

# Advance Clearing Instructions

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## ***Introduction***

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The University of Richmond may occasionally issue travel or expense advances to faculty, staff, or students for travel with student groups, research participant payments, change funds, or other expenses which cannot be purchased with a credit card or prepaid. Advances may be cleared by using one of the three ways identified in these instructions.

## ***Returning Funds to the University to Clear an Advance***

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Any advance funds that were not used must be returned to the Cashier's Office (Queally Center) and deposited back to the correct advance account code 7169 (travel advance) or 7999 (expense advance).

1. Complete the Deposit Form (available from the Cashier's Office website, <http://controller.richmond.edu/cashier/index.html> ).
  - a. In the description field, enter the name of the person who received the advance.
  - b. In the amount field, enter the amount being returned to the University.
  - c. In the Index / Fund field, enter the original index that was charged when the advance was requested.
  - d. In the Account field, enter either 7169 (for a travel advance) or 7999 (for a cash advance), as was listed on the original advance request.
  - e. The Cashier's Office will keep one copy of the Form and provide you with a copy.
2. Complete the Advance Clearing Form, available on the Controller's Office website, <http://controller.richmond.edu/forms/index.html>.
3. Attach the Deposit Form copy, along with any receipts/documentation (showing how the advance was spent) to the Advance Clearing Form.
4. Send packet to Accounts Payable, Maryland Hall, so that the advance may be cleared from your account.

## ***Reimbursement Due to Employee or Student and Clear Advance***

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The BannerWeb [Travel & Expense Reporting](#) form or the BannerWeb [Online Check Request](#) form should be used to clear an advance when additional funds are due to the employee or the student.

Access the online BannerWeb form by signing into BannerWeb and selecting the correct form from the menu ([Travel & Expense Reporting](#) if clearing a travel advance or [Online Check Request](#) if clearing an expense advance). Please use the Travel & Expense Reporting Form Instructions or the Online Check Request Instructions to clear the advance. Both set of instructions are listed below.

If clearing a Travel Advance, please use these instructions:

### **Travel & Expense Reporting Form Instructions (money due to employee/student)**

- a. Select Travel & Expense Reporting from the main menu.
- b. Select **Start a New Report**.
- c. Enter UR id of the employee or student who received the original advance.
- d. Complete all required fields. (See [Online Travel & Entertainment Expense Reporting](#) for detailed instructions for completing the form).
- e. For the **Purpose**, select **Clear Advance** from the dropdown menu.
- f. Under the **Advances, registration, fees, etc. already paid** section, enter the

word "Advance" in the **Items** section and enter the original advance amount in the **Amount** field.

- g. Enter any other prepaid items and amounts.
- h. In the **Index, Account, Amount** fields, enter information as follows in order to clear (or settle) the advance.
  - i. In the first line item, enter the index and the account code 7169. Enter the original advance amount as a negative number (example if the original advance was \$1000, enter it as -1000.00). This will credit the advance account, which clears the advance.
  - ii. In the next line item(s), enter the accounting distribution(s) to be charged for the expense:
    - 1. Enter the index to be charged and the appropriate account code to be charged (Account codes must be 7xxx account codes) **DO NOT USE 7169 or 7999**.
    - 2. Enter the amount to be charged to the index/account code combination. The amount must be the same as the amount that is in the **Total Expenses** field. **Note:** If multiple indices/account codes will be charged, the **total** of all the index/account code line items must equal the amount in the **Total Expenses** field.
- i. The total of all line items, including the advance clearing line item, must equal the amount in the **Amount Due to You** field. Below is an example of the bottom half of completed the Travel & Expense Reporting form, showing an advance of \$1000 being cleared and an additional \$150 due to the employee/student:

Other Expenses

Registration Fees/Materials:	\$0.00
Other (include any expenses not listed elsewhere):	\$0.00
<b>Total Expenses:</b>	<b>\$1150.00</b>

