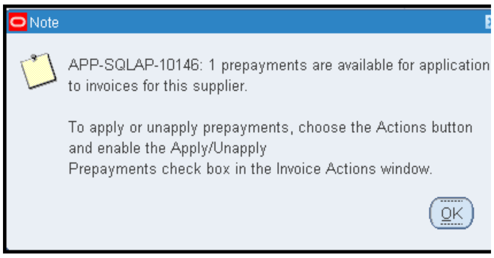
# *Processing a Sterling Expense Claim against a Sterling Advance*

To enable the expense to be applied to the advance, the employee will need to complete an expense claim form (see Finance Division website) and attach supporting documentation. A credit card slip is not sufficient and either receipts or invoices should be attached.

**If the expense claim is less than the advance:** Ensure that a cheque for the difference is attached to the expense claim form.

**Pre-Requisite:**
1. The advance prepayment inputted, primary and secondary approved;
2. Expense incurred;
3. Create a batch.

a) Process the expense claim as **Standard** for the amount of expense actually incurred. Once you have entered the employees surname a screen will display advising that a prepayment is available for this claim.




b) Click **OK** and carry on inputting the expense line as per normal expense process.

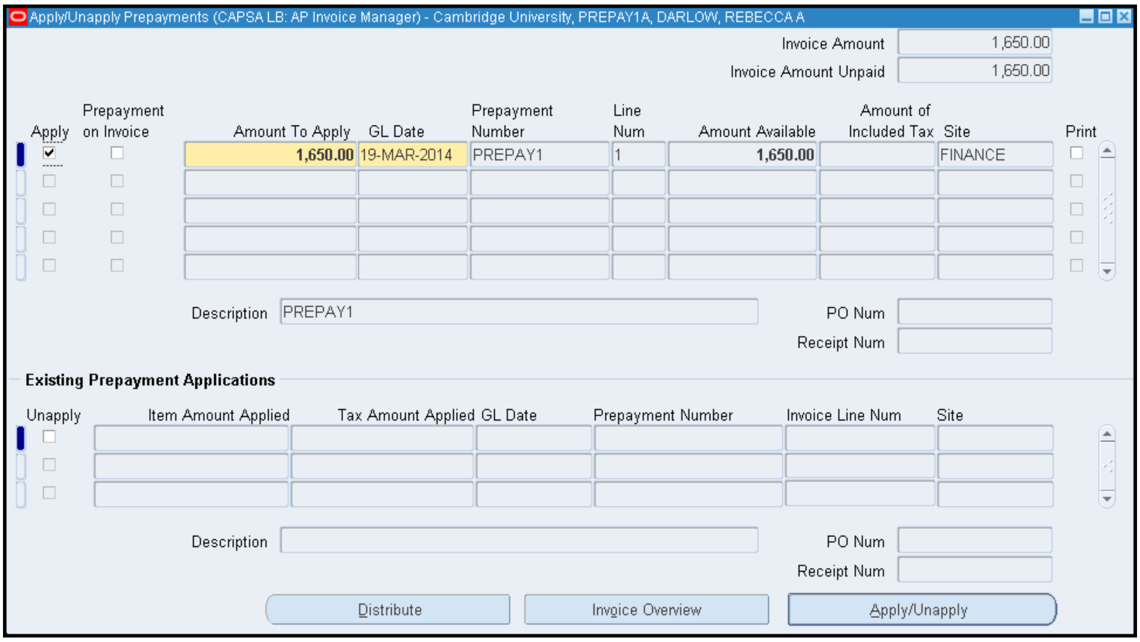
c) Click on the **Lines** tab and complete the line ensuring that you code it to where the expense is going to come from.

d) Click on **Actions… 1**

**Please note – coding to Grants**
There is an outstanding issue relating to applying an expense to an advance when coding to a Grant. If you are carrying out this process, once you have completed step d) you will need to select **Validate,** click **OK,** and click **Actions…1** again before you can proceed to step e).

e) **Tick** the box next to the **Apply/Unapply Prepayment** then click **OK.**

The next screen allows you to select the correct prepayment to apply to the expense claim. You will only see prepayments for the employee in question.




f) Find the line that details the correct prepayment and **tick** the box in the **Apply column.** After ticking the box one of two things will happen:

   i. If the value of the expense is equal or greater than the original advance, the value of the original advance will default into the **Amount to Apply** field.

   ii. If the value of the expense claim is smaller than the original advance, the value of the actual expense claim will default in.

