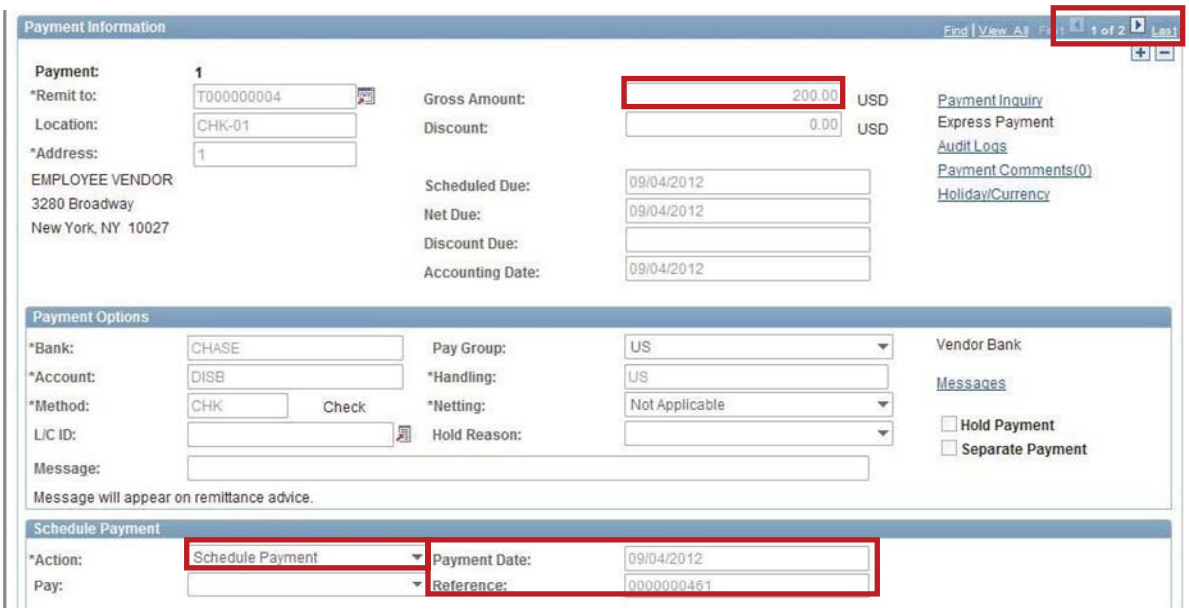


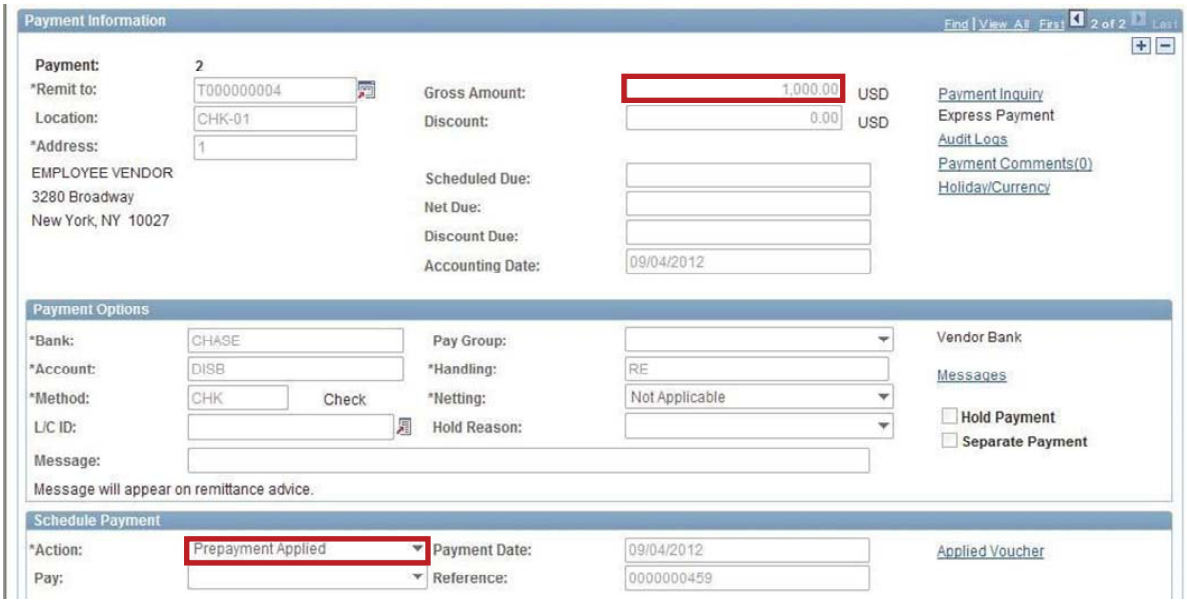
6. Once the employee reimbursement voucher has been approved, budget checked, posted, and paid you can navigate back to the voucher and click the “Payments” tab to confirm that the voucher was applied to the travel advance. There will be two payment rows; one for the amount that was applied to the prepaid travel advance and one that shows the payment made to the employee for the amount in excess of the prepaid travel advance amount.



