UNIVERSITY *of* WASHINGTON

HOW TO SPEND DOWN A FIELD ADVANCE

Arrange your Receipts and Invoices

1. Arrange all receipts and invoices associated with the field advance
    a. Tape down receipts on to 8.5 X 11 paper to be scanned – no staples
    b. Review to ensure all documentation meets field advance requirements
2. *Print out a copy of your UW debit card statement, if applicable, and reconcile the amount spent on your bankcard statement; scan and upload a copy of your statement(s)*
3. Scan in receipts and save as a file to be uploaded (you can scan in one batch of receipts and assign multiple budget numbers for your spend down)

Create your Field Advance Spend Down

4. Go to Field Advance website

   https://themis.pur.washington.edu/prd/BankingAccounting/Field_Advances/.

5. Look for your field advance under FA Requests on the FA home page

Current (1)

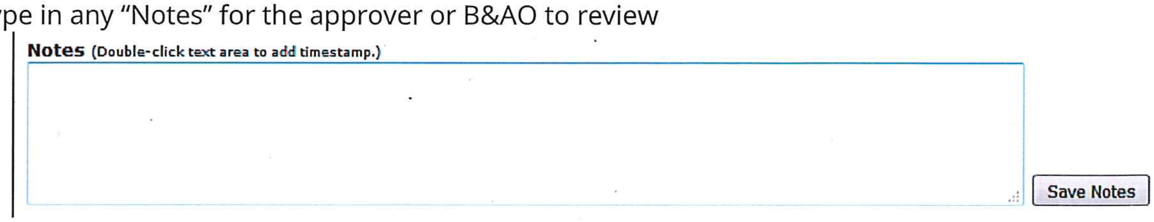
FA #	Amount	Custodian	Open Date	End Date	Accounting Due	Edit Spenddowns
FA-16-0083	$500.00	SARAH GARLAND	2016-03-10	2016-03-31	2016-05-01	

6. Clock on the "Pencil" under "Edit Spend Downs"

7. Click on "Create New Spenddown"

WARNING Do not click on "Return Funds"

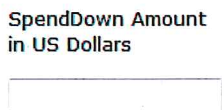
8. Type in any "Notes" for the approver or B&AO to review



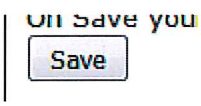
9. Click on "Browse" to attach your receipts, invoices and debit card statement

10. Browse for your scanned documents

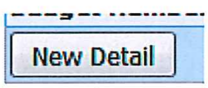
11. Enter in the total amount of US dollars associated with the expenditures



12. Click "Save"



13. Click on the "New Detail" button



14. Enter the following information:
    a. Budget Number; note that there may be a pause as the system auto-populates
    b. Obj/Sub Obj; note that there may be a pause as the system auto-populates
    c. Any PCA information, as needed
    d. Amount (can be partial)
    e. Click "Save Detail"
    f. To add another budget number click on "New Detail" and follow step 11 again until fully reconciled
15. If you have money left over ***after all expenditures have been submitted,*** either on a card, or cash/check in hand, please follow these steps:
    a. If you have a card, B&AO will unload the funds, ***<u>do not withdraw the cash</u>***. Click on the "Return Funds" button after all your expenditures have been submitted.

    b. If you have cash in hand that was left over from your event, please email fieldadv@uw.edu. We will send you a deposit slip and a bank bag to deposit the cash into the UW bank account at Bank of America. ***Departments, do not create a CT for these funds. B&AO will apply the funds to the spend down.***