

# Operational Advance Quick Reference

(Refer to the official UAccess Financials tutorials for detailed instructions.)

**NOTES pertaining to ALL Op Adv:** 1. SPS will encumber & release Op Adv on ALL Sponsored Accounts. 2. Documentation for new and settlement advances should be sent to FSO/Operations USB Rm 402. 3. ALL Cash Receipt settlements should be taken to the Bursar Office for deposit.

## 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

## Settling an Advance that was Over spent:

(UA Owes Payee Money)

**NOTE: TWO e-docs to prepare. A cross-reference of each e-doc number should be placed in the "Explanation" field of the other form.**

- **To clear amount of Advance**
  - Document to use: DI
  - Follow the instructions for "Settling an Advance with Just Receipts" above
    - (see below for Receipt attachment)
- **Receipts**
- **COPY** original DV (this ties the documents together)
  - Description: "*Reimburse J. Doe overspent Op Adv*"
  - Org. Doc. #: Use the **Original** DV e-Doc Nbr (or K#)
  - Explanation: (see above)
  - Payment Reason Code: **E – Expense Reimbursement**
    - **NOTE:** be sure to choose
      - "Payee Type: Employee"
  - Accounting Lines: Choose appropriate expense code to match receipts
  - Invoice Number: "EXPREIM+ <Oldest receipt date>"
  - Employee **MUST** sign bottom of DVCS

## 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)