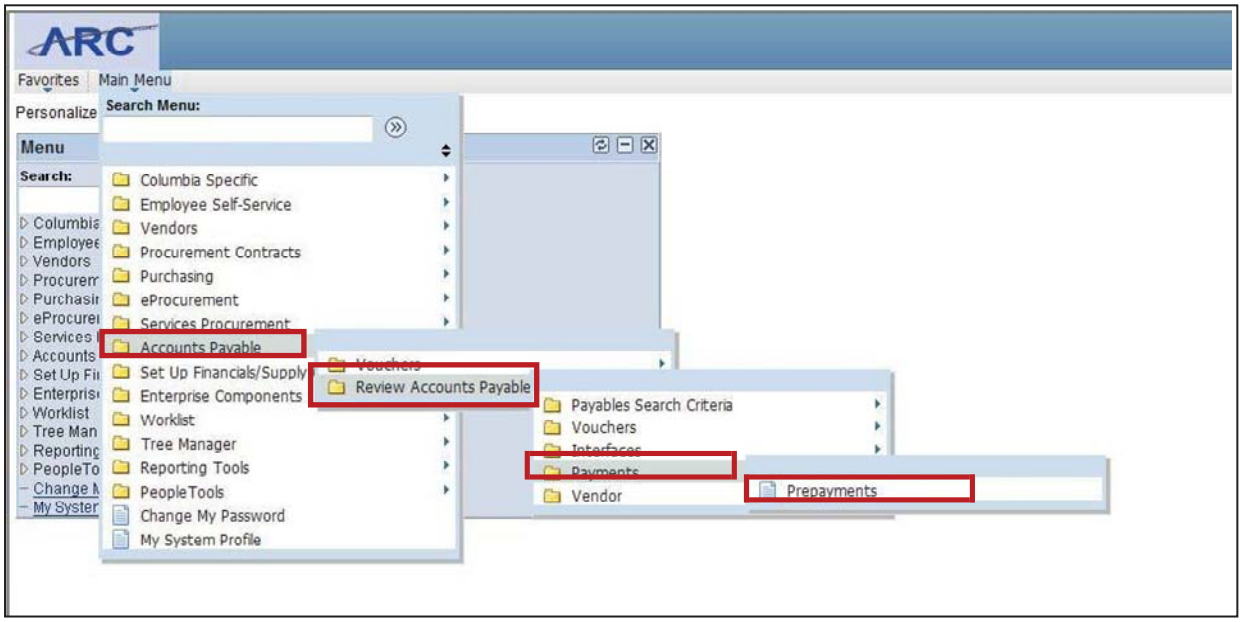
7. On the first Payment row, you will see that the gross amount for this payment is $200 (the amount that the employee reimbursement exceeded the amount of the associated travel advance). You will also see that the Payment Action is “Schedule Payment” as opposed to “Prepayment Applied”. This indicates that the excess amount on the employee reimbursement was paid to the employee. The payment date and payment number will be referenced as well. Click the arrow on the Payment Information tab to see the second payment row.




8. The second page of payment information has a gross amount of $1000 (the same amount of the travel advance). The payment action is “Prepayment Applied”, indicating that the prepayment was applied for $1000 of the employee reimbursement.

