



*The rising STAR of Texas*

# Research Cash Advance Website Tutorial

<https://era.research.txstate.edu/cashadvance/>



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## Research Cash Advance Online System

Log In

Texas State NetID

Password

Begin using the Research Cash Advance Online System by entering your Texas State Net ID and password to Log in.



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**Advance**

PI and supporting staff members to start a new, or review the existing Research Cash Advance Requests and Reconciliations

The Research Cash Advance System is a web-based screen on the Texas State University Research and Sponsored Programs web page that allows a Principal Investigator (PI) and support staff to complete a Research Cash Advance Request and Research Advance Reconciliation. The research cash advance is typically used to pay human subjects participating in a sponsored program funded with federal monies. A human subject may receive a payment by check, electronic deposit, gift certificate, or cash for their participation in a study. A custodian must follow the established principles to secure and handle cash. When purchasing tangible items, the PI must follow the university's established procurement process (purchase requisition and PO).

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[Research Cash Advance Tutorial](#)

Departmental chairs and center directors: click this link to review and approve Research Cash Advance Requests and Reconciliations

[Review & Submit Reconciliations](#)

[Member](#)

Academic deans: click here to review and approve Cash Advance Requests and Reconciliations

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Downloadable form to be signed by the recipients of human subject incentives

Please DO NOT

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**PI/Support Staff**

**Account Manager**

**Department Chair/Center Director**

**College Dean**

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Downloadable form for human subject incentive expenses

[Requests or Create, Review & Submit Reconciliations](#)

[Commitment Number](#)



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**PI/Support Staff**

**Account Manager**

**College Dean**

## Research Cash Advance

The Research Principal In advance, check, elec When purch

Frequently asked questions about Research Cash Advance Request along with answers

University Research and Sponsored Programs web page that allows a request and Research Advance Reconciliation. The research cash funded with federal monies. A human subject may receive a payment by a custodian must follow the established principles to secure and handle cash. Reconciliation process (purchase requisition and PO).

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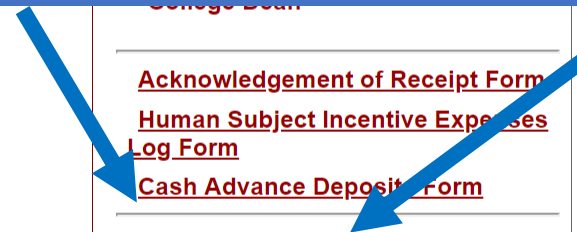
[Start a New Cash Advance Request](#)

[Review & Submit Cash Advance Requests or Create, Review & Submit Reconciliations](#)

[Search an Existing Reconciliation by its Commitment Number](#)

Downloadable flowcharts explaining the routing process.

Use Download this form to deposit unused cash





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**PI/Support Staff**

## Research Cash Advance

The Research Cash Advance System is a web-based screen on the Texas State University Research and Sponsored Programs web page that allows a Principal Investigator (PI) and support staff to complete a Research Cash Advance form (AP-5) and Research Advance Reconciliation form (AP-6). The research cash advance is typically used to pay human subjects participating in a sponsored program funded with federal monies. A human subject may receive a payment by check, electronic deposit, gift certificate, or cash for their participation in a study. A custodian must follow the established principles to secure and handle cash. When purchasing tangible items, the PI must follow the university's established procurement process (purchase requisition and PO).

Click here to  
start a new  
Research Cash  
Advance  
Request

[Start a New Cash Advance Request](#)

[Review & Submit Cash Advance Requests or Create, Review & Submit Reconciliations](#)

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Home

Use the validate Net ID button to get the name of the person corresponding to that Net ID

Enter the Texas State Net ID of the principal investigator responsible for the cash advance request

PI's NetID

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Validate

PI's SAP Vendor No.

Import PI's SAP Vendor No.

