

Reimbursing the Remaining Balance of a Cash Advance

Once you have acquitted your transactions made from the Cash Advance, if there is a remaining balance, you will need to reimburse the University for that amount. This will be deducted from Payroll.

Step 1.
Note the amount remaining to be acquitted on the Home Page, under New Actions. In this case the remaining balance is \$12.50

Step 2.
Select **Create Expense**.



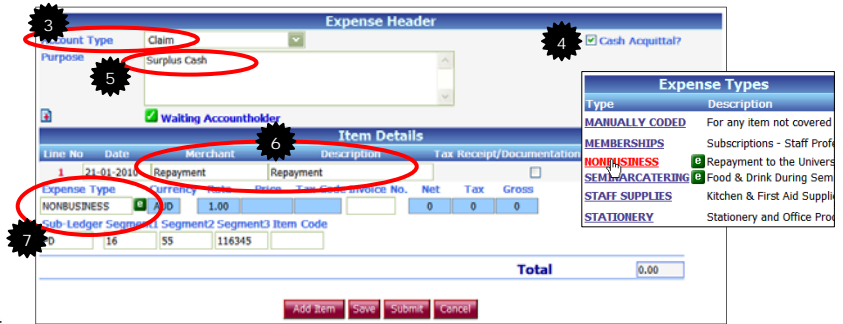
Step 3.
Select **Claim** as the **Account Type**.

Step 4.
Ensure that the **Cash Acquittal** box is selected.

Step 5.
In the **Purpose** cell type "Surplus Cash".

Step 6.
In the **Merchant** and **Description** cells type "Repayment".

Step 7.
Place your cursor in the **Expense Type** box to display the most frequently used expense types in the window on the right. Select "**NONBUSINESS**" for Repayment to the University.

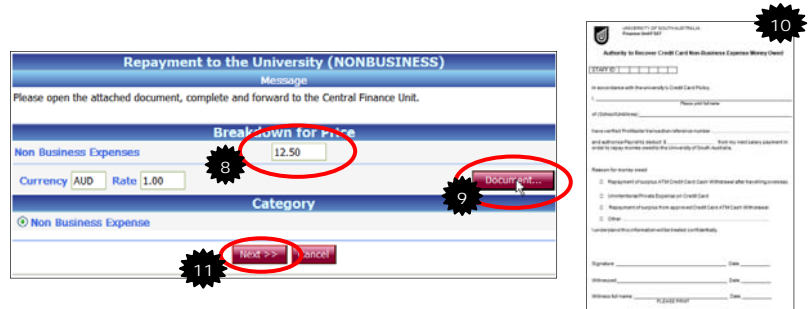


Step 8.
An Expense Breakdown wizard will pop up. Enter the amount of the repayment to be made to the University.

Step 9.
Select **Document** which will open the **Authority to Recover Credit Card Non-Business Expense Money Owed** form.

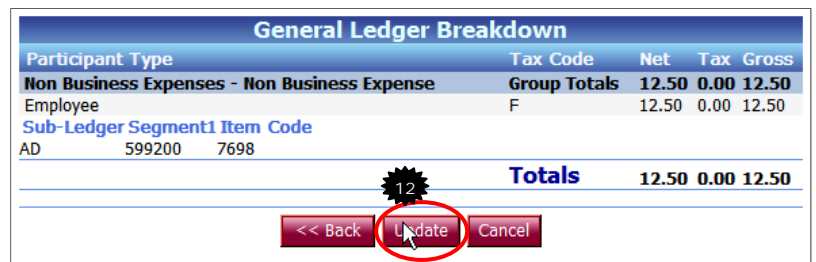
Step 10.
Print and Complete the **Authority to Recover Credit Card Non-Business Expense Money Owed** form.

Step 11.
Select **Next** on the Expense Breakdown window.

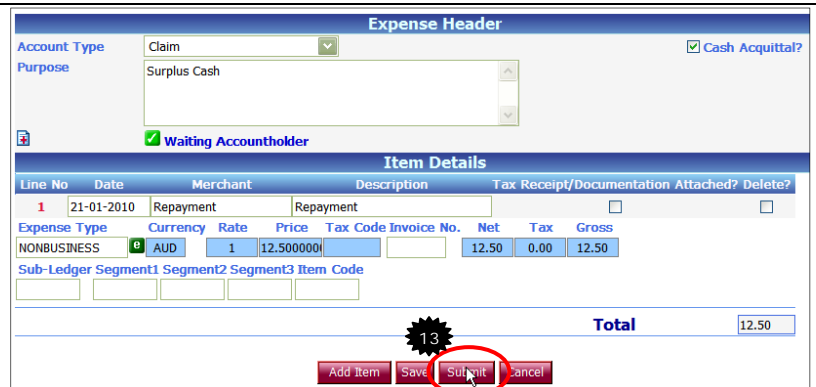


Step 12.
This screen shows the General Ledger Breakdown. Review the information on this screen to ensure all the details are correct.

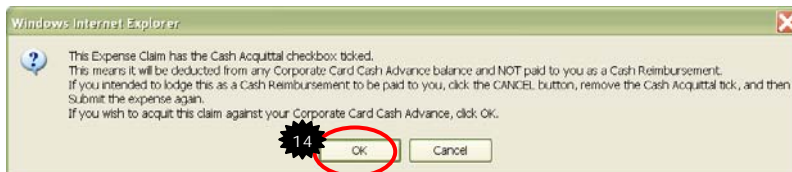
If not correct, click **<<Back** to make changes.
If correct, select **Update**.



Step 13.
The Expense Breakdown window closes, and takes you back to the Create Expense sheet. Check that all details are correct and select **Submit**.



Step 14.
Click **OK** to have this amount deducted from your Corporate Card Cash Advance balance.



Step 15.
Select **Document Control** along the top Menu bar.

Step 16.
Run the **Document Control Report** for your acquitted transactions. For further information on this step, please see [Quick Reference Guide: Printing a Document Control Report](#)

Step 16.
Attach the completed **Authority to Recover Credit Card Non-Business Expense Money Owed** form to the Document Control Report and forward to your Admin Centre Reviewer.

Step 17.
The Admin Centre Reviewer should then forward the completed **Authority to Recover Credit Card Non-Business Expense Money Owed** form to Payroll.

