University of Exeter
FINANCE SERVICES

RECONCILE AN ADVANCE

WHO CAN USE T1

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

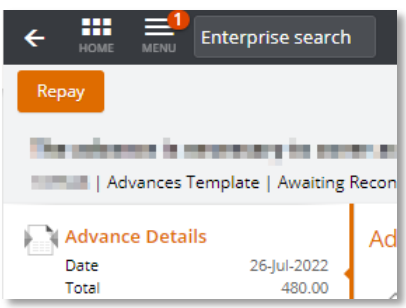
BEFORE YOU START

Know which budget or project code to use – look it up on the T1 Code Dashboard

Scan your receipts and store the images – .jpeg and .heic formats cannot be used
Mileage claims don't need receipts

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

DON'T click the 'Repay' button on the Advance form until all the reconciliation claims have been approved and any underspend has been returned to the University:



HELP & SUPPORT

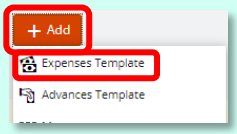
Expenses Policy

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

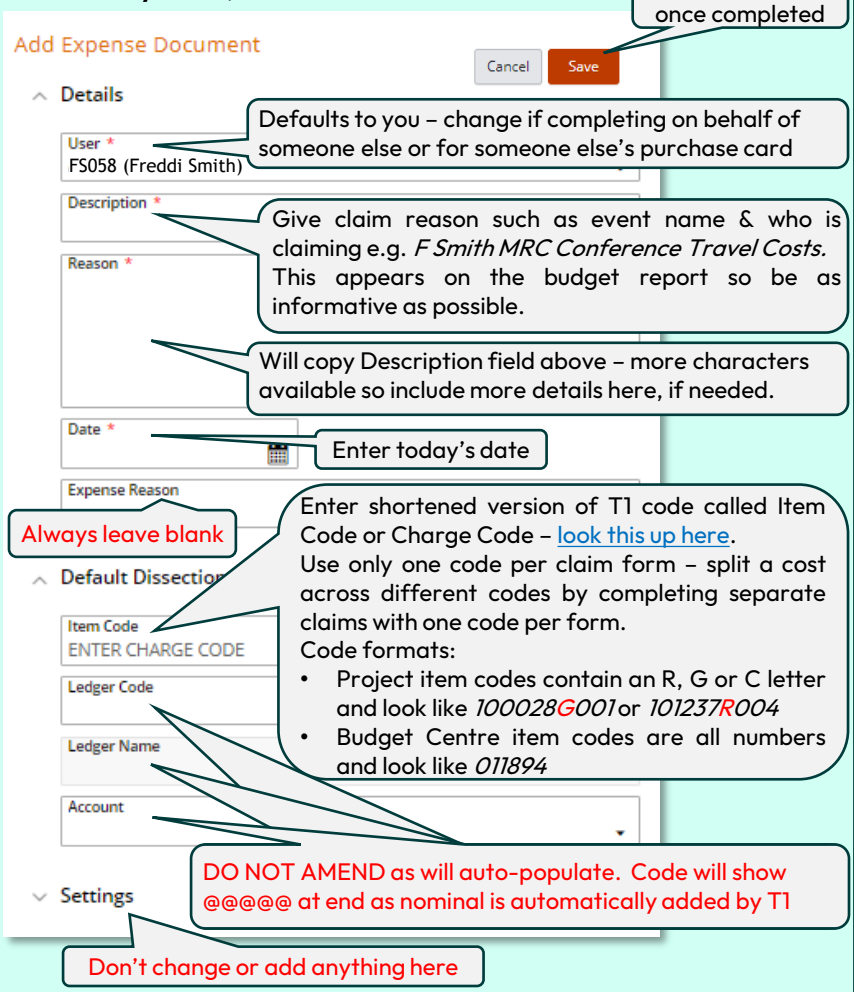
LOGIN TO T1 – https://exe.t1cloud.com/

1 On the 'My' page, click the 'My Travel and Expenses' function:

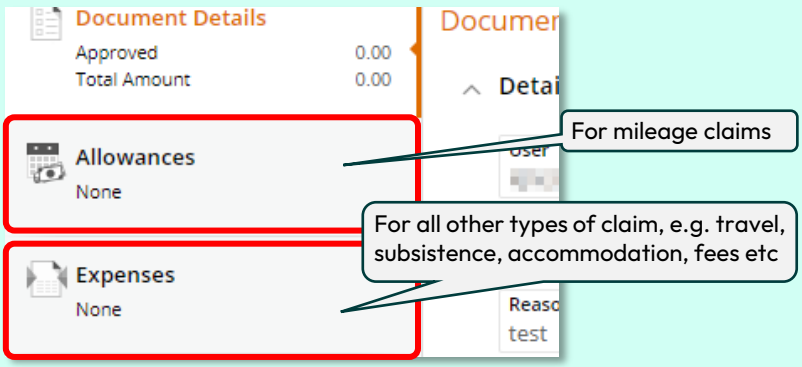
2 Add expenses template:



3 Enter today's date, reason and cost code:

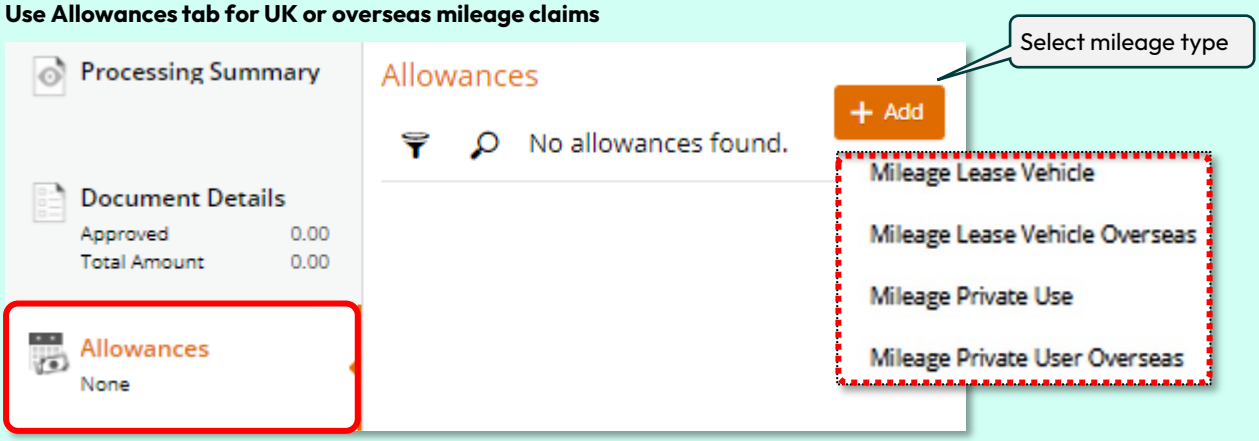


4 Next, click the tab