Department/Center

--Select a Department--

Editor/Contact NetID (optional)

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Validate NetID

Work Phone

Pr

This field gets auto populated after you enter the Net ID of the PI. In case there is no SAP vendor # linked to the PI (for new faculty members), you have to enter it manually

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**PI/Support Staff**

**Account Manager**

Home

Select the PI's department from  
the drop down list.

PI's NetID

PI's SAP Vendor No.

Department/Center

Editor/Contact NetID (optional)   Work Phone

Project Title

Research Assistants,  
Research  
Coordinators and  
Office Administrative  
Assistants can assist  
PIs with the research  
advances online  
forms. The PI can  
designate them as  
the Contact.

Enter the research project title for  
which the funds will be used





PI/Support Staff

Account Manager

Department Chair/Center Director

College Dean

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ORSP - Post Award Support

Enter or select the grant start date

Enter or select the date in which the grant will end

Project Title **Required**

Grant Start Date (mm/dd/yyyy)  Grant End Date (mm/dd/yyyy)

Use of Funds Start Date (mm/dd/yyyy)  Use of Funds End Date (mm/dd/yyyy)

The Fund Start Date cannot be earlier than the Grant Start date and must be 10 days later than date of submitting the Research Cash Advance Request

This date cannot be later than Grant End Date and must fall within 4 months of Funds Start Date

--Select Type--

Partial(Confidential): Collecting identifiable information but removing the identifier.

Select Yes, if study participants (Human Subjects) will be awarded cash or cash equivalents for their participation, otherwise select "No"

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ORSP - Post Award Support

Assistant VP for Research

Accounts Payable

Project Title

Grant Start Date (mm/dd/yyyy)

Grant End Date (mm/dd/yyyy)

Use of Funds Start Date (mm/dd/yyyy)

Use of Funds End Date (mm/dd/yyyy)

Human Subjects

Yes  No

\*The IRB approval document must be uploaded if the research cash advance is used for human subjects.

IRB Number

IRB Approval Date

Human Subject Data Type

- Select Type--
- Select Type--
- Complete
- Partial
- None

Complete(Standard): Collecting identifiable information

Partial(Confidential): Collecting identifiable information but removing the identifier.

None(Anonymous): Not collecting identifiable information.

Payment Method

--Select Payment Type--

Describe Other

Enter IRB (Institution Review Board) approval number. IRB approval is required when Human Subjects are involved in a study.

Prior IRB approval is required. IRB Approval Date cannot be later than the Research Cash Advance Request's submission date.

Select type from the drop down list (only if Human Subjects will be used in the Data Type study).



Accounts Payable

Payment Method

--Select Payment Type--  
--Select Payment Type--  
Face to Face  
Gift Cards  
Amazon Turk  
Other

Describe Other

Rationale for Cash Advance

- Face to Face Cash Distribution: Human Subject Incentive Expenses Log Form and Acknowledgement of Receipt of Cash or Cash Equivalent Form are required.
- Face to Face Gift Card Distribution: Receipt of payment for gift cards, Human Subject Incentive Expenses Log Form, and Acknowledgement of Receipt of Cash or Cash Equivalent Form are required.
- Third Party Vendor Distribution, such as Amazon Turk: Receipts of payment to third party vendor and reports from the vendor on distributions are required.

and the justifications

AP Internal Coding: Bank: 10 - General Ledger: 1011201 and: 20200100



Provide a justification statement to substantiate the issuance of the advance. For Example, the advance will cover the purchase of \$20 gift cards as human subjects incentives for focus group participants. Participants may receive a max of 3 gift cards for participating in a serves of 3 focus groups Advance Request

Payment Method

--Select Payment Type--

Describe Other

Rationale for Cash Advance Request

Date Advance Cash Needed (mm/dd/yyyy)

This date cannot be earlier than 10 days from the submission date.

