

# How To Reconcile Falcon Exchange Cash Advance

Learn how to reconcile a cash advance. This is for cash advances handed out at the Falcon Exchange and is not the process for p-card cash advances. Cash taken out at an ATM should be reconciled separately.

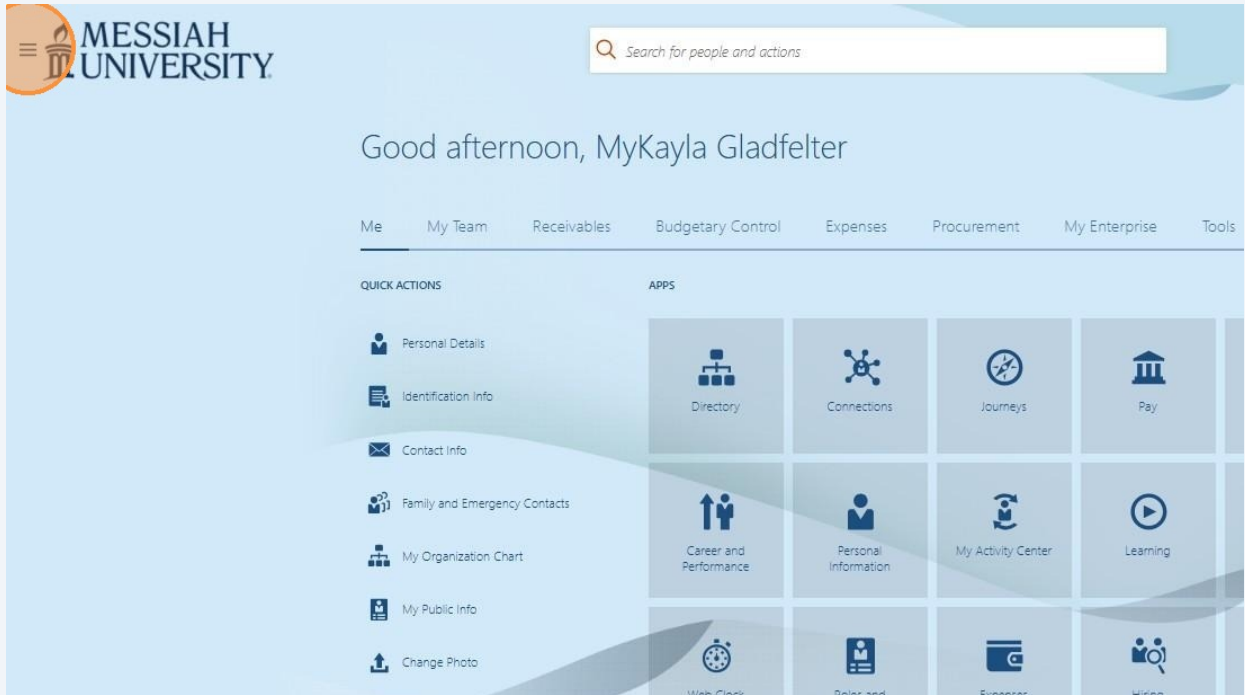


**PLEASE READ FIRST:** This is relevant only to cash advances dispersed at the Falcon Exchange window. This is not the process for p-card cash advances made at an ATM. All purchases reconciled through this process must be made in cash, receipts showing the use of card will not be accepted. Please be accurate and as detailed as possible.

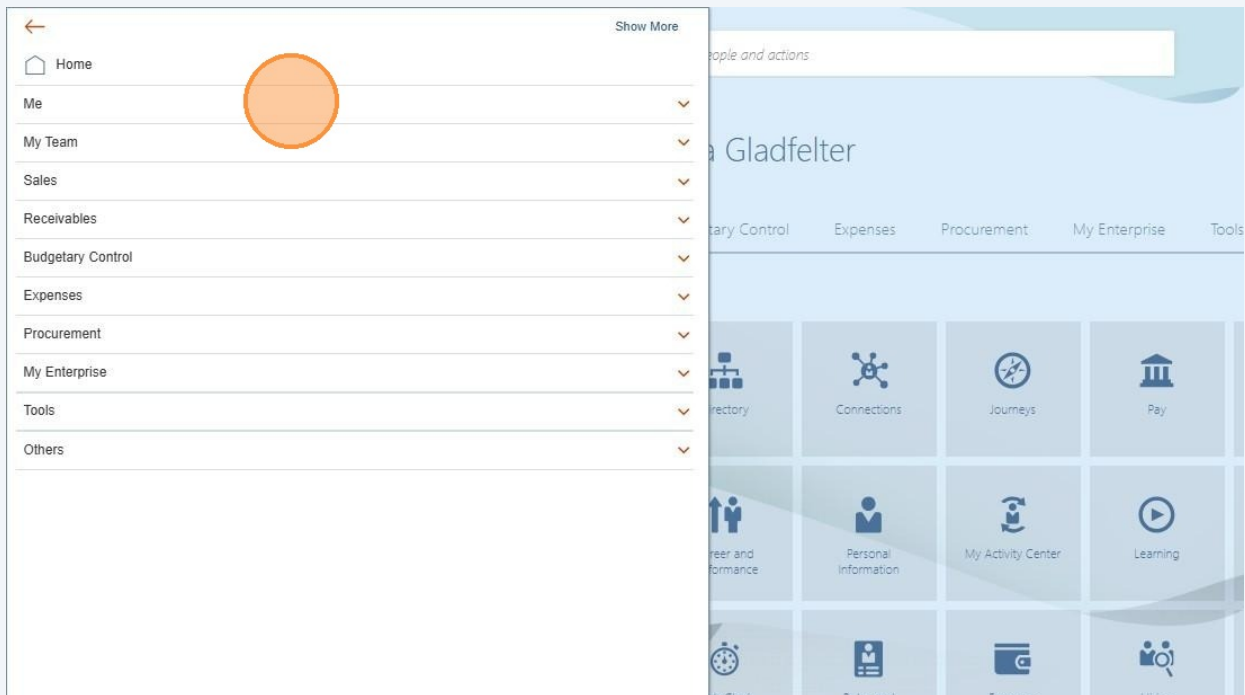
If you need help converting your expenses from foreign currency into USD, use this site: <https://www.oanda.com/currency-converter/en/?from=ZMW&to=USD&amount=1>

For further questions reach out to [falconexchange@messiah.edu](mailto:falconexchange@messiah.edu)

