

EX-18 Close Unapplied Cash Advances by Employee Reimbursement

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to Close Unapplied Cash Advances by Employee Reimbursement in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers Closing Unapplied Cash Advances by Employee Reimbursement. A Cash Advance is a request for payment made in advance by an employee to cover expenses they are expected to incur while traveling or conducting business. If a Cash Advance has been paid but the expenses incurred did not use the full advance, thus closing the Cash Advance through the system, a refund from the employee for the unused portion will need to be deposited and an expense report will need to be keyed to close the remaining unapplied Cash Advance.

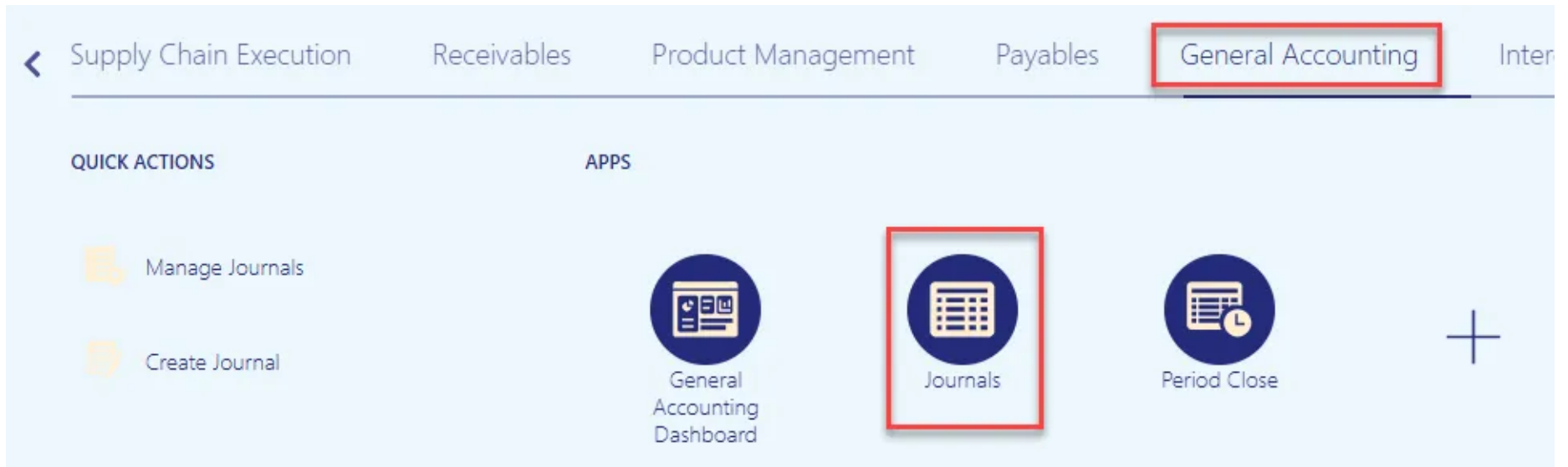
Closing Open Cash Advances

Starting from the NCFS Home Screen follow the 28 steps to close an open cash advance.

Step 1: After the employee reimbursement has been received and deposited into the bank, log in to the NCFS portal with your credentials to access the system.

Step 2: From the **Home** page, click the **General Accounting** tab, then select the **Journals** application.

Image



Step 3: Click the **Tasks** icon and select **Create Journal**.

Image



Step 4: The **Create Journal** page opens. Enter relevant information in the fields in accordance with your agency's journal procedures. For instructions on how to create a journal, refer to the QRG [GL-02 Create Journals](#).

Step 5: For this particular journal, the Category will need to reflect a **Deposit** selection. The Category used for employee re-payments will typically be **DEP - CASH & CHECK**.

Image

Journal ? | [Show More](#)

The screenshot shows a 'Create Journal' form with the following fields:

- Journal**: Refund Deposit for Cash Ac
- Description**: Refund deposit for cash advance
1400ADV000410490758
- * Ledger**: NC CASH US
- * Accounting Date**: 1/21/26
- * Category**: DEP - CASH & CHECK (highlighted with a red box)

Step 6: Scroll down to the **Journal Lines** section and click the **LOV picker** icon.