for the type of expense being claimed:

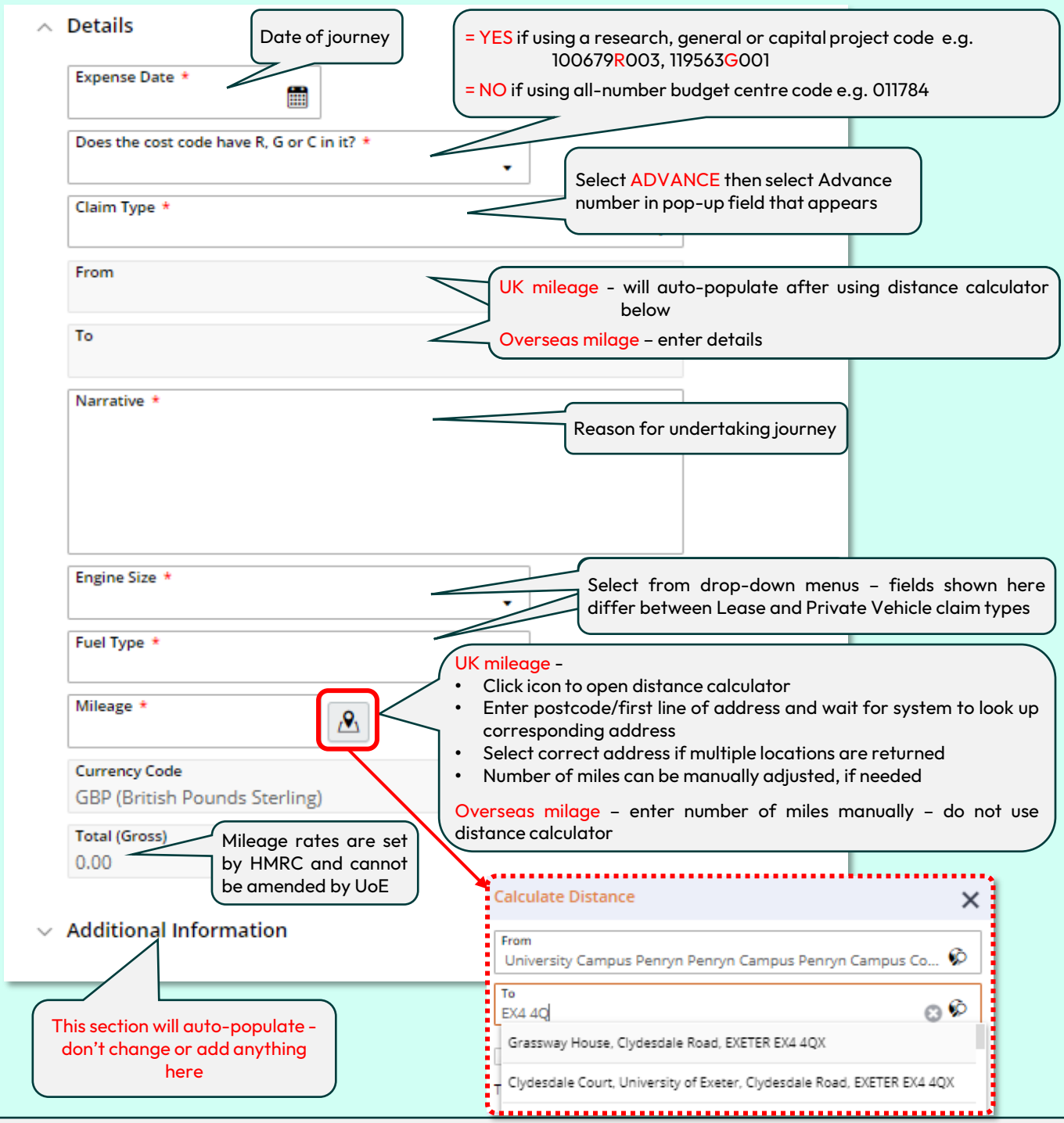


RECONCILE AN ADVANCE (cont.)

