# CONSULTANT MANAGEMENT SYSTEM


## Guide in Submitting Advances for Individual Staff Consultants

16 October 2012

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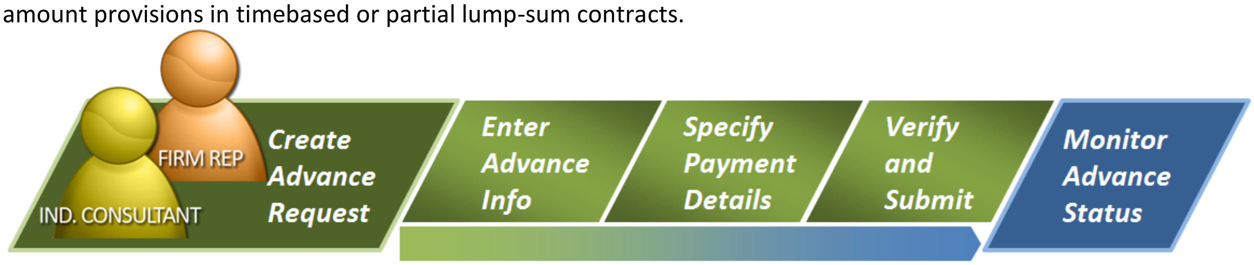
## INTRODUCTION: Create and Submit Advances online!

Individual consultants engaged directly or though 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 the is responsible person of the advance request at any given status.

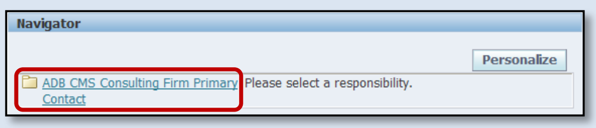
## CHAPTER 1: CREATE ADVANCE ONLINE

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.

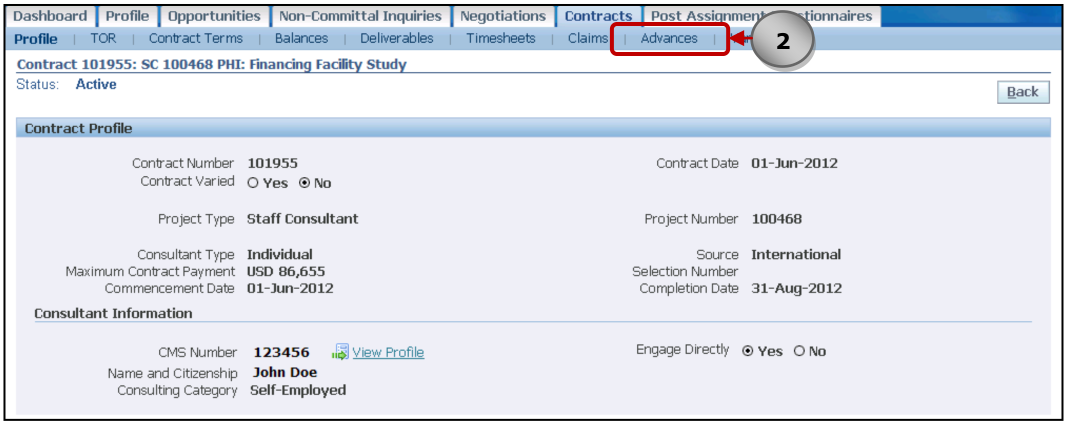



### A. Creating an Advance Request

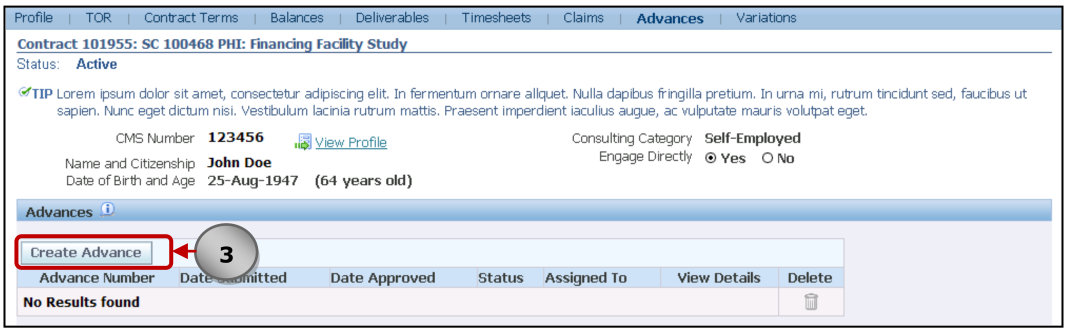
To create the Advance Request:

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


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

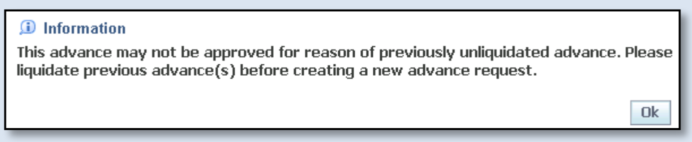



(3) Under the **Advances** page, click on **Create Advance**.



