



Financial Review Checklist

Activity Trainings

Review Open Advances and Spend Authorizations

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Training Contents

In this training, we will be covering the Financial Review Checklist step ***Review Open Advances and Spend Authorizations***. We will be walking you through the step's *Objective, Focus On* and the *Workday Reports*.

The walkthrough of the reports will include:

- The parameters used to run the report in Workday.
- The results that you would expect to see.
- How the report should be used in your analysis to operationally finish the objective of the step.

Definitions

Advances

- Personal Charges on Expense Reports (P-card)
- Spend Authorizations – Travel and Expense Advance
- Spend Authorizations – Study Participant Advances

Expense Advance

- Funds advanced for purchases or payments in a limited number of circumstances where other preferred methods of purchase or payment are not practical or available.

Financial Review Checklist

Activity Details

Review Open Advances and Spend Authorizations Checklist Step

Review Open Advances and Spend Authorization balances to ensure they are accurate and cleared in a timely manner.

Objective

To verify the accuracy of open advances and spend authorizations.

To ensure timely clearance in accordance with Policy, proper return of unspent cash advance, and proper decrementing of balances in the general ledger.

Focus On

1. Aged spend authorizations outstanding - A) open study participant authorizations past 90 days start date; B) open T&E authorizations past 10 business days after end date of travel; C) uncleared advances on grant funds.

2. Proper repayment of unspent advances.

3. Inaccurate spend authorization or advance balances that may require adjustments. (Refer to related resources for appropriate actions to take)

Workday Reports

Find Spend Authorizations/Cash Advances - Yale

Related Resources: [*Policy 3305 Expense Advances*](#), [*Procedure 3417 PR.01 Human Research Study Participant Remuneration*](#), [*Accounting Manual-Advances and Spend Authorizations*](#), and [*Workday Training Guide*](#).

Workday Parameters

Report Run/ Parameters in Workday

- 1) Type Find Spend Authorization/Cash Advances-Yale into the Workday Search Bar.
- 2) Companies: Yale University
- 3) Cost Center Hierarchy: Results will automatically limit based on your security.
- 4) Change Spend Authorization Status to "Approved".
- 5) Then click "Ok" at the bottom to submit the report.

1 Find Spend Authorization / Cash Advances - Yale Actions

Instructions This report contains the chart of account worktags applied to the spend authorization lines upon

Companies **2**

Find Only Cash Advances ☐

Cost Center Hierarchies

Cost Center **3**

Spend Category as Worktag

Spend Authorization Worker

Document Number

Spend Authorization Status **4**

Spend Start Date On or After

Spend Start Date On or Before

Spend End Date On or After

Spend End Date On or Before

Created On or After

5

Report Results

You can either work within Workday and use the column filters or you can export the data to Excel for analysis. If you have a large list of open authorizations, it may be useful to download to Excel to track status and follow-up based on research performed.

Find Spend Authorization / Cash Advances - Yale

Actions

> Details

Export to Excel – click here

This report contains the chart of account worktags applied to the spend authorization lines upon creation of the commitment

9 items

You may use these column filters to manipulate your data within Workday.

Spend Authoriza	Spend Authorization Number	Spend Authorization Status	Description	Worker	Approved by	Spend Start Date	Spend End Date	Created On	Appro
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Analysis – Workday & Excel

Columns to Focus On

Days after End Date:

- Advances should be reviewed that are past their respective deadline. You should review open Study Participant authorizations past 90 days from start date and open Travel and Entertainment advances past 10 business days after end date of travel.

Cash Advance Outstanding Balance:

- Anything that has a value, should be reviewed, anything with a zero balance does not need to be reviewed as those balances have already been collected.

Related Expense Report:

- If an expense report is included in the *Related Expense Report* column but there is still a balance in the *Outstanding Cash Advance Balance column*, the report likely only covers a portion of the amount advanced.

Related Cash Advance Repayments:

- This column will show you if unused cash that was initially taken out have been returned to Treasury.

Chart of Accounts Columns:

- You will be able to focus on COA details in these columns. This is especially important when determining if there is an outstanding balance on a grant.