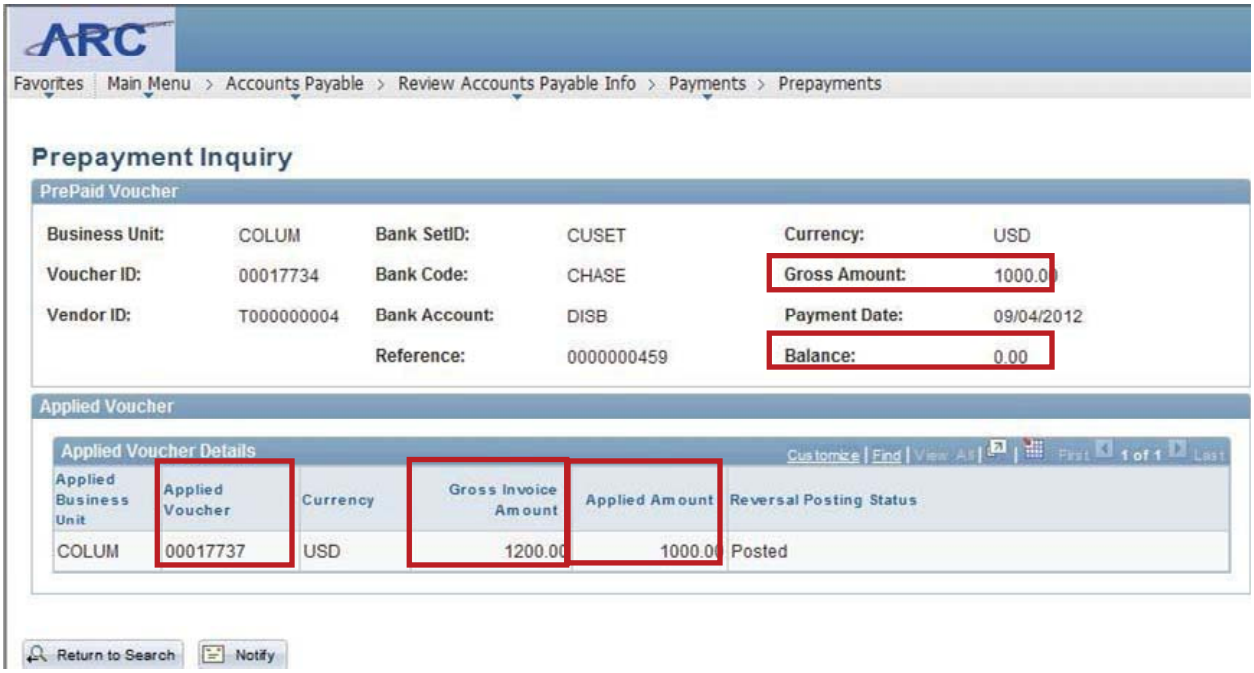


9. To view the prepayment details, navigate to the Prepayment Inquiry page using this navigation:




10. Enter the Voucher ID for the Prepaid Voucher (the advance voucher) and click Search.

1. The Prepayment Inquiry will show you the Gross Amount of the Prepaid Travel Advance voucher, as well as the balance remaining to be applied against.
    a. The Applied Voucher information reflects the details of the employee reimbursement that was applied against the travel advance. Within the applied voucher information, you will see the applied voucher ID (employee reimbursement), the gross amount of the employee reimbursement voucher, and the amount of the employee reimbursement that was applied to the prepaid travel advance voucher.
    b. In this scenario, the full amount of the employee reimbursement ($1200) was greater than the total amount of the prepaid travel advance voucher ($1000), hence there is a balance of $0 left to be applied/reconciled against the prepaid travel advance. $200 was paid to the employee for the amount that exceeded the prepaid travel advance.