This form must be submitted 10 days prior to the requested date. In case of emergency, please enter the date that you need the cash and and the justifications below:

**Save & Continue**

AP Internal Coding: Bank: 10 General Ledger: 101120 Fund: 2025031000

State funds cannot be used for cash advance. State funds can only be used unless the actual expenditure has occurred. Therefore, PIs must use a different fund and can transfer the charges to the state fund once the reconciliation process is complete.

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[Request Summary](#) | [Funding Source](#) | [Upload Attachment\(s\)](#) | [Review & Submit](#)

### Add Cash Advance Funding Source(s)

Note: please do NOT use comma (",") when entering numbers.

Cost Center	Funds	Internal Order	Sponsored Class (GL Code)	Amount(\$)	Account Manager's NetID
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Select One -	<input type="text" value="0.00"/>	<input type="text"/>
<input type="button" value="Add this Funding Source"/>					<input type="button" value="Validate NetID"/>

Total Fund Needed ([Refresh](#)) : 0.00

### Review Request

AP Internal Coding: Bank: 10 General Ledger: 101120 Fund: 2025031000

Enter the SAP grant, funded program or statistical order number, if applicable

Enter the SAP Cost Center number.

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#### Flow Charts

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Enter the expenditure amount to be charged to each funding source combination. Don't use any comma or alphabet while entering this field

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- PI/Support Staff**
- Account Manager**
- Department Chair/Center Director**
- College Dean**

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**Add Cash Advance Funding Source(s)**

Note: please do NOT use comma (",") when entering numbers.

Cost Center	Funds	Internal Order	Sponsored Class (GL Code)	Amount(\$)	Account Manager's NetID
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Select One -	0.00	<input type="text"/>

Total Fund Needed ([Refresh](#)) : 0.00

Click this button once you have entered in the requested information.

Enter the SAP General Ledger code.

Enter the Net ID of the Account Manager and select "Validate" to verify if the correct Net ID has been entered.

General Ledger: 101120 Fund: 2025031000

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**PI/Support Staff**

**Account Manager**

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**Add Cash**

Note: please do NOT use comma (",") when entering numbers.

Cost Center

Funds

Internal Order

The IRB Approval letter must be uploaded if the research cash advance is used for paying human subject incentives.

Total Fund Needed ([Refresh](#)) : 0.00

**Review Request**

AP Internal Coding: Bank: 10 General Ledger: 101120 Fund: 2025031000



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### Add Cash Advance Funding Source(s)

Note: please do NOT use comma (",") when entering numbers.

Cost Center	Funds	Internal Order	Sponsored Class (GL Code)	Amount(\$)	Account Manager's NetID
<input type="text"/>	<input type="text"/>	<input type="text"/>	- Select One -	<input type="text" value="0.00"/>	<input type="text"/>
					<input type="button" value="Validate NetID"/>
<input type="button" value="Add this Funding Source"/>					

Total Fund Needed ([Refresh](#)) : 0.00

Click "Review Request" and continue to the form review page before submission.

AP Internal Coding: Bank: 10 General Ledger: 101120 Fund: 2025031000

**PI/Support Staff**

**Account Manager**

**Department Chair/Center Director**

**College Dean**

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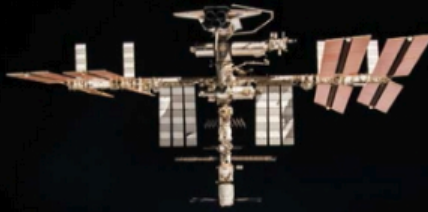
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[Request Summary](#) | [Funding Source](#) | [Upload Attachment\(s\)](#) | [Review & Submit](#)

Click "Choose File" to select any relevant documents that you wish to include in this request form

Upload Attachment(s)

**\*The IRB approval document must be uploaded if the research cash advance is used for human subject incentives.**

Maximum documents size: 5MB

Choose File p17.pdf

Upload

Document(s) Uploaded

AP Internal Coding: Bank: 10 General Ledger:

When the appropriate files have been selected, click "Upload" and click "Review & Submit" at the top of the page to continue the request form

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For PIs, select the check box to activate the "Submit Request for Approval" button. After submission, the request will be electronically routed for approvals.

