THE UNIVERSITY
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at CHAPEL HILL

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Memorandum

To: Business Managers
University Accounting Personnel

From: Chandrika Rao, Director, Accounting Services
Vanessa Peoples, Director, Reporting & Cash Management OSR

Date: September 15, 2009

Re: Online Cash Advance Settlement Reconciling Journal Entries

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The Finance Division is pleased to announce Cash Advance Settlement reconciling journal entries for OSR and Accounting Services can be submitted using the online Journal Entry system effective September 15, 2009.

The Cash Advance Settlement entry is designed for university departments to reconcile their cash advances in a more efficient and timely manner. Initial, partial, or final reconciliation entries may be created and processed online using the FRED approval routing. Original receipts, along with a confirmation page and cover sheet, will then be sent to either OSR or Accounting Services for verification and approval.

Policies governing the use and reconciliation of cash advances will not change. Please see the OSR website located at http://research.unc.edu/osr/; or Accounting Services Finance Policy & Procedure Manual: Cash Advances, located at http://www.unc.edu/finance/busman/act/actpol25.html.

The online journal entry system is accessed through Finance Central. A link to Finance Central is found on the Finance Division Training web page located at http://www.unc.edu/finance/fs/training_sch.htm. There is an online manual located on the same web page.

All users should review the manual prior to submitting a cash advance settlement reconciling entry. All departments will be required to use the online Cash Advance Settlement system effective November 1, 2009.

Please share this information with your FRED administrator, staff, and faculty as appropriate.

If you have any questions, please contact the Finance Training Coordinator, (919) 843-3069
or e-mail financetrainer@unc.edu