

**Instructions for Travel Advance Verification
Attachment J**

Purpose	To certify to DOA that the balances for Account 131050 in Cardinal have been reconciled per the agency's internal records to the balances in Cardinal.
Applicable Agencies	All agencies that have Account 131050 displayed on the June 30, 2018, Cardinal Trial Balance, even those with a zero balance, are required to complete and submit the attachment. Note: Tier III Institutions are not required to complete this attachment.
Due Date	Must be RECEIVED at DOA by 5:00 p.m. on Friday, August 31, 2018 .
Form Instructions	Be sure to complete the agency code and contact information on Part A of the workbook and all applicable shaded areas on all worksheets. Please note that each attachment page is on an individual worksheet within the workbook. Using the "Tab" key will allow easy navigation between all required fields.
Procedures	<p>Part A: Certify the balance of Account 131050 per the agency's internal records agree with the final close balance for the fiscal year ended June 30, 2018, on the Cardinal Trial Balance report.</p> <p>Part B: Travel advance balances must be differentiated into Advances to Employees (Permanent, Temporary or Other) or Other Reconciling Items. If the agency has any outstanding Advances to Employees or Other Reconciling Items, additional information will be required in Schedules 1 and 2. The total for all funds per the agency's records must agree with the Cardinal final close reports.</p> <p>If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click Home, then click Insert, then click Rows.</p>
Submission Requirements	<p><u>After downloading the files, rename the spreadsheet using the agency number followed by Att J.</u> For example, agency 997 should rename the Attachment J.xls as 997AttJ.xls.</p> <p>In the prepared by and approved by fields, complete the appropriate blanks for the name, title and date. This certifies that the information contained in the attachment is accurate and correct to the best of the knowledge of the signatories. The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA.</p> <p>Submit the workbook electronically to gacct@doa.virginia.gov.</p>
DOA Contact	Elizabeth Vlahos Assistant Director – General Accounting Tel.: (804) 692-0226 Fax: (804) 225-4250 Email: elizabeth.vlahos@doa.virginia.gov