

RECONCILING A CASH ADVANCE

WHO CAN USE T1

- ✓ Staff paid via main payroll
- ✓ Students (under and post grad)
- ✗ Associate Staff cannot use T1 to reconcile advances – contact Finance Helpdesk for advice

BEFORE YOU START



Scan your receipts and save the images somewhere accessible so they can be uploaded to your claim. Mileage claims don't need receipts.



For UK purchases, check you have the right type of receipt. If VAT was charged, try to obtain a VAT receipt rather than just a card machine receipt so the University can claim the VAT back.



Know which budget or project code to use.



Check your T1 access: <https://exe.t1cloud.com/>
If not set up in T1, contact: financesystems@exeter.ac.uk



Reconcile the advance within three months of event and always by year end, 31st July.



Check with budget holder what description should be used e.g. "F Smith ESIC Field Trip Travel Costs 30.08.20" is more informative than just "Field Trip".

HELP & SUPPORT

[Detailed guides and manuals](#)

Queries: financehelpdesk@exeter.ac.uk
01392 726981 int ext 6981

LOGIN TO T1 - <https://exe.t1cloud.com/>

1 Use search field to find and open the 'My Travel and Expenses' function:

2 Add expenses template:

3 Enter date, reason and cost info: Save the form, once completed

Add Expense Document

Details

User * FS058 (Freddi Smith) *Defaults to you – change to correct username if reconciling cash advance on behalf of someone else*

Description * *Use dates, reason, event name & who is claiming e.g. F Smith MRC Conference Travel on 10.02.20. This information appears on the budget report so be as informative and unique as possible.*

Reason * *Will copy description from above – amend to include more information, if needed.*

Date * *Enter today's date*

Expense Reason *Always leave blank*

Default Dissection

Item Code ENTER CHARGE CODE *Coding section – use the shortened version of the full T1 code. There are two formats in use – PJ codes look like 100028G001 or 101237R004 and GL codes look like 011894*

Ledger Code *Will auto-populate with PJ or GL format – don't change*

Ledger Name *Will auto-populate – don't change*

Account *Will auto-populate – don't change*

Settings

4 Add type of expense:

Click on this tab next

Then add the expense type from the drop down list – pick closest match if your type isn't listed

T1 EXPENSES STEP BY STEP (cont.)

5 Enter details about expense and add receipt:

Travel UK Use the date shown on your receipt

Save this information, once completed.

Cancel Save

Details

Expense Date *

Expense Item * Select from drop-down list, tailored to the chosen type of expense

Is this expense related to a project? * Select YES if using PJ code (format looks like 100028R002 or 10045G001). Select NO if using GL code (format looks like 011784)

Payment Method * Pay using Employee Advance Associated Advance Document * 043999 (Budapest Field Trip)

From * Select 'Pay using Employee Advance' then select the advance's reference number in the Document box that now appears.

To * Information boxes tailored to the type of expense chosen e.g. Travel UK has 'From' and 'To' boxes

Narrative * Include details about type of expense, dates, who was involved etc. as well as any explanations needed about missing receipts or any other details needed for the approver to make sense of the claim. e.g. *Flight from London Heathrow to Edinburgh on 30/8/20 for BioTech Conference for F Smith and S Hamran*

Receipts relating to EU grants? Leave blank unless using an EU grant code (if so, send originals to EU team)

Do you have a receipt showing UK VAT no? * Yes = receipt shows UK VAT or No = receipt does not show UK VAT

Reason for no receipt If 'No' above, select why not from drop-down

Currency Code * GBP (British Pounds Sterling) Defaults to GBP - change if claiming a different currency used for own expenses.

Exch Rate 1.000000

Total (Gross) 0.00 Change rate, if needed

Additional Information Amount being claimed for this item. Should match to the value shown on your receipt. If not, use 'Narrative' field to give explanation of difference.

Attachments Add the receipt image here (not needed for mileage claims) + Add

7 Error message:

1 ERROR

Critical Error: Unable to get the value for Accnbri, AccountCor 'NNNNNN-A-NN-NNNN-NNNN-NNNN' at T1.F1.Workflow.H String entityName, String metaltemName, String linkedItemN

This message appears when trying to submit your claim because the question "Is this expense related to a project?" has been answered the wrong way round. Select the 'Edit' button, change your answer from NO to YES or YES to NO for every item in your claim, save the changes and submit it again.