Advances, registration, fees, etc already paid

Item	Amount
Advance	\$1000.00
	\$0.00
	\$0.00
	\$0.00
<b>Amount already reimbursed:</b>	<b>\$(1000.00)</b>

Expense amounts not reimbursed by the University

Non-reimbursable expenses:	\$(0.00)
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Total Reimbursement Distribution Information

<b>Amount Due to You:</b>	150.00
<b>Amount Due to University:</b>	0.00

Please enter the Index and Account for your reimbursement. The system will calculate the amounts for you.  
*Be sure not to skip any lines.*

Index	Account	Amount
2101	7169 Travel Advance	-1000.00
2101	7151 Employee Travel	1150.00
	Select a Value	0.00
	Select a Value	0.00

Note that **the Amount Due to You** (\$150) is the same as the total of the two line items in the Index/Account/Amount section above.

- j. Submit the form.
- k. Select the Submit Report button and then hit the Process button
- l. Print out the form, sign it, and attach all receipts/documentation showing how the advance was spent.

- m. Give the form to your approver for their signature.
- n. Send the packet to Accounts Payable, Maryland Hall.
- o. Accounts Payable will clear your advance and issue the reimbursement once we receive the packet.

If clearing a Cash Advance, please use these instructions:

### **Online Check Request Form Instructions (money due to employee/student)**

- a. Select Online Check Request from the main menu.
- b. Select Start a New Check Request.
- c. Enter the UR id of the employee or student who received the original advance.
- d. For the **Payment Type**, select **Clear Advance** from the dropdown menu.
- e. Click the Submit button.
- f. Complete all required fields. Enter the amount due to the employee / student in the Payment Request Amt field. (See [University of Richmond Online Check Request](#) for detailed instructions for completing the forms.)
- g. In the **Index, Account, Amount** fields, enter information as follows in order to clear (or settle) the advance.
  - a. In the first line item, enter the index and the account code 7999. Enter the original advance amount as a negative number (example if the original advance was \$1000, enter it as -1000.00). This will credit the advance account, which clears the advance.
  - b. In the next line item(s), enter the accounting distribution(s) to be charged for the expense:
    - i. Enter the index to be charged and the appropriate account code to be charged (Account codes must be 7xxx account codes) **DO NOT USE 7169 or 7999**.
    - ii. Enter the amount to be charged to the index/account code combination. This amount will be the total amount that the employee or student spent. Note: If multiple indices/account codes will be charged, the total of all the index/account code line items must equal the total amount spent.
- h. The total of all line items, including the advance clearing line item, must equal the amount in the Payment Request Amount field.
- i. Enter the **Business Justification** and then click the **Submit** button.
- j. Below is an example of a completed the Check Request form, showing an advance of \$1000 being cleared and an additional \$150 due to the employee/student:

Today's Date: 09/19/2016 Check Request #:

First Name: Jean	Last Name: Hines	MI: C.	UR ID: 14549876	Citizenship: U.S. Citizen	Business Purpose: Clear Advance
*Payee Type: Employee	*Payment Request Amt: \$150.00		Invoice#:		
*Approver's Name: Jane Doe	*Approver's Title: vp		*Department: Dept of Accounts		
*Contact Name: John Smith	*Contact Phone: 8042899999		*Contact Email: jsmith@richmond.edu		

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**Payee Address**

Address 1: 28 Westhampton Way  
 Address 2:  
 Address 3:  
 City: Richmond  
 State: Virginia  
 Zip: 23173  
 Country: United States of America

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**Expenses**

Select the date range of the receipts to be submitted for reimbursement or the dates the event or service took place.

