





How to manage your own expenses and check the Workflow Status of your own ACTIVE expense claims

While most information about your expenses is available within Your Employment / Expenses / Expenses overview, some information can be more readily accessed through the Reports menu.

Menu

Your employment	Start pages	Your employment
	 Expenses	
Procurement	Your activities	Options
Reports	 Travel expenses enquiry	 Set Agresso Web start page
		 Change password

Expenses Tab Overview

Expenses

New expense claim ?

Navigation buttons for expense types:

- Vouched Expenses
- Conference Rate Claim outside EU
- Conference Rate Claim within EU
- Subsistence Travel outside EU
- Subsistence Travel within EU

Expense overview ?

Expense overview workflow stages:

- Draft (1)
- In progress (1)
- Completed

Check draft claims here. Draft claims are **not** included on the reports. These are expenses that are not yet sent for approval.

Check claims sent for approval here, including claims approved but awaiting payment. Claims approved but not yet paid, will show the status approved (see below).
Use the Report **Active Expenses for Claimant own Expense**, if you want to view the workflow for unapproved claims.

This will show all paid claims.
If you want a snapshot of all your Paid claims, it is easier to use the Report **My Paid Travel Expenses**














In progress				
Date from	Dat...	Co...	Purpose	Workflow status
18/05/2018			IAUG Council Meeting & IAUG Worksh...	Approved

Using Reports to Manage your expenses

Open the Folder Reports / Web Expenses Reports

Menu

- Your employment
- Procurement
- Reports**

Global reports	Private reports
 How to and training guides for Agres... 	
 Management Reports 	
 Procurement Reports 	
 Purchasing reports 	
 Web Expenses Reports 	
 Active Expenses For Claimant own...	
 Expense by Approver	
 My Paid Travel Expenses	

The list of reports that are available to most users are as follows:-

1. Active Expenses for Claimant own expenses

This report allows you view **ACTIVE expenses** only & shows the **workflow map**.

2. Expense By Approver

This is used to view all your expenses – active or finished.

Active expenses will list the current task owner.

3. My Paid Travel Expenses

This reports all expenses that have been paid to you. It is similar to the Completed Tab within Your Employment.

The Tab is more useful for accessing recent transactions, where you can vary the dates you wish to view.

This report gives the user a full history.

How to run the Reports:-

1. Active Expenses for Claimant own expenses

Just click on the Report & it will return all your active expenses...items awaiting an action by you or your approver.

Active Expenses by claimant

Selection criteria

Results

Search Detail level All levels Copy to clipboard

#	TransNo	Transdate	Step	Workflow state	Resource ID of Claimant	Resource ID of Claimant (T)	Entered By	WF task owner	WF task owner (T)	Account	Coste	Project	Cur	Curr. amount	Ready date
1	610058208	23/09/2014	Amend Expense	R	10859	ADRIENNE BUCKLEY	ABUCKLEY	ABUCKLEY	Adrienne Buckley	4101	7694	NA	EUR	1.00	23/09/2014
2	610069223	18/05/2016	Expense Approval	W	10859	ADRIENNE BUCKLEY	ABUCKLEY	ALANE	Abigail Lane	4031	7694	NA	USD	1,000.00	18/05/2016
3	610069224	26/05/2016	Expense Approval	W	10859	ADRIENNE BUCKLEY	ABUCKLEY	ALANE	Abigail Lane	4071	7694	NA	EUR	12.00	26/05/2016
4	610069224	26/05/2016	Expense Approval	W	10859	ADRIENNE BUCKLEY	ABUCKLEY	ALANE	Abigail Lane	4060	7694	NA	EUR	97.80	26/05/2016
5	610069224	26/05/2016	Expense Approval	W	10859	ADRIENNE BUCKLEY	ABUCKLEY	ALANE	Abigail Lane	4062	7694	NA	EUR	3.80	26/05/2016
Σ													1,114.60		


Time executed 26/05/2016 15:24:41 Number of rows 5




- Items with a Status R (rejected) are awaiting an action by you.
You can amend then as indicated by the Approver (e.g. charge to another project) & again Send for approval.
- If this claim is no longer required you can delete it, by clicking on the Delete button highlighted below.
- To do either of the above actions, you must return to Your Employment /Expenses Tab, as you are currently in the Reports menu.