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**Account Manager**

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[Request Summary](#) | [Funding Source](#) | [Upload Attachment\(s\)](#) | [Review & Submit](#)

I accept responsibility for all cash and cash equivalents received under this advance. I will provide a reconciliation including receipts and all other required documentation within 30 days of the Use of Funds end date shown above. I understand that I will be contacted to repay the university for any unsubstantiated amount not be repaid within 60 days of the Use of Funds end date, the unsubstantiated amount will be included as additional income on the requesting investigator's W-2 in accordance with IRS requirements and the principles established in OMB Circular A-21 regardless of the source of funding.

**Submit Request for Approval**

Only the PIs can submit cash advance requests. If you are not the PI, please inform the PI that the form is ready for submission.

Inform PI

**Research Cash Advance Request - AP5\_s\_r363\_20181012977 | Status: In Progress**

Contact Person's NetID

s\_r363

Contact Phone

College

Advance Document #

Use of Fund End Date

2/10/2019 12:00:00 AM

If the editor is not the PI, click this button to inform the PI that the form is ready for review and submission.

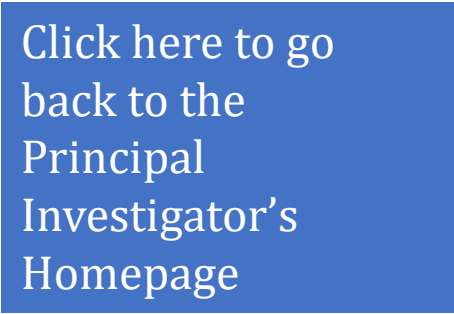
This button will grey out if the person currently logged in is not the PI. Only the PI can submit a Cash

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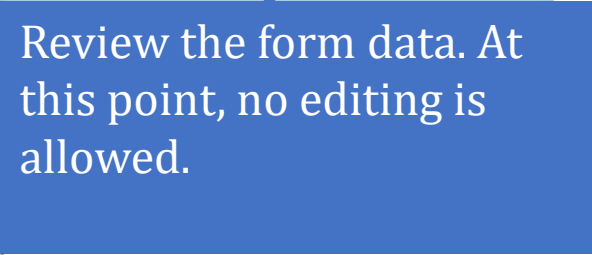
We have received your AP-5 cash advance request. Thank you.

[Review your request data](#) .

Click here to go back to the Principal Investigator's Homepage



Review the form data. At this point, no editing is allowed.



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[Request Form Data](#) | [Approval Process](#)

**PI/Supporting PI**

**Account Number**

**Department Chair/Center Director**

Account manager Approval Required	Approved By All Account Managers	OSP Approval Required	OSP Approved	Chair/Director Approval Required	Chair/Director Approved	Dean Approval Required	Dean Approved	AVPR Approval Required	AVPR Approved	Date Submitted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/18/2018 12:00:00 AM

**ORSP - Post Award Support**

**Assistant VP for Research**

Approval is required, this box will be checked

If Chair/Direct or Approval is required, this box will be checked.

Date of application submission

Once approved by the Account Manager, you will see a check here.

Once approved by the OSP, you will see a check here.

Once it is approved by the Chair/Director, you will see a check on this checkbox.

If Dean Approval is required, this box will be checked.

A check indicates AVPR approval is required

Once approved by the AVPR, you will see a check here.

If OSP Approval is required, this box will be checked.

Once approved by the Dean, you will see a check here

# Research Cash Advance Reconciliation



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Click here to: review/edit existing Research Cash Advance Requests, create a new Reconciliation, or review and submit existing Reconciliations

Search the existing Reconciliations by commitment numbers.

