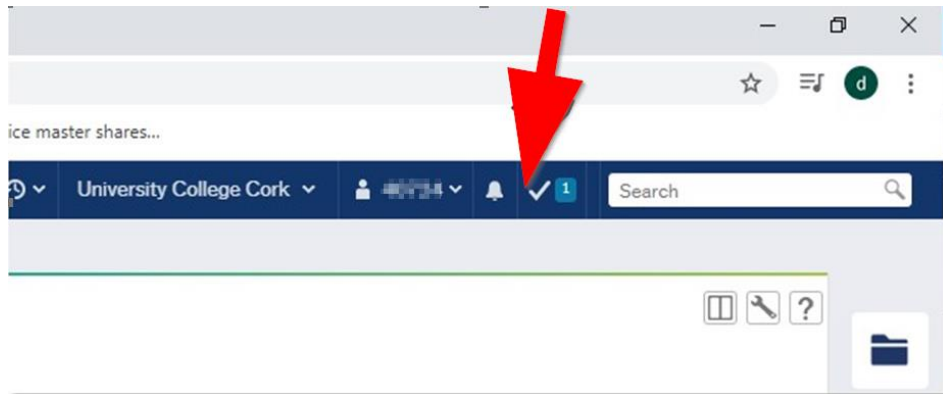


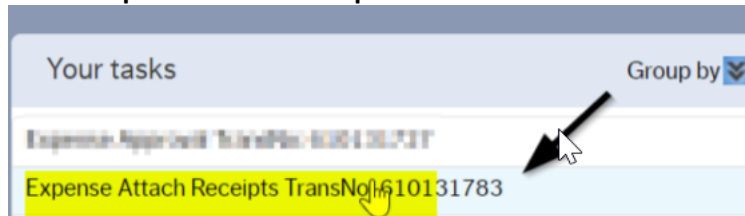
Match Receipt to your expense claim

It is important to access your expense claim from the **Task list**

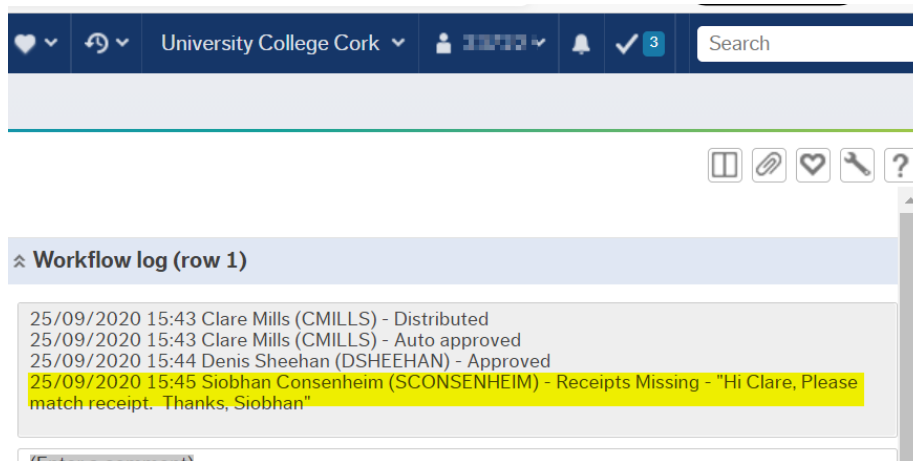
Your Task List is the **TICK Button** on the right corner of your screen



Select Expense Attach Receipts

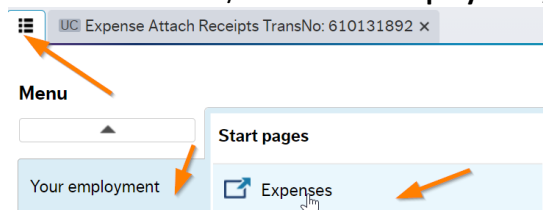


View the workflow comment and action



Comment – **Please Match Receipts** - Go back to the expense claim match the receipts and then select **Task Complete** from your task list

Go to Main Menu / Select Your Employment/ Expenses



Select In progress

Expenses

New expense claim ?

Vouched Expenses

Subsistence Travel outside EU

Conf Rate (Vouched Accomm. within EU)

Subsistence Travel within EU

Expense overview ?

Draft 0

In progress 1

Completed

Open Claim you can view receipts available not matched here

UC Expense Attach Receipts TransNo: 610131892 x UC Expenses 25/09/2020 (610131892) x

Expenses > Expenses 25/09/2020 (610131892)

Expenses: Vouched Expenses

Rejected expenses

[25/09/2020, 12:41] SIOBHAN CONSENHEIM: Hi Clare, The receipts are still not from the bank so I will open a claim **not matched**

What was the purpose?

| sting match receipts | Date | 25/09/2020 |
|----------------------|------|------------|
|----------------------|------|------------|

What did you spend?

| Category | Expense d... | Description | Quan... | Curr... | Curr. amount | Amount |
|----------|--------------|-------------|---------|---------|--------------|--------|
| Flowers | 25/09/20... | Flowers (E) | 5.00 | EUR | 5.00 | 5.00 |

Expense overview

Expense transactions ?

Receipts

0 matched

1 available

Expenses

testing match receipts 25/09/2020

| Type | Amount |
|-------------|--------|
| Flowers (E) | 5.00 |

Total € 5.00

Select receipts and match

The screenshot shows a window titled 'Receipts' with a 'Change view' button and an 'Actions' dropdown. Below the title bar is a document icon. A modal window titled 'Select the expense that matches your receipt.' is open, displaying a table with the following data:

| | Date | Category | Description | Curr... | Curr. amount | Amount | |
|-------------------------------------|------------|----------|-------------|---------|--------------|--------|--|
| <input checked="" type="checkbox"/> | 25/09/2020 | Flowers | Flowers (E) | EUR | 5.00 | 5.00 | |

An orange arrow points to the checked checkbox, and another points to a 'Match to receipt' button at the bottom right of the modal.

When receipts are match you will see a paper clip here

The screenshot shows a window titled 'What did you spend?' with an expand/collapse arrow. Below the title bar is a table with the following data:

| <input type="checkbox"/> | Category | Expense d... | Description | Quan... | Curr... | Curr. amount | Amount | |
|--------------------------|----------|--------------|-------------|---------|---------|--------------|--------|--|
| <input type="checkbox"/> | Flowers | 25/09/20... | Flowers (E) | 5.00 | EUR | 5.00 | 5.00 | |

An orange arrow points to the paper clip icon in the Amount column.

Once receipts are matched, go to you task list, **Select Expense Attach Receipts and Task Complete**

The screenshot shows a navigation bar for 'University College Cork' with a search bar and a notification icon with the number '2'. A task list window is open, showing a task titled 'Expense Attach Receipts TransNo: 610131892'. An orange arrow points to the notification icon, and another points to the task title.

“Task Complete” to allow the claim to go back to Finance Office for payment

The screenshot shows a task completion interface with a 'Task complete' button, an 'Advanced mode' button, a 'Log book' button, and an 'Export' button. A mouse cursor is hovering over the 'Task complete' button.