Spend Authorization	Spend Authorization Number	Spend Authorization Status	Description	Worker	Approved by	Spend Start Date	Spend End Date	Created On	Approval Date	Days after End Date	Spend Authorization Total	Spend Authorization Outstanding Balance	Cash Advance Requested		
Cash Advance Total	Cash Advance Outstanding Balance	Cash Advance Fully Repaid Date	Related Expense Reports	Related Cash Advance Repayments	Item	Line Amount	Memo	Yale Designated	Grant	Gift	Cost Center	Program	Project	Assignee	Fund

Analysis – Workday

Workday

Analysis - Workday Column Filters

Focus On Step #1: *Aged Spend Authorization Outstanding*

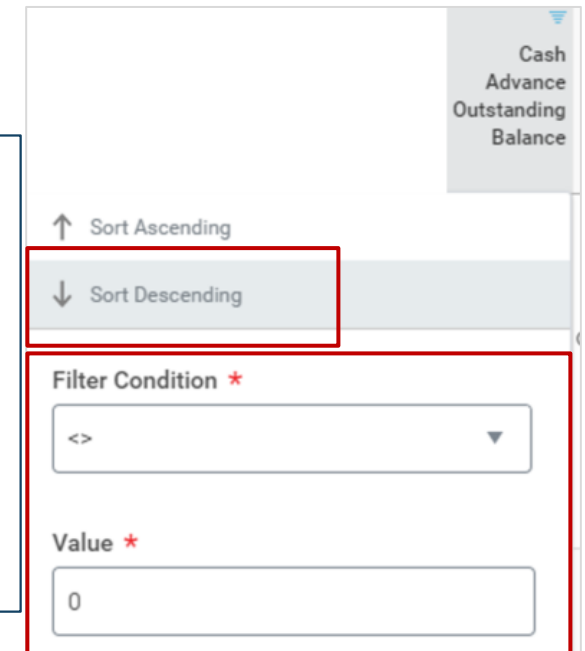
The first sort/filter you should apply is to sort the outstanding balances by the number of days outstanding.

- Click on the column header “Days After End Date” and select *Sort Descending*.



The second sort/filter you should apply is to sort the outstanding balances from highest to lowest dollar amounts and remove any zero values.

- Click on the column header “Cash Advance Outstanding Balance” and select *Sort Descending*.
- Apply the filter condition $\neq 0$ to remove any of the zero values.



While you will need to review the whole population you just created from the above sorts/filter, you will also need to review any open authorizations that are on grants within this population. The highest priority should be given to Fund02 with Fund29 given the next highest priority.

Workday

Analysis - Workday Column Filters

Focus On Step #1: Aged Spend Authorization Outstanding

After you have applied your sorts/filters, you will see a report that looks like this. As you can see above, the left side of the report has filters and sorts that have been applied to the *Days after End Date* and *Cash Advances Outstanding Balance* columns. The right side of the report is shown below which highlights the COA details.

Sort Applied										Filter Applied					
Spend Authorization	Spend Authorization Number	Spend Authorization Status	Description	Worker	Approved by	Spend Start Date	Spend End Date	Created On	Approval Date	Days after End Date	Spend Authorization Total	Spend Authorization Outstanding Balance	Cash Advance Requested	Cash Advance Total	Cash Advance Outstanding Balance
Q	AUTH XXXXXX	Approved	4/27/17 STUDY PARTICIPANT ADVANCE/PC XXXXXX	Worker Name		04/20/2017	05/20/2017	07/02/2017	07/02/2017	1402	1,000.00	1,000.00	Yes	1,000.00	1,000.00
Q	AUTH XXXXXX	Approved	4/27/17 STUDY PARTICIPANT ADVANCE/PC XXXXXX	Worker Name		04/26/2017	05/26/2017	07/02/2017	07/02/2017	1396	500.00	500.00	Yes	500.00	500.00
Q	AUTH XXXXXX	Approved	5/19/17 STUDY PARTICIPANT ADVANCE/PC XXXXXX	Worker Name		05/04/2017	06/03/2017	07/02/2017	07/02/2017	1388	1,000.00	500.00	Yes	1,000.00	500.00

