

Process for Cash Advances (Contact: maponte@wesleyan.edu)

I. Requesting a Cash Advance

1. Create a Spend Authorization

See [Create Cash Advance](#) PDF for step-by-step guide.

IMPORTANT: If step 11 is not completed no advance will be requested/issued for the spend authorization. The authorization will not be sent to my inbox, therefore there is no way of me knowing the form was submitted incorrectly. It is the individual's responsibility to double check this is selected.

II. Settling Cash Advance

1. Create Expense reports for Cash Advance Expense Items

See [Create Expense Report](#) PDF for step-by-step guide.

IMPORTANT: For cash advances, Step 4 would need to be selected as "Create new expense report from Spend Authorization" and Spend Authorization Number should be entered for the respective Advance. One of three scenarios will occur:

A. Expense Report and Spend Authorization net the same amount

In this case the expense report will be automatically applied towards the cash advance, and this would be considered as Fully Repaid and Settled. No further action needed.

B. Reimbursements Needed

When an expense report goes over the spend authorization amount, Workday recognizes the difference, and it is automatically placed in the "Reimbursement" category. Then, after necessary approvals, this amount will be reimbursed to the individual via their preferred method on file. No further action needed.

C. Repayments Needed

For any amount owed back after all expenses are submitted, please submit a cash sale and return the payment in your selected method (cash, check) to the Student Accounts Office. Once the cash sale is posted as paid, I will settle the advance on my end and no further action will be needed. See [Deposits In Workday](#) for a guide on Cash Sales.

IMPORTANT: Please use the following worktags for the cash sale

- Customer: Cash Advance Repayment
- Revenue Category RC00107 Advance Repayment
- Cost Center 1211 General and Institutional
- Memo: Please include the Spend Authorization Number in your memo