\*From Date: 09/01/2016 \*To Date: 09/06/2016

Index	Account	Amount
Line 1 2101	7999 - Expense Advance	-1000.00
Line 2 2101	7311 - Books	1150.00
Line 3	Select a Value	0.00
Line 4	Select a Value	0.00
Line 5	Select a Value	0.00
Line 6	Select a Value	0.00
Line 7	Select a Value	0.00
Line 8	Select a Value	0.00
<b>Total \$:</b>		<b>150.00</b>

Note that the **Payment Request Amt** (\$150) is the same as the total of the two line items in the **Index, Account, Amount** section above.

- k. Select the Submit Request button and then select the Process button.
- l. Print out the form, sign it, and attach all receipts/documentation showing how the advance was spent.
- m. Give the form to your approver for their signature.
- n. Send the packet to Accounts Payable, Maryland Hall.
- o. Accounts Payable will clear your advance and issue the reimbursement once we receive the packet.

### **No Monies Due to the University or Employee/Student (\$0 Due)**

If the advance recipient used the entire advance amount and no money is due to either the advance recipient or the University, complete the BannerWeb Travel & Expense Reporting form or the BannerWeb Online Check Request form to clear the advance, showing \$0 amount due.

Access the online BannerWeb form by signing into BannerWeb and selecting the correct form from the menu ([Travel & Expense Reporting](#) if clearing a travel advance or [Online Check Request](#) if clearing an expense advance).

If clearing a Travel Advance and no money is due to the employee, student, or University, please use these instructions:

#### **Travel & Expense Reporting Form Instructions (\$0 money due)**

- a. Select Travel & Expense Reporting from the main menu.
- b. Select **Start a New Report**.
- c. Enter UR id of the employee or student who received the original advance.
- d. Complete all required fields. (See [Online Travel & Entertainment Expense Reporting](#) for detailed instructions for completing the form).
- e. For the **Purpose**, select **Clear Advance** from the dropdown menu.
- f. Under the **Advances, registration, fees, etc. already paid** section,

enter the word "Advance" in the **Items** section and enter the original advance amount in the **Amount** field.

- g. Enter any other prepaid items and amounts.
- h. In the **Index, Account, Amount** fields, enter information as follows in order to clear (or settle) the advance.
  - i. In the first line item, enter the index and the account code 7169. Enter the original advance amount as a negative number (example if the original advance was \$1000, enter it as -1000.00). This will credit the advance account, which clears the advance.
  - ii. In the next line item(s), enter the accounting distribution(s) to be charged for the expense:
    - 1. Enter the index to be charged and the appropriate account code to be charged (Account codes must be 7xxx account codes) **DO NOT USE 7169 or 7999**.
    - 2. Enter the amount to be charged to the index/account code combination. This is the total amount that the employee or student spent and will be the same as the amount that is in the **Total Expenses** field. **Note:** If multiple indices/account codes will be charged, the **total** of all the index/account code line items must equal the total amount spent.
- i. The total of all line items, including the advance clearing line item, must equal \$0. Below is an example of the bottom half of completed the Travel & Expense Reporting form, showing an advance of \$1000 being cleared and \$0 due to the employee/student:

Other Expenses

Registration Fees/Materials:	\$0.00
Other (include any expenses not listed elsewhere):	\$0.00
<b>Total Expenses:</b>	<b>\$1000.00</b>

Advances, registration, fees, etc already paid

Item	Amount
advance	\$1000.00
	\$0.00
	\$0.00
	\$0.00
<b>Amount already reimbursed:</b>	<b>\$(1000.00)</b>

Expense amounts not reimbursed by the University

Non-reimbursable expenses:	\$(0.00)
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Total Reimbursement Distribution Information

Amount Due to You:	0.00
Amount Due to University:	0.00

Please enter the Index and Account for your reimbursement. The system will calculate the amounts for you. Be sure not to skip any lines.

Index	Account	Amount
2101	7169 Travel Advance	-1000.00
2101	7151 Employee Travel	1000.00
	Select a Value	0.00
	Select a Value	0.00

Note that the **Amount Due to You** (\$0) is the same as the total of the two line items in the **Index, Account, Amount** section above.