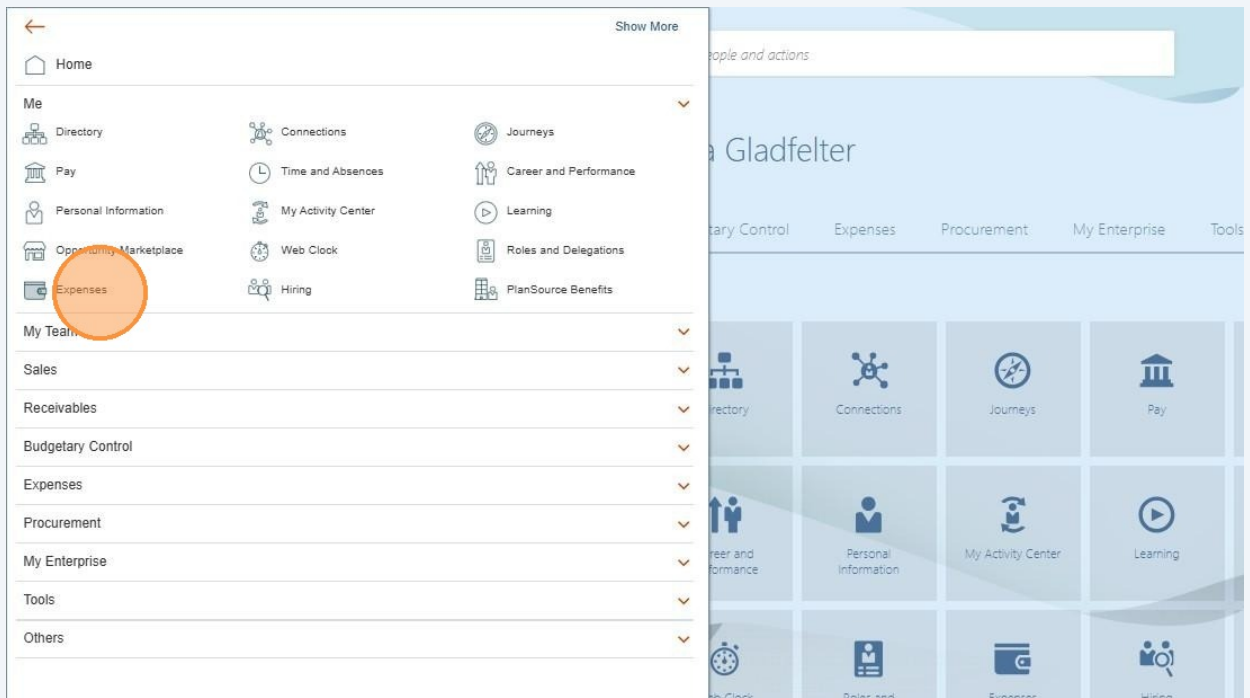
1 Click this icon.



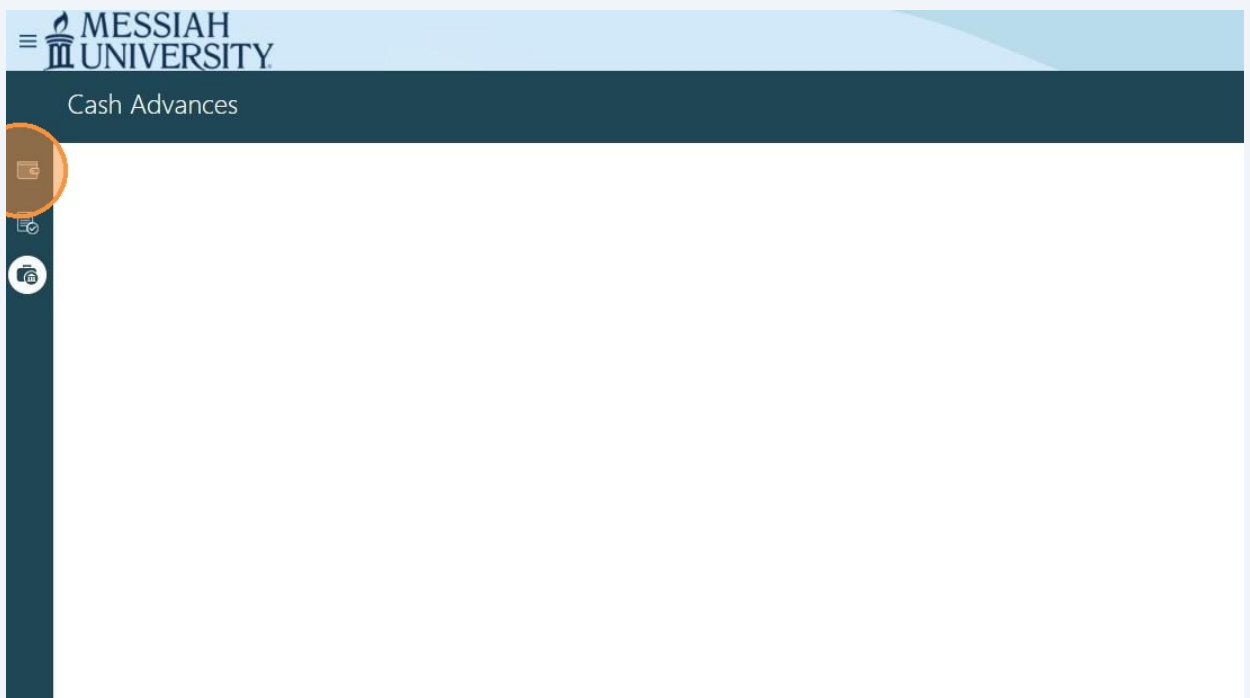
2 Click "Me"



### 3 Click "Expenses"



### 4 Click on this icon.



5 Click "Create Report"

MESSIAH UNIVERSITY

Travel and Expenses

Expense Reports

Create Report

Available Expense Items

Actions + Create Item

Nothing here yet  
Create expense item

6 Click the "Purpose" field.

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Create Expense Report

Purpose must start with Poard, DBCard, Reimbursement or Cash Advance followed by a description of the expenses.

\* Purpose

Report Total  
0.00 USD

I have read and accept the corporate travel and expense policies.

Expense Items

+ Create Item

No data to display.

7

Type your purpose. Start with the words "Cash Advance"

8

Click "Create Item"

MESSIAH UNIVERSITY

Create Expense Report

Purpose must start with Peard, DBCard, Reimbursement or Cash Advance followed by a description of the expenses.

\* Purpose: Cash Advance for international travel to Zambia

Report Total: 0.00 USD

I have read and accept the corporate travel and expense policies.

Attachments: None

Expense Items

Actions + Create Item Add Existing Apply Account Split Allocation

No data to display.

9 Select the date of the expense.



Create Expense Item ?

If this is for a grant/project, please select "Grants Template" under the template dropdown and add the project number and task number. Account should be updated to reflect the related grant/project fund, cost center

\* Date

\* Template

\* Type

\* Amount

Reimbursable Amount 0.00 USD

10 Select the relevant expense type from the drop down.



Create Expense Item ?