Expenses: Vouched Expenses

 Rejected expenses 
[23/09/2014, 11:56] DENIS SHEEHAN : as requested - audit test

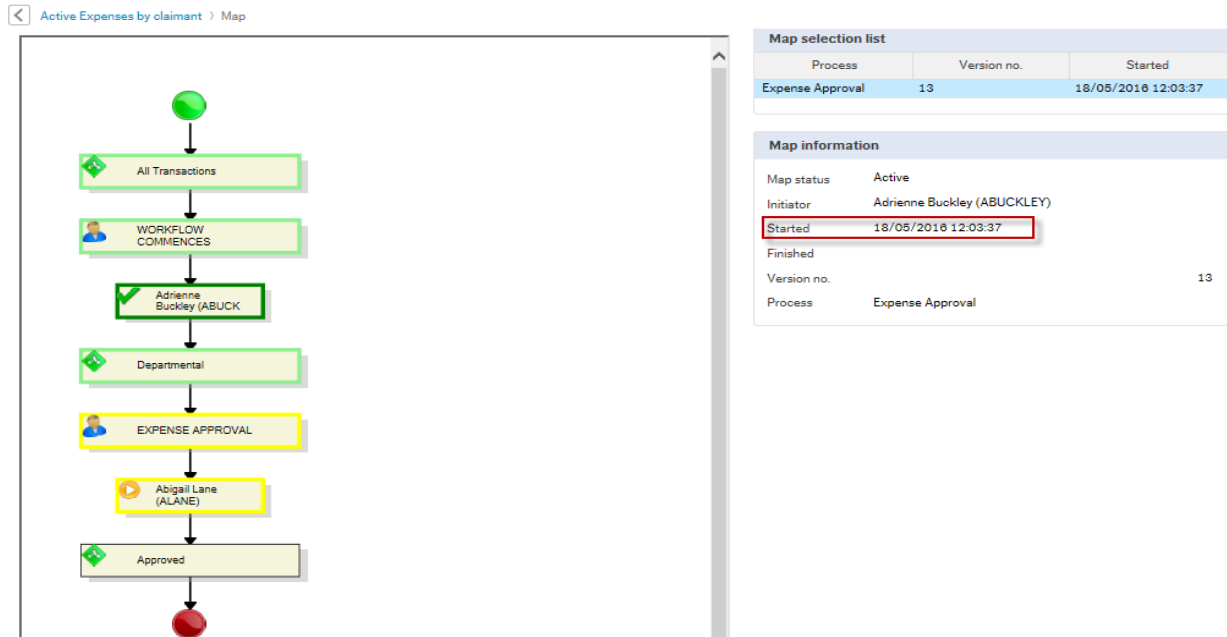
What was the purpose?
Test for auditors at year end Date 23/09/2014 

What did you spend? 

<input type="checkbox"/> Category	Date	Description	Quantity	Currency	Curr. amount	Amount	
<input type="checkbox"/>  Bus Travel - within EU	23/09/2014	Bus Travel (within EU) (E)	1.00	EUR	1.00	1.00	

Total expenses: € 1.00

- If you wish to check the workflow associated with the Expense claim, click on the Workflow State –R or W.
- This will return the workflow map for the transaction.




- This will allow you verify who has the item awaiting approval in their tasks & the time they received it.

If you have no active items, your search will produce no results, as below.

☰ 🏠 UC Active Expenses For Claimant own expenses ×

Active Expenses For Claimant own expenses

 Your search produced no results.

⌵ Selection criteria

Results

#	TransNo	Transdate	Step	Workflow state	Resource ID of Claimant	Resource ID of Claimant (T)	Entered By	WF task owner	WF task owner (T)	Account	Costo	Project	Cur	Curr. amount	Ready date

Time executed 26/05/2016 15:41:46 Number of rows 0

2. Expense By Approver

This is used to view all your expenses – active or finished.

Click on the report

If the expense is still active, it will show who the task owner is, but you cannot drill down to the workflow on this report.

Expense By Approver MS5

Selection criteria

Results

Search Detail level All levels Copy to clipboard

#	Action	Task Owner	Task Owner -WIP	Workflow Status	ResID (T)	TransNo	Text	Period	Cur	Curr. amount	Amount
1	Auto Approve	ABUCKLEY	Abigail Lane	Workflow in Progress	ADRIENNE BUCKLEY	810089224	Lunch	201808	EUR	12.00	12.00
2	Auto Approve	ABUCKLEY	Abigail Lane	Workflow in Progress	ADRIENNE BUCKLEY	810089224	Parking & Toll Charges (E)	201808	EUR	3.80	3.80
3	Auto Approve	ABUCKLEY	Abigail Lane	Workflow in Progress	ADRIENNE BUCKLEY	810089224	UCC to Athlone	201808	EUR	250.00	97.80
Σ1						610069224				265.80	113.60
5	Auto Approve	ABUCKLEY	Abigail Lane	Workflow in Progress	ADRIENNE BUCKLEY	810089223	Site visit to New York	201808	USD	1,000.00	880.75
Σ1						610069223				1,000.00	880.75
7	Auto Approve	ABUCKLEY		Finished	ADRIENNE BUCKLEY	810089217	(Reduction) 24 Hour Rate	201807	GBP	0.00	-26.90
8	Auto Approve	ABUCKLEY		Finished	ADRIENNE BUCKLEY	810089217	Lunch and Dinner Rate	201807	GBP	1.00	53.80

3. My Paid Travel Expenses

This reports all expenses that have been paid to you. It is similar to the Completed Tab within Your Employment.

However the Tab is more useful for accessing recent transactions. This report gives the user a full history of payments made to their Employee Supplier account.

Just click on the Report Tab and the Information is returned.

Σ1		610074850			565.00					
13	B	610070983	30/10/2015	4060	225.72			0	610070983	
14	B	610070983	30/10/2015	4062	13.80			0	610070983	Parking & Toll Charges (E)
15	B	610070983	30/10/2015	4071	11.80			0	610070983	Restaurants, Meals, Entertainment, Hospitality (within EU) (E)
16	B	610070983	30/10/2015	4071	3.19			0	610070983	Snack
Σ1		610070983			254.51					
18	B	610067016	06/07/2015	4036	78.15			0	610067016	Cork Dublin Return
19	B	610067016	06/07/2015	4071	8.90			0	610067016	Meals
20	B	610067016	06/07/2015	4062	9.00			0	610067016	Parking - Kent Station
Σ1		610067016			96.05					

It can be viewed in Summary, or by detail by tabbing between all levels (detailed) or Level 1 (Summary)

Results			
Search	Detail level	All levels	Copy to clipboard
		Level 1 - TransNo	
+	Σ1	610074850	565.00
+	Σ1	610070983	254.51
+	Σ1	610067016	96.05