

Controller's Office – Accounts Payable Procedure

CASH ADVANCES – REQUESTS AND SETTLEMENTS

Payment Type: Cash Advances - Requests and Settlements

Cash Advances are payment types that are issued to advance funds for educational programs (study abroad), trips, research participants, and athletics team travel.

Travel advances are separate from the Cash Advances and are not included with this procedure.

I. Cash Advance Supplier Set Up

Each recipient of a Cash Advance must be set up as a supplier in the Supplier File in advance of the payment. Supplier Search is accessed in PeopleSoft via the following:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the “Find an Existing Value” tab to search for the supplier name.

If your Supplier is not found then it must be set up in the Supplier File prior to accessing Payment Request. This can be handled by submitting a completed **Cash Custodian Employee Supplier Form** and emailing it to the APSupplr@mailbox.sc.edu. This form may be found on the Controller's Website.

Suppliers will be set up as received, so please check the Supplier File after submission. Supplier Search is accessed in PeopleSoft via the following:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the “Find an Existing Value” tab to search for the supplier name.

II. Cash Advance Payment Request

Each individual requesting a cash advance must be submitted separately via a Payment Request in PeopleSoft using the Request for **Cash Advance Payment Form**. All information and justification to support the Cash Advance payment must be included on this form and will be scanned and attached to the Payment Request before submitting via workflow within PeopleSoft.

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

Step by step guidance for payment request may be found on the Controller's Office website.

III. PROCEDURES FOR SUBMITTING A CASH ADVANCE SETTLEMENT

Upon completion of the programs, trips, etc. for which the advance was issued, the custodian of the funds must complete a Cash Advance Settlement Form and attach all documentation and submit by email to the cash advance mailbox, cashadv@mailbox.sc.edu.

All Cash Advances must be settled within 30 days of the ending period for the advance. Should an individual not settle their advance, then the Controller's Office reserves the right to deduct outstanding balances from the next payroll checks as stated in the original Cash Advance Form.

Documentation must include but is not limited to the following:

- Vendor Receipts
- Deposit Receipts for Residual Funds
- List of Participants in Programs
- List of Gift Card Recipients
- The department/administrator is responsible for obtaining W-9s from participants (except for those in protected groups) where total payment in any form including cards is expected to exceed \$600 per calendar year. The W-9s with total calendar year payment amounts are to be submitted to the Controller's Office no later than January 15th of the following calendar year of payment for 1099 preparation.
- The use of USC employee participants is highly discouraged. The total amount of any participant payments including cards received by a USC employee with corresponding USC ID must be submitted to the Controller's Office by December 10th of the calendar year of payment. The amount will be added to the employee participant's W-2 for the year.

The Controller's Office reserves the right to request additional information as needed in order to settle the advances.

A regular payment entry will be completed in the Accounts Payable Department for any amount due after the settlement clears.

INSTRUCTIONS FOR COMPLETING THE CASH ADVANCE SETTLEMENT FORM

1. The PDF fillable form can be found on the Controller's Office website. Go to *Faculty & Staff, University Divisions, Administration and Finance, Controller's Office, General Accounting, Procedures and Forms, Cash Advance*.
2. Complete the following fields:
 - a. **Date:** date of settlement submission
 - b. **Cash advance custodian:** Name of person to whom the cash advance check was written
 - c. **Date of Original Advance**
 - d. **Voucher# of Original Advance**
 - e. **Original Chartfields:** Note—the Account Code will be the cash advance code (10203-Contracts & Grants Cash Advance, 10204 Cash Advance Controller's Office, or 10205 Team Travel Cash Advance). These chartfields should **always** be the original PeopleSoft chartfields.
 - f. **Amount of Original Cash Advance**

- g. **Part 1: Summary of Receipts:** Please Note—the Account Codes listed in this section are the expense account codes for which the purchase was made. For example, if gift cards for \$50 and under were purchased for participants, the account code should be 54533. For food, the account code would be 53005, for registration Fees 54112, etc. The remaining chartfields are usually the same as the original advance; however, there are times that funds are transferred to another project. In this case, those chartfields should be used along with the appropriate expense account codes.
 - h. **Total Receipts**
 - i. **Part II: Summary of Deposits:** If there are funds remaining, a deposit should be made at the bursar's office. The Deposit Transmittal should be submitted through PeopleSoft. A printed copy of the transmittal should be taken with the deposit to the bursar's office. As stated above, a copy of the deposit receipt should be submitted along with the settlement form and other documentation.
 - j. **Part III: Additional Payment Due:** If funds were used above the cash advance amount, please list the amount due back to the custodian.
 - k. **Part V:** Please sign and date the form.
3. Please submit any questions or concerns regarding cash advance settlements to the cash advance mailbox, cashadvc@mailbox.sc.edu. Your questions will be answered as quickly as possible.