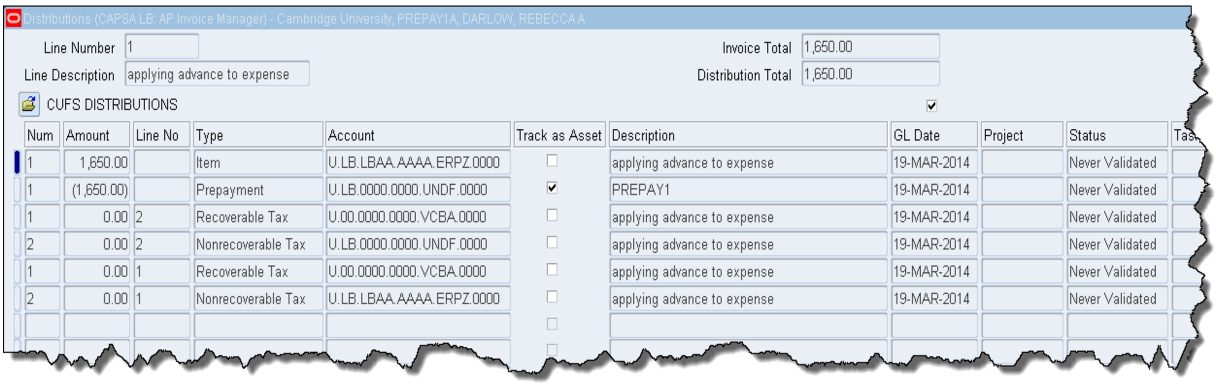
g) Click on the **Apply/Unapply** button.

   You will notice that the transaction will have moved into the bottom half of the screen under '*Existing Prepayment Applications'.*

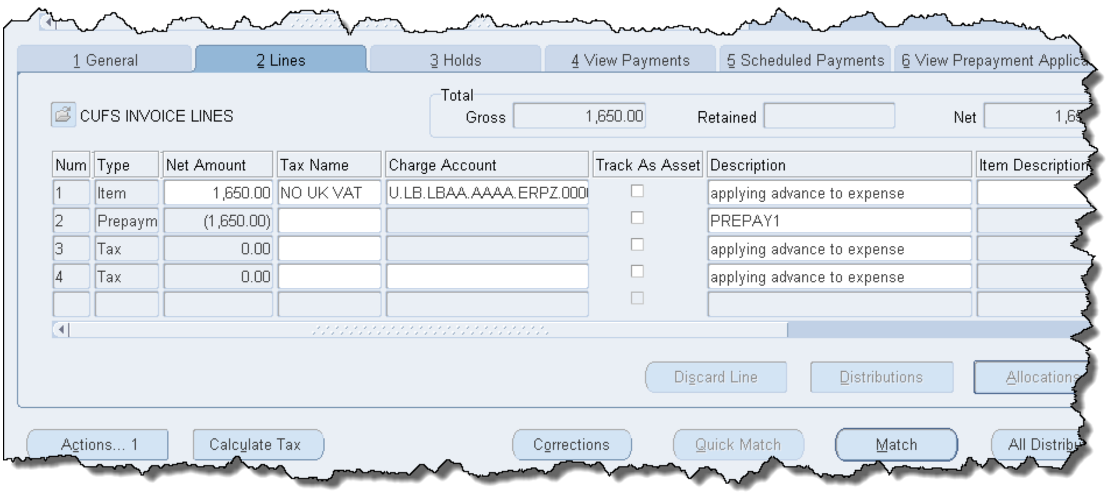
h) **Close** the *Apply/Unapply* screen to return to the main invoice window

i) Click on **All Distributions.** A negative prepayment line will display with your dept code and transaction code of UNDF. The **Track As Asset** box will be tick, however this will be dealt with centrally.

   *Example of how it should look if the expense claim equal to the advance.*



j) **Close** the *All Distributions* screen. The *Lines* tab will display with details of the expense, negative prepayment amount and any associated tax lines.




k) **Actions… 1** and validate the expense claim in the normal way.

If you wish to double check that the prepayment has been applied, then re-call the original prepayment entry and click on the **View Prepayment Application** tab and review the *'Amount Applied'* box.

## l) If the actual expense claim is less than the original advance

If the actual expense claim value is less than the original advance paid to the employee, the following will also need to happen:

i. Add in another invoice in the same batch for the difference between the expense advance and the amount claimed by repeating steps a) – k). When coding on the distribution screen the cheque must be coded to the debtor account U.XX.0000.0000.UNDF.0000 (XX being the dept. code). Primary validate and SIA.

ii. The cheque must be banked in the Accounts Receivable module as a miscellaneous receipt and coded to this debtor account U.XX.0000.0000.UNDF.0000 (XX being the dept. code). This will balance the difference between the advance and the actual expense incurred.

## m) If the actual expense claim is greater than the original advance

The expense claim will require SIA so that the remaining balance can be paid to the employee. Once the SIA hold has been removed the system will automatically generate a cheque for the remaining balance, made payable to the employee.

## What if I get it wrong?

If you match the expense to the wrong prepayment you can "un-apply" it.

1. In the Invoices window, recall the expense invoice that you have linked and now want to change.
2. Click **Actions…1** and select **Apply/Unapply Prepayments.**

3. The system displays an *'Existing Prepayments Applications'* region of the Apply Prepayment window, which shows all prepayments that have been applied to the invoice. Tick the **Unapply** box next to each prepayment that you want to unapply.
4. Click the **Apply/Unapply** button to unapply the prepayment from the invoice.
5. Save your work and close the window.
6. Enter the expense claim in the normal way.