

Open and Close a Program Advance

For program advances, an Expense Report (ER) must be created by selecting *Advances* as the Purpose. When receipts are submitted, a second ER must be created and the advance treated as a T-Card transaction. The person requesting the advance through the ER will be the person receiving the advance. In other words, if you are requesting an advance for another person, you must create the ER via a proxy.

Step	Task
1.	Click the Expense Report icon.
2.	Complete the Document Header information. <ol style="list-style-type: none"> 1) Enter a unique report title in the Report Title field. Begin the report title with the prefix "ADV" (e.g., ADV Study Name) to expedite the processing. 2) Select a purpose (e.g., Advances) from the Purpose menu. 3) Enter a business purpose or justification in the Business Purpose/Justification field. 4) Select an option from the Special Handling menu. If it's left blank, funds will be direct deposited. 5) Enter the ER number (e.g., ER 00001234) in the Vendor Invoice #/Ref # field. 6) Select an affiliation from the Payee Affiliation menu.
3.	Click the Continue button.
4.	Select Program Advance Request from the menu.
5.	Click the Add Expense button.
6.	Enter information in the fields under Standard Information . The fields that display may vary depending on the Purpose.
7.	Select one of the following C-FOPs from the Project menu under Charge Code Allocations : <ul style="list-style-type: none"> • Urbana: C1-F200450-O107000-P107001 • Chicago: C2-F200450-O107000-P107001 • Springfield: C4-F200450-O107000-P107001
8.	In the Notes field, indicate how the funds will be spent. <i>For Human Subject Studies</i> , enter the following information: <ul style="list-style-type: none"> • Name of the study • Number of participants • Dollar amount to be distributed to each participant • Special cash denominations, if needed
9.	Click the Save button.
10.	Click the Submit button.
11.	Read the certification information, and click View Policy if necessary.
12.	Click the Continue button.

Clear the Program Advance

Step	Task
1.	Click the Expense Report icon.
2.	Complete the Document Header information, and select Employee Misc Expense Reimbursement as the Purpose.
3.	Click the Continue button.
4.	Click the Transactions button.
5.	Select the check box next to the Program Advance transaction to attach.
6.	Click the Attach button.
7.	Click the Done button.
8.	Click the Items tab.
9.	Click the View/Edit Document icon.
10.	Enter information in the fields under Standard Information . One of the following C-FOPs must be selected from the Project menu. <ul style="list-style-type: none"> • Urbana: C1-F200450-O107000-P107001 • Chicago: C2-F200450-O107000-P107001 • Springfield: C4-F200450-O107000-P107001
11.	Click the Save button.
12.	Add additional Expense Types to document how the funds were spent. <ul style="list-style-type: none"> • Select the department C-FOP to be charged. The C-FOP must be a local fund and not a state fund.
13.	Attach any receipts if necessary. For more information on how to attach receipts, review the <i>Browse and Attach Receipts</i> job aid.
14.	Click the Submit button.
15.	Read the certification information, and click View Policy if necessary.
16.	Click the Continue button.

Unused Program Advance Money

Step	Task
1.	In step 12 under Clear the Program Advance, add the Expense Type: Unused Advance .
2.	Enter information in the fields under Standard Information . One of the following C-FOPs must be selected from the Project menu. <ul style="list-style-type: none"> • Urbana: C1-F200450-O107000-P107001 • Chicago: C2-F200450-O107000-P107001 • Springfield: C4-F200450-O107000-P107001
3.	Return the unused money with a completed Travel or Program Advance Closure form to the University Student Financial Services & Cashier Operations (USFSCO) office on your campus. This form can be found on the OBFS Website under Forms > Reimbursements to Employee Forms .
4.	Tell the cashier that you're closing a <i>Program Advance</i> .
5.	Keep the deposit receipt to submit in TEM in step 13 above.

Additional information:

- If the advance was opened on paper, it must be closed on paper, and if it was opened in TEM, it must be closed in TEM.