8 View claim's progress:

Enterprise search

Search

Filter Clear all

Click the filter icon, then select 'Clear all' to see all past and present claims

Claim's current status is shown here

F Smith ESIC field trip VAT REVIEW Total 45.00

020436 | 23-May-2019 (Single)

Felicity Smith Outstanding 45.00

- Status definitions:
- DRAFT** = claim started but not yet submitted for approval
 - CLAIMANT REVIEW** = claim has been created by someone on claimant's behalf and is with the claimant to check the details before being submitted for approval
 - VAT REVIEW** = claim is with the VAT team to be checked
 - APPROVE EXPENSES** = claim is with the budget approver for final checks
 - MAKE A REQUEST** = claim has been rejected and returned to you to amend and resubmit
 - COMPLETED** = claim is approved and will be reconciled to your cash advance

6 Check details then submit for approval:

Submit

Finally, select 'Submit' when claim is ready to send for approval

Use 'Add' to enter any more expense items onto this claim and complete the template, as per Step 5 above.

Change details using 'Edit' or delete this line using drop-down icon

+ Add

F Smith ESIC Field Trip costs May 19

028426 | Expenses Template | Draft

Document Details	Approved	0.00
	Total Amount	45.00

Expenses	Travel UK Total	45.00
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Costings	Total	45.00
	Unapproved	45.00
	Approved	0.00

Exeter to Swansea DRAFT 45.00

24-May-2019

Payment Method Pay Employee TRAVEL UK

Edit

INFORMATION

- The full amount of your advance should be accounted for (reconciled) in T1 within one month of the trip/event.
- If you are reconciling the advance using a single budget/project cost code, then all your expenses can be added as onto the same expense claim form. Add as many lines to the expense claim as needed.
- If you are reconciling the advance using two or more budget/project cost codes, then complete a separate expense form for each cost code each with as many lines as needed. There is no limit to the number of separate expense claim forms that can be used to reconcile an advance.
- When the advance has a status of '[Awaiting Reconciliation](#)' this means the payment has been sent to your bank from the University's bank and needs to be reconciled.
 - [Available](#) = amount that has yet to be reconciled
 - [Total](#) = full amount that was advanced
 - [000239](#) = example of the advance's T1 reference number

Geology Department February 2020 Field Trip to Iceland
000239 03-Feb-2020 to 10-Feb-2020
Alison Ball
Freddi Hasid

AWAITING RECONCILIATION
Available 1,500.00
Total 1,500.00

UNDERSPENT ADVANCES

- You must repay any unused portion of the advance back to the University within 90 days of the trip/event. To repay unused funds, send it electronically from your bank (a BACS payment) to:
 - Sort code: [60-08-06](#)
 - Account Number: [00724890](#)
 - Account Name: [University of Exeter](#)
 - Staff repayments must include this reference: [R3 + staff ID number](#)
 - Student repayments must include this reference: [A2 + student ID number](#)
 - This reference **MUST** be included with your BACS payment or the funds will not be allocated correctly.
- After the expense claim for this advance has been approved and the claim status shows as '[Completed](#)', you also need to update the advance's status in T1. Click the '[Repay](#)' button to close down the advance and change its status to '[Completed](#)':

Advance reques... AWAITING RECONCILIATION
053 | 01-Feb-2020 ... Available 584.44
An... An... Total 1,000.00

Repay

OVERSPENT ADVANCES

- You should contact the budget holder to discuss any overspending. Where possible, do this before incurring the additional expenditure.
- If you enter an amount on your expense claim that is more than the remaining amount of the advance, T1 will automatically create an additional line on the claim for the excess amount and change the payment method to '[Pay Employee](#)' and confirm this with the following message, for example claiming £1,500 when the advance was for £1,000:

1 INFORMATION MESSAGE

Advance Document '001095' only has 1000.00 available. A new line will be created on save with the remaining balance of 500.00.

- Use the '[Narrative](#)' field for this line to give details of the circumstances for this extra expenditure.
- Once approved, this amount in excess of the advance will be paid by BACS into your bank account and the advance's status in T1 will change to '[Completed](#)' as the full amount has now been accounted for.