THE UNIVERSITY OF BRITISH COLUMBIA

SPEND AUTHORIZATION / CASH **ADVANCES**

November 22, 2023

Fiona Stirling

AGENDA

- Terminology

- When to use

- Requesting a Spend Authorization (SA) / Cash Advance

- Reconciling the Expense

- Returning Unspent Amounts

- Closing a Spend Authorization

- Reports

- Q&A

TERMINOLOGY

SPEND AUTHORIZATION VS CASH ADVANCE

- Spend Authorizations are used to optionally obtain approvals for purchases/spend before incurring the actual expenses

- Spend Authorizations are also used to create a request for a cash advance in Workday.

*UBC generally does not use spend authorizations for pre-approvals so the terms Spend Authorizations and Cash Advances are used interchangeably.
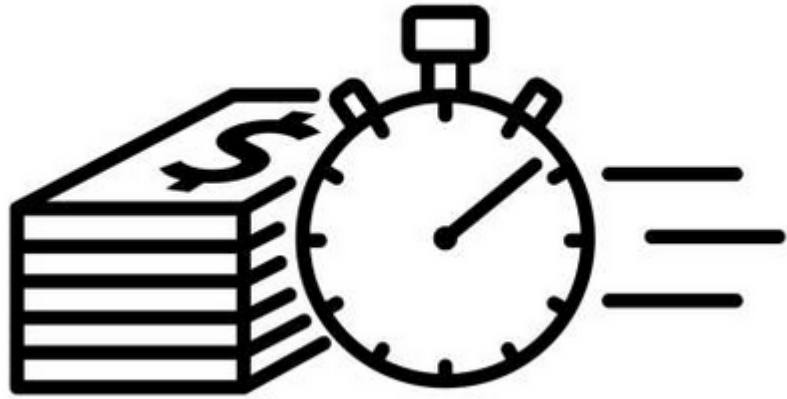
WHEN TO USE

COMMON USES

- Travel to remote areas that may not have access to other payment methods

- Travel overseas where cash payments are required (currency converted prior to travel or on arrival) or access to other payment methods is not available

- To provide funds so that an employee is not out of pocket while travelling if they don't have a UBC Visa

- To provide meals and incidental allowances for team travel

- For token of appreciation payments per the Indigenous Finance guidelines

- To provide or purchase incentives for research subject participants
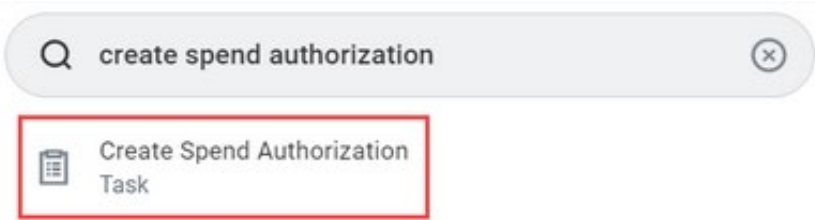
REQUESTING A SPEND AUTHORIZATION

KEY CONSIDERATIONS

- Have all other payment methods already been considered?

- When submitting a request for a cash advance the **Cash Advance Request** box must be checked - failure to select this will result in the requester not receiving funds.

- Only one outstanding Cash Advance is permitted for each employee. New Cash Advances will not be approved until the last advance is fully reconciled

- Sufficient time should be allowed for all reviews and approval. **Finance suggests allowing 7 – 10 business days**

