Establishing an Advance:

- Document to use: DV
- Description: “Type – Payee Name”
- Explanation field (or Notes) should include:
  - FULL Period of Use & Settlement Date; One-Time OR Revolving; General use OR Subject Pay
    - Omitting any of this information will delay the approval process
- Org. Doc. #: Use the DV number being prepared
- Payment Reason Code: X – Other
- Object Code: 8310
- * Invoice Number: “OPADV + <Date Funds Required>”
- Notes & Attachments: Attach any backup docs (IRB, CoC**, etc). For faster SPS review: Attach scanned DVCS, Prom Note & any other docs (IRB Approval, etc).

Replenishing a Revolving Advance:

- COPY original DV (this ties the documents together)
- Description: “Replenishing Op Adv – J. Doe”
- Org. Doc. #: Use the Original DV e-Doc Nbr (or K#)
- Payment Reason Code: X – Other
  - NOTE: be sure to choose “Payee Type: Employee”
- Object Code: Use the appropriate expense code to match the receipts
- * Invoice Number: “REVOPAD + <Date Funds Required>”

Settling an Advance with Just Receipts:
- Document to use: DI
- Description: “Settling Op Adv – J. Doe”
- Org. Doc. #: Use the Original DV e-Doc Nbr (or K#)
- Accounting Lines:
  - From: UA – Account – Object Code 8310 – Amount
  - To: UA – Account – Appropriate Exp. O/C – Amount
  - The amount MUST match the original Adv Amt

Settling an Advance with Cash/Check and Receipts:
(Payee owes UA money)

- Cash/Check portion
  - Document to use: CR
  - Object Code: 8310
- Receipts portion
  - Document to use: DI
  - Follow the instructions for “Settling an Advance with Just Receipts” above
    - The “From” and “To” lines will ONLY be for the amount of the receipts NOT the original advance amount
  - Reference the CR # in the Notes & Attachments area

Things to Remember

- Payee and Signer of Prom Note can only be a UA PAID employee.
- Only one advance per person (signer of Prom Note), per account is allowed.
- *Inv. Number: Refer to FSO’s Invoice Number Guidelines for more info
- ALWAYS put the Original DV number in the Org. Doc. # field, with no other information. This will connect all payment/replenishment/settlement documents to the advance for reporting purposes.

**Certificate of Confidentiality (CoC)**

This is a document that can ONLY be obtained from an NIH entity. If you are new to the Certificate process and are not sure where to start, use their FLOWCHART. For a general starting point, you can browse to the NIH CoC Kiosk.

Acronym Legend

CoC = Certificate of Confidentiality**
CR = Cash Receipt e-Doc
DI = Distribution of Income & Expense e-Doc
DV = Disbursement Voucher e-Doc
DVCS = DV Coversheet
IRB = Internal Human Subject Committee Approval
K# = Old Check Request document
Org Doc # = Original Document (whether K# or eDoc)