[Start a New Cash Advance Request](#)

[Review & Submit Cash Advance Requests or Create, Review & Submit Reconciliations](#)

[Search an Existing Reconciliation by its Commitment Number](#)

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Click 'details' to view the original Cash Advance Request

Cash Advance Request Submitted

	Request ID	Commitment Number	Total Cash Advanced	Funds Use End Date	Date Submitted	Status	View Existing Reconciliation	Submit New Reconciliation	Substantiation Completed?
<a href="#">Details</a>	AP5_s_r363_2018919798	2900000999	40.00	11/1/2018 12:00:00 AM	9/19/2018 2:20:17 PM	Funds Committed	<a href="#">Existing Reconciliation</a>	<a href="#">Start New Reconciliation</a>	In Process
<a href="#">Details</a>	AP5_s_r363_2018919850		0.00	11/1/2018 12:00:00 AM		In Progress			Yes
<a href="#">Details</a>	AP5_ys11_201839106		1000.00	10/30/2018 12:00:00 AM		In Progress			

Click 'Start New Reconciliation' to start a new reconciliation

Click here to view all the existing Reconciliations for this particular Research Cash Advance Request

Statuses explained:

- Submitted: the request was successfully submitted
- AVPR: the request was approved by the Assistant Vice President of Research
- In Progress: the request was started and not finished
- OSP Approved: the request was approved by the Post Award Services
- Funds Committed: the requested funds amount was posted to the appropriate account

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Existing R		Total Current	Total U Funds	Date Sub		
			15.00	10/3/2018 2:21:51 PM	In Process	
			0.00		In Process	
			0.00		In Process	
			0.00	0.00	0.00	In Process
			0.00	0.00	0.00	In Process

For technical assistance, please contact Dr. Yongxia Xia at [ys11@txstate.edu](mailto:ys11@txstate.edu)/512.245.4402.

**PI/Support Staff**

**Account Manager**

**Department Chair/Center Director**

**College Dean**

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### Cash Advance Request Submitted

	Request ID	Commitment Number	Total Cash Advanced	Funds Use End Date	Date Submitted	Status	View Existing Reconciliation	Submit New Reconciliation	Substantiation Completed?
<a href="#">Details</a>	AP5_s_r363_2018919798	2900000999	40.00	11/1/2018 12:00:00 AM	9/19/2018 2:20:17 PM	Funds Committed	<a href="#">Existing Reconciliation</a>		In Process
<a href="#">Details</a>	AP5_s_r363_2018919850		0.00	11/1/2018 12:00:00 AM		In Progress			Yes
<a href="#">Details</a>	AP5_ys11_201839106		1000.00	10/30/2018 12:00:00 AM		In Progress			

It shows the status of a particular application.

Click here to view the existing Reconciliation

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4	5	6	7	8	9	10

### Existing Reconciliation(s)

	Reconciliation ID	Total Current Expense	Total Unspend Funds	Cashier Deposit	Certified Balance	Date Submitted	Status
<a href="#">Details</a>	AP5_s_r363_2018919798_RC5	25.00	15.00	15.00	0.00	10/3/2018 2:21:51 PM	In Process
<a href="#">Details</a>	AP5_s_r363_2018919798_RC1	0.00	0.00	0.00	0.00		In Process
<a href="#">Details</a>	AP5_s_r363_2018919798_RC2	0.00	0.00	0.00	0.00		In Process
<a href="#">Details</a>	AP5_s_r363_2018919798_RC3	0.00	0.00	0.00	0.00		In Process
<a href="#">Details</a>	AP5_s_r363_2018919798_RC4	0.00	0.00	0.00	0.00		In Process

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### Project Summary and Contact

Funds Commitment #: **2900000999** | Recinciliation ID: AP5\_s\_r363\_2018919798\_RC2

Principle Investigator	Stephanie Rodrigues	SAP Vendor No.	987654
Project Name	TEST4		
Use of Funds End Date (from Research Cash Advance Request Form)	11/01/2018	Amount of Advance	\$ <input type="text" value="40.00"/>
Human Subjects Data Type		Payment Type	<input type="text" value="v"/>
Contact Person's NetID	<input type="text" value="s_r363"/>		

[Continue](#)

All the fields here are auto populated and they corresponds to the fields entered in the related Research Cash Advance Request



Advance being requested on the Research Cash Advance Request. This is auto filled.

