



PROCEDURE 33:

ENTERING AN EMPLOYEE ADVANCE WITH GRANT AND AWARD IDENTIFIERS

AP01

Job Aid AP01-33

The purpose of this job aid is to explain how to enter an employee advance with grant and award identifiers in NCAS.

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 **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type the **employee number** in the EMPLOYEE NUMBER field.
4. Type the **advance number** in the ADVANCE NUMBER field.
5. Type the **advance date** the VOUCHER DATE field.
6. Press **ENTER** to verify employee number and advance number.
7. Type **P** (permanent) in the ADVANCE TYPE field.
8. Type the **date the advance should be issued** in the ADVANCE ISSUE date.
9. Type the **four-digit BID identifier** in the BID field.
10. Type the **amount** in the ADVANCE AMOUNT field.
11. Type the **four-digit statewide FED identifier or an agency-specific FED identifier** in the FED field. **(If the company/fund entered on the advance is for ARRA, the FED identifier will default automatically)**
12. Type the **company** number in the ADVANCE CO field.
13. Type account number **532799** in the ADVANCE ACCT field.
14. Type the **center number** in the ADVANCE CTR field.
15. Press **ENTER** to process the advance.

Advances are always keyed to account 532799. An NCG code will never be keyed to an advance since it is needed only for certain 536 accounts.

NCAS will not allow navigation to the GBL screen while processing an advance. Four-digit indicators will need to be known while processing the advance.