

How to Identify the Funding String Applied to an e-Reimbursement Cash Advance

Auditors can use WISDM to identify funding strings applied to e-Reimbursement cash advances. See instructions below.

Before getting started, be sure to have the Traveler's Employee ID available.

- 1) Sign into WISDM.
- 2) Navigate to **Main Menu > Other > Transaction Search**.
- 3) Complete the Search Criteria as follows:
 - Select the *Fiscal Year* and *Accounting Period* in which the cash advance was paid.
 - Change the *Dept* drop-down menu to **starts with** and enter the traveler's Division code [e.g. 48 (L&S)].
 - Change the *Account* drop-down menu to **is exactly** and enter Account Code **6166**. All original cash advance payments post as a debit to Account Code 6166.
 - Change the *Description* drop-down menu to **is exactly** and enter the traveler's Employee ID.
 - Check the *Show Balance Account* box.
Note: Account Code 6166 represents a Balance Account; if this box is not checked, no results will be displayed.

4) Click the **Submit** button.

5) Find the original cash advance payment by locating the Cash Advance ID in the *Jrnl Line Ref* column and the total sum of the cash advance in the *Monetary Amt* column.

Note: *If a traveler owes a portion of their cash advance back to the University, the credit should be posted to this same funding string; however, instead of Account Code 6166, Account Code 6241 must be used. Please see [How to Reconcile a Cash Advance in e-Reimbursement \(Auditor Role\)](#) for more information about this process.*