The amount entered should match the total amount provided on the Human Incentive Expenses Log

The amount entered here should match the total amount provided for each expense on the Research Expenses tab.

Automatically calculated by adding the Human Subjects Expenses, Research Expenses, and Non-Travel Expenses

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### Substantiation of Currently Spent Funds

Note: please do NOT use comma (",") when entering numbers.

Total Amount Advanced for Research Cash Advance (system auto-fill)	\$ 40.00
Total human subjects incentive expenses	\$ 20.00
Total current research expenses	\$ 5.00
<b>Total Current Non-Travel Expense</b>	<b>\$ 25.00</b>

deposit(s) made with the Cashier's Office (attach each deposit s  
o less than every four months, the Principle Investigator (PI) m  
stantiated cash.  
**Total Unspent Funds**

7	8	9	10	11	12	13
14	15	16	17	18	19	20

System Tracking of Previous Expenses and Cashier's Deposit (system auto-fill)

\$ 0.00

### Substantiation of Currently Spent Funds

Note: please do NOT user comma (",") when entering numbers.

Total Amount Advanced for Research Cash Advance (system auto-fill)

Total human subjects incentive expenses

Total current research expenses

**Total Current Non-Travel Expense**

### Unspent Funds

Deposit(s) made with the Cashier's Office (attach each deposit slip)

No less than every four months, the Principle Investigator (PI) must substantiate all expenses to date and deposit unsubstantiated cash.

**Total Unspent Funds**

### Previously Substantiated Funds

System Tracking of Previous Expenses and Cashier's Deposit (system auto-fill)

**Balance**

\*Should the balance line above not equal zero, please contact Accounts Payable immediately to discuss.

**Save and Continue**

Enter the amount deposited with the Cashier's Office, if applicable, and attach all deposit slips.

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Automatically calculated by adding Cashier's Office Deposit(s) and Current Certified Cash Balance

### Substantiation of Currently Spent Funds

Note: please do NOT user comma (",") when entering numbers.

Total Amount Advanced for Research Cash Advance (system auto-fill)	\$ <input type="text" value="40.00"/>
Total human subjects incentive expenses	\$ <input type="text" value="20.00"/>
Total current research expenses	\$ <input type="text" value="5.00"/>
<b>Total Current Non-Travel Expense</b>	<b>\$ <input type="text" value="25.00"/></b>

### Unspent Funds

Deposit(s) made with the Cashier's Office (attach each deposit slip)

in every four months, the Principle Investigator (PI) must substantiate all expenses to date and deposit

ent Funds

This is auto generated and represents the sum of expenses from any previous Reconciliation submitted for this project.

### Previously Substantiated Funds

ocking of Previous Expenses and Cashier's Deposit (system auto-fill)

### Balance

\*Should the balance line above not equal zero, please contact Accounts Payable immediately to discuss.

This box must equal zero or less than zero for the form to be considered complete and valid for entry

**Save and Continue**

Apart from PI, the RC or Administrative Assistant can also save the information – it is the only way to advance to the next page.

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- Account Manager
- Department Chair/Center Director
- College Dean
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Enter the SAP Cost Center number

Account Manager  
Department Chair/Center Director  
College Dean

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Enter the SAP Fund number

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[Documents](#) [Review/Submit](#)

Total Non-Travel Expenses Entered on Reconciliation Summary(\$): 0.00

**Add Non-Travel Funding Source --**

Note: please do NOT use comma (",") when entering numbers.

