How to Spend Down (Reconcile) a Field

Advance Updated August 2018

1. Prepare your back up documentation
   a. Scan all receipts and combine into 1 single PDF
   b. If your field advance was issued via debit card, be sure to include a copy of the online transaction history showing all bank fees incurred and the current balance on the card

2. Go to Field Advance website

   https://web.fmdata.uw.edu/BankingAccounting/Field_Advances/

3. Select "Requestor/Custodian" in the upper left hand corner of the screen

4. Find the Field Advance you would like to spend down from the list and click on the pencil icon under "Edit Spenddowns"

5. Click on "Create New Spenddown"

WARNING Do not click on "Return Funds" If you do this accidentally, please let the Field Advance desk know

6. Type in any notes for the approver or the Field Advance desk to review

7. Click on "Choose File" to attach your back up documentation. The system will only allow you to attach 1 document, so it is best to combine everything into one PDF (as outlined in step 1).

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8. Enter in the total amount of US dollars that were spent. This is the amount that will be charged to your budget.

SpendDown Amount in US Dollars 8

9. Click "Save." You are not finished yet! Continue on to the following steps...

Save 9

10. Click on the "New Detail" button

New Detail 10

11. Enter the following information for each budget you will charge

	Filename	Attached By	Date Attached	Amount (in US $)	Notes
Details ▼	Field Advance FA17-0002 Final Docs.pdf		2017-07-20	$1,210.00	

Budget Number	OBJ_SUB	Expenditure Type	PCA Task	PCA Option	PCA Project	Amount (in US $)	Delete Detail
12-3456	02-08-00 ▼	Research Subject Paymer	ABC	DEF	GHIJKL	$1,210.00	Save Detail
Cancel						Total of Spend Downs :	$0.00

11a   11b   11c   11d   12

   a. Budget Number: Required Field
      You may charge all of the expenses to one budget, or split it across several budgets.
   b. OBJ_SUB: Required Field
      You may list all expenses as one object code, or divide them up by several object codes

   c. PCA Task, PCA Option, PCA Project: Optional Fields
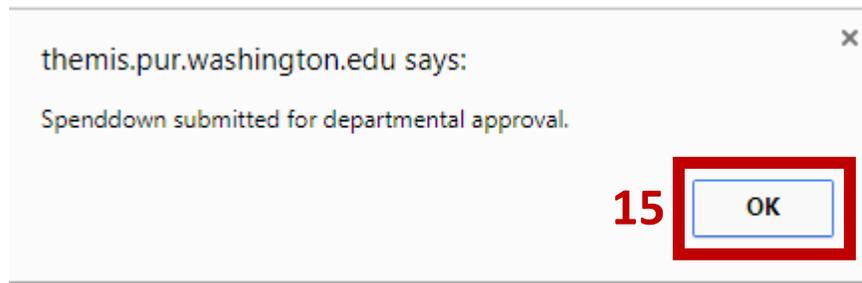   d. Amount to charge to that particular budget

12. Click "Save Detail"

13. To add another budget number click on "New Detail" and follow step 11 again until fully reconciled

Continue to next page…

14. When you have specified all necessary details, and the sum of the detail lines equals the total in the header, click "submit for Approval." The spend down will be sent to the person listed as the "Reviewer" on the advance.

Submit for Approval

[Submit] **14**

15. A pop-up will appear at the top of the screen, click OK.

themis.pur.washington.edu says: ✕

Spenddown submitted for departmental approval.

15   [**OK**]

Tips for Reconciling:

Spend Down Summary

Total Requested	Total Submitted	Total Posted	Amount Remaining
$1,280.00	$1,210.00	$0.00	$70.00

The **"Total Requested"** field is the total amount of fund that were advanced

The **"Total Submitted"** field is the total amount that has been submitted to reconcile the advance. This is the amount that will be charged to your budget.

Once the spend down is approved and charged to the budget, the amount will be reflected in the **"Total Posted"** field.

The **"Amount Remaining"** field should represent any amount that the custodian will be returning to the UW (either by card unload or deposit, see below for details).

How to Return Funds to the UW:

If the advance was not fully spent, the custodian will need to return any remaining funds to the UW.

1. If funds remain on the debit card: notify the Field Advance desk that you need the funds to be unloaded from the card.
2. If there is remaining cash on hand: notify the Field Advance desk that you need a deposit slip and bag and one will be sent to you.
    It is very important to use the deposit slip provided by the Field Advance desk so that your deposit can be tracked and applied toward your advance. Departments: do not create a CT for these deposits.