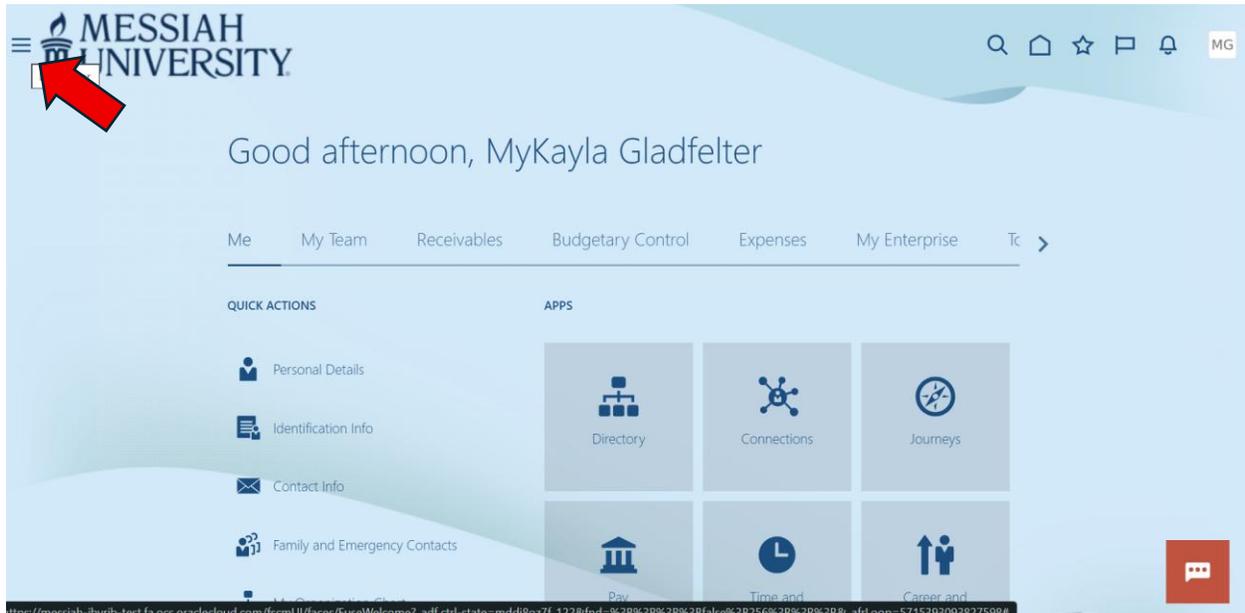
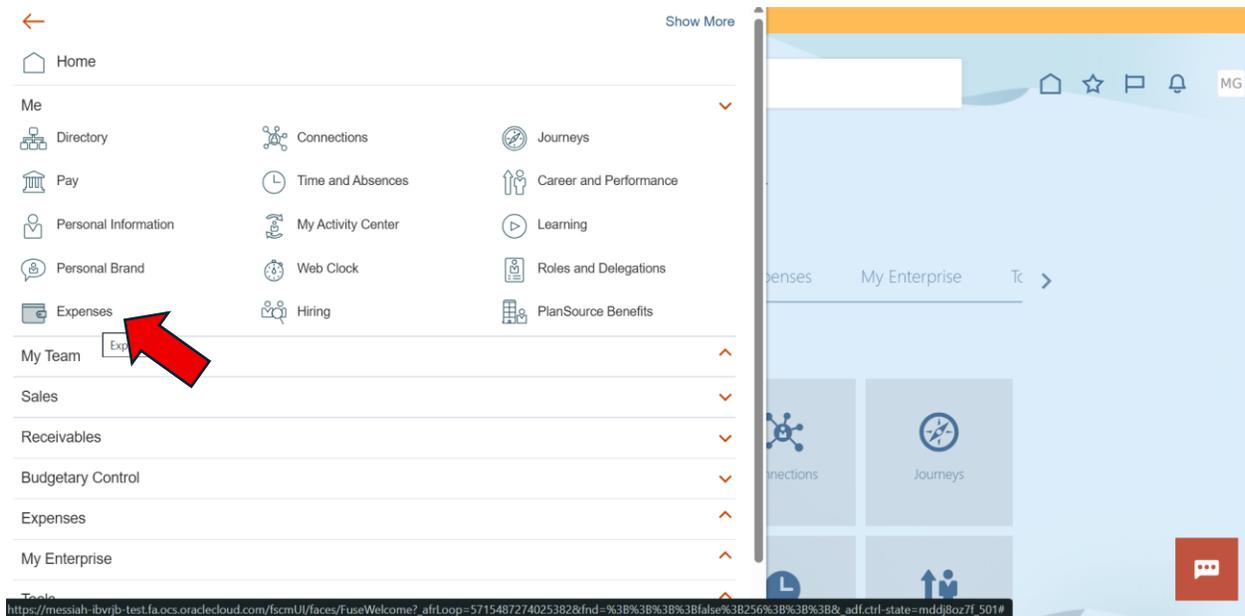


Reconciling Cash Advance in Oracle:

1. Log into Oracle using your Messiah log in and select the Navigator in the top left corner



2. Click on “Me” and then select “Expenses”

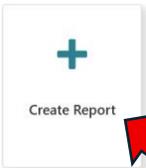


3. Click on “Create Report”

MESSIAH UNIVERSITY

Travel and Expenses

Expense Reports

 Create Report

Available Expense Items (3)

Actions

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachment
Cash and Credit Card Expense Items (3)							

4. Click on “Create Item” You will need to create an expense item for each purchase made with the cash advance.

MESSIAH UNIVERSITY

Create Expense Report ?