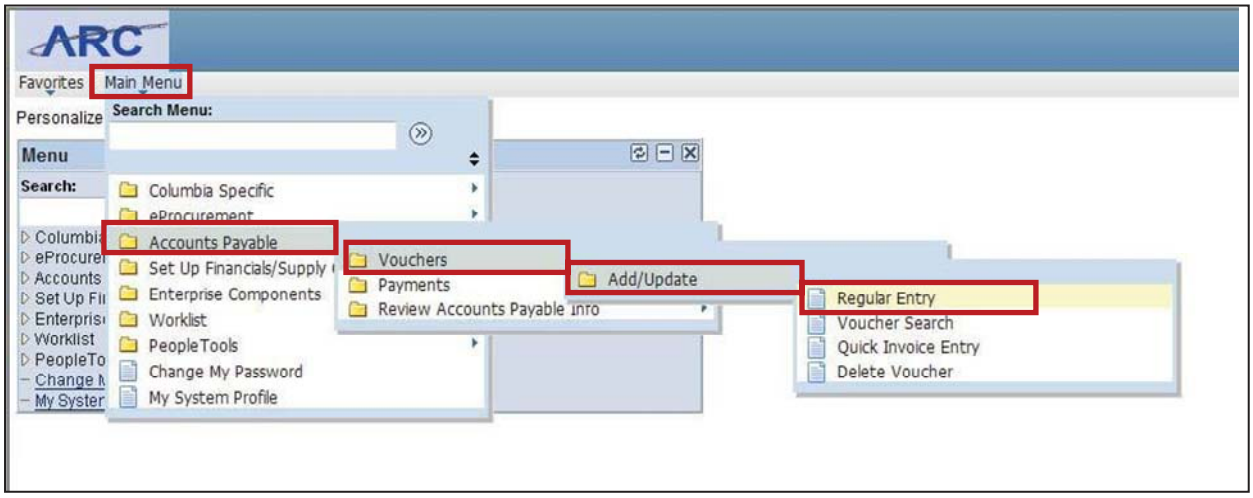


## IV. Creating an Employee Reimbursement for Less than the Associated Travel Advance

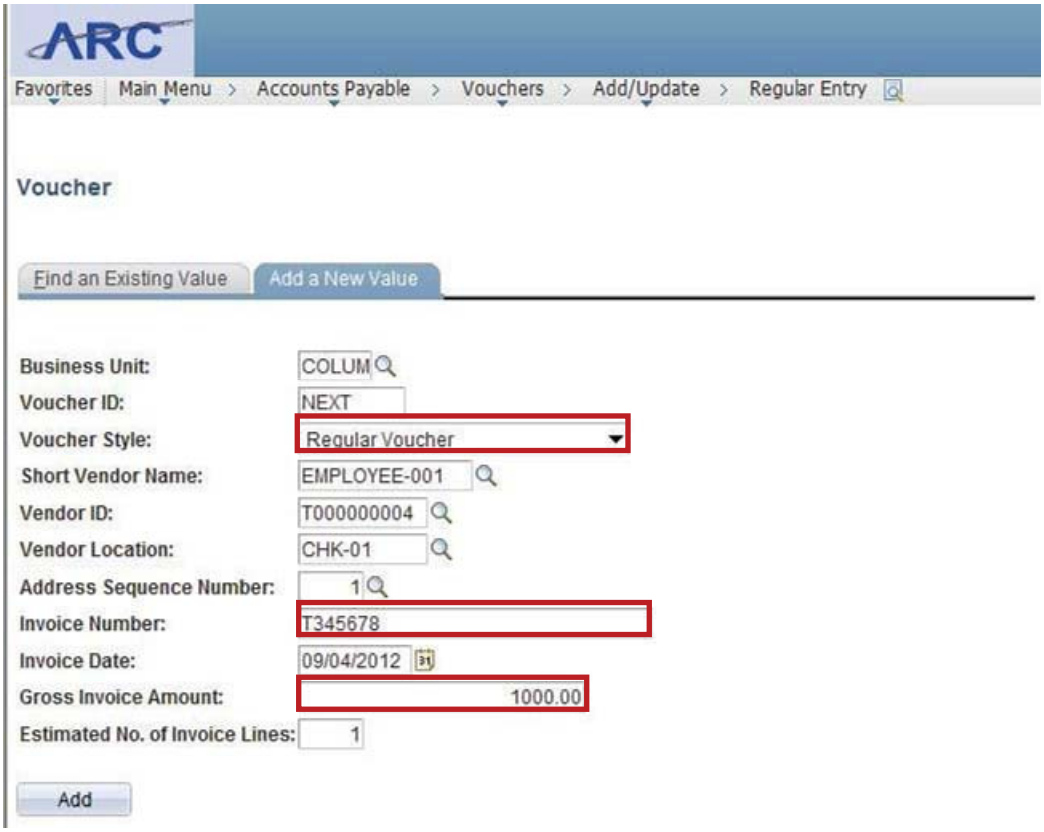
The second step of processing vouchers for travel and cash advances is to create an employee reimbursement as a regular voucher to reconcile against the advance. The amount of the advance spent could be for an amount greater than, less than, or equal to the amount of the advance. The following scenario defines the process for creating an employee reimbursement regular voucher for an amount **less than** that of the advance.

**NOTE:** Before creating an employee reimbursement voucher for less than the associated travel advance, you will need to complete a deposit into FFE in USD currency for the difference between the employee reimbursement and the travel advance. For example, if a travel advance was for $1000 and the employee only spent $800, the deposit to FFE should be $200. (**Recipients of Advances are responsible for converting any foreign currency into USD before depositing**). When completing the chartfield information on the deposit slip, you should use account number **65399**. After completing the deposit, you can follow this process:

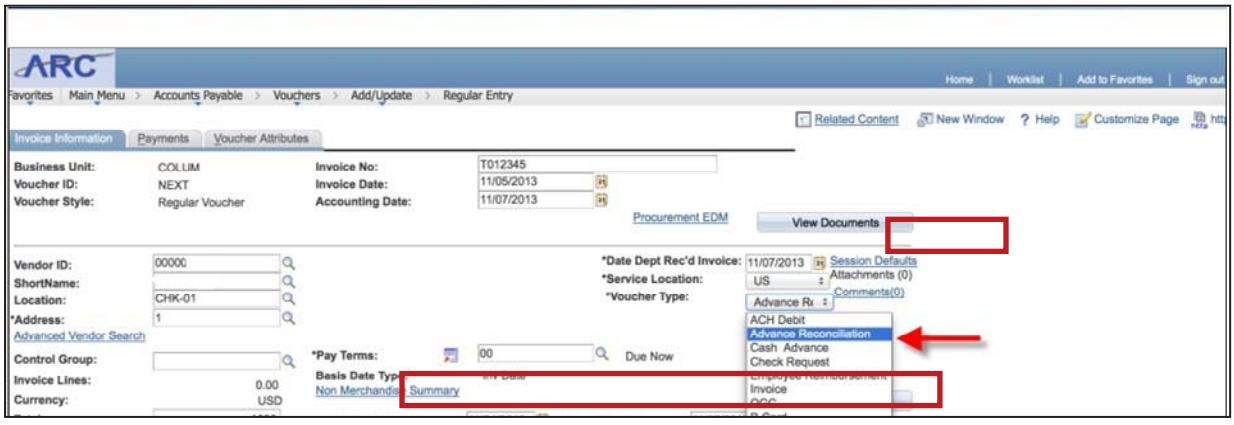
1. Navigate to the voucher Regular Entry page:



