How to Identify the Funding String Applied to an e-Reimbursement Cash Advance

Auditors can use WISDM to identify funding strings applied to e-Reimbursement cash advances. See instructions below.

Before getting started, be sure to have the Traveler’s Employee ID available.

1) Sign into WISDM.
2) Navigate to Main Menu > Other > Transaction Search.
3) Complete the Search Criteria as follows:
   - Select the Fiscal Year and Accounting Period in which the cash advance was paid.
   - Change the Dept drop-down menu to starts with and enter the traveler’s Division code [e.g. 48 (L&S)].
   - Change the Account drop-down menu to is exactly and enter Account Code 6166. All original cash advance payments post as a debit to Account Code 6166.
   - Change the Description drop-down menu to is exactly and enter the traveler’s Employee ID.
   - Check the Show Balance Account box.
     Note: Account Code 6166 represents a Balance Account; if this box is not checked, no results will be displayed.
4) Click the Submit button.
5) Find the original cash advance payment by locating the Cash Advance ID in the Jrnl Line Ref column and the total sum of the cash advance in the Monetary Amt column.
   Note: If a traveler owes a portion of their cash advance back to the University, the credit should be posted to this same funding string; however, instead of Account Code 6166, Account Code 6241 must be used. Please see How to Reconcile a Cash Advance in e-Reimbursement (Auditor Role) for more information about this process.