



PROCEDURE 29:

ENTERING AN EMPLOYEE TRAVEL ADVANCE

Job Aid AP01-29

AP01

The purpose of this job aid is to explain how to enter an employee travel advance in NCAS.

NOTE: Ensure that an Employee Advance Request sheet has been completed.

After accessing the Accounts Payable module:

1. Type **EAR** in the NEXT FUNCTION field and press **ENTER** to access the *Employee Advance Request (EAR)* screen.
2. Type the **employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type the **employee's short name@** (e.g., martinj@) in the EMPLOYEE SHORT NAME field.
4. Type **ADV and the date of the advance beginning** (e.g., ADV090104) in the ADVANCE VOUCHER NBR field.
5. Type the **date the employee submitted the request** in the VOUCHER DATE field.
6. Type **P** (permanent) in the ADVANCE TYPE field.
7. Type the **date the advance should be issued** to the employee in the ADVANCE ISSUE DATE field.
 - a. If the employee does not need the advance immediately, enter a date that corresponds to your agency's policies before the business expense occurs.
8. Type the **total amount of the advance** to be issued in the ADVANCE AMOUNT field. For a temporary advance, this is the amount used to offset expenses from the employee.
9. Type a **valid accounting distribution** (company, account, center) in the CO/ACCT/CTR field.
10. Press **ENTER** to validate the entries and access a blank *Employee Advance Request (EAR)* screen.