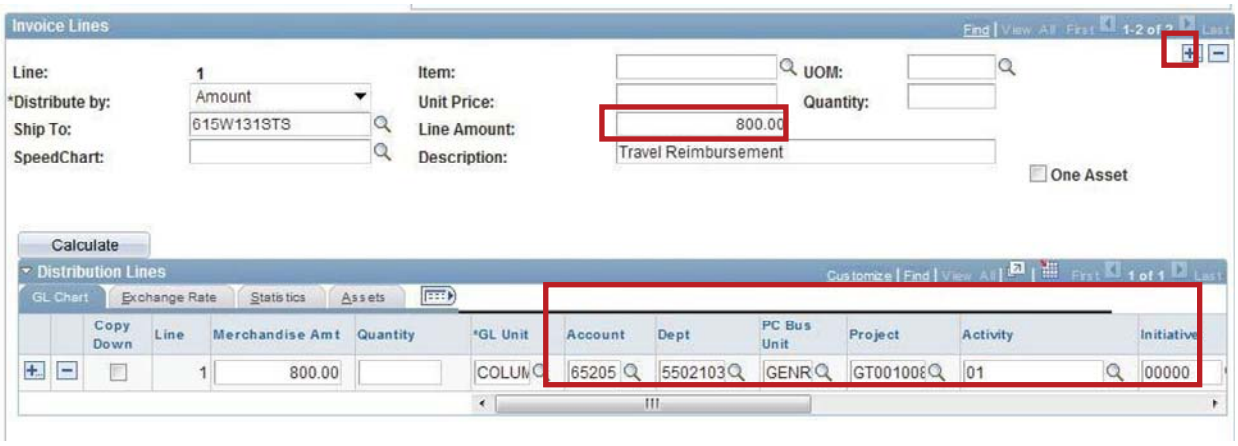
2. On the Regular Entry page, select a Voucher Style of “Regular Voucher”. Enter the vendor information, invoice number (which should be the T-Number from the associated prepaid travel voucher), invoice date, and **total amount of the employee reimbursement, to include the amount the employee owes back to the university**. Click Add.



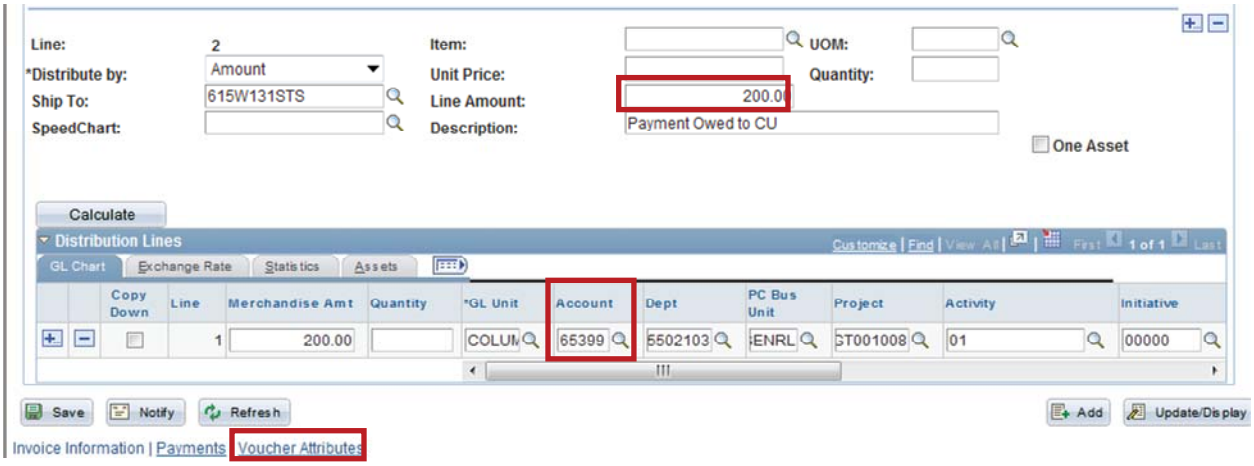

3. On the Invoice Information tab, select a Voucher Type of “Advance Reconciliation”. This will trigger you to complete the date of first expense and date of last expense fields.



