FIN: **Create Cash Advance Repayment**

**Cashier Specialist, Cash Sale Specialist,
Expense Partner, Expense Settlement Specialist,
Accounts Payable Settlement Specialist**

Overview

When an employee receives a cash advance and later needs to repay the advance, the create cash advance process is used to complete the repayment. The first step is for the employee to submit their payment for the outstanding amount to the cashier's office. The Cashier enters a Record Cash Sale in Workday. Afterwards, the deposit step is accomplished in Workday. Once the above steps are completed, designated staff access the existing spend authorization and complete the remaining step for the Create Cash Advance process.

> The Spend Authorization must be settled to complete the Cash Advance Repayment process.

Record Cash Sale

From the **Search** field:

1. Enter **Record Cash Sale**.

2. The **Record Cash Sale** page displays. Complete the **Cash Sale Information** section.

3. **Company** field defaults to company of the individual entering transaction.

4. Select **Customers by Customer Group > Cash Sales > Employee Cash Advance Repayment** in the **Customer** field.

5. **Currency** and **Cash Sale Date** default.

6. Complete the **Payment Information** section.

7. Select applicable payment type from menu in **Payment Type** field.

8. Enter applicable text in the **Reference** field (e.g. Return of Advance for Spend Authorization, Auth-04-00000095).

9. Enter the total amount of payment in the **Control Total Amount** field.

10. In the **Invoice Lines** section, complete **Revenue Category**, **Extended Amount**, **Transaction Date**, **Memo**, and **Worktags** fields.

11. Enter revenue category '**RC0247**' in the **Revenue Category** field. This will require an additional worktag entry of the **Employee Name** in the **Additional Worktags** field.

12. Enter the amount of the transaction in the **Extended Amount** field. The amount entered will default to the **Total Payment** field in the **Payment Information** section in the header of the page.

13. Enter applicable text in the **Memo** field.

14. Complete the **Additional Worktags** field. Additionally, select the employee name from menu.

15. Click **Submit**. Click the **Details and Process** prompt to view the **Cash Sale Transaction** number (e.g. CS-00020173). The next step involves completing the **Deposit** transaction for the cash sale.

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Create Customer Deposit for Cash Advance Repayment

From the **Search** field:

1. Enter **Create Customer Deposit**.

2. The **Create Customer Deposit** page displays.

3. **Company** and **Payment Currency** fields auto-populate. If user is not a member of the Company, select company from menu.

4. Complete any remaining fields, if applicable. Click **OK** to continue to the next page.

5. The **Payment Deposit Date** field defaults to the current date.

> The date of the deposit must match the cash sale date.

6. In the **Bank Account** field, select applicable entry from menu.

7. Enter the total dollar amount in the **Control Total Amount** field.

8. The **Deposit Reference** field should match the **Reference Number** value of the cash sale (e.g. Return of Advance for Spend Authorization, Auth-04-00000095).

9. Find the cash sale transaction that the customer deposit is being created for in the list and check the box to the left of the line item. Click **Submit**.

10. Click **Details and Process** prompt to view additional information about the transaction. The next step involves accessing the existing **Spend Authorization** to complete the process.

Create Cash Advance Repayment (Post-Settlement Run)

From the **Search** field:

1. Enter **Find Spend Authorizations** and select the **Report** option from menu.

2. Alternately, the spend authorization can be found via the spend authorization number or the name of the spend authorization worker.

3. The **Find Spend Authorizations** page displays.

4. **Company** field auto-populates. If user is not a member of the Company, select company from menu.

5. To enhance search, enter the spend authorization number in the **Document** field. Complete any remaining fields, if applicable. Click **OK** to continue to the next page.

6. In the **Spend Authorization** column, click **Related Actions** icon located next to the **Magnifying Glass** icon. From **Actions** menu, select **Cash Advance Repayment > Create** to access next page.

7. The **Create Cash Advance Repayment** page displays.

8. In the **Summary** section, complete the following fields: **Repayment Amount**, **Payment Type**, and the **Memo** fields.

9. Enter the amount of the repayment in the **Repayment Amount** field.

10. Select the **Payment Type** from the menu (e.g. Cash).

11. Enter **Payment Reference** information (e.g. Cash Sales number).

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12. Enter applicable text in the **Memo** field.

13. Click **OK**.

14. If applicable, user can edit the existing **Cash Advance Repayment** entry via the **Related Action** icon located next to the **Magnifying Glass** icon in the **Cash Advance Repayment** field.

15. To verify that the cash advance repayment process is complete, enter the **Cash Advance Operational to Ledger Balance Reconciliation by Employee – FIN- CR (NSHE)** in the **Search** field. Select the Report from the menu.

16. Complete the **Company** field by selecting the applicable company from menu. Click **OK** to continue to next page.

17. The **Ledger Balance** and **Variance** columns will display a zero (0) amount.

If the zero (0) amount is not displayed in the Ledger Balance and Variance columns, review the following transactions to ensure your entries are accurate: Record cash sale, Customer deposit, or Cash advance repayment.

Any of the above transactions can be edited if the reconciliation has not been done, nor has the bank been closed.