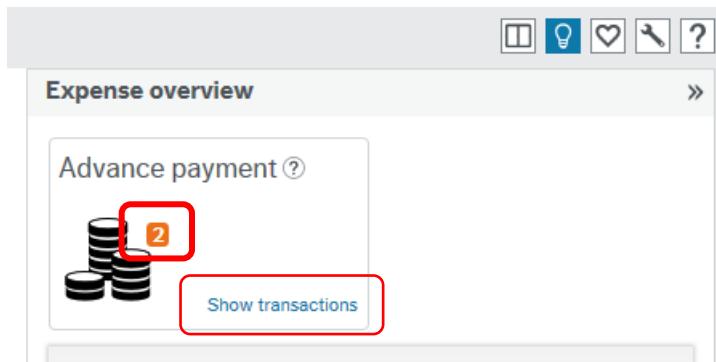


Matching an Advance to an Expense Claim

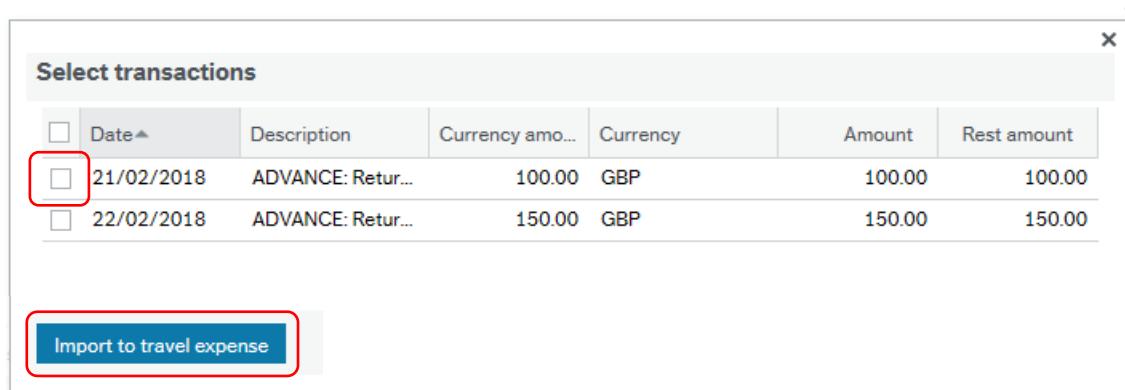
When entering an Expenses claim and you have any Advance available, you will see the Advanced Payment icon on the top right of the screen. In case there are more than one you will be able to see how many advances you have available.

Clicking on the Show transactions you would be able to see the list of all available advances.



Note: If your advance is not visible to select (as in the process below), please [use the alternate process for matching advances](#).

Use the tick box to select the advance you wish to use against the current claim and click the **Import to travel expenses** button at the bottom of the window.



The advance will appear as a negative value in the list of claims and will be deducted from the total. You can now continue with the claim as usual.

Expenses: Enter an Expense Claim (Staff)

What was the purpose?

| | | |
|------|------------|---|
| Date | 28/02/2018 | ▼ |
|------|------------|---|

What did you spend?

| □ | Cat | Expense d... | Desc... | Currency | Curr. amount | Amount | |
|--------------------------|-------------|--------------|---------|----------|--------------|---------|---|
| <input type="checkbox"/> | 28/02/20... | ADV... | GBP | | -100.00 | -100.00 | ▼ |