

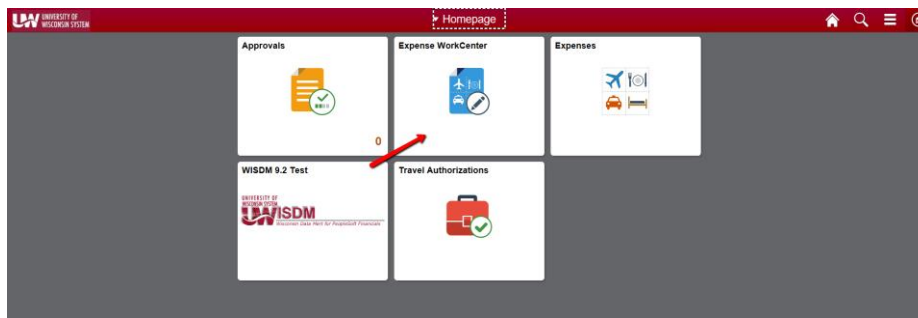
I. Reconcile Cash Advances

It is the Auditor's responsibility to reconcile a cash advance when the Traveler's expenses are less than the amount received as a cash advance. If the expenses are greater than or equal to the cash advance amount, the Auditor is not required to perform the reconciliation process because it will automatically occur when the Traveler's expense report is fully approved. Here are the steps for the Auditor to perform to do a reconciliation of a cash advances.

1. Verify receipt of a personal check from the Traveler, payable to the UW campus for the amount due to the university.
2. Sign into e-Reimbursement and approve the expense report.

Here are the steps for doing that:

3. Click the **Expense WorkCenter**



4. Scroll down and expand **Cash Advances (Approval Required)**
5. Click the **Reconcile Cash Advance** link.
6. Enter the desired information into the **begins with** field
7. Click the **Search** button
8. Use the **Reconcile Cash Advance Report** page to reconcile a cash advance.
9. Click in the **Number** field.
 - Enter the desired information into the **Number** field
10. Click in the **Amount** field.
 - Enter the desired information into the **Amount** field
11. Click the **Save Later** button
12. Deposit the check.



University of Wisconsin System
SFS Business Process
EX – Advance – Reconciliation