Operational Advance Quick Reference
(Refer to the official UAccess Financials tutorials for detailed instructions.)

NOTES pertaining to ALL Op Ads:
1. SPS will encumber & release Op Ads 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
- 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 Overspent:
(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
  - 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

Requesting a Settlement Date Extension
- Email request must come from Payee, before advance expires. Send to OpAdv@email.arizona.edu
- Include valid Business justification & new Settlement Date
- NOTE: “Gathering receipts” is not a valid business justification

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.
✓ 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) – Automatically applied on NIH awards. Otherwise have to go through UA HSPP office

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)