- Submitting a spend authorization serves as the Claimant's certification that they understand all expenses must comply with UBC's policies and any sponsor or donor terms and conditions where applicable.
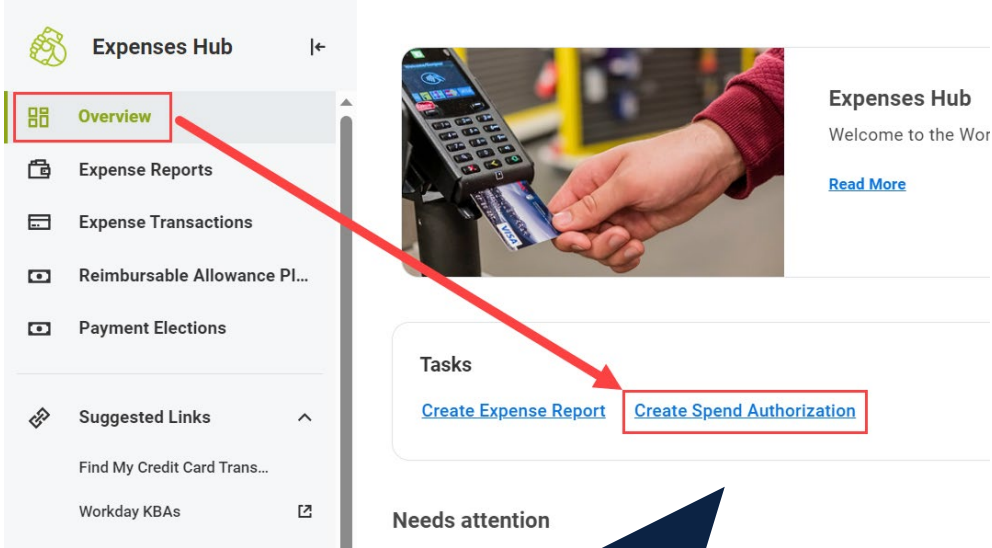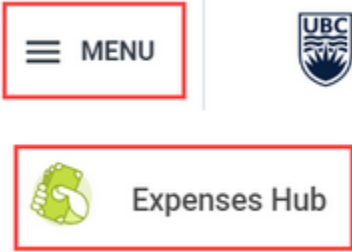
CREATE A SPEND AUTHORIZATION

Click the Global Navigation Menu and Select Expenses Hub

☰ MENU

UBC

Expenses Hub

Type "create spend authorization" in the search bar

OR

Expenses Hub

🔍 create spend authorization ⊗

📋 Create Spend Authorization
Task

Expenses Hub

⊞ Overview

🗂 Expense Reports

▭ Expense Transactions

▭ Reimbursable Allowance Pl...

▭ Payment Elections

🔗 Suggested Links ⌃

Find My Credit Card Trans...

Workday KBAs ↗

Expenses Hub
Welcome to the Wor

Read More

Tasks

Create Expense Report   Create Spend Authorization

Needs attention

The hub will open to the Overview page. Locate the Tasks card and select Create Spend Authorization.

ENTER SPEND AUTHORIZATION DETAILS

Make sure Company selected is "UBC The University of British Columbia"

Confirm payment type (direct deposit recommended)

- Cheque
- Direct Deposit

Search

× Direct Deposit

Enter start and end dates of the cash advance. The end date should indicate when expenses will be incurred

∨ Spend Authorization Information

Company * × UBC The University of British Columbia

Start Date * 2023-03-28

End Date * 2023-03-28

Description * For March 2023 event

Currency CAD

∨ Spend Authorization Details

Reimbursement Payment Type * × Direct Deposit

Justification

Enter details and purpose of event

Enter a justification for why a cash advance is required

ADD LINES

Click Add to add a new spend authorization line

Spend Authorization Lines   Attachments

⊕ Add
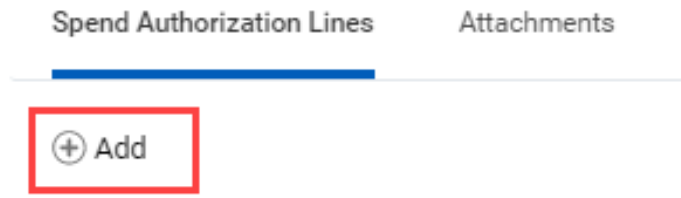
* You can add multiple Spend Authorization lines to a Spend Authorization. This should be done if you are planning to use the Cash Advance for a variety of expenses and/or if the Cash Advance is to be charged to different Worktags.