Purpose

Attachments None 

Report Total
0.00USD

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

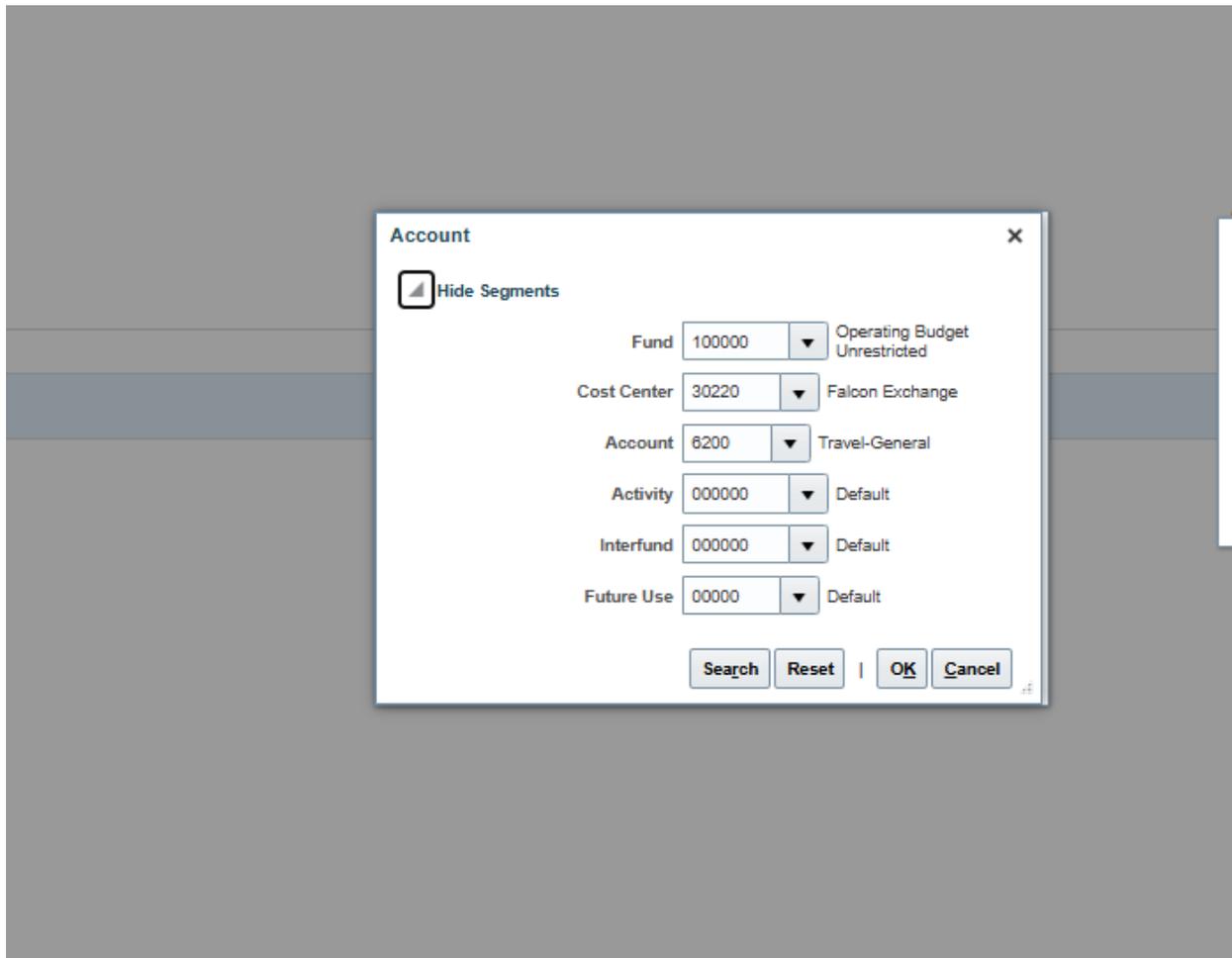
Save Submit Cancel

Expense Items

Actions Add Existing Apply Account Split Allocation

No data to display.

8. Make sure the cost center is the appropriate one for your trip and the account number is correct.



9. Select "Ok" and then "Save and Close" or "Create Another" if you have another expense to report.

10. If returning cash to the Falcon Exchange, choose “Return Excess Cash” as the expense type and change the cost center to all 0s.

The screenshot shows an expense report form with the following fields: Date (02/25/2026), Template (Employee Expense Template), Type (Return Excess Cash), Expense Location (Zambia), Amount (USD), Reimbursable Amount (50.00 USD), and Description (Return excess cash). A red arrow points to the 'Type' dropdown. An 'Account' dialog box is open, showing segments: Fund (100000), Cost Center (00000), Account (1062), Activity (000000), Interfund (000000), and Future Use (00000). The 'Cost Center' field is circled in red. The dialog also shows Operating Budget (Unrestricted), Balance Sheet (Expense Excess Cash Advance Clearing), and Default values for Activity, Interfund, and Future Use. Buttons for Search, Reset, OK, and Cancel are at the bottom.

11. Press “Ok” and then “Save and Close”

12. Fill in the Purpose box, check the box next to “I have read and accept the corporate travel and expense policies.” Then press “Submit”

The screenshot shows the expense report form with the 'Purpose' box filled with 'Dress Cultural' and the checkbox 'I have read and accept the corporate travel and expense policies' checked. A red arrow points to the 'Purpose' box. Another red arrow points to the 'Submit' button. The 'Report Total' is 50.00. The 'Expense Items' table is visible below.

Date	Type	Amount	Merchant	Location	Description	Attachments
02/25/2026	Return Excess Cash	50.00 USD		Zambia	Return excess cash	*Add attachment