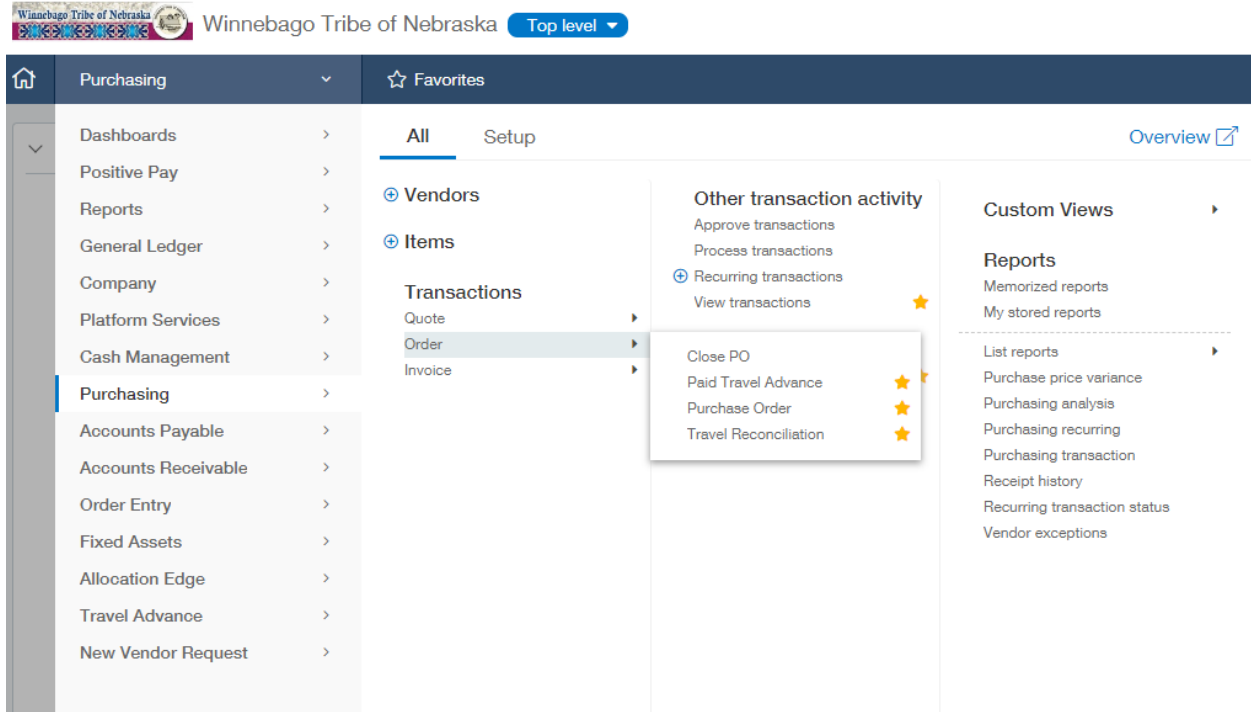
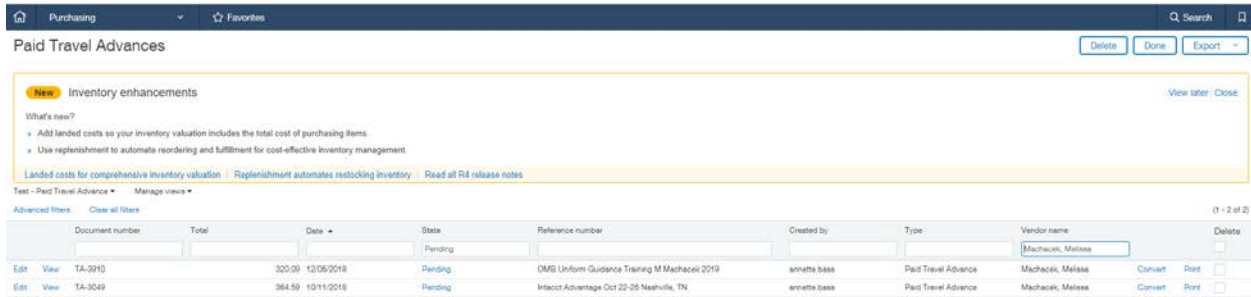


1. Go to Applications, Purchasing, Order, Paid Travel Advances



2. Add the following filters and hit Enter

- a. State : Pending
- b. Vendor : Traveler's Name



3. Hit Convert on the trip and select Trip Reconciliation

The screenshot shows the 'Paid Travel Advances' page in the Intacct system. At the top, there's a navigation bar with 'Purchasing' and 'Winnebago Tribe of Nebraska'. Below that, a 'Paid Travel Advances' section has 'Delete', 'Done', and 'Export' buttons. A 'New' notification banner for 'Inventory enhancements' is present. The main content is a table with the following data:

Document number	Total	Date	State	Reference number	Created by	Type	Vendor name	Delete
TA-3010	320.09	12/06/2018	Pending	OMB Uniform Guidance Training M Machacek 2018	annette.beas	Paid Travel Advance	Machacek, Melissa	Convert <input type="checkbox"/>
TA-3049	364.59	10/11/2018	Pending	Intacct Advantage Oct 22-26 Nashville, TN	annette.beas	Paid Travel Advance	Machacek, Melissa	Convert <input type="checkbox"/>

The 'Convert' button for the second row (TA-3049) is highlighted, and a dropdown menu is open showing 'Cancel Trip' and 'Trip Reconciliation'.

4. Change date to the last day of travel. Updated Travel Start Date, Travel Start Time, Travel End Date, and Travel End Time to be the correct value per travel/trip report actual times.

5. Match Funding Source/Item ID/ Quantity/and Price per trip report valid receipts
 - a. If the traveler was advanced funds they did not use, do **NOT** delete that line item. Instead, zero out the amount.
 - b. These should only be items personally paid for by employee ex. Baggage fees, parking, cab/taxi/Uber/Lyft, rental car, etc.
 - c. This should NOT include any food paid for with Per Diem or any expenses paid on a WTN credit card.
 - d. If you have to use just a general 5200-Travel account, please hit “Show Details” on the line item and explain the expense in the “Memo” area.

	Funding Source	Item ID *	Quantity *	Unit	Price *	Extended price
1	6611-Finance--Finance	5200-1--Travel-Per Diem	23	Each	15.250	350.75
2	6611-Finance--Finance	5200-3--Travel-Mileage	25.4	Each	0.545	13.84
3						
4						

2 | 6611-Finance--Finance | 5200-3--Travel-Mileage | 25.4 | Each | 0.545 | 13.84

DETAILS

Item description: Travel-Mileage

Commitment Creation Cards:

Commitment Release Cards:

Memo: Testing

DIMENSIONS

Fund: 6611--IDC-Finance

Customer:

Employee:

Program: 620--Finance

Vendor: A0XE--Machacek, Melissa

<< Previous Row Next Row >>

6. Click on the paperclip next to the Attachment number, and add Trip Report
 - a. Trip report should be ONE file
 - b. Trip report should include ALL receipts that should be paid for by WTN, including baggage, hotel, parking, etc. If the report it missing any receipts/information, the report will be declined back to be fixed.
 - c. Please include “Trip Report” when naming your file.

