UNIVERSITY OF ILLINOIS SYSTEM

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. a. Enter a unique report title in the **Report Title** field. Begin the report title with the prefix "ADV" (example: *ADV Study Name*) to expedite the processing. b. Select a purpose (example: *Advances*) from the **Purpose** menu. c. Enter a business purpose or justification in the **Business Purpose/ Justification** field. d. Select an option from the **Special Handling** menu. If it's left blank, funds will be direct deposited. e. Enter the ER number (e.g., ER 00001234) in the **Vendor Invoice #/Ref #** field. f. Select an affiliation from the **Payee Affiliation** menu.
3.	Click the **Continue** button.
4.	Select **Program Advance Request** from the menu.
5.	Select one of the following C-FOPs from the **Project** menu under **Charge Code Allocations**: • **Urbana: C1-F200450-O107000-P107001** • **Chicago: C2-F200450-O107000-P107001** • **Springfield: C4-F200450-O107000-P107001**
6.	Enter a note in the **Notes** field, and explain how the funds will be spent, or attach documentation to the expense report indicating how the funds will be spent. Enter special cash denominations, if needed. If this request is for a Human Subject payment, see the Open and Close a Human Subject Program Advance job aid.
7.	Click the **Save** button.
8.	Click the **Submit** button.
9.	Read the certification information, and click **View Policy** if necessary.
10.	Click the **Continue** button.

Close a Program Advance

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information, and select **Employee Misc Expense Reimbursement** from the **Purpose** menu.
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**.
11.	Select one of the following C-FOPs from the **Project** menu: • **Urbana: C1-F200450-O107000-P107001** • **Chicago: C2-F200450-O107000-P107001** • **Springfield: C4-F200450-O107000-P107001**
12.	Click the **Save** button.
13.	Add additional **Expense Types** to document how the funds were spent. • Select the department C-FOP to be charged. **NOTE:** The C-FOP must be a local fund, not a state fund.
14.	Attach any receipts if necessary. For more information on how to attach receipts, review the Browse and Attach Receipts and Supporting Documentation job aid.
15.	Select the **Linked Documents** Tab.
16.	Select the ER Number on the original advance.
17.	Click the **Submit** button.
18.	Read the certification information, and click **View Policy** if necessary.
19.	Click the **Continue** button.

Unused Program Advance Money

Step	Task
1.	In step 13 of Close the Program Advance, add the **Expense Type**: *Unused Advance.*
2.	Enter information in the fields under **Standard Information**.
3.	Select one of the following C-FOPs from the **Project** menu: • **Urbana: C1-F200450-O107000-P107001** • **Chicago: C2-F200450-O107000-P107001** • **Springfield: C4-F200450-O107000-P107001**
4.	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 in the Reimbursements to Employee Forms section on the OBFS website under Forms.
5.	Tell the cashier that you're closing a Program Advance.
6.	Keep the deposit receipt to submit in TEM in step 14 of Clear the Program Advance.