5 Use Allowances tab for UK or overseas mileage claims

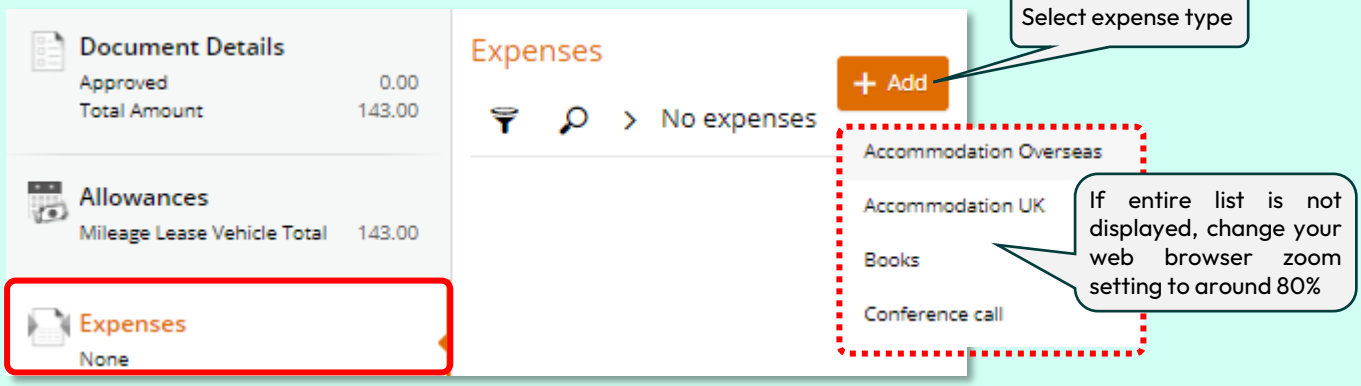


6 Add details about the mileage in the form that now appears:

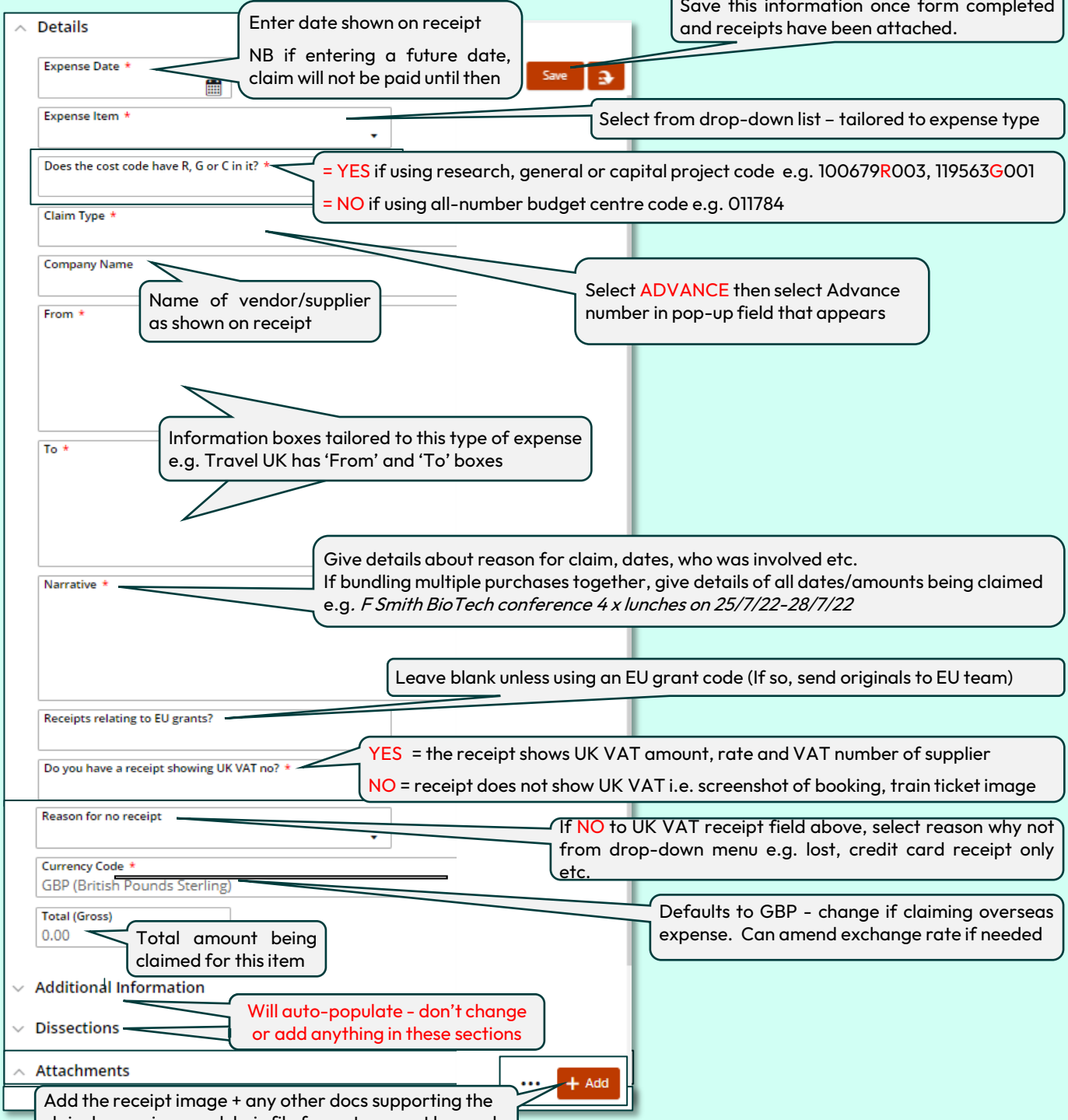


RECONCILE AN ADVANCE (cont.)

