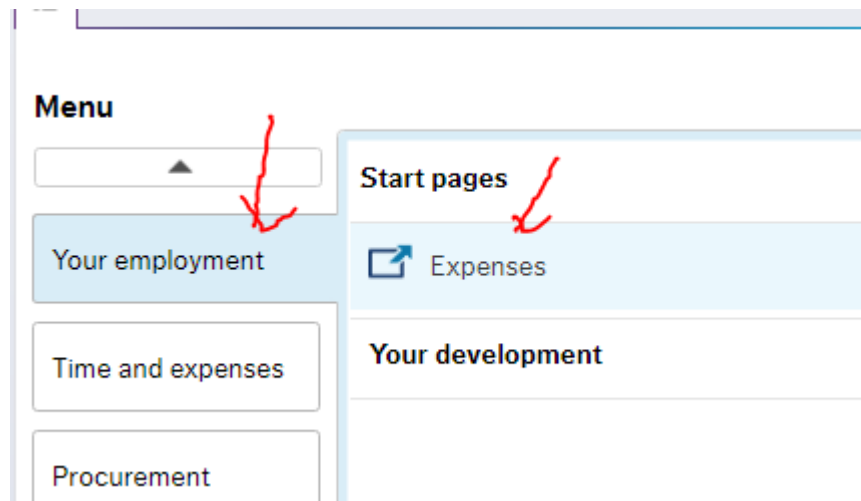


Guide to Expense Claim Entry & Attaching Documents/Receipts

NB. You must be a registered user on the Agresso Financial System to use this function.

1. TO ENTER AN EXPENSE CLAIM

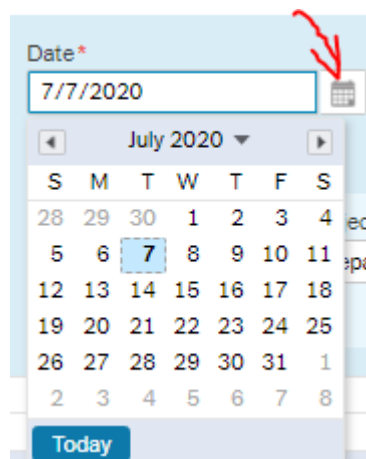
Select 'Your Employment' and then 'Expenses' from the Agresso menu.



Select the 'Expenses Type' (Vouched Expenses, Subsistence Travel, Conf Rate).

In this example, we have selected Vouched Expenses.

Enter the purpose and date (the date defaults to the current date and can be changed by clicking on the calendar icon).



Ensure you enter your expense claim against the correct cost/project code. It defaults to your home cost code and can be overwritten to another ACTIVE cost/project code on the system.

NB. Fields marked with * are mandatory and you MUST enter a value for these fields.

Expenses: Vouched Expenses

What was the purpose?

Purpose*
Miscellaneous Expenses

Date*
7/7/2020

Cost categories

Cost centre (CC) Project code
Office for Acaden Departmental
7470 NA

Apply to all ?

What did you spend?

<input type="checkbox"/> Category	Expense date	Description
<input type="button" value="Add expense"/>	<input type="button" value="Copy expense"/>	<input type="button" value="Delete expense"/>

NOTE: Select **Apply to all ?** to assign cost code to all lines on the claim.

To add lines to your expense claim, click 'Add expense'

< Expenses > Expenses 7/8/2020

Expenses: Vouched Expenses

What was the purpose?

Miscellaneous Expenses	Date	7/8/2020
------------------------	------	----------

What did you spend?

