

## SI 8.3F: Procedure for recording and reconciling cash advances in PFMS

All advances made to vendors or staff members, including the cash imprest, shall be recorded on PFMS.

The process for recording advances in PFMS is as follows:

- Log into PFMS
- At the PFMS homepage, select the following module: Advances → Add New
- Record all required transaction details
- Select the head of expenditure under which the advance is to be given
- Once the transaction entry is approved, the advance can be settled by selecting the following module: Advances → Advance Settlement
- Record details of bills/vouchers against the corresponding advance.
- The entire advance does not need to be settled at one time, the advance can be settled over a period of time as and when bills are presented

As far as possible, PFMS should be used to initiate an electronic transaction directly as advance into the recipient's account. Wherever the transaction is not initiated from PFMS, complete details of debit instrument (cheque, RTGS etc.) should also be recorded at the time of the transaction.

Detailed step-by-step instructions on recording and reconciling advance transactions shall be found in the PFMS Manual notified by the Ministry.