CODE SPEND AUTHORIZATION

Spend Authorization Lines   Attachments

Viewing: ▣ ≡

Select Expense item that matches what the SA is being used for

Quantity is only used with meal per diems. Enter number of days

Enter amount

Enter expected date of expenditure (will auto-populate with start date)

Add any additional information about the SA

Enter program / project / grant / gift worktags

Check Cash Advance Requested box

Review Instructions. This will change depending on the expense type selected

Services Supplies 200.00

Spend Authorization Line 🗑

Expense Item	*	✕ Food Services Supplies	≡
Quantity		1	
Per Unit Amount		200.00	
Total Amount	*	200.00	
Budget Date	*	2023-04-26 📅	
Memo			
Billable		☐	
Cash Advance Requested		☑	

Worktags

Program		≡
Grant		≡
Project		
Gift		
*Cost Center	✕	
*Additional Worktags	✕	
	✕	

Instructional Text

To support the calculation of tax, indicate where the expense was consumed.

- If consumed in Canada, indicate the province/territory in the **Destination** field
- If consumed in the United States of America, indicate "United States" in the **Destination** field
- If consumed outside Canada and the United States of America, specify the country of consumption in the **Country** field

Attach the corresponding receipt. If a receipt cannot be provided, please check the **Missing Receipt** box.

- By checking the **Missing Receipt** box, the payee is certifying that the receipt is unattainable and the expense has not and will not be claimed from any other source

Item Details

Origination	✕ BC, British Columbia, Canada	≡
Destination	✕ BC, British Columbia, Canada	≡
Country	✕ Canada	≡

Make sure Cash Advance Requested box is checked. Otherwise no funds will be received!

CODE SPEND AUTHORIZATION - MILEAGE

If selecting mileage – complete the origin and destination fields be entering address or significant landmark

Item Details

Origin Address * | × 1950 Robson Street, Vancouver, BC, Canada

Destination Address * | tsawwasen

Search Results (5)

- ○ Tsawwassen Ferry Terminal - Lot #1650, Ferry Causeway, Delta, BC, Canada
- ○ Tsawwassen Mills, Canoe Pass Way, Tsawwassen, BC, Canada
- ○ Tsawwassen, Delta, BC, Canada
- ○ Tsawwassen Town Centre Mall, 56 Street, Delta, BC, Canada
- ○ Tsawwassen Beach, Delta, BC, Canada

Unit of Measure for Distance

Estimated Distance of Driving Route *

One-Way Daily Commute Distance

Round Trip

Distance to Expense *

Attendee(s)

The estimated distance will populate

Item Details

Origin Address *

1950 robson

Search Results (5)

- ○ 1950 Robson Street, Vancouver, BC, Canada
- ○ 1950 North Robson, Mesa, AZ, USA
- ○ 1950 East Robson Circle, Bullhead City, AZ, USA
- ○ 1950 Robson Ranch Road, Denton, TX, USA
- ○ 1950 Robson Road, Shreveport, LA, USA

Destination Address *

Unit of Measure for Distance

Estimated Distance of Driving Route *

One-Way Daily Commute Distance

Round Trip

Distance to Expense * 0

Item Details

Origin Address * | × 1950 Robson Street, Vancouver, BC, Canada

Destination Address * | × Tsawwassen Ferry Terminal - Lot #1650, Ferry Causeway, Delta, BC, Canada

Unit of Measure for Distance | Kilometers

Estimated Distance of Driving Route * 37.5

One-Way Daily Commute Distance | 0

Round Trip | ☐

Distance to Expense * 37.5

Round Trip | ☑

Distance to Expense * 75

If same route driven to return to origin address, check return trip

SUBMIT SPEND AUTHORIZATION

Click submit

*Additional Worktags

✕	Function: FN400 General Administration	··· ☰
✕	Fund: FD000 General Purpose Operating	

Submit   Save for Later   Cancel

You have submitted
Spend Authorization: SA-0000000012,   on 25-Feb-2020 for 350.00 CAD   Actions

