

Recording ATM transactions from the University One Card

ATM transactions are allowed on the One Card only if advance approval has been given and the card has been enabled for that type of activity. To receive this access, a special request form must be completed, stating the business purpose for this need and the start and end dates for the access, if applicable. The request must be approved and signed by the responsible fiscal person for the traveler's division and then submitted to Supply Chain for final approval. Supply Chain will then contact the bank to open the card for this type of transaction. The special request form can be found in Outlook Forms and is titled **One Card ATM Access Request Form**.

When an ATM transaction is charged to the One Card, the amount will be recorded to the University General Ledger in the same manner as a Cash Advance. The process to record the receivable until the Cash Advance can be applied to an Expense Report or is repaid is outlined below:

1. Cardholder uses One Card for ATM transaction.
2. APSS receives report with information regarding ATM transactions, including the MoCode and Account for the transaction. APSS will enter a credit Expense Report (ER) for the ATM transaction which will also result in the creation of an Adjustment Cash Advance (CA) for the cardholder. APSS will add the Adjustment CA number to PaymentNet on the ATM transaction.
3. The Adjustment CA will appear on the Outstanding Cash Advance report as a receivable (PS Account 132800) on the MoCode used on the credit ER.
4. The ER will route for approval using the standard ER workflow. Once approved, a credit will be recorded to the MoCode and PS Account.
5. When the cardholder returns from their trip, an ER for travel expenses will be created and the adjustment CA can be associated with the ER at that time. This will net the cash that has been advanced by the ATM transaction against the amount requested on the ER for reimbursement of the travel expenses for the trip.
6. If a check is received from the cardholder to repay the ATM transaction amount (either full or partial), the department will create a CRR to the MoCode provided earlier, using PS Account 132801 to relieve the outstanding cash advance receivable. The department notifies APSS of the CRR number and they will associate the CRR to the CA to reconcile the outstanding balance.

Example Transactions recording ATM transactions using the One Card (Department MoCode is X1234 for example purposes)				
Scenario 1: Traveler uses One Card for an ATM transaction in the amount of \$500. Total expenses for trip are \$800.				
		MoCode/Account	Debit	Credit
a.	Journal Entry from One Card feed			
	Department MoCode (Expense)	X1234-721000	500.00	
	One Card Clearing MoCode	A9999-730000		500.00
b.	APSS records ATM transaction on Credit Expense Report			
	Department MoCode (records Receivable owed by traveler)	X1234-132800	500.00	
	Department MoCode (reverses Expense from feed)	X1234-721000		500.00
c.	Adjusting Cash Advance created from Credit Expense Report			
	Department MoCode (Receivable to Create an Adjustment CA)	X1234-132800	500.00	
	Department MoCode (Receivable to Create an Adjustment CA)	X1234-132800		500.00
d.	Traveler returns from trip. Submits Expense Report for total expenditures. Associates the Cash Advance to the Expense Report.			
	Department MoCode (records total Expense for trip)	X1234-721000	800.00	
	Department MoCode (Receivable - clearing Cash Advance)	X1234-132800		500.00
	Payment to employee	X1234-190000		300.00
Results: \$800 expenses recorded to department, traveler receives \$500 from ATM transactions and \$300 reimbursement upon submission of Expense Report.				

Example Transactions recording ATM transactions using the One Card (Department MoCode is X1234 for example purposes)				
Scenario 2: Traveler uses One Card for an ATM transaction in the amount of \$500. Total expenses for trip are \$400.				
		MoCode/Account	Debit	Credit
a.	Journal Entry from One Card feed			
	Department MoCode (Expense)	X1234-721000	500.00	
	One Card Clearing MoCode	A9999-730000		500.00
b.	APSS records ATM transaction on Credit Expense Report			
	Department MoCode (records Receivable owed by traveler)	X1234-132800	500.00	
	Department MoCode (reverses Expense from feed)	X1234-721000		500.00
c.	Adjusting Cash Advance created from Credit Expense Report			
	Department MoCode (Receivable to Create an Adjustment CA)	X1234-132800	500.00	
	Department MoCode (Receivable to Create an Adjustment CA)	X1234-132800		500.00
d.	Traveler returns from trip. Submits Expense Report for total expenditures. Associates the Cash Advance to the Expense Report.			
	Department MoCode (records total Expense for trip)	X1234-721000	400.00	
	Department MoCode (Receivable-partially clearing Cash Advance)	X1234-132800		400.00
e.	Traveler must repay additional \$100 either by submitting a check or associating with another Expense Report. When repayment is received by check, a CRR is completed by the department and APSS is notified.			
	Cash Received	X1234-190000	100.00	
	Department MoCode (Receivable-record Cash Advance repayment)	X1234-132801		100.00
f.	APSS reconciles the repayment on the CRR with the outstanding balance on the Adjustment Cash Advance			
	Department MoCode (Receivable-clearing Cash Advance repayment)	X1234-132801	100.00	
	Department MoCode (Receivable - clearing Cash Advance)	X1234-132800		100.00
Results: \$400 expenses recorded to department, traveler receives \$500 from ATM transactions and must repay \$100 since the expenses were less than the amount of the ATM transaction.				