Processing a Sterling Advance

It is possible for an employee who is incurring a lot of expense to receive an advance before the expense is incurred. Wherever possible the department should try to pay directly items such as air/rail fares, car hire and hotels thus leaving the minimum amount to be met by the individual. All advances should be approved by the Head of Department.

To request an advance the employee must complete an advance form FD1B, which is available from the Finance Division website.

a) When processing the advance the Type must be changed to **Prepayment**.

b) Complete the remaining expense line as per standard procedures.

c) Scroll to the right and check that the Prepayment Type field has defaulted in with **Temporary**.

d) Click on the **Lines** tab and complete the **Net Amount** and **Tax Name** fields.

The system will generate a default code of U.00.0000.0000.VGAA.0000 in the Account field, which must be overtyped to your **Dept code**, with the transaction code of **UNDF**.

*The Track as Asset box will automatically tick and display on the All Distribution screen, which you cannot remove. However, this will be dealt with by Finance Division who will ensure that nothing is posted to the Fixed Asset module.*

e) Save and Actions ... 1 to validate the invoice in the normal way, ensuring it is also **SIA**. Overnight the system will run an automatic process that will then enable the subsequent expense claim form to be applied to the advance. In the meantime a cheque will then be returned to the department.