Establishing an Operational Advance

- Estimates funding required
- Requests advance
- Signs OP Adv Prom Note

Payee

Department

- Establishes DV in UAccess Financials
- Prepares Prom Note & Obtains Payee Signature
- Submits Original Prom Note to FSO-Accounts Payable

Central Admin (FSO/SPS)

- SPS/FSO - Approves DV/Prom Note
- A/P - Approves DV to disburse funds
- SPS - Encumbers advance (SPS accts only)

Replenishing/Settling an Operational Advance

- Maintains accurate records of receipts
- Aware of final Settlement Date for advances issued
- Submits timely receipts to Department business office to replenish or settle Advance

Payee

Department

- Maintains departments ‘OPEN’ Advances.
- Prepares UAF docs to timely replenish/settle Advance(s)
- Submits original receipts/supporting documents to A/P

Central Admin (FSO/SPS)

- FSO - Receives/scans receipts
- FSO - Reconciles Receipts to 8310 and approves UAF doc(s)
- FSO - Returns Original Prom Note (stamped PAID) to Payee.
- SPS - Releases encumbrances (SPS accounts only)
- SPS - Approves expenses posting to account