



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: October 26, 2009

Re: UPDATE: Online Cash Advance Settlement Reconciling Journal Entries

The Cash Advance Settlement reconciling journal entry module for OSR and Accounting Services is now back online. We experienced some technical difficulties and appreciate your patience during this delay.

All departments will be required to use the online Cash Advance Settlement system effective November 13, 2009. We've granted an additional 2 weeks due to the delay.

The Cash Advance Settlement user manual is located at
http://www.unc.edu/finance/fd/ct/traindocs/cash_adv_settle_man.pdf

All users should review the manual prior to submitting a cash advance settlement reconciling entry.

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