Cash Advance Fully Repaid Date	Related Expense Reports	Related Cash Advance Repayments	Item	Line Amount	Memo	Yale Designated	Fund	Grant	Gift	Cost Center	Program	Project	Assignee
			Study Participant Advance	1,000.00	4/27/17 STUDY PARTICIPANT ADVANCE	YD000001 Unrestricted Operating	FD01 Unrestricted Operating			Cost Center Number Description	Program Number	Project Number	Assignee Name
			Study Participant Advance	500.00	4/27/17 STUDY PARTICIPANT ADVANCE	YD000001 Unrestricted Operating	FD02 Grants and Contracts - Federal			Cost Center Number Description	Program Number	Project Number	Assignee Name
		500.00 USD - 04/03/2018	Study Participant Advance	1,000.00	5/19/17 STUDY PARTICIPANT ADVANCE	YD000220 Unit Funded - General	FD18 Internally Designated - Unrestricted			Cost Center Number Description	Program Number	Project Number	

COA Details

An open authorization on Fund02

Workday

Analysis - Workday Column Filters

Focus On Step #1: *Aged Spend Authorization Outstanding*

By consistently monitoring aging advances on Fund 2 balances, we try to limit the risk of not charging valid expenses to the award before its end date. When those situations go undetected, and the federal award is no longer active, the result is either charging expenses or recording a write-off, to unrestricted funds.

Spend Authoriza	Spend Authorization Number	Spend Authorization Status	Description	Worker	Approved by	Spend Start Date	Spend End Date	Created On	Approval Date	Days after End Date
Q	Authorization #	Approved	Study Participant Advance / HIC #	Worker Name	Approver Name Approver Name	10/10/2020	01/10/2021	10/08/2020	10/13/2020	80
Spend Authorization Total	Spend Authorization Outstanding Balance	Cash Advance Requested	Cash Advance Total	Cash Advance Outstanding Balance	Cash Advance Fully Repaid Date	Related Expense Reports	Related Cash Advance Repayments	Item	Line Amount	Memo
3,000.00	1,867.25	Yes	3,000.00	1,867.25		Expense Report: EXP # Expense Report: EXP # Expense Report: EXP #		Study Participant Advance	3,000.00	Study Participant Advance/ HIC #
Yale Designated	Fund	Grant	Gift	Cost Center	Program	Project	Assignee			
	FD02 Grants and Contracts - Federal	Grant #		Cost Center Description	PG00032 Research (21)	PJ000001 General Project	Assignee Name			

Workday Filters

Step #1: Find Outstanding

Currently monitoring aging advances on advances, we try to limit the risk of not valid expenses to the award before its

When those situations go

l, and the federal award is no longer

result is either charging expenses or

write-off, to unrestricted funds.

Analysis - Worker Column

This column shows the worker. The worker is the individual who took the spend authorization/advance out.

This column will be important if you need to discuss or further understand the status of an advance. You might need to contact the worker to determine if an expense report can be processed to clear all or a portion of the advance.

Spend Author-ization	Spend Authorization Number	Spend Authorization Status	Description	Worker
	AUTH-XXXXXX	Approved	SPAXXXXXX STUDY SUB IRB# HICXXXXXXXXX PPC PCRXXXXXX	Worker Name
	AUTH-XXXXXX	Approved	SPAXXXXXX STUDY SUB IRB# HICXXXXXXXXX PPC PCRXXXXXX	Worker Name

Related Cash Advance Repayments

If there are related Cash Advance Repayments, you will be able to see the amounts in this column. Click on the link to see the details. This will allow you to drill into that related Cash Advance Repayment to show the unused cash that was initially taken out via the authorization that have been returned to Treasury.