You will receive confirmation of your submission

Up Next

Approval by Manager

Do Another

Create Spend Authorization

› **Details and Process**

Done

Click Done to return to the home page

SPEND AUTHORIZATION WORKFLOW
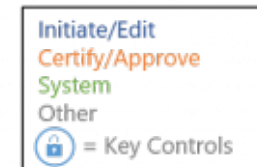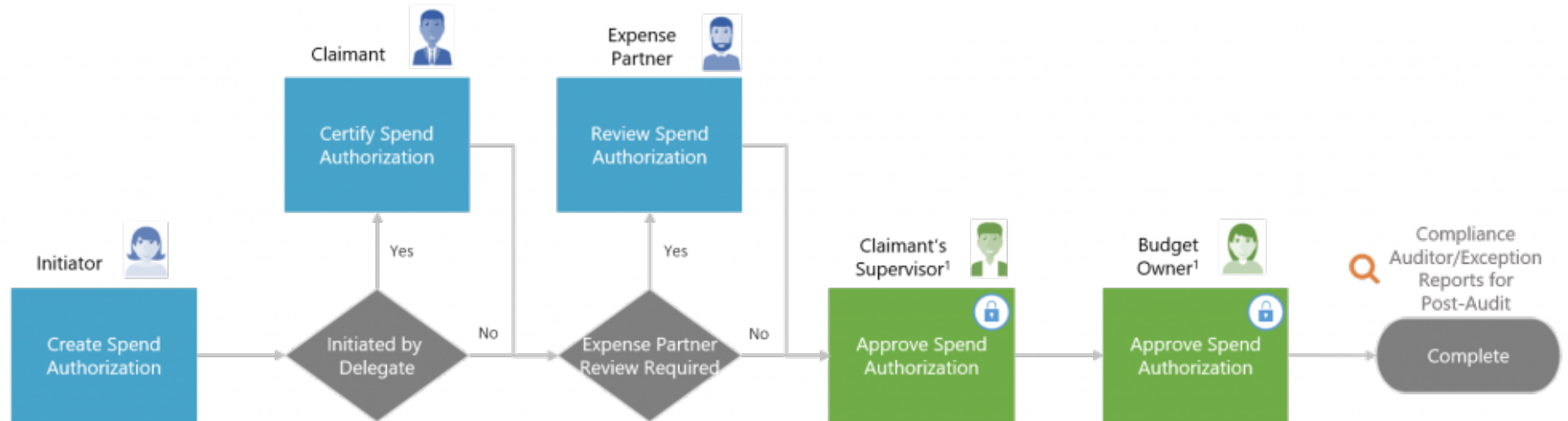
RECONCILING THE EXPENSE

CREATE AN EXPENSE REPORT

Click the Global Navigation Menu and Select Expenses Hub

MENU UBC

Expenses Hub
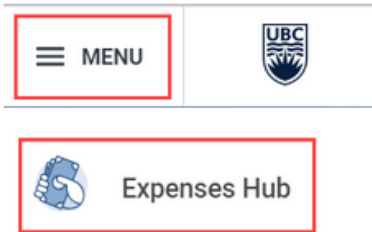
From the Overview page, select Create Expense Report
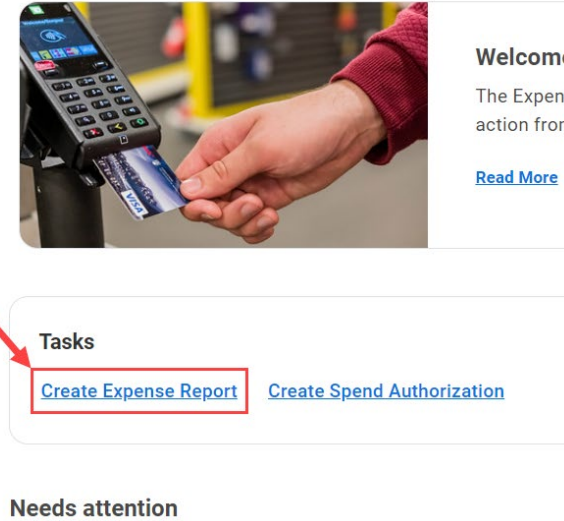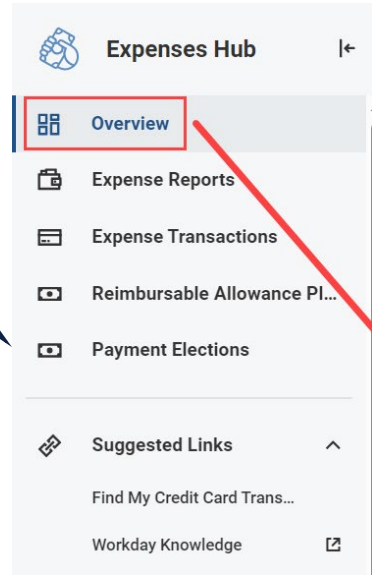
OR

