



CONSULTANT MANAGEMENT SYSTEM



Guide in Submitting Advances for Individual Staff Consultants

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INTRODUCTION: Create and Submit Advances online!

Individual consultants engaged directly or through a firm can now request advances based on the reimbursable amount provisions in timebased or partial lump-sum contracts.



This guide shows 4 steps in creating and submitting advance requests for approval. This guide will also discuss how you can monitor who is the responsible person of the advance request at any given status.

CHAPTER 1: CREATE ADVANCE ONLINE

Before creating an advance request, make sure that:

- The contract must have an Active status
- The contract includes the reimbursable expenses and the amount that can be advanced
- The advance request is for an Individual Consultant engaged directly or through a firm

NOTE Individual Consultants who are engaged through a firm will not be given access to CMS Advances. The firm's authorized representative shall be given a separate access to create advances for the consultant.

The screenshot shows the CMS Navigator interface. A red box highlights the 'ADB CMS Consulting Firm Primary Contact' link, which is associated with the text 'Please select a responsibility.' A 'Personalize' button is also visible.

A. Creating an Advance Request

To create the Advance Request:

- (1) Under the **Contracts** tab (1a), click the **Contract Number** link (1b) of the **active** contract you would like to prepare the **Advance**.

The screenshot shows the ADB Consultant Management System interface. The 'Contracts' tab is highlighted with a red box and labeled '1a'. Below the search bar, a table lists contracts. The 'Contract Number' '101955' is highlighted with a red box and labeled '1b'.

Contract Number	Project Number	Approval Number	Country	Title	Contract Amount	Status
101955	100468		PHI	Financing Facility Study	USD 86,655	Active

- (2) The **Contract Profile** page will be displayed. Click the **Advances** page link.

- (3) Under the **Advances** page, click on **Create Advance**.

With an unliquidated advance, a new Advance request may not be approved.



Information

This advance may not be approved for reason of previously unliquidated advance. Please liquidate previous advance(s) before creating a new advance request.

Ok

B. Entering the Advance Information

- (1) Reimbursable Expenses that can be Advanced are listed down under the **Item Code and Name** column.
- (2) Note the available **Open Quantity** available for advance, the specified **Units, Currencies** for each expense item, the **Open Amount** available for advance.
- (3) Enter the **Advance Amount** for each expense item (3a). Make sure the amount does not go beyond the **Maximum Advance Amount** for the request (3b).
- (4) When applicable, select which **Recovery Period** you wish to liquidate the amount. The default setting to liquidate is **On Next Claim**.
- (5) Click on the **+** sign under the Attachments column to upload Advance Supporting Documents. This will lead you to the **Add Attachment** screen.

Contract 101955: SC 100468 PHI: Financing Facility Study
 Status: Draft

CMS Number 123456 [View Profile](#)
 Consulting Category: Self-Employed
 Name and Citizenship: John Doe
 Date of Birth and Age: 25-Aug-1947 (64 years old)
 Engage Directly: Yes No

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1 2 3b 3a 4 5

* Indicates required field
[Show All Details](#) | [Hide All Details](#)

Details	Item Code and Name	Remarks	Open Quantity	Unit	Currency	Open Amount	Maximum Advance Amount	Advance Amount	Recovery Period	Attachments
Show	1156 International Per Diem Allowance	Manila Philippines	66	CALENDAR DAY	USD	11,154.00	5,070.00		On Next Claim	
Show	1172 International Air Travel		2	ROUND TRIP	USD	10,000.00	5,000.00		On Next Claim	
Show	1182 Miscellaneous Travel Expense		2	ROUND TRIP	USD	400.00	400.00		On Next Claim	
Show	1184 Housing Allowance		3	MONTH	PHP	195,000.00	100,000.00			
Show	1200 Equipment		3	UNIT	PHP	144,000.00	144,000.00			
Show	1300 Seminars, Workshops, Training		1	UNIT	VND	68,000,000	68,000,000		On Next Claim within 1 month within 2 months within 3 months within 4 months within 5 months within 6 months within 7 months within 8 months within 9 months within 10 months within 11 months within 12 months	
						Total				
						PHP				
						USD				
						VND				

Payment Details [Show All Details](#) | [Hide All Details](#)

Details	Currency	Payment Processed By	Account Number	Account Name	Bank	Name
Show	VND					
Show	PHP					

NOTE

Click on **Show all Details** to display the guides on what attachment to upload and the recovery period when the expense item will be liquidated. The list below shows the various **Recovery Items** and its appropriate **attachments**:

Item Code and Name	Recovery Period	Attachments
1156 International Per Diem Allowance	On Next Claim	No required attachments
1172 International Air Travel	On Next Claim	Air Fare Quotation
1182 Miscellaneous Travel Expense	On Next Claim	No required attachments
1184 Housing Allowance	Liquidation should be made during the recovery period as indicated in the contract	Rental Agreement, Lease Contract
1200 Equipment	Liquidation should be made thru Claim within 2 months upon approval of the advance.	3 Quotations
1300 Seminars, Workshops, Training	Liquidation should be made thru Claim within 2 months upon approval of the advance.	Detailed cost estimate

- (6) Type in the **Title** of the file you wish to upload (6a). Optionally enter a **Description** as well (6b).
- (7) Select **File** when you attach a scanned copy of the Advance Supporting Document (7a). Click on the **Browse** button and look for the soft copy of the file you are attaching (7b).
- (8) Optionally click on **Add Another** to upload more attachments. Repeat Step 7.
- (9) Click on **Apply**. This will upload the document and would lead you back to the **Advance** screen.

