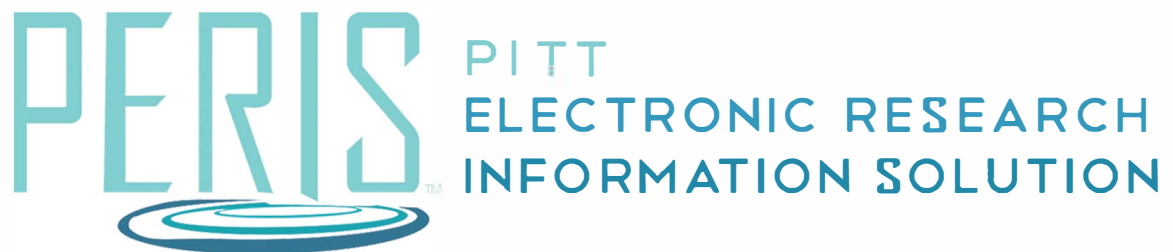




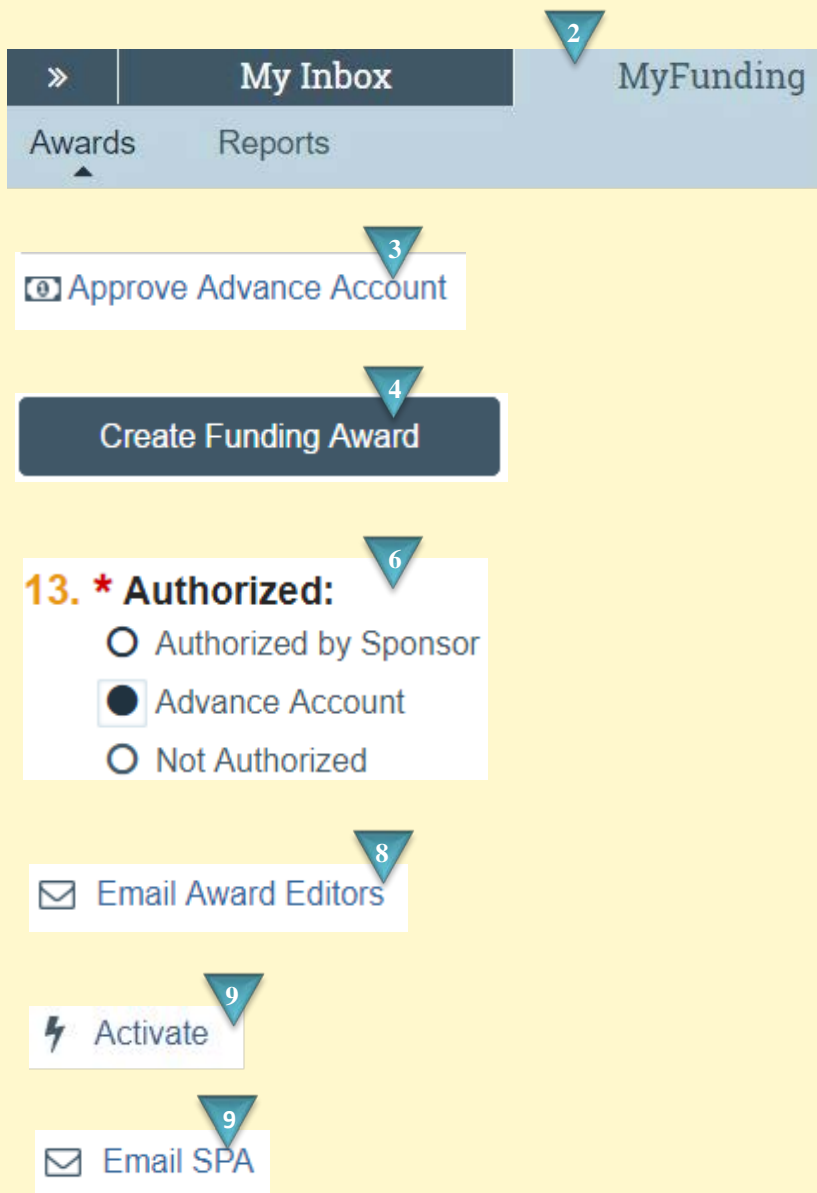
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# Quick Reference

HOW TO APPROVE AND SET UP AN ADVANCE ACCOUNT ON A NEW AWARD -  
SPECIALIST.....2

# How to Approve and Set Up an Advance Account on a New Award – Specialist



## Where to start?

1. Log into MyFunding.
2. Click on the MyFunding tab. The Advance Account request can be initiated on either the proposal or award side. Use the search box to search for the proposal or award and click on the name.

## How do I approve an advance account?

3. On the funding proposal or award click *Approve Advance Account*. Provide comments if necessary, click *OK*.
4. Click *Create Funding Award*.
5. Complete the SmartForms as you would for creating a new award.
6. Authorize the Budget Allocation as an Advance Account.
7. Continue setup of award SmartForms.
8. Click *Email Award Editors* to notify department that the Advance Account is available to review and the Budget Reconciliation will need to be completed.

## What's Next?

9. Once notified that the advance account is complete and has been approved click *Activate* and *Email SPA*.