Click on Expense Reports in the left-side menu, then select Create Expense Report

Expenses Hub

- Overview
- Expense Reports
- Expense Transactions
- Reimbursable Allowance Pl...
- Payment Elections

Suggested Links

Find My Credit Card Trans...

Workday Knowledge

Welcome

The Expens

action from

Read More

Tasks

Create Expense Report   Create Spend Authorization

Needs attention

Expenses Hub

- Overview
- Expense Reports
- Expense Transactions

My Expense Reports

Create Expense Report

My Expense Reports 8 items

Expense Report   Actions

OR

Type "create expense report" in the search bar

create expense report

Create Expense Report
Task
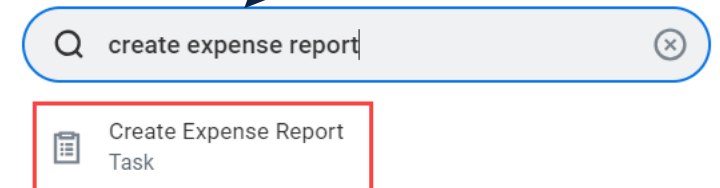
ENTER EXPENSE REPORT DETAILS

Create Expense Report

∨ **Expense Report Information**

Expense Report For	* Employee: Fiona Stirling
Creation Options	* ⚪ Create New Expense Report
	⚪ Copy Previous Expense Report [_____ ☰]
	🔵 Create New Expense Report from Spend Authorization [× 2023-11-21 test 400.00 CAD ⋯ ☰]
Final Expense Report for Spend Authorization	☐
Memo	test
Company	* UBC The University of British Columbia
Expense Report Date	* 2023-11-21 📅
Program	[_____ ☰]
Grant	[_____ ☰]
Project	[_____ ☰]
Gift	[_____ ☰]

Select create new Expense Report from Spend Authorization

Select Cash Advance

Enter Memo. This will auto-populate from the SA

If there will be no further expense reports against this advance, check the "Final Expense Report for Spend Authorization" box

Enter Worktags

If the 'Final Expense Report for Spend Authorization' box was checked, and the Expense Report has entered 'Paid' status, this cannot be reversed. No further Expense Reports can be linked to the Spend Authorization.

ENTER EXPENSE REPORT DETAILS – MULTIPLE POSITIONS

If the employee has more than one position, a Position selection field will show. Select the position the expense relates to. This determines the one-over approval.

*Note The Position field cannot be edited if the expense report is sent back and a new expense report will need to be made under the correct position

Memo

Spend Authorization for special event

Position

* × P0000
Analyst,

Company

* UBC The University of British Columbia

Expense Report Date

* 2023-02-09

Do not combine expenses for multiple positions in one expense report. Create separate expense reports for each position.

ENTER EXPENSE REPORT DETAILS

Uncheck Paid with Corporate Card

Paid with Corporate Card ☐

Expense Date * 2023-11-21 📅

Select the Expense Item

Expense Item * ✕ Office Supplies ⋯ ≡

Total Amount * 400.00

Enter the amount

Currency * ✕ CAD ⋯ ≡

Memo

Program ✕ PM004084 UBCO-Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO ⋯ ≡

Add Worktag information

Grant ≡

Project ≡

Gift ≡

*Cost Center ✕ CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO ⋯ ≡

Available Spend Authorization Line field only appears when the Expense Report is NOT marked as the Final Expense Report. This allows you to reconcile the expense to a specific Cash Advance Line