<input type="checkbox"/> Category 1.	Expense d... 2.	Description 3.	Quantity 4.	Currency 5.	Curr. amount	Amount
<input type="checkbox"/> Books	7/8/2020	Books for Research	50.00	EUR	50.00	50.00
<input type="checkbox"/> Flowers	7/1/2020	Flowers for retirement gift	30.00	EUR	30.00	30.00
<input type="checkbox"/> Bus Trav	7/2/2020	Cork - Galway return	40.00	EUR	40.00	40.00

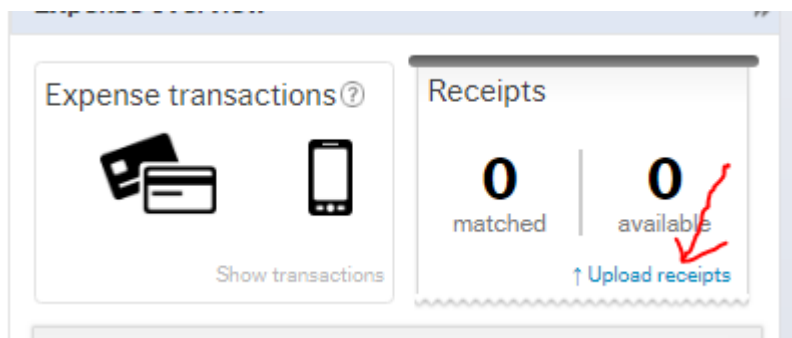
Total expenses: € 120.00

1. **Category** – Select the required category from the drop-down menu
2. **Expense Date** – Enter the date of the expense/journey (click on calendar icon to change date)
3. **Description** – Enter the purpose/details of expense here
4. **Quantity** - Enter the amount here
5. **Currency** – Enter the currency of your receipt (click on down arrow to select another currency)

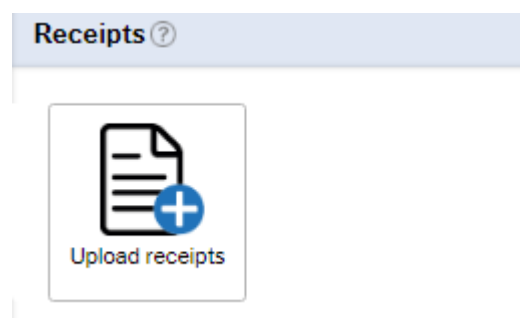
2. ATTACHING RECEIPTS TO EXPENSE CLAIM

Attach all documents and receipts to your expense claim. These receipts are checked by the approver/budget holder to verify that the expense was incurred.

Click on upload receipts in the 'Expense Overview' section as outlined below.



The screen will open, click on 'Upload Receipts'




Your documents folder will open on your PC. Find the folder where you have saved your receipts/documents and double click on the file to move into the Expenses system folder.

★ Quick access


- Desktop
- Downloads
- Documents
- Pictures
- nas.ucc.ie
- Agresso Support
- FINANCE OFFICE RE
- MI Upgrade Informi

- Claim1_files
- Claim2_files
- NHCLaim_files
- AB New process for claiming expenses fr...
- abegssig
- Agresso UAT
- Agresso
- Attaching document to claim(AB)
- Books receipt
- Bus Receipt


Receipts ?




Upload receipts



Books receipt



Bus Receipt




Flowers receipt

Upload receipts

All receipts must be matched to the relevant line of your claim.

Expense overview

Expense transactions ?