Image

Journal Lines ?

Actions ▾ View ▾ Format ▾ + Detach Wrap

	Line	* Account	Entered (USD)		Description
			Debit	Credit	
▶	1				
▶	2				
	Total				

Step 7: The Account segments appear. Populate the account details using the LOV picker and click the OK button.

Note: A credit must be completed for the same account segment that is in the Cash Advance for the amount of the open/unapplied advance being closed.

Image

Account

×

Hide Segments

Agency	1400	▼	OFFICE OF THE STATE CONTROLLER
Budget Fund	102000	▼	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160
Account	52799000	▼	TRAVEL ADVANCES
Agency Mgmt Unit	1402451	▼	OSC INTEGRATED HR PAYROLL

Step 8: Select segment value details in **Journal Lines**. For this example, we entered the amount of the open/unapplied cash advance that we are crediting back to the **52799000 Travel Advances** account. You will also need to enter a corresponding debit line to cash account **11120000 Cash** for the same amount.

Image

Journal Lines ?

Actions ▾ View ▾ Format ▾ + [Icons] Detach [Icon] Wrap [Icon]					
	Line	* Account	Entered (USD)		Description
			Debit	Credit	
▶	1	1400-102000-52799000-1402451-00000000-00		175.00	Refund of unused portion of cash advance 1400ADV000410490758
▶	2	1400-102000-11120000-1402451-0000 [Icon]	175.00		
Total			175.00	175.00	

Step 9: When entering the corresponding debit line to cash account **11120000 Cash**, the bank account number where the funds are deposited is also needed since this line will interface to DST. If the bank account number is not entered correctly then this will cause a bank reconciliation issue. To enter the bank account number, expand the cash line using the expand arrow.

Step 10: Select the type as **DEP - CASH & CHECK** (if this is the correct deposit type that was used).

Step 11: Enter the correct Bank Account number in the **DEP - CASH & CHECK** dropdown box.

Image

Journal Lines ?

Actions ▾ View ▾ Format ▾ +      Detach  Wrap

	Line	* Account	Entered (USD)		Description
			Debit	Credit	
▶	1	1400-102000-52799000-1402451-0000000-0		175.00	Refund of unused portion of cash advance 1400ADV000410490758
	2	1400-102000-11120000-1402451-0000 	175.00		

Type DEP - CASH & CHECK ▾

DEP - CASH & CHECK 

Step 12: After entering all relevant journal lines, ensuring your Budget Funds are in balance, click the **Save** button.

Step 13: Then select the **Complete** button, from the top right menu.

Image

Data Access Set: NC CASH US

Create Journal ?

Journal Batch ? | [Show More](#)

Journal Batch Refund Deposit for Cash Ac
Description Refund deposit for cash advance
Balance Type Actual
* Accounting Period Jan-26
Attachments None +

Source Manual
Approval Status Required
Funds Status Not attempted
Batch Status Unposted
Completion Status Incomplete

Save ▾ **Complete** ▾ Post ▾ Cancel

Batch Actions ▾

Journal ? | [Show More](#)

◀  ▶ + × | Journal Actions ▾

Step 14: Click the **Batch Action** drop-down menu and select the **Request Approval** option.

Step 15: A Confirmation window pop-up window will appear. Click the **OK** button to close it.

