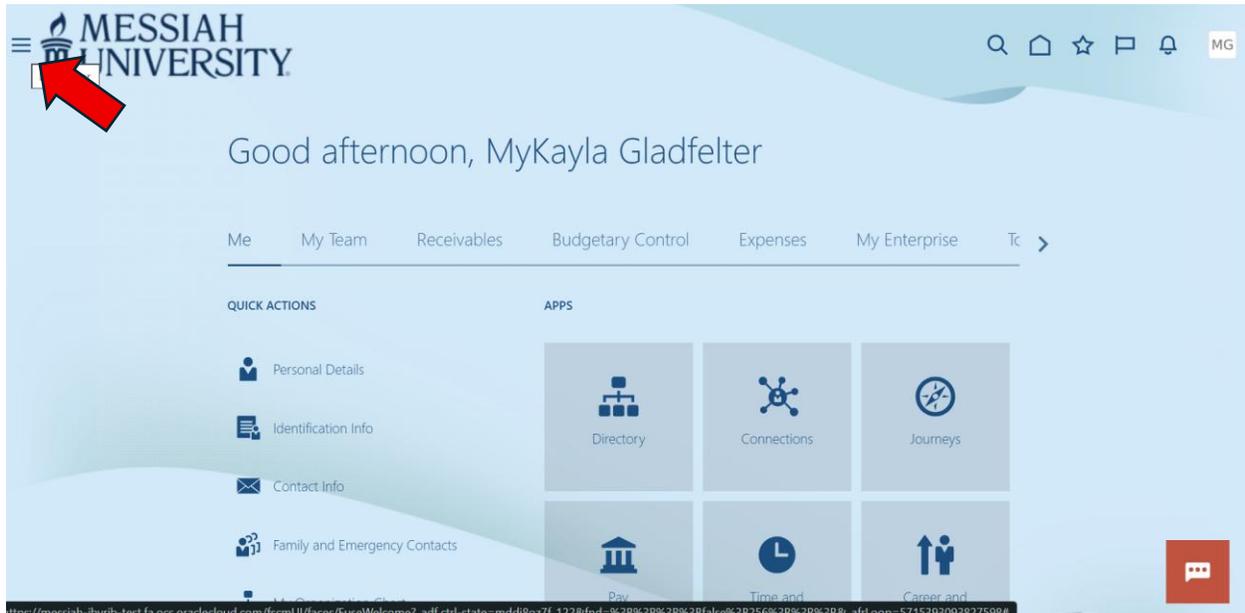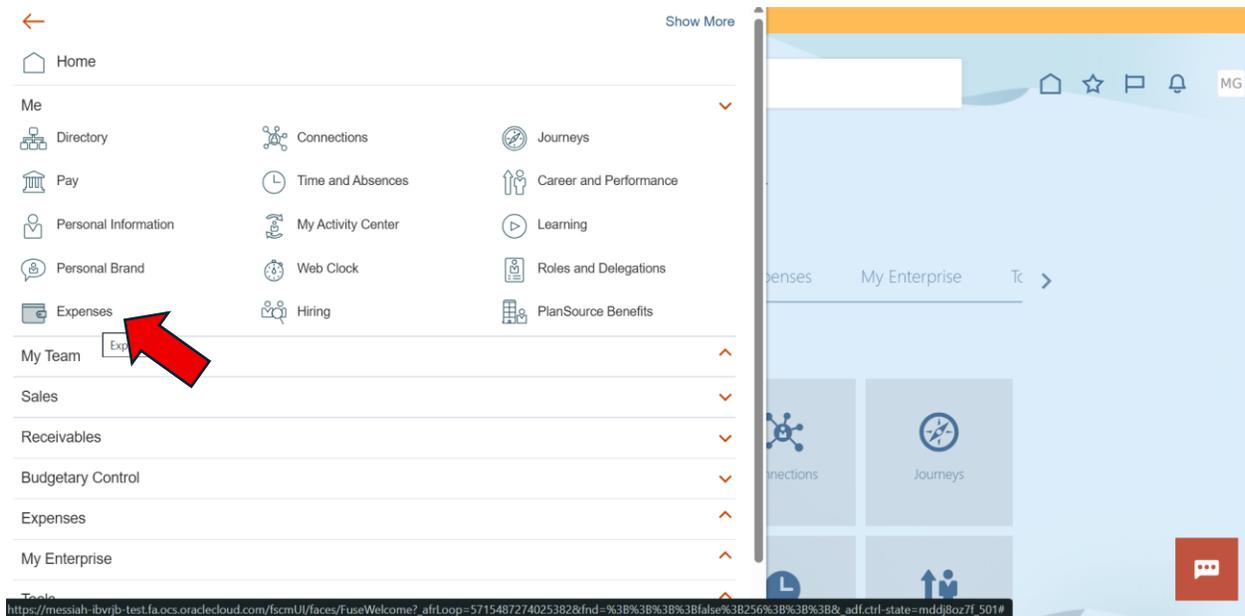Reconciling Cash Advance in Oracle:

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"
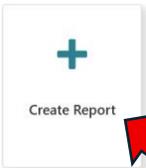

3. Click on "Create Report"

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

6. Select an appropriate expense type from the drop down menu.

7. Fill in all required fields and attach receipts. Click on the blue search icon next to the account.

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

Account   ✕

☑ Hide Segments

Fund   `100000` ▼   Operating Budget Unrestricted

Cost Center   `30220` ▼   Falcon Exchange

Account   `6200` ▼   Travel-General

Activity   `000000` ▼   Default

Interfund   `000000` ▼   Default

Future Use   `00000` ▼   Default

Search   Reset | OK   Cancel
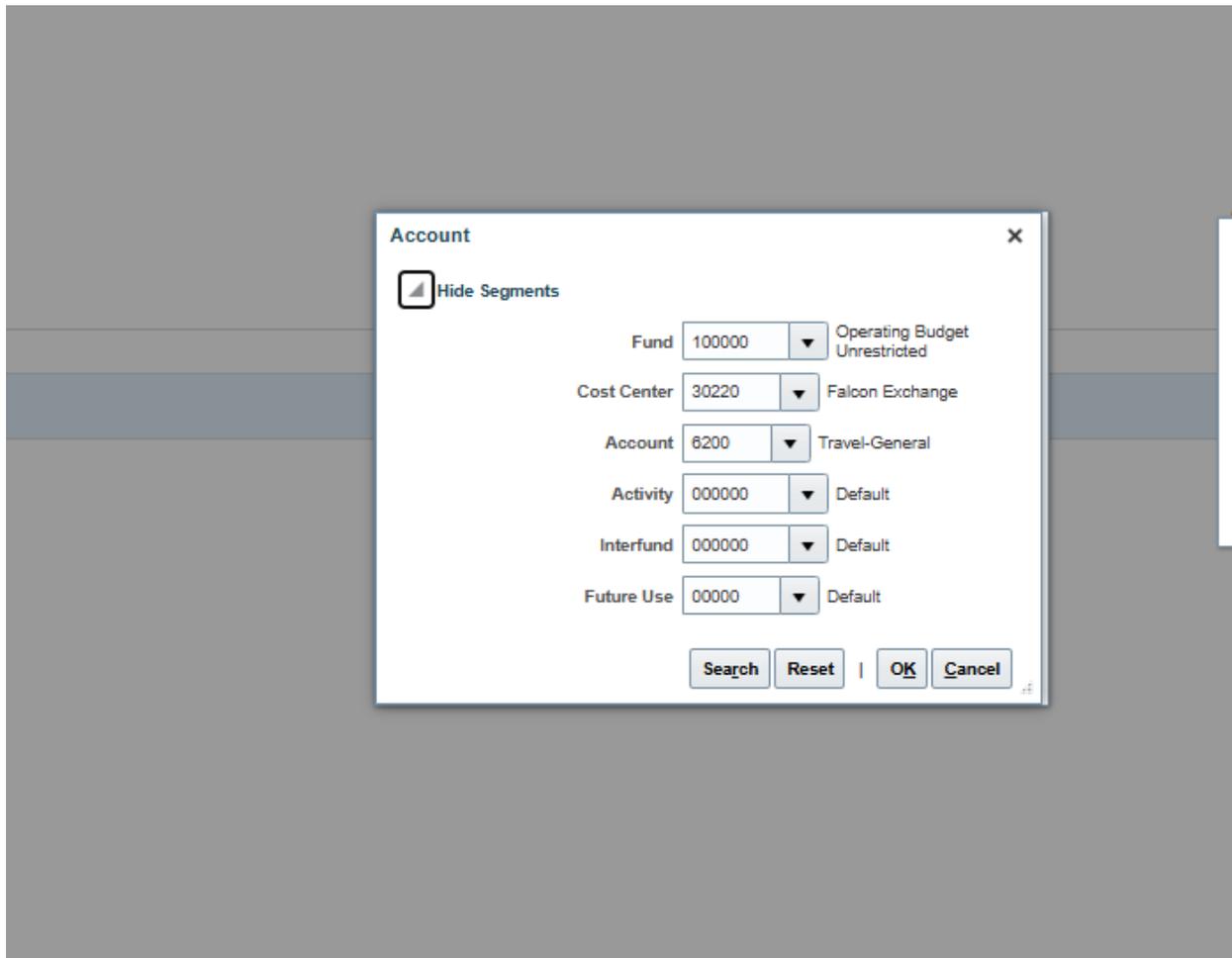
9. Select "Ok" and then "Save and Close" or "Create Another" if you have another expense to report.

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

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"