*Additional Worktags ✕ Function: FN400 General Administration ⋯ ≡

✕ Fund: FD000 General Purpose Operating ⋯

Available Spend Authorization Lines ✕ Office Supplies - 400.00 CAD ≡

ENTER EXPENSE REPORT DETAILS

Expense Date	*	2023-11-21 📅	
Expense Item	*	✕ Office Supplies ⋯	☰
Total Amount	*	300.00	
Currency	*	✕ CAD ⋯	☰
Memo			
Program		✕ PM004084 UBCO-Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO ⋯	☰
Grant			☰
Project			☰
Gift			☰
*Cost Center		✕ CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO ⋯	☰
*Additional Worktags		✕ Function: FN400 General Administration ⋯	☰
		✕ Fund: FD000 General Purpose Operating ⋯	

Available Spend Authorization Lines   ✕ Office Supplies - 400.00 CAD   ☰

Expense Date	*	2023-11-21 📅	
Expense Item	*	✕ Catering ⋯	☰
Total Amount	*	100.00	
Currency	*	✕ CAD ⋯	☰
Memo			
Program		✕ PM004084 UBCO-Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO ⋯	☰
Grant			☰
Project			☰
Gift			☰
*Cost Center		✕ CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO ⋯	☰
*Additional Worktags		✕ Function: FN400 General Administration ⋯	☰
		✕ Fund: FD000 General Purpose Operating ⋯	

Available Spend Authorization Lines   ✕ Office Supplies - 100.00 CAD   ☰

If using multiple lines to reconcile cash advance, the Available Spent Authorizations Lines will show how much is left to reconcile

COMPLETE EXPENSE REPORT DETAILS

Complete remainder of Expense Report:

- Include Attendees if Travel or Hospitality and Entertainment related expense

- Include place of consumption

- Itemize as needed

- Add supporting documents or select missing receipt

* The cash advance reconciliation can be combined with other expense report transactions (out of pocket reimbursements, credit card transactions)

RETURNING UNSPENT AMOUNTS
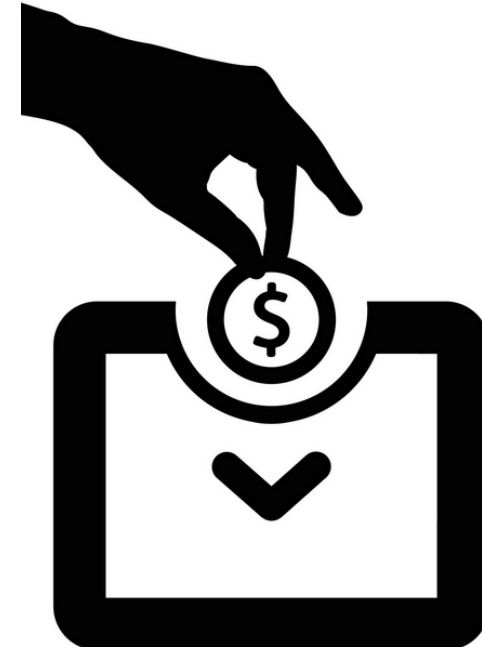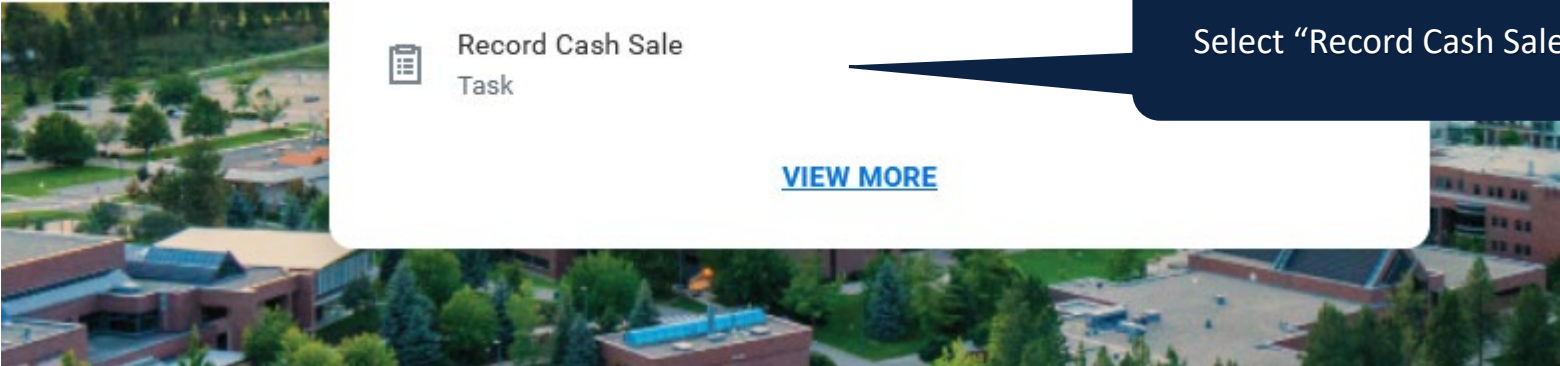
USE RECORD CASH SALE BP TO DEPOSIT UNSPENT FUNDS