Cost Center	Fund	Internal Order Number	GL Code	Amount (\$)
--Select One--	--Select One--	--Select One--	--Select One--	0.00

**Save**

Funding Source(s) for Non-Travel Expenses Added  
[Refresh](#) Total Funding for Non-Travel Expenses (\$): 0.00

Enter the SAP grant, funded program or statistical order number, if applicable

Enter the SAP General Ledger code

Enter the expenditure amount to be charged to each funding source combination

Click 'Save' then, click 'Human Subject Expenses' at the top of the page to advance to the next page



This Human Subject Incentive Expenses Log can be downloaded from the Research Cash Advance home page

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Total Human Subject Incentive Expenses on the Request Form: **20.00**

### Upload Human Subject Incentive Expenses Log Form (Form AP-6 HS)

No file chosen

\*If issuer's name is not entered on the form, the PI's name will be entered as default.

Human subject incentive expense items must add up to total expenses. [Refresh](#) Total itemized: 0.00

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When completed, click 'Upload Supporting Documents' to advance to the next page

the date in which any items or services were purchased

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Total Research Expenses on Form AP-6: 5.00  
Note: please do NOT use ',' when entering numbers.

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Date(mm/dd/yyyy)	GL Code	Foreign Amount	Exchange Rate	Description	Amount (\$)
<input type="text"/>	--Select One--	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	--Select One--	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	Human Subjects Incentives	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	Rental	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	Prof & Contract Serv.	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	Participant Supplies	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	Supplies & Materials	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	--Select One--	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0.00"/>

Total itemized: 0.00 [Refresh](#)

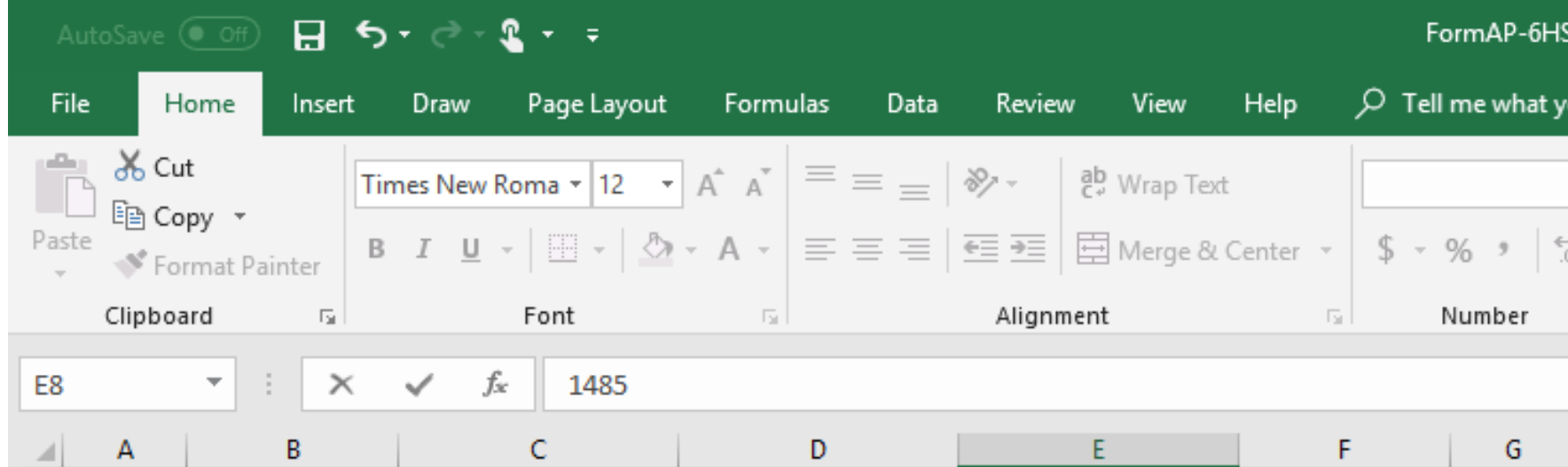
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These are the types of expenses to choose from

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Don't use any special or alphabetic characters

### Texas State University Human Subjects Incentive Expenses (Form AP-6 HS)

\*Issuer's Name (person distributing funds to participants):

Only numerical values are allowed for the cells of the Amount column. There should not be commas (",") and dollar signs ("\$").