View Cash Advance Repayment

Cash Advance Requested	Cash Advance Total	Cash Advance Outstanding Balance	Cash Advance Fully Repaid Date	Related Expense Reports	Related Cash Advance Repayments
Yes	3,000.00	1,000.00		Expense Report EXP-XXXXXX	105.00 USD – 10/10/2017

Cash Advance Repayment

Summary

Company	Yale University	
Spend Authorization	Spend Authorization: AUTH XXXX on 5/08/2017 for 3,000 USD	Doe, John
Payee	Doe, John	
Payee Type	Employee	
Repayment Date	10/10/2017	
Repayment Amount	105.00	
Currency	USD	
Payment Type	Cash	
Payment Reference	(empty)	
Memo	ABC232654	

Required Accounting Entries

Credit to Expense Advance Account	105.00USD
Balancing Worktag	FD01 Unrestricted Operating

Analysis

Focus On Step # 2:
*Proper Repayment
of Unspent*

Analysis

If there is a related Expense report for an advance, click on the link to see additional details. This will allow you to drill into that related Expense Report to show what was already submitted to clear the advance.

Cash Advance Requested	Cash Advance Total	Cash Advance Outstanding Balance	Cash Advance Fully Repaid Date	Related Expense Reports	Related Cash Advance Repayments
Yes	3,000.00	1,000.00		Expense Report EXP-XXXXXX	105.00 USD - 10/10/2017

View Expense Report

EXP-XXXXXX SPAXXXXXX STUDY SUB IRB # HIC

Pay To
Employee: Doe, John

Status	Personal	Company Paid	Cash Advance Applied	Reimbursement	Total
Paid	0.00 USD	0.00 USD	1,895.00 USD	0.00 USD	1,895.00 USD

Header Attachments Worker Payment Business Process Expense Lines

1 item

Thu, Oct 5

Human Research Payments 1,895.00 USD
Per Unit is an average

Expense Line

File Name.xlsx



Uploaded by Doe, John
Comment (empty)

3 years ago

Item Details

Merchant Per Unit is an average

Itemization

Remaining Amount to Itemize 0.00/1,895.00 USD

View Details

6 items

Human Research Payments Thu, Oct 5, 2017	560.00 USD
Human Research Payments Thu, Oct 5, 2017	175.00 USD
Human Research Payments Thu, Oct 5, 2017	260.00 USD
Human Research Payments Thu, Oct 5, 2017	60.00 USD

Date 10/05/2017
Expense Item Human Research Payments
Quantity 100
Per Unit Amount 18.95
Total Amount 1,895.00
Currency USD
Memo (empty)
*Country of Activity (empty)
Grant (empty)
Gift (empty)
Yale Designated (empty)

Analysis

Focus On Step #3:
*Inaccurate Spend
Authorizations
Requiring
Adjustments*

Sometimes expense reports get linked to the incorrect spend authorizations or there is a prior period error. If there is an outstanding balance and an expense report attached, review the expense report to see if it pertains to that authorization and for what amount.

What if I
don't think
this balance
is correct?

Cash Advance Outstanding Balance	Cash Advance Fully Repaid Date	Related Expense Reports
7,746.53		Expense Report: EXP-XXXXXX
7,500.00		Expense Report: EXP-XXXXXX

Analysis - Excel

Analysis

Focus On Steps #1-3

Working in Excel can be beneficial for documenting your findings or other notes applicable to your analysis.

You will complete your analysis in Excel the same way outlined in the Workday slides above.

The additional steps you may need to do, that differs from the Workday instructions, are the following:

- **To look up a related Cash Advance Repayment**, take the Spend Authorization number from the Excel table and search for it in Workday. Then click on the Cash Advance Repayments link to see the details of this repayment.
- **To look up an Expense Report**, copy and paste the expense report number from the Excel table into Workday to see the details.

Follow-up Actions

Follow-up Actions

You should discuss the status of the advance with the worker to determine next steps.

- For example, If a study participant advance has not been cleared in over 90 days, contact the worker to determine if an expense report can be processed to clear all or a portion of the advance.

After you have the data set analyzed, determine if one of the following operational scenarios exist. This will help you determine next steps:

- A. The study is over, but there are remaining funds to be returned to Yale.
- B. The study is over, but there are cards OTHER than reloadable gift cards remaining.
- C. There is an exception from the Associate Controller to have one advance open past the 3-month maximum.
- D. There is documentation to support the expenses and the department will submit an expense report to close this spend authorization in Workday.
- E. The department has no supporting documentation and no cards/cash on hand and will need to contact the Controller's Office and write-off the balance.
- F. Other

See details on the following slides.