If this is for a grant/project, please select "Grants Template" under the template dropdown and add the project number and task number. Account should be updated to reflect the related grant/project fund, cost center

\* Date

\* Template

\* Type

\* Amount

Reimbursable Amount 0.00 USD

11 Click the "Amount" field and enter the amount for the expense.

**MESSIAH UNIVERSITY**

Create Expense Item ⓘ

\* Date: 05/08/2026 ⓘ

\* Template: Employee Expense Template ▾

\* Type: Meals ▾

\* Expense Location: Zambia ▾

\* Amount: USD ▾

Reimbursable Amount: 0.00 USD

\* Description:

Merchant Name:

Employee Attendees: +

* Name
☆ MyKayla D. Gladfelter

Attachments:

Receipt r

Account: 100000-302

12 Click the "Description" field and type a brief description of the expense.

**MESSIAH UNIVERSITY**

Create Expense Item ⓘ

\* Date: 05/08/2026 ⓘ

\* Template: Employee Expense Template ▾

\* Type: Meals ▾

\* Expense Location: Zambia ▾

\* Amount: USD ▾

Reimbursable Amount: 0.00 USD

\* Description:

Merchant Name:

Employee Attendees: +

* Name
☆ MyKayla D. Gladfelter

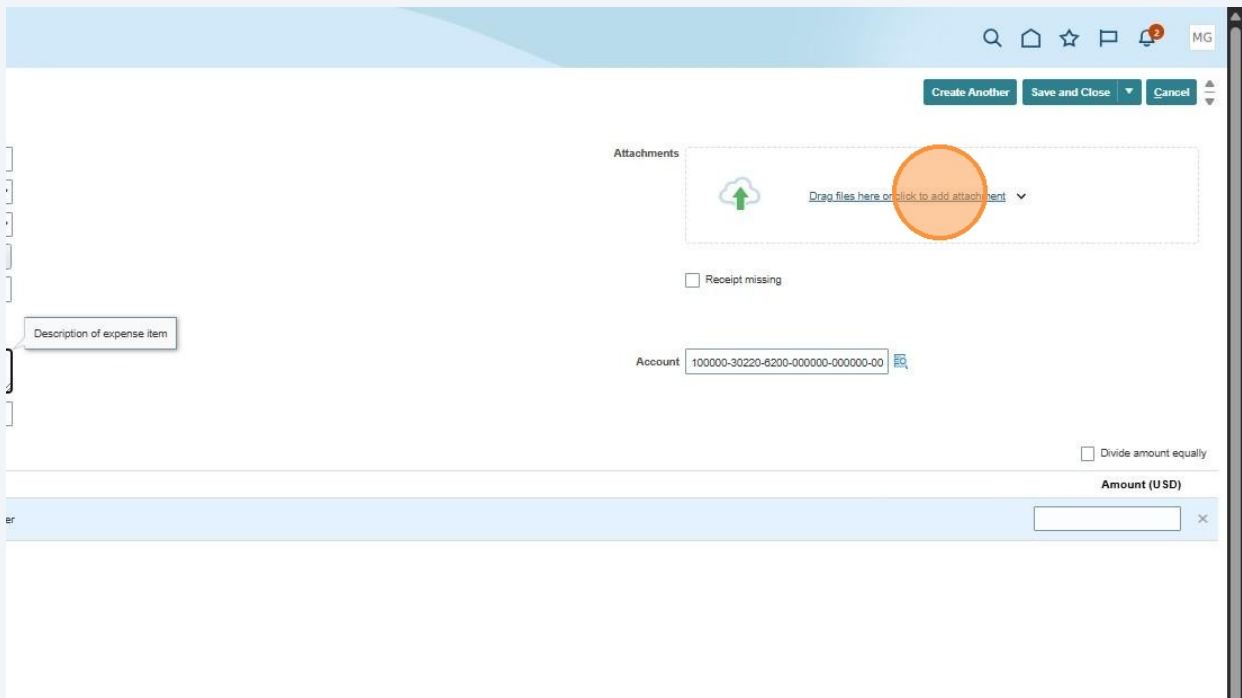
Attachments:

Receipt r

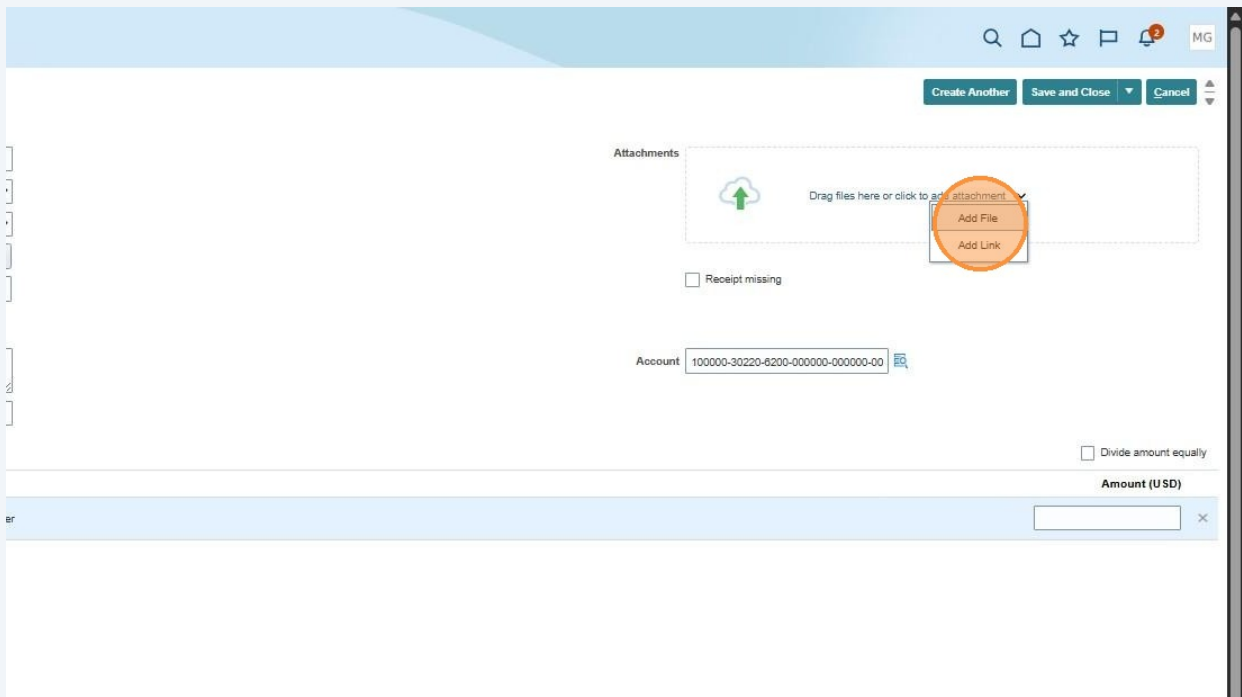
Account: 100000-302

Example format: #,##0.00; #,##0.00  
Amount

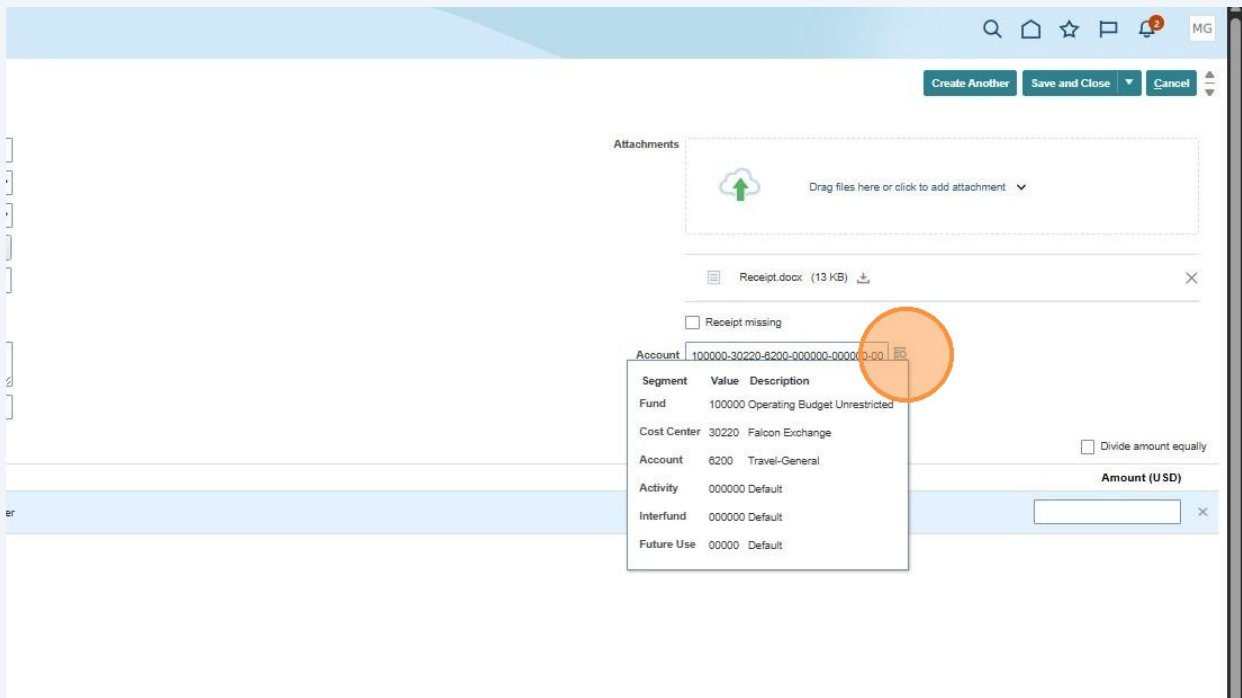
**13** Click "Drag files here or click to add attachment"



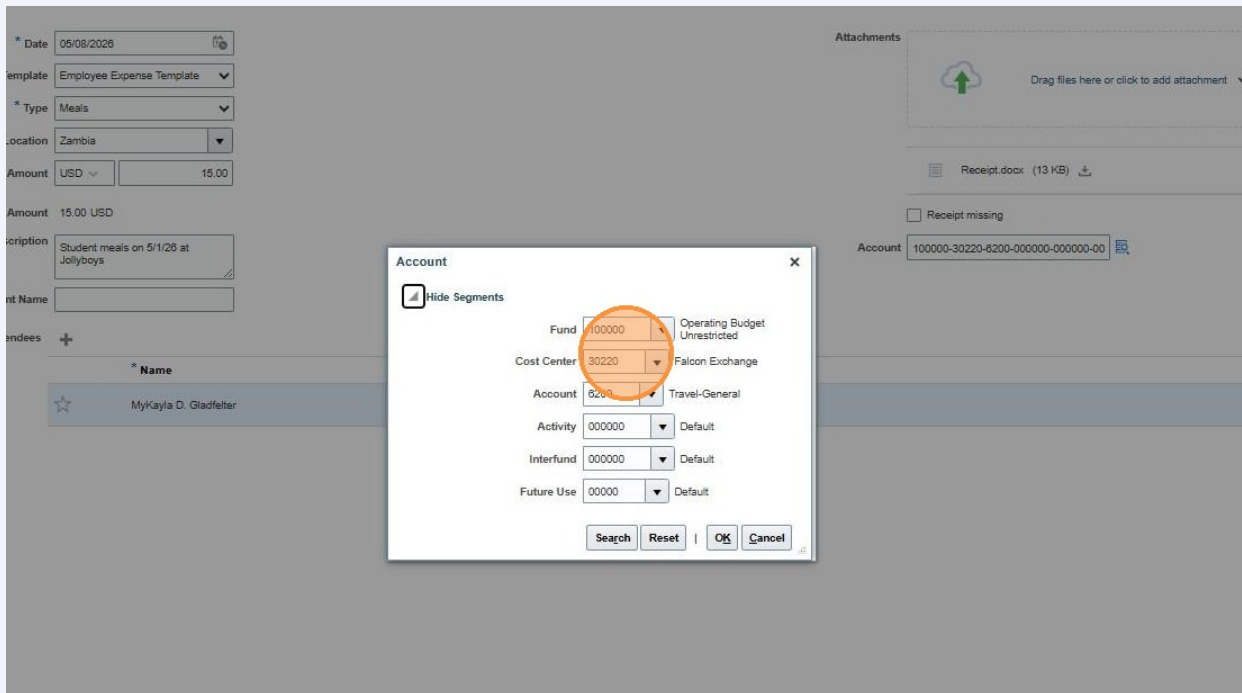
**14** Click "Add File" and select the file for the relevant receipt.