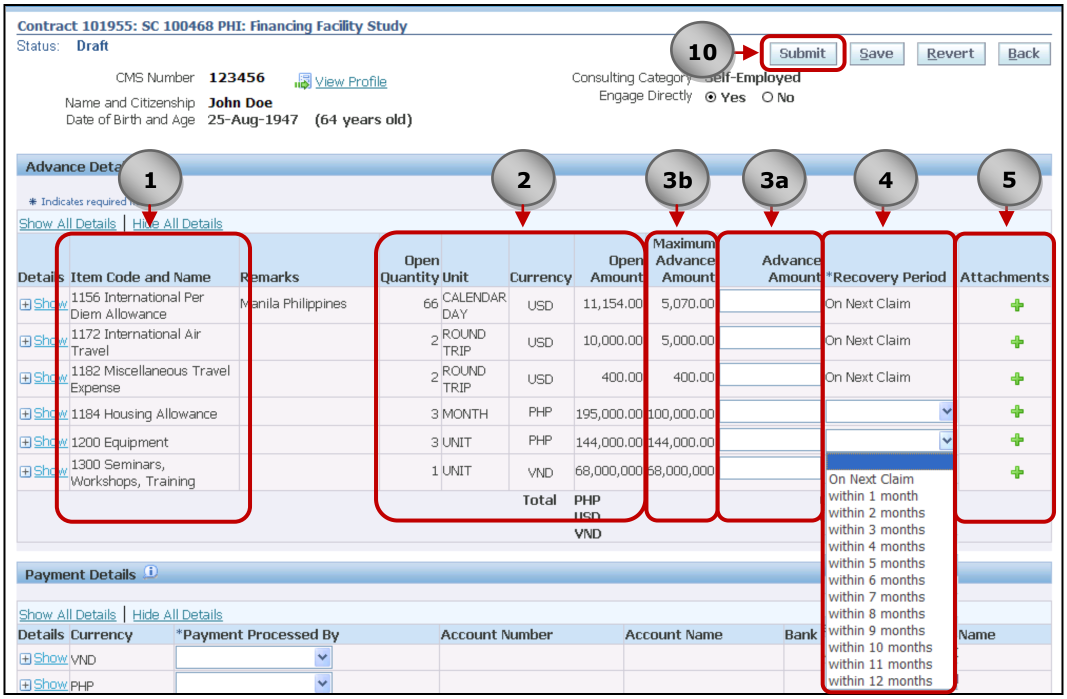


With an unliquidated advance, a new Advance request may not be approved.




## 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.

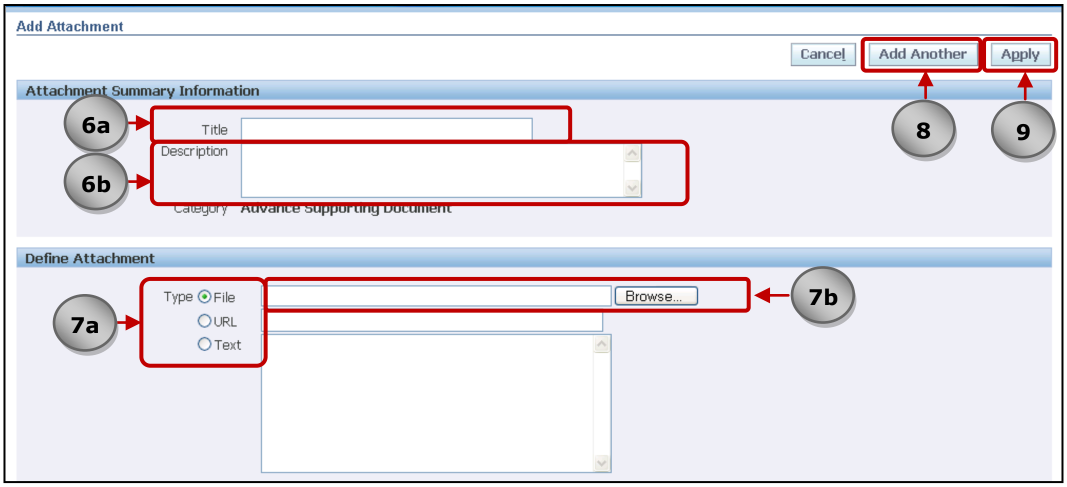



**NOTE**


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 |

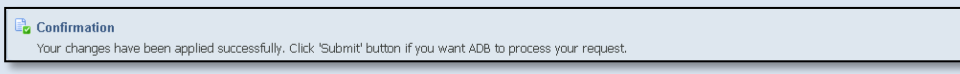
(6) Type in the **Title** of the file you wish to upload (**6a**). Optionally enter a **Description** as well (**6b**).
(7) Select **File** when you attach a scanned copy of the Advance Supporting Document (**7a**). Click on the **Browse** button and look for the soft copy of the file you are attaching (**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.



