- 1. if the advance was used dollar for dollar and reconciles to zero, you will need to fill out an expense report.
- 2. Select +Create on the Expense Ribbon, fill out the form with the appropriate information and select Save:

Expenses		+ Create				
3 Draft	O Returned	O Submitted Last 90 Days				
		Cancel Save				
Expenses For Nicolene Capra						
Import from Pre-Approval Optional	IMPORT PRE-APPROVAL					
Report Name	CASH ADVANCE RECONCILLIATION					
Pay Me In	USD - US Dollars 🗸					
Start Date	02/28/2023					
End Date	02/28/2023					
Business Purpose	CASH ADVANCE RECONCILLIATION					
Report Type	Business Expense or Travel					
Fiscal Year	FY23 •					

3. Select Create New and select the appropriate tile for the expense:

Add Expenses	74		¥ <b>†</b> 1	<b>,</b>	((),
Create New	TRAVEL	TRAVEL ATHLETICS	MEALS / ENTERTAINMENT	ADVERTISING	COMMUNICATION
eWallet All Trips Cash Advance Credit Card Offline Recycle Bin	BPO OBJECT CODES	DUES / FEES	RENTAL AND LEASES		
	TEACHING MAN STE	MAINTENANCE	SUPPLIES	EQUIPMENT	MISCELLANEOUS
Receipt Gallery	GIFT CARDS (7220)	SUBSCRIPTIONS	TRAINING AND	ITEMIZATION	CASH ADVANCE REQUEST
	CASH ADVANCE RETURN				

- 4. Continue this until all receipts/expenses have been added.
- 5. When this step is completed select Create New again and select the Cash Advance Tab:

eWallet		Add to Report
All	Sort -	
Trips	Cash Advance	
Cash Advance	Cash Advance 02/07/2023	-460.00
Credit Card	Cash Advance	
• Offline		
Recycle Bin		
eReceipts		
Receipt Gallery		

The cash advance will then be added to the report and the total should be at zero. Select Submit.