15 Click this icon.

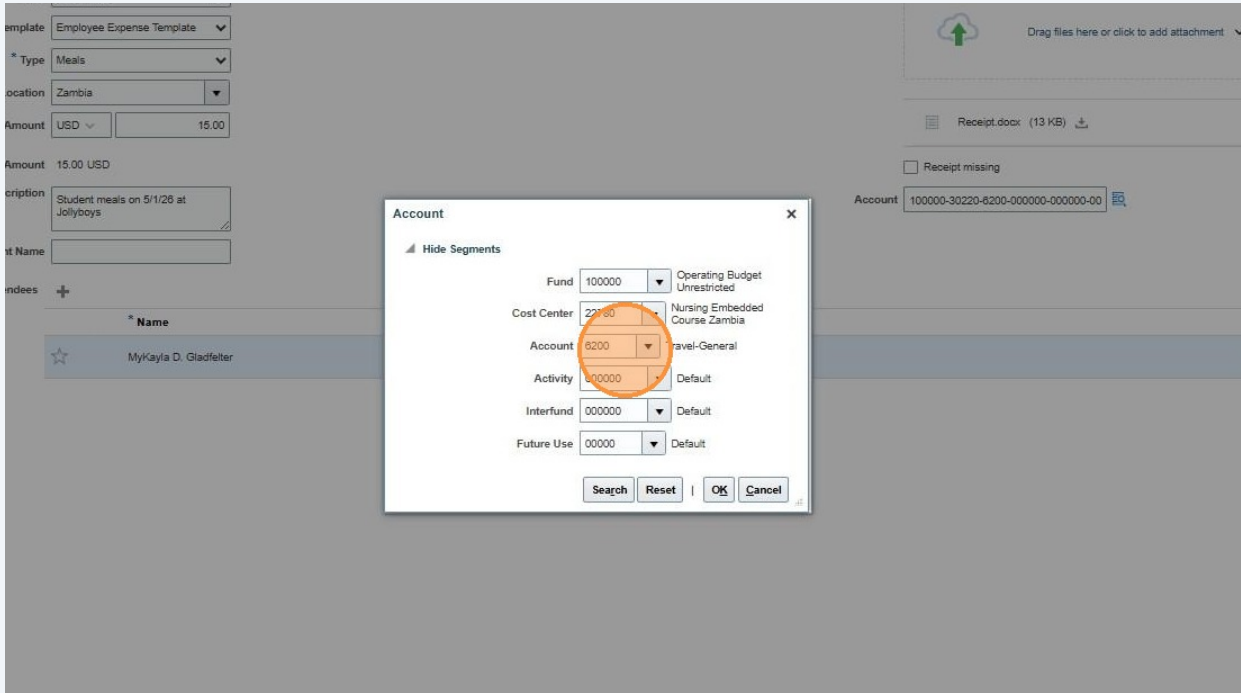


16 Double-click the "Cost Center" field and make sure that the cost center related to the trip is entered in the box.



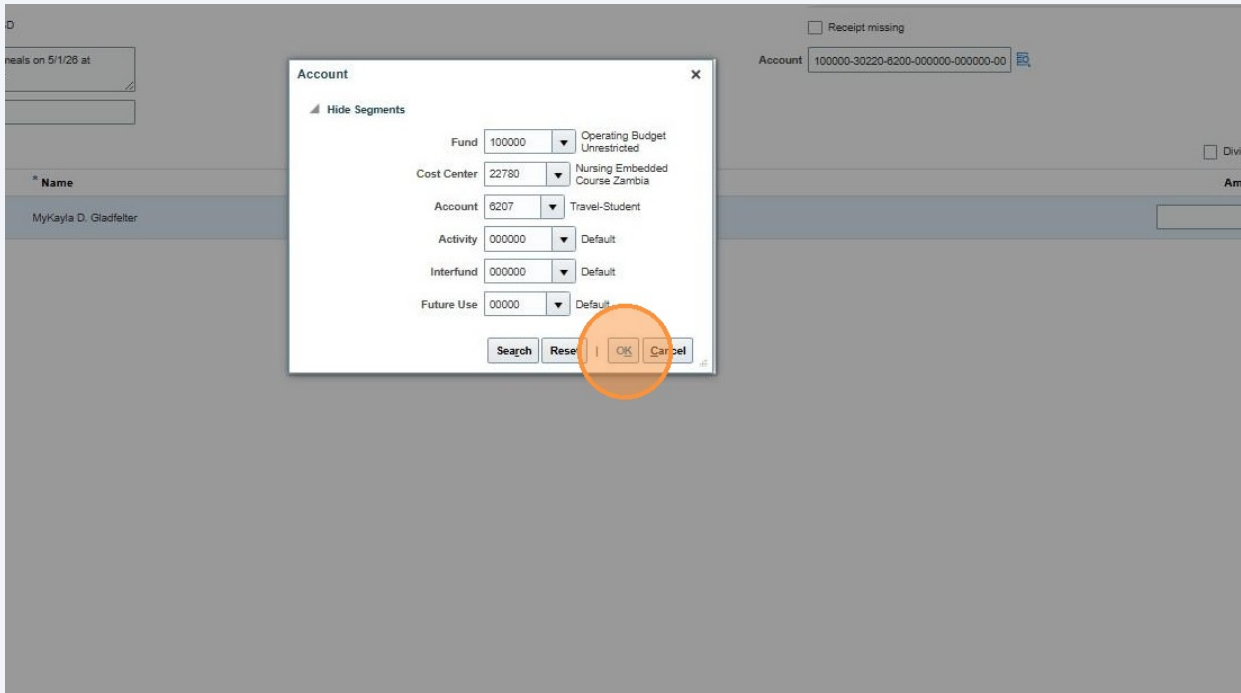
17

Click the "Account" field and enter a different account number when necessary. The account linked to the expense type may not be the one you wish to use. This is when you can change it.



18

Click "OK"



**19** If you are missing a receipt click "Receipt missing"

The screenshot shows a web interface for creating an expense report. At the top right, there are navigation icons (search, home, star, flag, notification) and a user profile 'MG'. Below these are three buttons: 'Create Another', 'Save and Close', and 'Cancel'. The main content area is divided into two sections. On the left, there is a vertical sidebar with a 'Description of expense item' label. On the right, the 'Attachments' section contains a dashed box with a green upload icon and the text 'Drag files here or click to add attachment'. Below this, there is a checkbox labeled 'Receipt missing' which is circled in orange. At the bottom of the attachments section, there is an 'Account' field with the value '100000-30220-6320-000000-000000-00'.

**20** Click the "Justification" field and type "MR" to justify your missing receipt.

The screenshot shows the same expense report form with several fields filled out. The 'Date' is '05/08/2026', 'Template' is 'Employee Expense Template', 'Type' is 'Return Excess Cash', and 'Expense Location' is 'Zambia'. The 'Amount' is 'USD 1,000.00'. The 'Reimbursable Amount' is '1,000.00 USD'. The 'Description' is 'Returning excess cash'. The 'Merchant Name' field is empty. The 'Justification' field is highlighted with an orange circle. On the right side, the 'Attachments' section shows a green upload icon and a checked checkbox labeled 'Receipt missing'. The 'Account' field is '100000-000'.

21

Click "Create Another" and repeat steps 9 through 20 for each expense made using the cash from the cash advance.

The screenshot shows a web application interface for creating an expense item. At the top right, there are navigation icons (search, home, star, flag, notification) and a user profile icon labeled 'MG'. Below these are three buttons: 'Create Another' (circled in orange), 'Save and Close', and 'Cancel'. The main area contains an 'Attachments' section with a dashed box for dragging files and a file named 'Receipt.docx (13 KB)'. Below the attachments is a checkbox for 'Receipt missing' and an 'Account' field with the value '100000-22780-6207-000000-000000-00'. At the bottom right, there is a checkbox for 'Divide amount equally' and an 'Amount (USD)' input field.

22

Select the "Return Excess Cash" option.

The screenshot shows the 'Create Expense Item' form in the Messiah University system. The header includes the Messiah University logo and the text 'MESSIAH UNIVERSITY'. Below the header is the text 'Create Expense Item' with a help icon. A red note states: 'If this is for a grant/project, please select "Grants Template" under the template dropdown and add the project number and task number. Account should be updated to reflect the related grant/project fund, cost center'. The form contains several fields: '\* Date' (05/08/2026), '\* Template' (Employee Expense Template), '\* Type' (Return Excess Cash, circled in orange), and '\* Amount' (USD). At the bottom left, it shows 'Reimbursable Amount 0.00 USD'. On the right, there is an 'Attachments' section with a dashed box for dragging files and a checkbox for 'Receipt missing'.

23

Click the "Amount" field and enter the amount of excess cash you will be returning to the Falcon Exchange.



Create Expense Item ?

\* Date 05/08/2026

\* Template Employee Expense Template

\* Type Return Excess Cash

\* Expense Location Zambia

\* Amount USD

Reimbursable Amount 0.00 USD

\* Description

Merchant Name

Attachments



Receipt r

Account 100000-302

24

Click the "Description" field and write "Returning Excess Cash".



Create Expense Item ?