Follow-up Actions

- After you have the data set analyzed, the following operational scenarios will help you determine next steps:

A. The study is over, but you have remaining funds to be returned to Yale. **The following actions can be completed by the department.**

- If the spend authorization included **reloadable debit cards with a remaining balance**, the employee removes the remaining balance(s) from the card(s) by sending an email to **Treasury** with the following information: cardholder name; remaining balance amount, and the spend authorization number.
- If the spend authorization included **a cash advance and there are remaining funds to be returned**, repayment of any unspent cash must be by check. Repayments by Cash Sale do not automatically connect to the original spend authorization. They must be applied by the Accounts Payable team. For the Cash Sale to properly route to Accounts Payable, departments must use RC153. To properly complete the repayment of unspent cash, departments must process a Cash Sale using the following information:

Revenue Category = RC153 – Repayment of Cash Advance

COA Combination = YD000001.CC0372.PG00363.PJ028913

Employee Worktag = Employee worktag from the original spend authorization (this is not the Assignee worktag)

Memo = Ensure this field contains the original spend authorization number (AUTH-xxxxxx).

- Assignee is not used on the initial spend authorization or repayment – both are using the central COA combination shown above.
- Special note for advances made prior to February 2019 – the project used to record the receivable was PJ000001 instead of PJ028913. Therefore, any cash sale repayments should use PJ000001. If there is a question about which project to use, open the cash advance and select the worker payment tab. Using the related actions glass next to “Cash Advance Payment” select Accounting > View Accounting.
- Once the cash sale is performed, subsequently, close the spend authorization in accordance with the training document linked below.

https://workday.training.yale.edu/system/files/create_spend_authorization.pdf

Follow-up Actions

B. The study is over, but you have cards OTHER than reloadable cards remaining. **This will need to be reviewed and discussed with the Controller's Office.**

C. You have an exception from the Associate Controller to have one study participant advance open past the 3-month maximum. **This will need to be reviewed and discussed with the Controller's Office.**

D. You have documentation to support the expenses and will submit an expense report to close this spend authorization in Workday. **This action can be completed by the department.**

Follow-up Actions

E. The department has no supporting documentation and no cards/cash on hand and will need to write-off the balance. **This action can be completed by the department. Controller's Office should be consulted.**

- In instances where a department must recognize a loss for an uncollectible cash advance balance on an open spend authorization, an **expense report must be submitted** to properly liquidate the commitment and recognize the loss. **EX0242, Losses-Uncollectible Spend Authorization**, must be selected when processing the final expense report to close out the advance. Use of this method and recognizing losses on spend authorizations are expected to be limited and should be done in conjunction with consultation with the Controller's Office.
- To properly recognize a loss and liquidate the commitment, the department must process an expense report, ensuring that the final expense report box is checked. Reference the [workday training guide](#) for details on checking the final expense report. The department must use the **Losses-Uncollectible Spend Authorization** expense item to charge the loss (expense) to the appropriate non-sponsored COA string. Use of this expense item will automatically link to the Losses (SC292) spend category. All expense reports submitted with expense item, EX0242, Losses-Uncollectible Spend Authorization, will **automatically be routed directly** to the P2P Cost Center Unlimited Approver. In addition, losses >= \$50 will be routed to the Controller for approval. (See [Clearing Uncollectible Cash Advances](#) from the September 23, 2020 **Business Update**)

F. Other

- **For example**, remaining spend authorization balance is inaccurate and/or does not match your internal records or accounting. For these you will need to research the history of the outstanding advance and determine what happened. Once that is done, the department can work with a Central Office to determine how to remediate the issue or inaccuracy uncovered during research. Start by emailing YSS.

Contact Page

- **Financial Compliance:** financial.compliance@yale.edu
- **Advance requests and clearances :** *Yale Shared Services, Accounts Payable* : 203-432-5394, sharedservices@yale.edu
- **Bank accounts, foreign currency, petty cash :** *Treasury Manager* : 203-432-4474
- **Reservations and travel information :** *Yale Travel Management* : 203-432-9962
- **Expenses funded by sponsored awards :** *Office of Sponsored Projects* : 203-785-4689
- **Interpretation of policy:** *Office of the Controller:* controllers.office@yale.edu