7 Use Expenses tab for all types of non-mileage claim

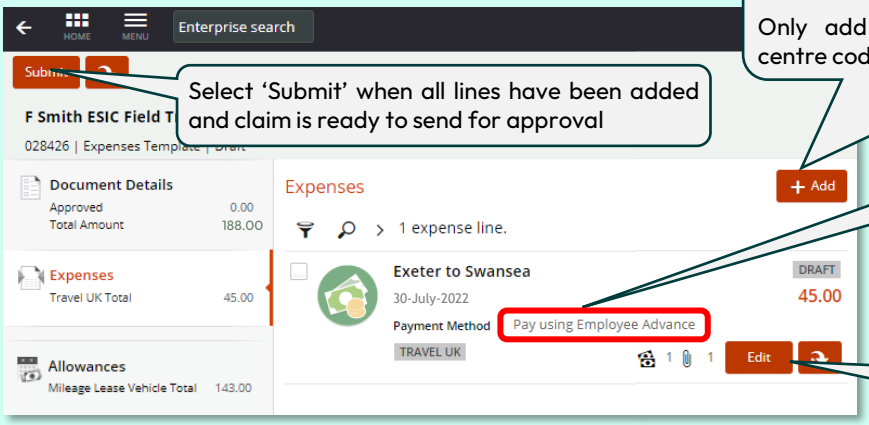


8 Add details about this expense in the form that now appears:



RECONCILE AN ADVANCE (cont.)

9 Check details then submit for approval:



Use 'Add' to enter any more expense items for this same advance onto this claim, as per steps above.

Only add more items for same project/budget centre code given on first page of claim.

Select 'Submit' when all lines have been added and claim is ready to send for approval

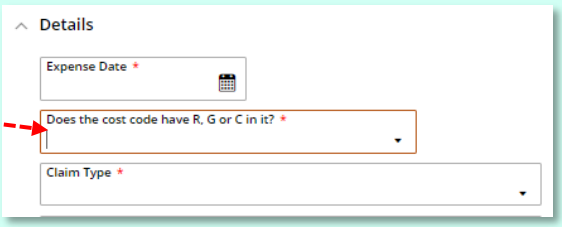
Double check this has been allocated correctly to the advance with this message

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

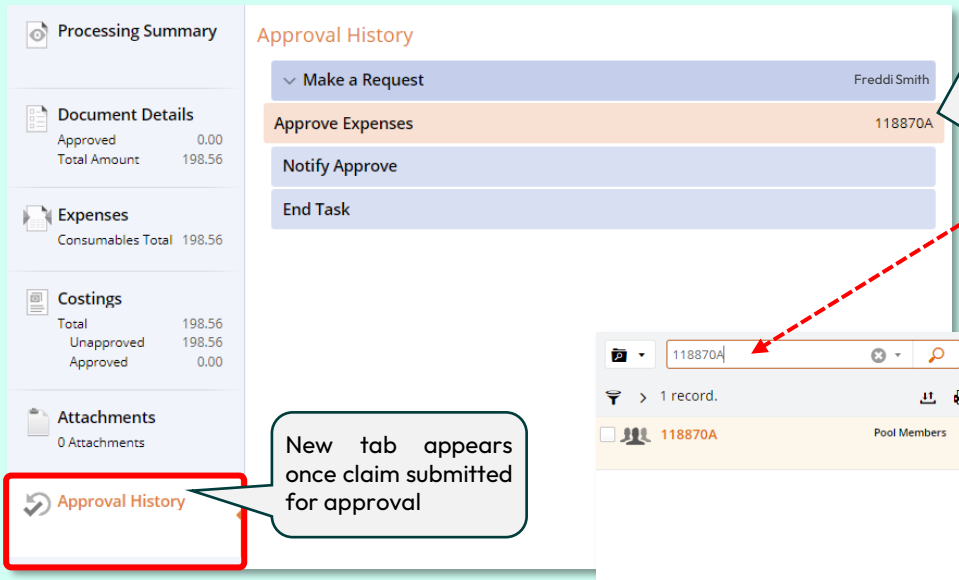
10 Error message that may appear when submitting for approval:

This message appears when trying to submit your claim because one question has been answered the wrong way round.

To fix the error - 'Edit' every line within the claim - change your answer from NO to YES / YES to NO, save the changes and submit it again.



11 Check approval path:



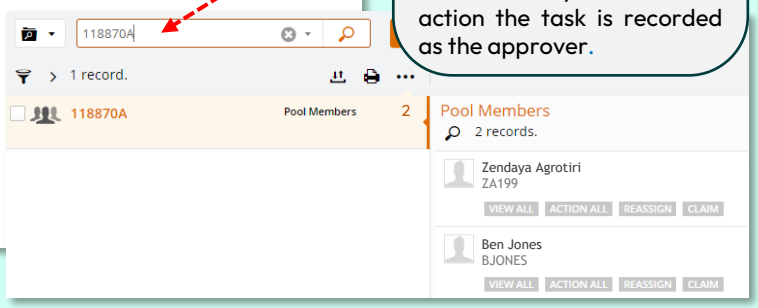
Orange line is the current location of the claim.