\* Date 05/08/2026

\* Template Employee Expense Template

\* Type Return Excess Cash

\* Expense Location Zambia

\* Amount USD 1000

Reimbursable Amount 0.00 USD

\* Description

Merchant Name

Example format: ###0.00;-###0.00  
Amount

Attachments

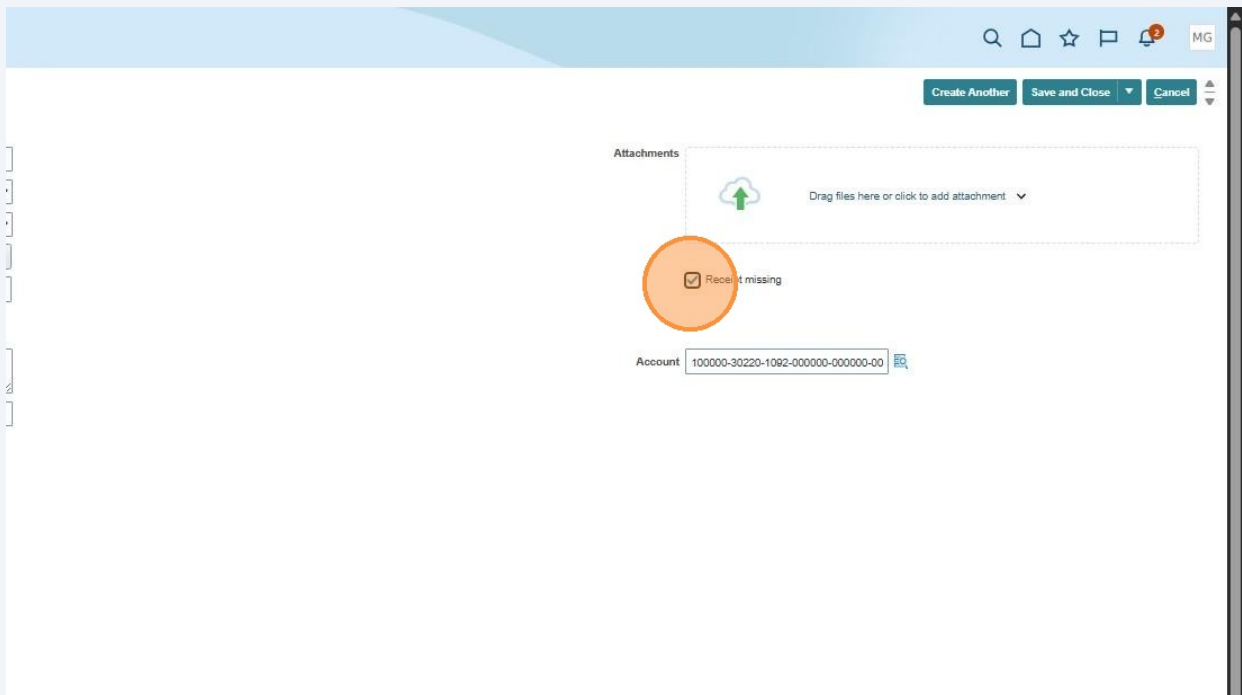


Receipt r

Account 100000-302

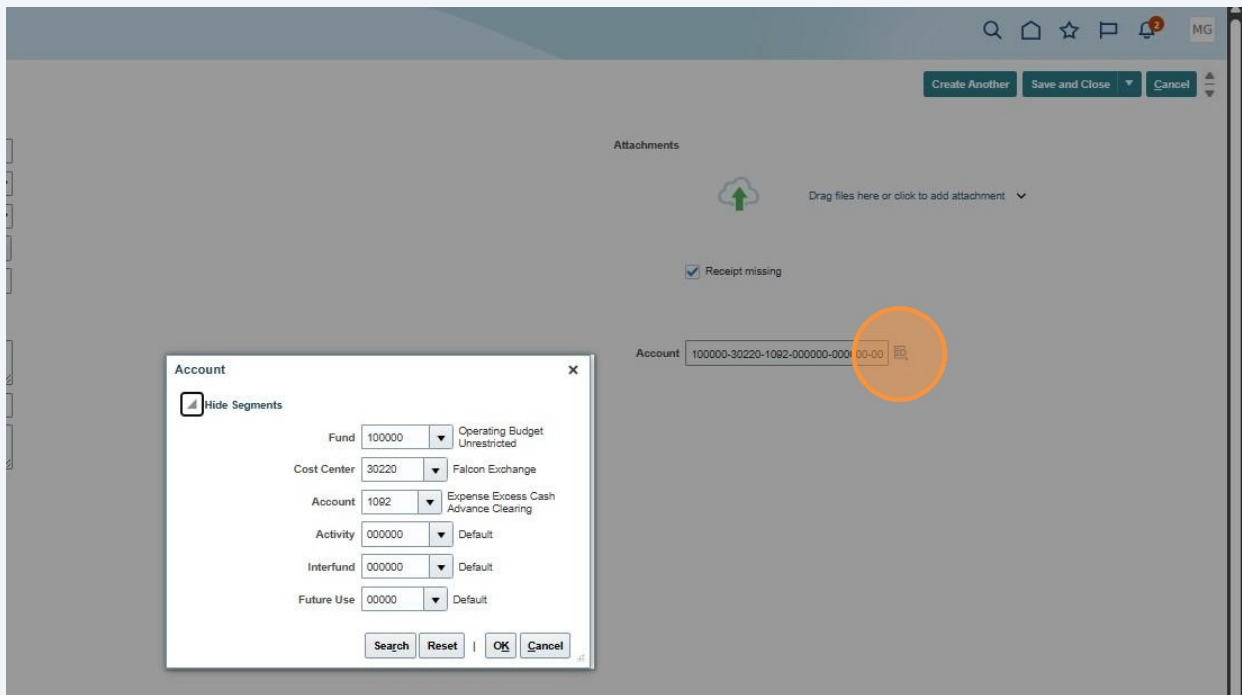
25

Click "Receipt missing" and make sure to write "MR" in the justification box that pops up.



26

Click here.



## 27 Change the Cost Center to "00000".

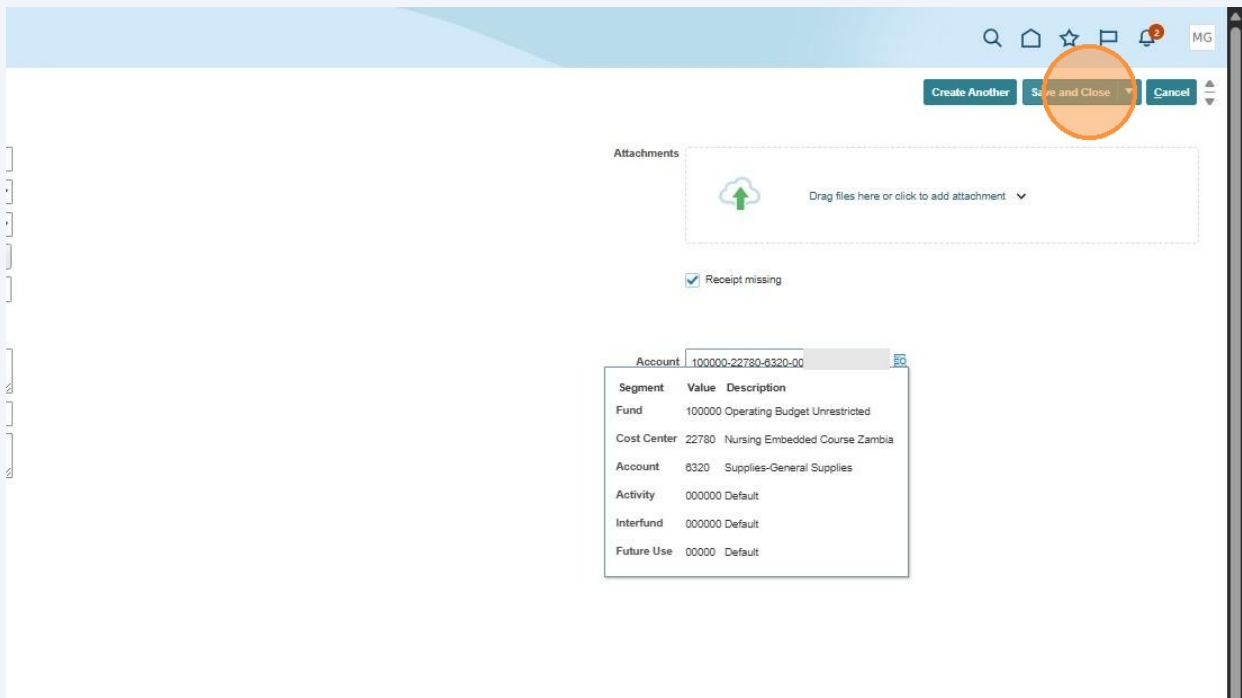
The screenshot shows a software interface with a central 'Account' dialog box. The dialog box has a 'Hide Segments' checkbox and several dropdown menus. The 'Cost Center' dropdown is highlighted with an orange circle and shows the value '3020'. The background interface includes a date field '05/08/2026', a template dropdown 'Employee Expense Template', a type dropdown 'Return Excess Cash', a location dropdown 'Zambia', a currency dropdown 'USD', and a value '1,000.00'. An 'Attachments' section is visible in the top right, and an 'Account' field at the bottom right contains the value '100000-30220-1092-000000-000000-00'.