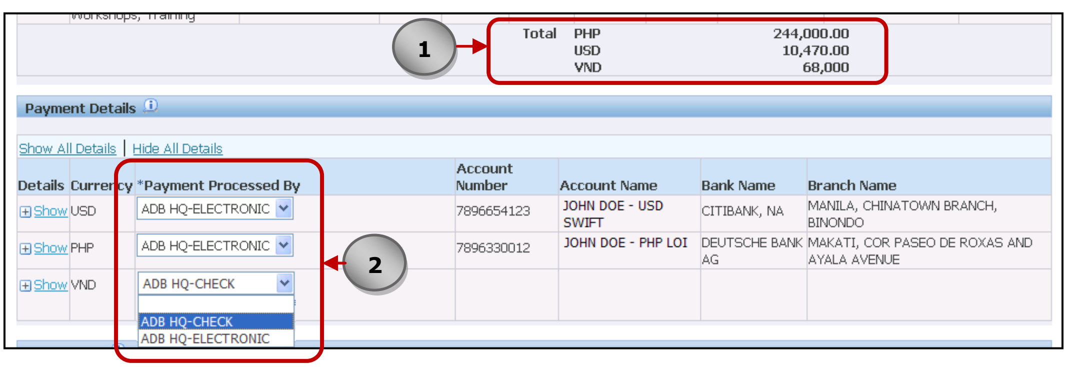

## C. Specifying the Payment Details

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.




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 accomodated 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 intiate 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.

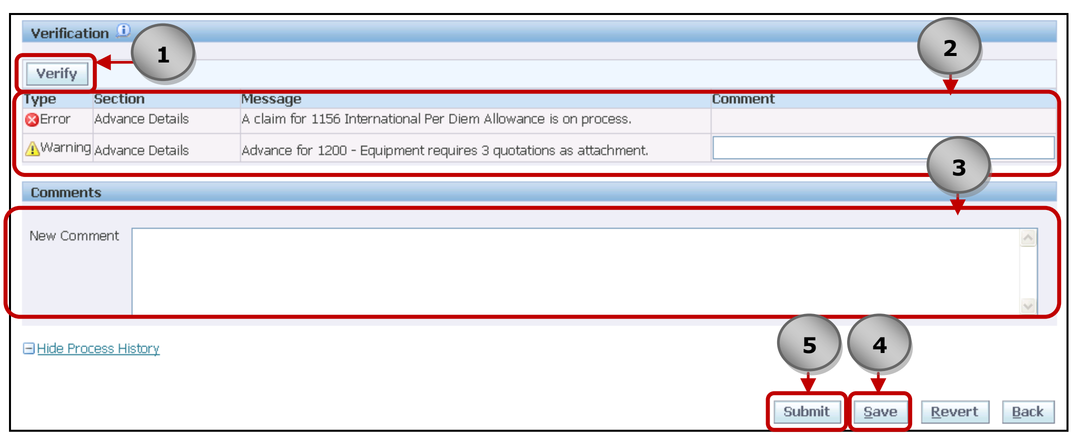
NOTE

The list below shows the various items CMS checks and displays the apropriate 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. | |

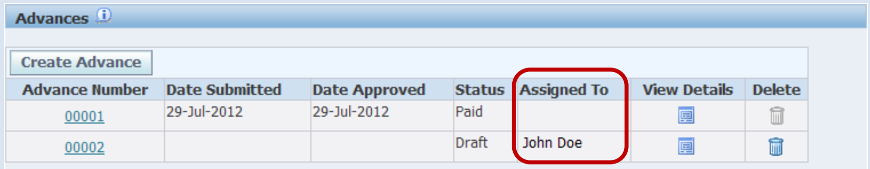
| Error Messages | How to Address |
|---|---|
| Consultant is not allowed to create an advance more than the maximum advance amount. | Reduce the advance amount to less than the maximum advance amount |
| Consultant requesting to be paid thru SWIFT is not allowed to advance for currency(s) that doesn't 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 Anticurruption 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.



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 | | |