

AOSD User Flash #299 – Expenses: Cash Advance Liquidations - Chartfield Update; Expense Report Reminders
1/4/19

Cash Advance Liquidation and Refund Deposit Chartfields

[AOSD User Flash #281 \(Cash Advance Liquidations\)](#) provides instructions to departments on how to process cash advance liquidations when the employee does not use the entire advance amount. Specifically, when processing the refund deposit, departments are required to debit their depository bank account and credit the suspense account (230435) used in the reconciliation.

Moving forward, the deposit entry should include additional chartfields to ensure that the cash advance reconciliation is properly reversed. **The chartfields below should be used for all cash advance refund deposits, regardless of department.**

Account	Fund	Dept	Authority	Agency Use	Project	Activity
230435	99995	Dept ID from Cash Advance	99995		10026523	0001

This issue only applies when the actual expenses are less than the advance. Please contact your fund accountant if you have any questions or require further clarification.

Expense Report Date Field

Expense Report users should always input the **actual** travel/training/etc. date in the “Date” field of the Expense Report detail line. This date serves as an audit trail for the fiscal year that the expense was incurred. Expense Report Approvers should also double check this field and push back the report for revision if necessary.

The screenshot shows the 'Create Expense Report' interface. At the top, there is a blue header with a question mark icon. Below it, there are several input fields: '*Business Purpose' with a dropdown menu set to 'Conference', '*Report Description' with the text 'Example', and 'Reference' with the text 'EX123' and a search icon. Underneath these is a section titled 'Expenses' with a question mark icon. Below 'Expenses', there are links for 'Expand All', 'Collapse All', and 'Add: | My Wallet (0) | Quick-Fill'. At the bottom, there are two fields: '*Date' with a calendar icon and the date '01/03/2019', and '*Expense Type' with a dropdown menu set to 'Lodging'. A red arrow points to the '*Date' field, which is also enclosed in a red rectangular box.

Reminder on Duplicate Expenditure Recording

Departments are reminded to avoid recording duplicate expenditures when processing City-paid items that were included on travel authorizations. When processing the City-paid item in the AP module, departments must be sure to input the correct account to prevent duplicating the expenditure recorded by the initial authorization. Please refer to [AOSD User Flash #275: Travel Authorization for Items Paid by the City](#) for additional information, including a step-by-step example.