RECORD CASH SALE

Record Cash Sale

Cash Sale is to be used to record Sundry revenues. If you wish to record revenue against a UBC customer, please ensure you generate an invoice first.

* Please limit number of cheques to 25 cheques for each Cash Sale transaction. If have more than 25 cheques, please record as a separate cash sale for deposit.
Please ensure following information is entered correctly
  i. One cheque per line
  ii. Cheque and payor information is entered in the right convention to be printed on deposit slip (Input in **Line "Memo"** field: cheque#; payor)
  iii. Deposit reference # added is valid (format: Txxxxxxx)

Steps
A. Input **Cash Sale Information**
   For Customer, please enter "Miscellaneous Cash Receipts"
B. Input **Payment Information**
  Create Customer Deposit
  Select 'create deposit' check box
  Select bank account ("USD deposit" use Bank account 18070; "CAD and other Non-USD currency deposit" use Bank account 18001)
  Use the weblink below to obtain the unique "Deposit reference ID" from the number generator (e.g. Txxxxxxx)
 Take the number generated and enter into the "Deposit Reference" box
C. **Submit**

Please check deposit information is entered correctly before hit the "Submit" button.
Once Submitted, can not go back to change deposit information (i.e. Bank account, Deposit reference number). To correct, Cancel and Record a new cash sale.

Links
To obtain unique "Deposit Reference ID" from "Number generator", please click here
Deposit Number Generator

To check Revenue Category Tax Applicability, please click here:
Tax Applicability

If the Revenue Category is not listed on the above report, please use this report to choose the correct tax code based on the customer's shipping address:
Tax Code

Use Link to obtain Deposit Reference ID

RECORD CASH SALE

RECORD CASH SALE

Invoice Lines   Tax   Attachments

Invoice Lines 1 item

	Line	Order	*Company	Sales Item	Revenue Category	Line Item Description	Quantity
⊕ ⊖		▼ ▼	✕ UBC The University of British Columbia ⋯ ☰	☰	✕ Cash Advance Repayment ⋯ ☰		

Select "Cash Advance Repayment" as the Revenue Category

Unit Price	Extended Amount	Analytical Amount	Transaction Date	From Date	
0.00	500.00	0.00	YYYY-MM-DD 📅	YYYY-MM-DD 📅	

Enter the amount being deposited under Extended Amount

RECORD CASH SALE

Select appropriate worktag

Memo	Program	Grant	Project	Gift

Enter the cheque number and payer's full name in the memo field

*Cost Center	*Additional Worktags	Billable Project
✕ CC00749 Finance | Finance Strategies and Operations | AVP Finance and Operations - UBCO	✕ Function: FN400 General Administration ✕ Fund: FD000 General Purpose Operating	

Under Additional Worktags, select the name of the employee who is returning the unused funds.

Click Submit

Submit   Save for Later   Cancel

RECORD CASH SALE

- Print the deposit slip and include it along with the cheque into the deposit bag.