Show transactions

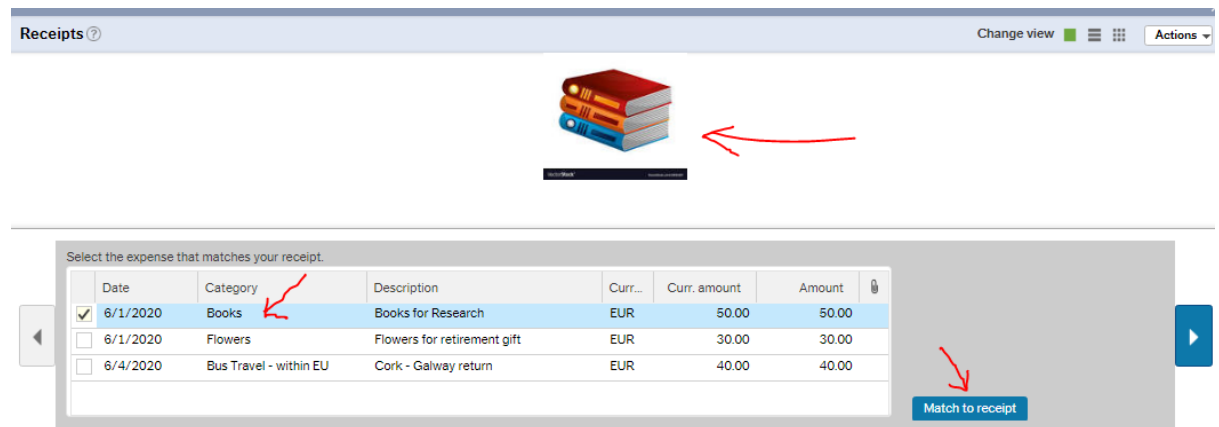
Receipts

0	3
matched	available

Show receipts

3 receipts are now available. Click on Matched to begin attaching receipts.

NB. Receipts may not appear in the order in which they were uploaded so ensure you select and attach the correct receipt for each line.



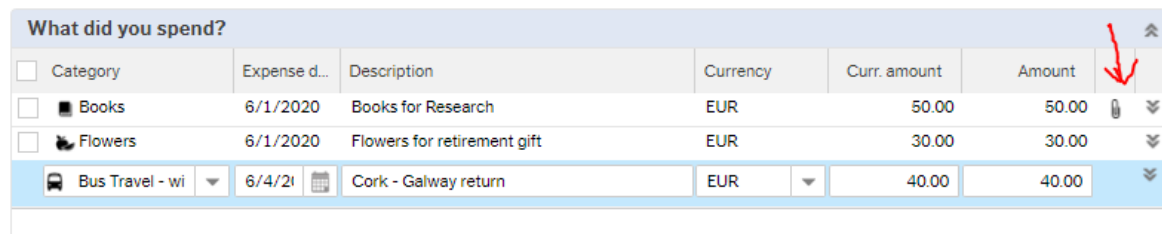
The screenshot shows the 'Receipts' section of a software interface. At the top, there is a header with 'Receipts ?' on the left, 'Change view' with icons in the middle, and 'Actions' on the right. Below the header is a central icon of a stack of books. A red arrow points from this icon to a dialog box titled 'Select the expense that matches your receipt.' The dialog box contains a table with the following data:

Date	Category	Description	Curr...	Curr. amount	Amount	
<input checked="" type="checkbox"/>	6/1/2020	Books	Books for Research	EUR	50.00	50.00
<input type="checkbox"/>	6/1/2020	Flowers	Flowers for retirement gift	EUR	30.00	30.00
<input type="checkbox"/>	6/4/2020	Bus Travel - within EU	Cork - Galway return	EUR	40.00	40.00

Red arrows point to the 'Books' category in the first row and the 'Match to receipt' button at the bottom right of the dialog box.

When a receipt has been matched to a line, it is indicated on that line by paperclip symbol. Attach all receipts as appropriate, review claim and 'send for approval'.

NB. If the receipts are not matched, then the approver will NOT be able to view your receipts or approve your claim.

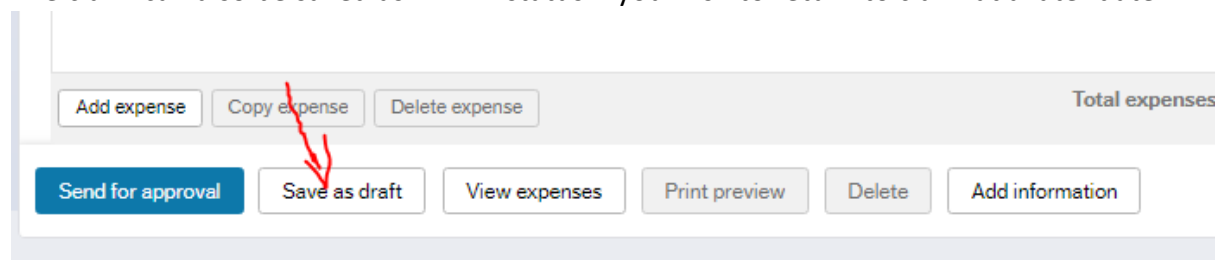


The screenshot shows a table titled 'What did you spend?'. The table has the following columns: Category, Expense d..., Description, Currency, Curr. amount, and Amount. The data rows are:

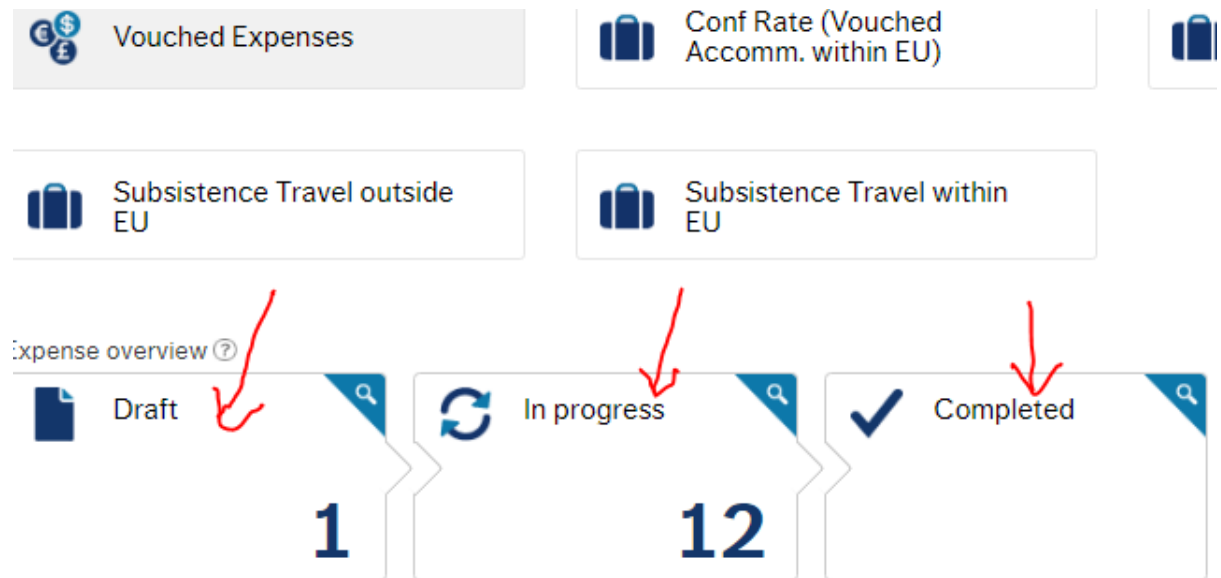
Category	Expense d...	Description	Currency	Curr. amount	Amount
<input type="checkbox"/> Books	6/1/2020	Books for Research	EUR	50.00	50.00
<input type="checkbox"/> Flowers	6/1/2020	Flowers for retirement gift	EUR	30.00	30.00
<input checked="" type="checkbox"/> Bus Travel - wi	6/4/2020	Cork - Galway return	EUR	40.00	40.00

A red arrow points to a paperclip icon in the 'Amount' column of the first row.

The claim can also be saved as DRAFT status if you wish to return to claim at a later date.




The screenshot shows the bottom navigation bar of the software interface. It contains several buttons: 'Add expense', 'Copy expense', 'Delete expense', 'Send for approval', 'Save as draft', 'View expenses', 'Print preview', 'Delete', and 'Add information'. A red arrow points to the 'Save as draft' button. On the right side, there is a 'Total expenses' label.



DRAFT – Claim has not entered workflow and can be re-opened at a later stage and amended before sending for approval.

IN PROGRESS – Claim is in workflow.

COMPLETED- Claim has been paid.

Use the search button  to access explain claim information.