(10) Click on the **Save** button to commit the uploaded document(s) in the server

NOTE Once saved, the system displays a **Confirmation** note on top of the screen.

Confirmation
Your changes have been applied successfully. Click 'Submit' button if you want ADB to process your request.

C. Specifying the Payment Details

To set the payment method for each currency being advanced:

- (1) At the bottom of the **Advance Details** area, note the currencies of each total in your advance request.
- (2) Under the **Payments Details** area, select if the **Payment will be Processed by ADB HQ-Electronic, ADB HQ-Check** or the **Resident Mission**.

NOTE Bank account information that has the status **“Verifying”** and **“Active”** can be used when submitting the advance for approval. Please refer to the Guide **“Adding and Modifying Payment Information”** for more information on adding bank account information in your profile.

Workshops, Training		Total		PHP	244,000.00
			USD	10,470.00	
			VND	68,000	

Payment Details						
Show All Details Hide All Details						
Details	Currency	*Payment Processed By	Account Number	Account Name	Bank Name	Branch Name
Show	USD	ADB HQ-ELECTRONIC	7896654123	JOHN DOE - USD SWIFT	CITIBANK, NA	MANILA, CHINATOWN BRANCH, BINONDO
Show	PHP	ADB HQ-ELECTRONIC	7896330012	JOHN DOE - PHP LOI	DEUTSCHE BANK AG	MAKATI, COR PASEO DE ROXAS AND AYALA AVENUE
Show	VND	ADB HQ-CHECK				

NOTE When selecting ADB HQ-Check or Resident Mission in drop-down list, note that the **Consultant should be at the specified location at the time of Advance release.**

Other things that should be done when selecting **Resident Mission** are:

- Check if the advance currencies can be accommodated by the specified Resident Mission


- Click **Show** and enter a brief **Description** on the advance amount (required)

(3) Optionally **Save** the advance record.

D. Verifying the Advance Requests and Submitting for Approval

To verify for errors for entries made in the screen and submit the request for advance for approval:

- (1) Under the **Verification** area, click on the **Verify** button. This will initiate validation checks that will help ensure correctness of data.
- (2) Address the **Error** messages displayed and enter a comment in the field when a **Warning** message appears. Note that the request cannot be submitted for approval until the messages are addressed.

 **NOTE**

The list below shows the various items CMS checks and displays the appropriate message:

Warning Messages	How to Address
Advance made for Air Travel requires supporting document(s) as attachment (e.g Air Fare Quotation, etc.).	Type in a comment on the given field
Advance made for Housing Allowance requires supporting document(s) as attachment (e.g. Rental Agreement, Lease Contract, etc.).	
Advance made for purchase of equipment requires 3 quotations as attachment.	
Advance made for Seminars, Workshops and Training requires a detailed cost estimate as attachment.	

Error Messages	How to Address
Consultant is not allowed to create an advance more than the maximum advance amount.	Reduce the advance amount to less than the maximum advance amount
Consultant requesting to be paid thru SWIFT is not allowed to advance for currency(s) that doesn't have a bank account submitted.	Add Payment Information in the Profile screen (please see guide on Adding and Modifying Payment Information).
A claim for <Item Code and Name> is on process.	Wait for completion of previous advance request before sending new request for approval.
Suspended or sanctioned Consultants are not allowed to create an advance.	Contact Office of Anticorruption and Integrity (OAI) to get more details

- (3) Optionally enter a **Comment** on the field.
- (4) Click **Save** without submitting the record for approval.
- (5) **Submit** when ready.

The screenshot shows the 'Verification' section of the CMS interface. It includes a 'Verify' button (1), a table of error and warning messages (2), a 'Comments' section with a 'New Comment' text area (3), and 'Submit' (5) and 'Save' (4) buttons at the bottom.

**NOTE**

You can monitor the status of the Advance Request by going to the **Contracts** tab>**Contract Number**> **Advances** screen and noting the responsible person in the **Assigned To** column. Draft requests will be assigned to the individual consultant or the firm representative creating the advance.

Advances ?						
Create Advance						
Advance Number	Date Submitted	Date Approved	Status	Assigned To	View Details	Delete
00001	29-Jul-2012	29-Jul-2012	Paid			
00002			Draft	John Doe		