- Submit an ISC ticket to apply the deposit to the Cash Advance. Include the following:
  - SA number
  - Employee name
  - Amount
  - Cash Deposit reference number
  - If the SA is fully reconciled, request the SA be closed

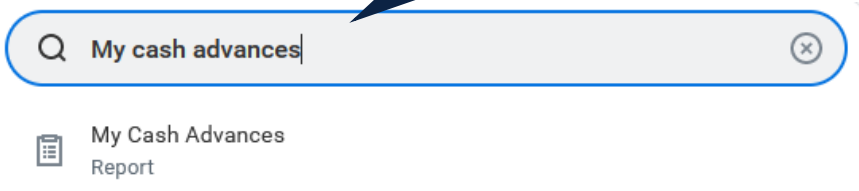# CLOSING A SPEND AUTHORIZATION

FIND SPEND AUTHORIZATION
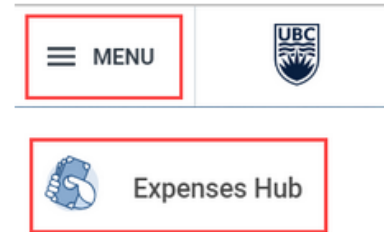
Type "my spend authorizations" in the search bar

Click the Global Navigation Menu and Select Expenses Hub

OR
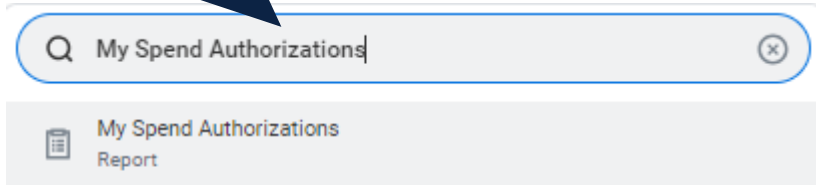
OR

Type "my cash advances" in the search bar

Select Cash Advances from the left side menu
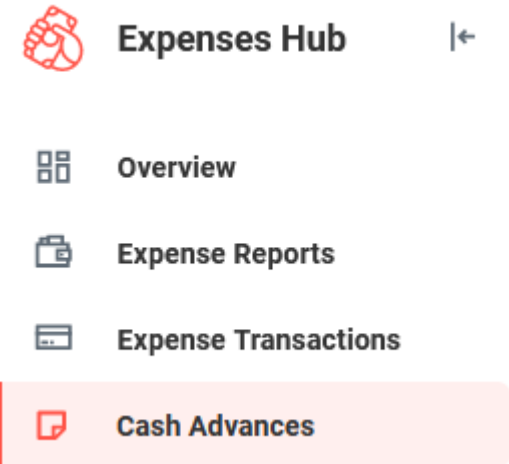
CLOSE SPEND AUTHORIZATION / CASH ADVANCE

My Cash Advances ⋯

1 item

Spend Authorization Document Number	Description	Spend Authorization Status	S
SA-0000001563 ⋯			

Click on the ellipsis [...] next to the Spend Authorization

Actions

Spend Authorization >
Accounting >
Business Process >
Favorite >

View
Change
Close

Spend Authorizatio
0001563

Status

For

select Spend Authorization to open the option menu

Click Close

If the close option is not present and the SA status is Approved, there are outstanding Cash Advance amounts to be reconciled.

Confirm Spend Authorization Close

OK   Cancel

Click Ok to confirm closure

REPORTS

SPEND AUTHORIZATION / CASH ADVANCE REPORTS

- *Find Spend Authorization Lines for Organization* – for all spend authorizations for your organization or organization hierarchy

- *My Spend Authorizations* – view your own spend authorizations, including status, balance and any related expense reports. Can view, cancel or change existing spend authorizations, as well as create new ones

- *My Cash Advances* - view your own cash advances, including status, balance and any related expense reports.

- *My Team's Cash Advances* - Find cash advances for members of your team (based on sup org).

Q & A

UBC RESOURCES

- Knowledge Base Articles:
    - Request a Cash Advance or Spend Authorization
    - Create an Expense Report to Reconcile Cash Advances
    - Closing a Cash Advance or Spend Authorization
    - Cash Receipt and Repayment Process