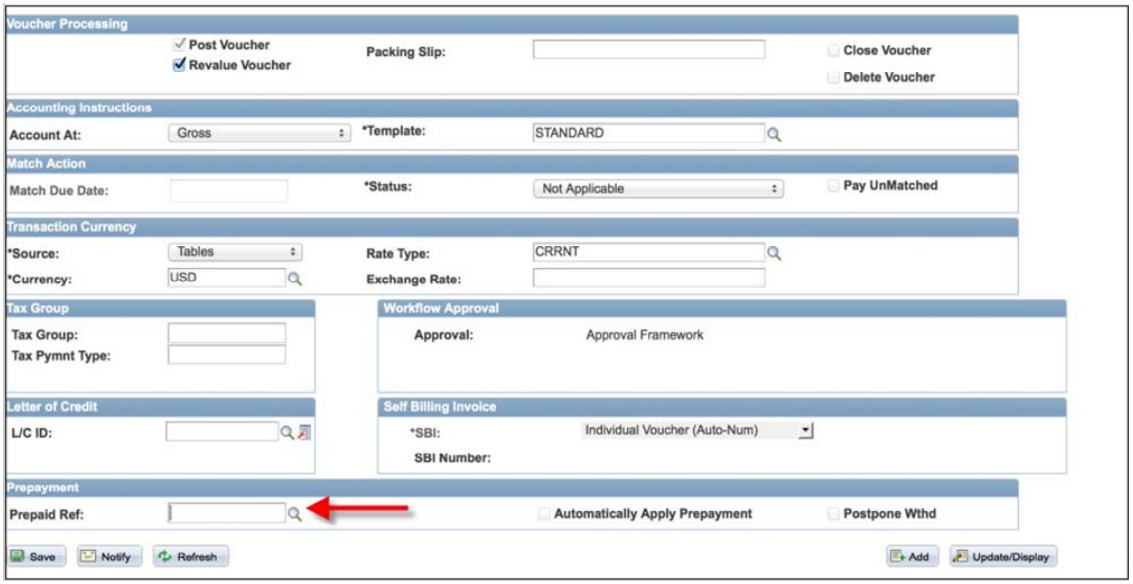
4. In the Invoice Lines section, change the Line Amount on Line 1 to equal the amount of the advance that the employee actually spent. Additionally, enter the distribution information. You will then need to create a second voucher line by clicking the "+" button to the far right of the page in the Invoice Lines section.

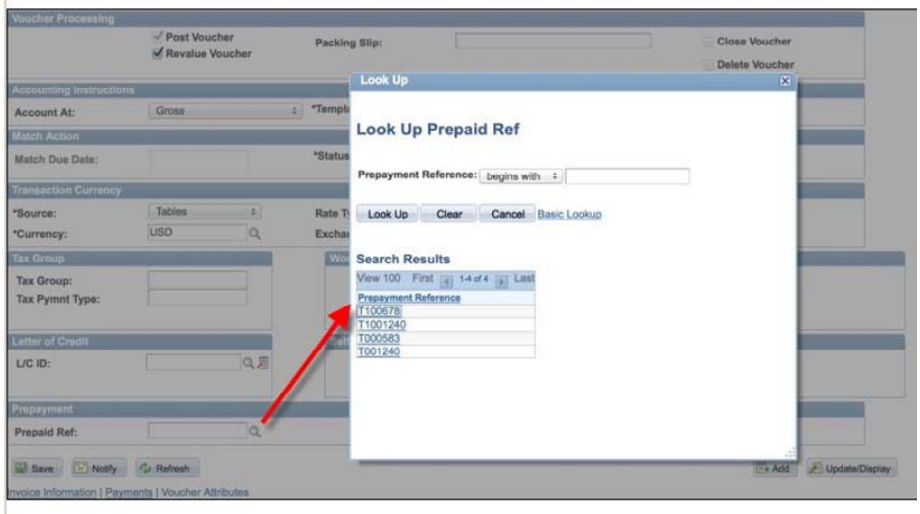



5. On the second line, enter the amount of the advance the employee did not spend. In the distribution information, enter Account code 65399 (the same account code you used on your FFE deposit slip) along with the remaining distribution chartfields. Click the Voucher Attributes link to enter the Prepaid Reference.