## 28 Click "OK"

This screenshot is identical to the previous one, but the 'OK' button in the 'Account' dialog box is now highlighted with an orange circle. The 'Cost Center' dropdown still shows '3020'. The background interface elements remain the same as in the previous screenshot.

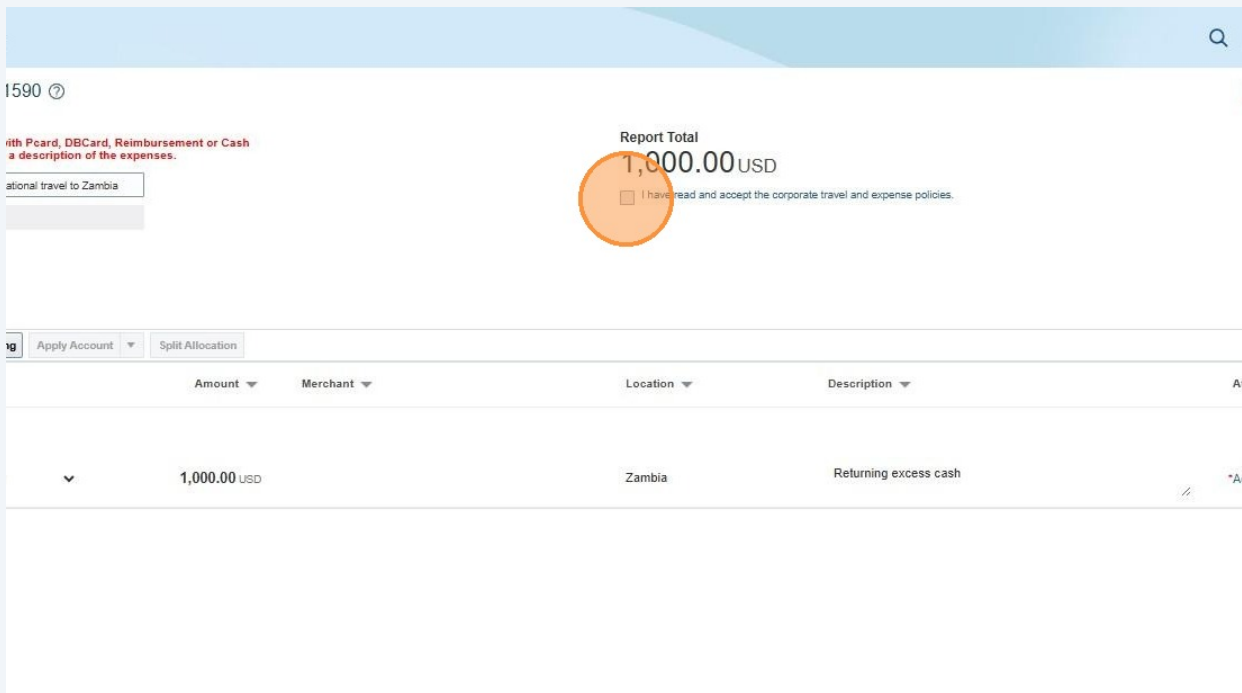
29

When all of your expenses have been added, click "Save and Close"