- j. Submit the form.
- k. Select the Submit Report button and then hit the Process button
- l. Print out the form, sign it, and attach all receipts/documentation showing how the advance was spent.
- m. Give the form to your approver for their signature.
- n. Send the packet to Accounts Payable, Maryland Hall.

- o. Accounts Payable will clear your advance from our records once we receive the packet.

If clearing a Cash Advance and no money is due to the employee, student, or University, please use these instructions.

### Online Check Request Form Instructions (\$0 money due)

- a. Select Online Check Request from the main menu.
- b. Select Start a New Check Request.
- c. Enter the UR id of the employee or student who received the original advance.
- d. For the Payment Type, select Clear Advance from the dropdown menu.
- e. Click the Submit button.
- f. Complete all required fields. **NOTE:** for the **Payment Request Amt** enter \$0.00 (See [University of Richmond Online Check Request](#) for detailed instructions for completing the forms.)
- g. In the **Index, Account, Amount** fields, enter information as follows in order to clear (or settle) the advance.
  - i. In the first line item, enter the index and the account code 7999. Enter the original advance amount as a negative number (example if the original advance was \$1000, enter it as -1000.00). This will credit the advance account, which clears the advance.
  - ii. In the next line item(s), enter the accounting distribution(s) to be charged for the expense:
    - 1. Enter the index to be charged and the appropriate account code to be charged (Account codes must be 7xxx account codes). **DO NOT USE 7169 or 7999.**
    - 2. Enter the amount to be charged to the index/account code combination. This amount will be the total amount that the employee or student spent. Note: If multiple indices/account codes will be charged, the total of all the index/account code line items must equal the total amount spent.
- h. The total of all line items, including the advance clearing line item, must equal the amount in the Payment Request Amount field (which should be \$0).
- i. Below is an example of a completed the Check Request form, showing an advance of \$1000 being cleared and \$0 due to the employee/student:

**First Name:** Jean      **Last Name:** Hines      **MI:** C.      **UR ID:** 14549876      **Citizenship:** U.S. Citizen      **Business Purpose:** Clear Advance

**\*Payee Type:** Employee      **\*Payment Request Amt:** \$0.00      **Invoice#:**

**\*Approver's Name:** Jan Doe      **\*Approver's Title:** AVP      **\*Department:** Office of the Controller

**\*Contact Name:** Jean Hines      **\*Contact Phone:** 8042898181      **\*Contact Email:** jhines@richmond.edu

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**Payee Address**

**Address 1:** Accounts Payable  
**Address 2:**  
**Address 3:**  
**City:** Univ. of Richmond  
**State:** Virginia  
**Zip:** 23173  
**Country:** United States of America

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**Expenses**

Select the date range of the receipts to be submitted for reimbursement or the dates the event or service took place.

**\*From Date:** 09/02/2016      **\*To Date:** 09/06/2016

Line #	* Index	* Account	* Amount
Line 1	2101	7999 - Expense Advance	-1000.00
Line 2	2101	7112 - Application Fees	1000.00
Line 3		Select a Value	0.00
Line 4		Select a Value	0.00
Line 5		Select a Value	0.00
Line 6		Select a Value	0.00
Line 7		Select a Value	0.00
Line 8		Select a Value	0.00
<b>Total \$:</b>			0.00

Note that the amount in the **Payment Request Amt** field (\$0) is equal to the total of the two line items in the **Index, Account, Amount** section above.

- Submit the form.
- Select the Submit Report button and then hit the Process button
- Print out the form, sign it, and attach all receipts/documentation showing how the advance was spent.
- Give the form to your approver for their signature.
- Send the packet to Accounts Payable, Maryland Hall.
- Accounts Payable will clear your advance from our records once we receive the packet.

## Questions?

If you have questions about these instructions, please contact the Accounts Payable Office at (804) 287-6051.