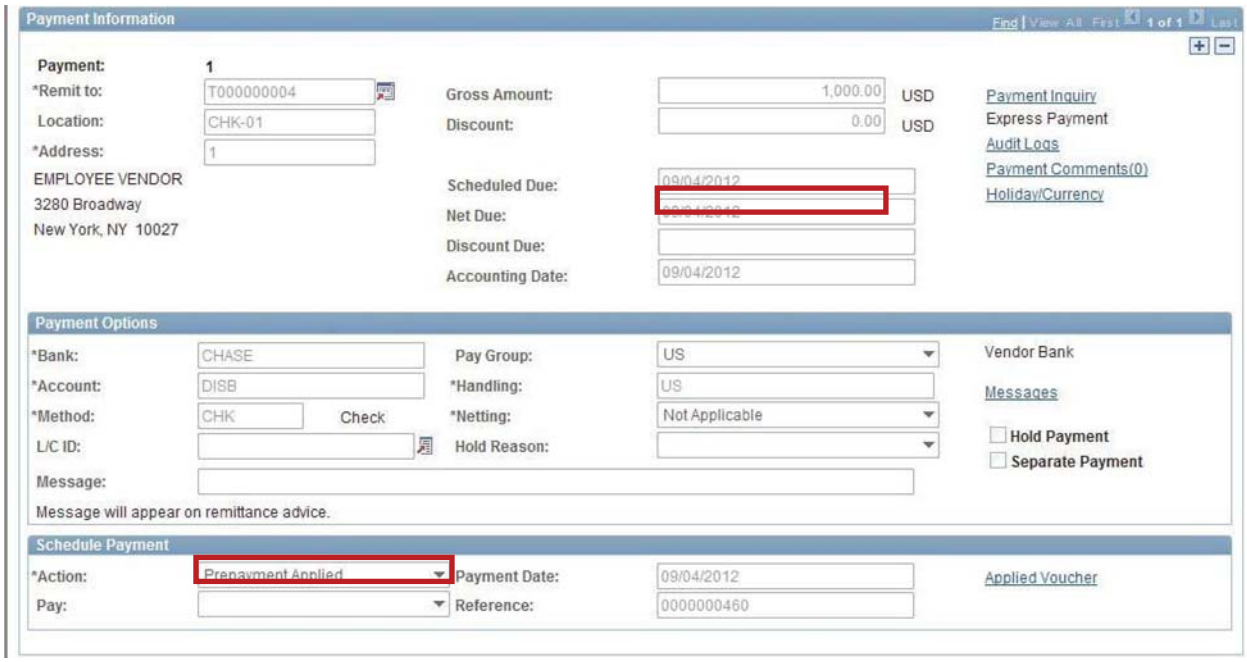
6. Finally, you must select the appropriate T-Number from the “Pre-paid Ref” field pull-down. This field links the PrePaid voucher to the travel advance voucher that you are reconciling against. Click “Save”. Navigate to the Invoice Information tab to submit the voucher for approval.



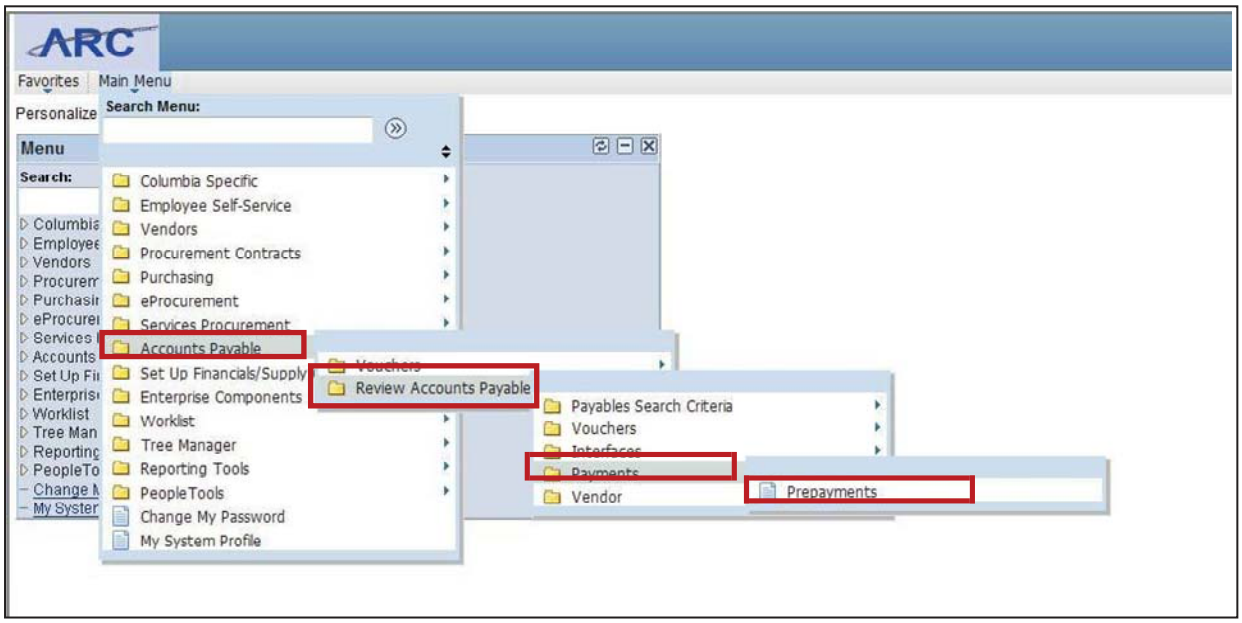
**Note:** Be sure to attach the deposit slip via the Procurement EDM link on the Invoice Information page to the voucher as supporting documentation that the deposit was made.