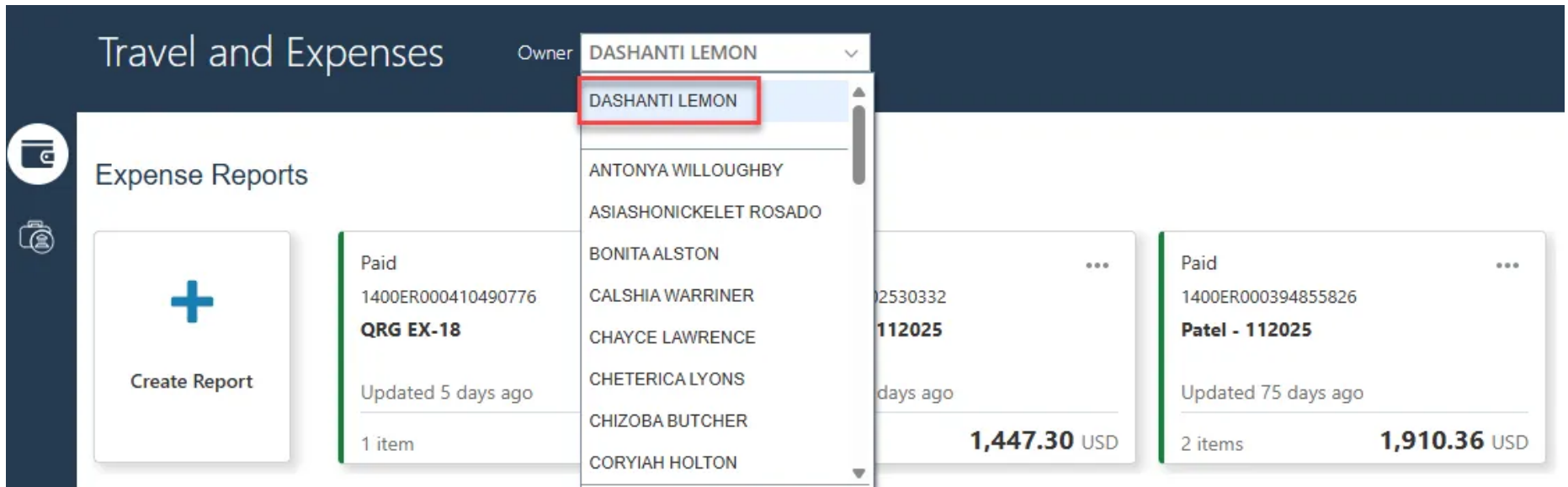
Step 16: Once the journal has been approved and posted, a new expense report will need to be keyed to close the open cash advance. From the **Home** screen, click the **Me** tab and then select the **Expenses** application.

Image



Step 17: On the **Travel and Expenses** page, select the **Owner** from the drop-down menu. The owner is the employee for whom you need to enter the expense report.

Image



Step 18: A Confirmation pop-up appears to confirm the employee on behalf of whom you are managing expenses.

Image



☰

✓

You're now managing expenses for DASHANTI LEMON.

Travel and Expenses

Owner: DASHANTI LEMON





Expense Reports

+

Create Report

Paid

1400ER000410490776

QRG EX-18

Updated 5 days ago

1 item200.00 USD

Paid

1400ER000402530332

EXP - Patel 112025

Updated 47 days ago

4 items1,447.30 USD

Paid

1400ER000394855826

Patel - 112025

Updated 75 days ago

2 items1,910.36 USD

Step 19: On the **Expense Reports** page, click the **Create Item** button.

Image

Travel and Expenses

Owner DASHANTI LEMON

Expense Reports

+

Create Report

Paid

1400ER000410490776

QRG EX-18

Updated 5 days ago

1 item200.00 USD

Paid

1400ER000402530332

EXP - Patel 112025

Updated 47 days ago

4 items1,447.30 USD

Paid

1400ER000394855826

Patel - 112025

Updated 75 days ago

2 items1,910.36 USD

Available Expense Items

Actions

+ Create Item

Step 20: An expense item will need to be keyed to clear the remaining open portion of the cash advance. It is recommended to use the expense type of **Other - In State**.

- Enter the amount of the remaining open cash advance in the Amount field.
- Then enter a description as to the nature of the expense item.
 - In this example, we have entered the description: **Refund from employee received. Closing cash advance 1400ADV000410490758**.
- In the **Account** field, the chart of accounts will need to **match** that of the cash advance that is being closed, and that of the credit line that was keyed in the journal referenced above. It's important these amounts match to ensure no additional payment to the employee is made and the travel advance account is cleared.

Image

Create Expense Item ?

* Date

1/23/2026

* Type

Other - In State

Expense Location

NC, United States

* Amount

USD

175.00

Number of Days

1

Daily Amount

175.00

USD

Description

Refund from employee received.
Closing cash advance
1400ADV000410490758.