Approval pool number or budget holder's name will appear here.

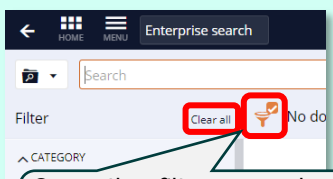
Use the T1 Resource Pools function to check approval pool membership names.

Approval task is emailed to all pool members simultaneously. First to action the task is recorded as the approver.

New tab appears once claim submitted for approval



12 View all your previous claims:



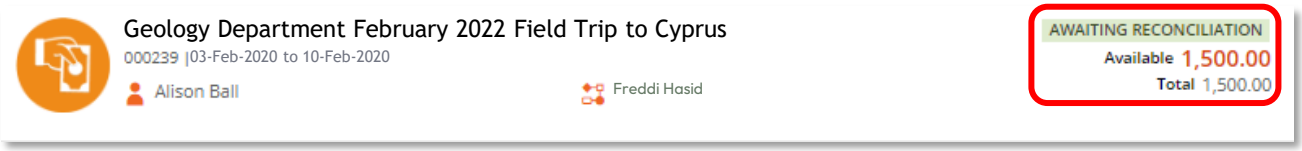
Open the filter menu by clicking the orange filter icon. Then select 'Clear all' to see all past and present claims

Claim's current status is shown here

DRAFT = started but not submitted for approval
CLAIMANT REVIEW = created on claimant's behalf and with claimant to check
VAT REVIEW = with VAT team for checking
APPROVE EXPENSES = with budget approver for checking
MAKE A REQUEST = rejected and returned to user to amend then resubmit
COMPLETED = claim approved and payment will be paid to salary bank account

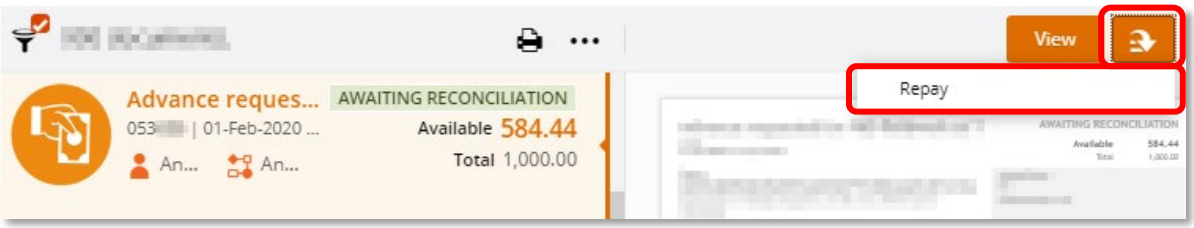
INFORMATION

- The full amount of the advance should be accounted for (reconciled) in T1 within one month of the trip/event.
- If reconciling to a single budget/project cost code, then all expenses can be added onto the same expense claim form. Add as many lines to the expense claim as needed.
- If reconciling the advance using two or more budget/project cost codes, then complete a separate expense form for each cost code. There is no limit to the number of separate expense claim forms that can be used to reconcile an advance.
- Advance status of 'Awaiting Reconciliation' means the advance 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



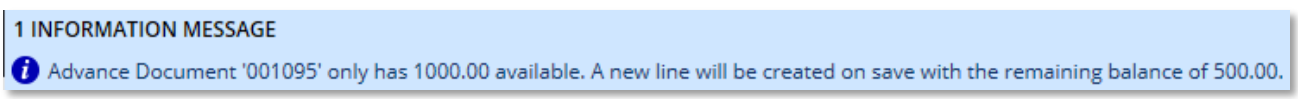
UNDERSPENT ADVANCES

- Repay any unused portion of the advance back to the University within one month of the trip/event - send it electronically from your bank (BACS payment) to:
    - Sort code: 60-08-06
    - Account Number: 00724890
    - Account Name: University of Exeter
    - Staff repayments must include this reference: R3 + your staff ID number
    - Student repayments must include this reference: A2 + your 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':



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 'Expense' and confirm this with the following message, for example claiming £1,500 when the advance was for £1,000:



- 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.