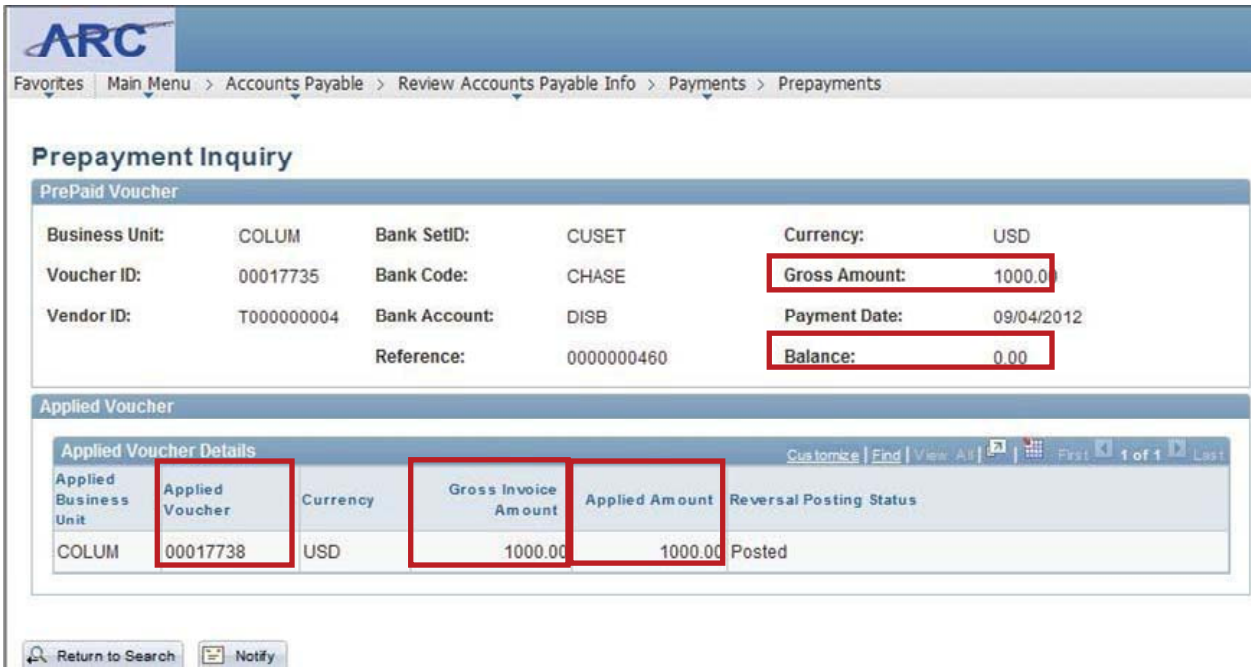
7. Once the employee reimbursement voucher has been approved, budget checked, and posted, you can navigate back to the voucher and click the “Payments” tab to confirm that the voucher was applied to the travel advance.




Note: You will note that the gross amount of the payment is $1000 and the “Action” field says “Prepayment Applied”. This indicates this employee reimbursement voucher was applied to the Prepaid travel advance voucher. When there is no prepayment, this field normally says “Schedule Payment”.

8. To view the prepayment details, navigate to the Prepayment Inquiry page using this navigation:




9. Enter the Voucher ID for the Prepaid Voucher (the advance voucher) and click Search.

10. The Prepayment Inquiry will show you the Gross Amount of the Prepaid Travel Advance voucher, as well as the balance remaining to be applied against.
    a. The Applied Voucher information reflects the details of the employee reimbursement that was applied against the travel advance. Within the applied voucher information, you will see the applied voucher ID (employee reimbursement), the gross amount of the employee reimbursement voucher, and the amount of the employee reimbursement that was applied to the prepaid travel advance voucher.
    b. In this scenario, the full amount of the employee reimbursement ($1000) equaled the total amount of the prepaid travel advance voucher ($1000), hence there is a balance of $0 left to be applied/reconciled against the prepaid travel advance.