How to Reconcile an Advance in iExpense

1. From the Create Expense Report: Advances screen, next to the Advance Number field click 🕵️.

2. From the Search and Select: Advance Number screen click Go to view the list of un-reconciled advances.
3. Locate and select the appropriate advance that applies to this reimbursement request. Then click **Select**.

4. The Create Expense Report: Advances screen re-appears indicating that the selected advance was applied as well as the remaining balance of the selected advance. Click **Next** to continue to the Create Expense Report: Review screen.
5. From the Create Expense Report: Review screen, click **Add...** next to the Attachments field to attach your receipts or any other supporting documents.