

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	0 Returned	0 Submitted Last 90 Days
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Cancel Save

Expenses For Nicolene Capra

Import from Pre-Approval IMPORT PRE-APPROVAL
Optional

Report Name

Pay Me In

Start Date

End Date

Business Purpose

Report Type

Fiscal Year

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

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:

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