Merchant Name

Attachments

 Drag files here or click to add attachment

☐ Receipt missing

Account

1400-102000-52799000-1402451-0000

- If attachments are needed as supporting documentation, click **Drag files here or click to add attachment**
- Once the attachments have been added, then click **Save and Close**.

Image

Add to Report

Create Another

Save and Close

Attachments

 Drag files here or click to add attachment

Step 21: Back on the **Expense Reports** page, select the expense item that was just created and click **Create Report**.

Image

Travel and Expenses

Owner DASHANTI LEMON

Expense Reports

Create Report
(1 item)

Paid

1400ER000410490776

QRG EX-18

Updated 6 days ago

1 item200.00 USD

Paid

1400ER000402530332

EXP - Patel 112025

Updated 49 days ago

4 items1,447.30 USD

Paid

1400ER000394855826

Patel - 112025

Updated 77 days ago

2 items1,910.36 USD

Available Expense Items (1)

Actions

+ Create Item

☒	Date	Type	Amount	Merchant	Location
Cash and Credit Card Expense Items (1)					
☒	1/23/26	Other - In State	175.00 USD		NC, United States

Step 22: On the **Create Expense Report** screen. Enter your **Purpose**.

Step 23: Verify the expense report and item information is correct, then select the checkbox stating “**I have read and accept the corporate travel and expense policies.**”

Step 24: Click the **Save** button.

Step 25: Click the **Submit** button.

Image

DASHANTI LEMON: Create Expense Report ?

* Purpose Refund of Cash Advance 1400ADV00410490758

Attachments None +

Report Total

Payment Method Check - Employee

Employer Pays You 175.00 USD

175.00 USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions + Create Item Add Existing Apply Account Split Allocation

☒	Date	Type	Amount	Merchant	Location	Description	Attachments
☒	1/23/26	Other - In State	175.00 USD		NC, United States	Refund from employee received. Closing cash advance 1400ADV000410490758.	Add attachment

Step 26: A pop-up box will appear asking if you want to apply Cash Advances. Select the open Cash Advance in question and click **Apply and Submit**.

Image

Apply Cash Advances

Amount Reimbursable to You 175.00 USD

Cash Advance Selected 175.00 USD



1400ADV000410490758

QRG EX-18

Due 1/16/26

175.00 USD available

☐ Don't apply a cash advance

Apply and Submit

Cancel

Step 27: A final pop-up box will appear stating the selected cash advances will be applied and the report will be submitted. Click **Yes** to continue.

Image

The screenshot shows a software interface with a grey background. At the top, there is a section titled 'Apply Cash Advances'. Below this title, there are two rows of text: 'Amount Reimbursable to You' followed by '175.00 USD', and 'Cash Advance Selected' followed by '175.00 USD'. In the center of the screen, a white dialog box with a yellow warning icon is open. The dialog box contains the text 'Warning' and a message: 'The selected cash advances will be applied and the report will be submitted. Do you want to continue?'. At the bottom right of the dialog box are two buttons: 'Yes' (which is highlighted with a red border) and 'No'. Below the dialog box, at the bottom of the main window, are two more buttons: 'Apply and Submit' and 'Cancel'.

Apply Cash Advances	
Amount Reimbursable to You	175.00 USD
Cash Advance Selected	175.00 USD

Warning

The selected cash advances will be applied and the report will be submitted. Do you want to continue?

Yes **No**

Apply and Submit **Cancel**

Step 28: The expense report has been submitted for approval. Once it has been approved and processed to Payables, it can be paid as an invoice. Payment of this expense report will close the open advance in NCFS without issuing payment to the employee. The payment of the expense report against the cash advance will have a \$0.00 impact on the 532799000 account.

Wrap-Up

The 28-step process covers how to Close open Cash Advances for expenses that were incurred but did not use the full amount of the Cash Advance.

Additional Resources

Instructor-Led Training (vILT)

- EX100 – Expense Reports and Cash Advances
- GL100c – Journal Entry

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