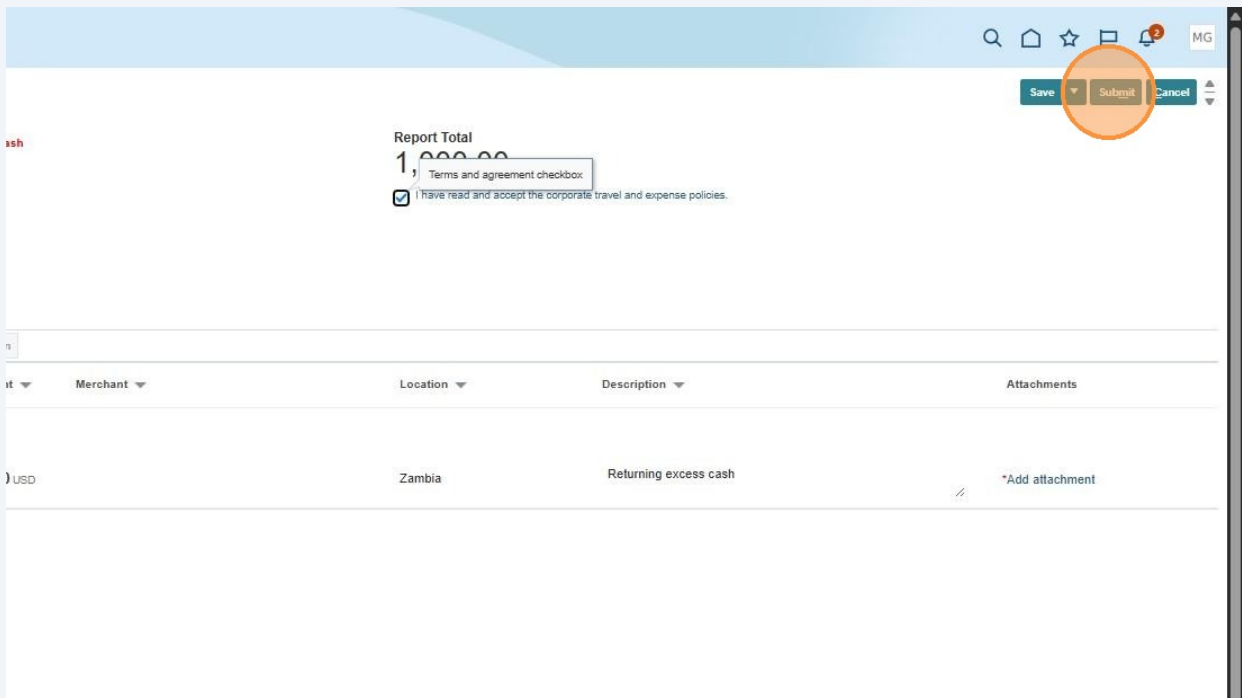


30

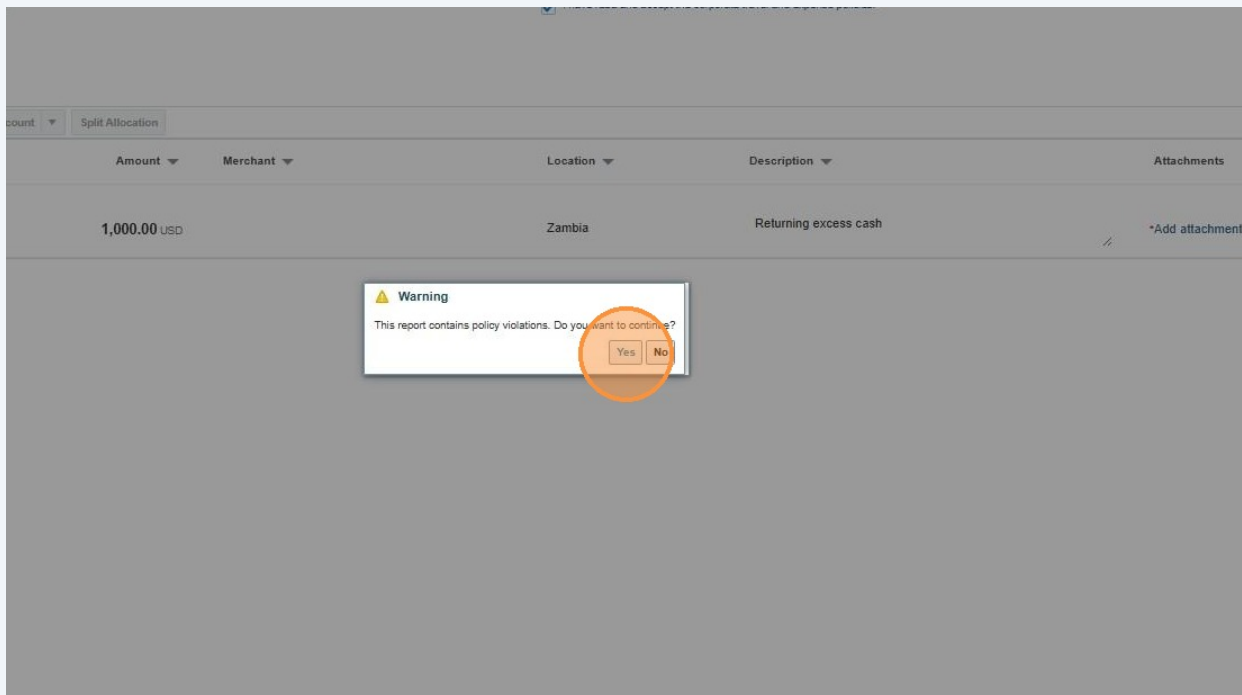
Make sure your report total equals the amount of your Falcon Exchange cash advance and then click here.



31 Click "Submit"



32 Click "Yes" if this warning pops up.



33 Check the box next to the cash advance for the trip.

Advance followed by a description of the expenses. 1,000.00 USD

\* Purpose: Cash Advance for international travel to Zambia  I have read and accept the corporate travel and expense policies.

Attachments: None

Status: Saved

Expense Items (1)

Actions: + Create Item Add Existing Apply Account Split Allocation

Date	Type	Amount	Merchant	Location	Description
05/08/2026	Return Excess Cash	1,000.00 USD			returning excess cash

**Apply Cash Advances**

Amount Reimbursable to You	1,000.00 USD
Cash Advance Selected	0.00 USD

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<input type="checkbox"/> ADV000046260135 Test trip Due 04/24/2026	1,000.00 USD available
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Don't apply a cash advance

Apply and Submit Cancel

34 Click "Apply and Submit"

Amount: 1,000.00 USD

**Apply Cash Advances**

Amount Reimbursable to You	1,000.00 USD
Cash Advance Selected	1,000.00 USD

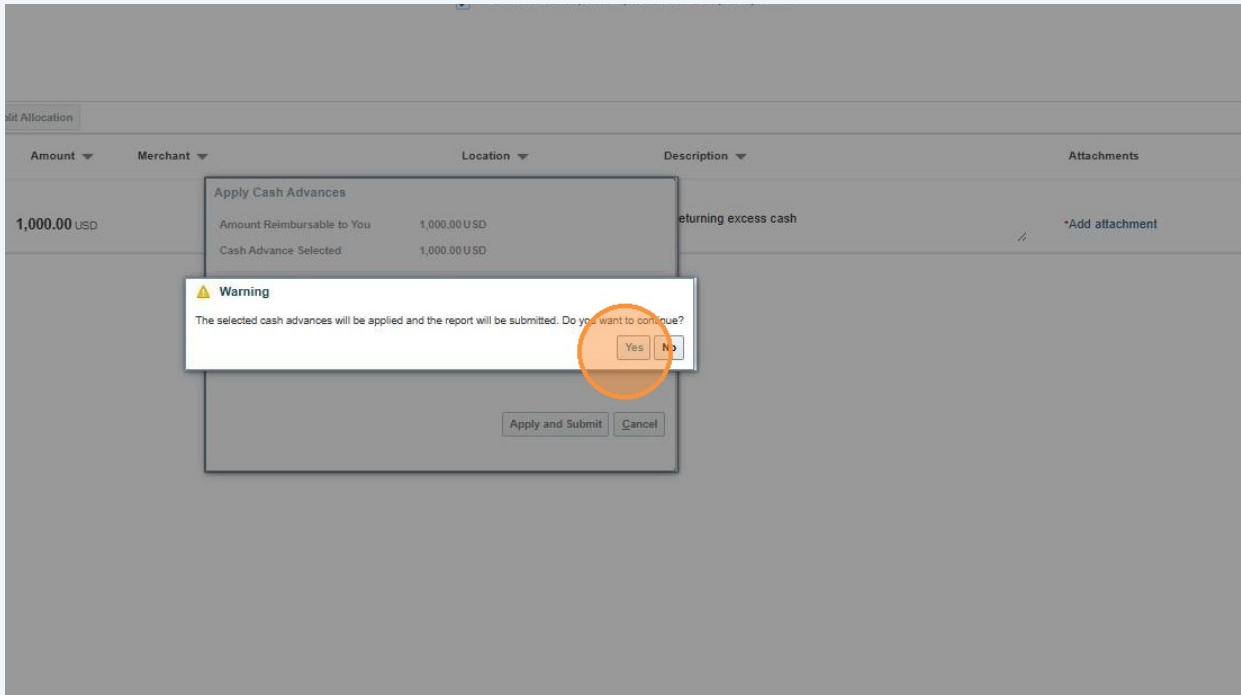
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<input checked="" type="checkbox"/> ADV000046260135 Test trip Due 04/24/2026	1,000.00 USD available
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Don't apply a cash advance

Apply and Submit Cancel

35 Click "Yes"



36 You can see the status of your Expense Report on the Travel and Expenses page.