\$15.00

Date (mm/dd/yyyy)	Recipient First Name	Recipient Last Name	Last 4 Digits of SSN/Unique ID	Amount \$
11/30/2018	Michael	Scott	6514	5.00
12/1/2018	Jim	Halpert	4487	5.00
12/2/2018	Pam	Beesely	1485	5.00



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For technical assistance, please contact  
Dr. Yongxia Xia at  
ys11@txstate.edu/512.245.4402.

PI/Support Staff

Account Manager

Department Chair/Center Director

College Dean

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### Upload Attachment(s)

- Deposit Receipts if funds returned
- Other documents (see legend below)

Maximum documents size: 5MB

No file chosen

Document(s) Uploaded

Use this page to upload attachments for Reconciliation:

- Signed Acknowledgement of Receipt Forms
- Deposit receipts if funds returned
- Other supporting documents

B. PI retains	Acknowledgement Forms (A)	Acknowledgement Forms (B)	
	Consent Forms (B)	Consent Forms (B)	

ys11@txstate.edu/512.245.4402.

[Home](#) [Edit AP-6 Form Data](#)

Under penalty of perjury, I, the undersigned recipient, certify that the expenditures for which I am reporting were expended within the guidelines of the specified funds, for official Texas State business purposes, and in compliance with UPPS 02.02.06 and Circular A-21.

[Submit Reconciliation Form](#) [Return Home](#)

Your AP-6 Form Status: In Process

### Reconciliation Data Review

[Reconciliation Summary](#) | [Non-Travel Funding Sources](#) | [Human Incentive Distributions](#) | [Review Research Expenses](#) | [Attachment\(s\) Uploaded](#) | [Print Form Data](#)

Funds Commitment #: 2900000999 | Request ID: AP5\_s\_r363\_2018919798 | Reconciliation ID: AP5\_s\_r363\_2018919798\_RC5

Submitted at: 10/3/2018 2:21:51 PM | Status: In Process

Principle Investigator	Stephanie Rodrigues	PI's SAP Vendor No.	987654
Use of Funds End Date (Request Form)	11/01/2018	Amount of Advance	40.00
Human Subjects Data Type		Payment Method	<input type="text"/>
Contact Person's NetID	s_r363		

Human Subject Incentive Expenses	\$20.00
Research Expense	\$5.00
<b>Total Current Non-Travel Expense</b>	<b>\$25.00</b>
<b>Total Current Expense</b>	<b>\$25.00</b>
Cashier Deposit	\$15.00
<b>Total Unspend Funds</b>	<b>\$15.00</b>
New Fund End Date	10/3/2018
<b>Sum of Previous Reconciliation</b>	<b>\$0.00</b>

Unsubstantiated: 0.00

Only the PI can submit this form. The Editor/Contact person will also get all status updates and receive all autogenerated messages sent to the PI.

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It must be less than or equal to zero for the reconciliation to be considered complete and valid.

# For Assistance:

You can find most of the answers from this Answers to FAQs, ***Research Cash Advance Process Flow Charts***, and ***Form Instructions*** listed on the left side of the online Research Cash Advance system.

- For policy questions, please contact Dr. Michael Blanda at [mb29@txstate.edu](mailto:mb29@txstate.edu)
- For financial questions, please contact the Accounts Payable Office at [payables@txstate.edu](mailto:payables@txstate.edu)
- For Research Cash Advance Online system, please contact Dr. Yongxia Xia at [ys11@txstate.edu](mailto:ys11@txstate.edu)