

A. TRAVEL EXPENSE ADVANCE (SCREEN BM3002)

- Enter the TRV # into the BM3002 with a check type of “O”, press F2
- Enter the TRV # into the invoice number field, enter the vendor name, check amount, check description, and check type “v,” press enter and then F6
- Enter the account coding beginning with 077 and the amount, press enter.
- Write down the system generated invoice number.

B. TRAVEL ADVANCE CLEARING (SCREEN BM 3002)

- Enter the TRV# into the BM3002 with a check type of “O”, press F6. Look at the prior advances with the same TRV# to make sure that the original advance was made using the same code. If the prior advance had the right number, proceed to the next step. If you cannot find the original advance with the TRV# you have listed on the form check with the individual over travel to get the correct number and check the TRV Sub-Ledger for errors.
- Return to the main BM3002 Screen
- Enter the TRV # into the BM3002 with a check type of “O”, press F2
- Enter the TRV # into the invoice number field, enter the vendor name, leave the check amount blank (unless the individual spent more money than they were given with the advance), check description, and check type “v,” press enter and then F6
- Enter the account coding beginning with 077-R, the amount must be a negative number, press enter
- Enter the other accounting lines with positive numbers to clear advance.