

How to Reconcile a Cash Advance in e-Reimbursement (Auditor Role)

It is the Auditor's responsibility to reconcile a cash advance when the Traveler's expenses are less than the amount received as a cash advance. If the expenses are greater than or equal to the cash advance amount, the Auditor is not required to perform the reconciliation process because it will automatically occur when the Traveler's expense report (created from the cash advance) is fully approved. See [How to Reconcile a Cash Advance in e-Reimbursement \(Traveler Role\)](#).

- 1) Verify receipt of a personal check from the Traveler, payable to UW – Madison, for the amount due to the university.
Note: *The Traveler must forward the check and the expense receipts to their Approver after submission of the expense report. It is the Approver's responsibility to forward the check to the Auditor for reconciliation.*
- 2) Sign into e-Reimbursement and approve the expense report (See [How to Approve Expense Reports in e-Reimbursement](#)).
- 3) From the main menu, click **Travel and Expenses > Manage Accounting > Reconcile Cash Advances**. Click the **Search** button and locate the desired cash advance. Click on the *Advance ID*.
- 4) In the *Payments* section, enter the check number in the *Number* field and the amount of the check in the *Amount* field. Click the **Save for Later** button. The cash advance is now reconciled.
- 5) Complete the [Check Deposit Form](#) using the following criteria:
 - a. Enter the same Dept, Fund, Prog and Project that was used for the payment of the cash advance. See [How to Identify the Funding String Applied to an e-Reimbursement Cash Advance](#).
 - b. Enter Account Code 6241 in the *Account* field.
 - c. Enter the Traveler's name (Last, First) in the *Description* field.
 - d. Enter **CA** followed by the **Cash Advance ID** (e.g. CA1049) in the *PO No. or Journal ID* field.
 - e. Enter the check number in the *Check No.* field.
 - f. Enter **ER** followed by the **Expense Report number** (e.g. ER112468) in the *Inv No. or Voucher ID* field.