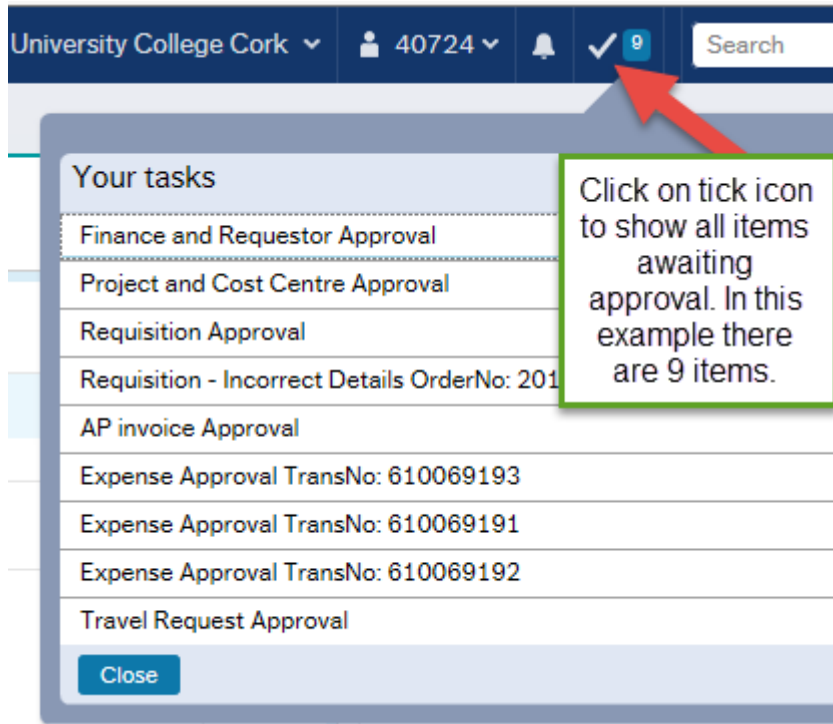
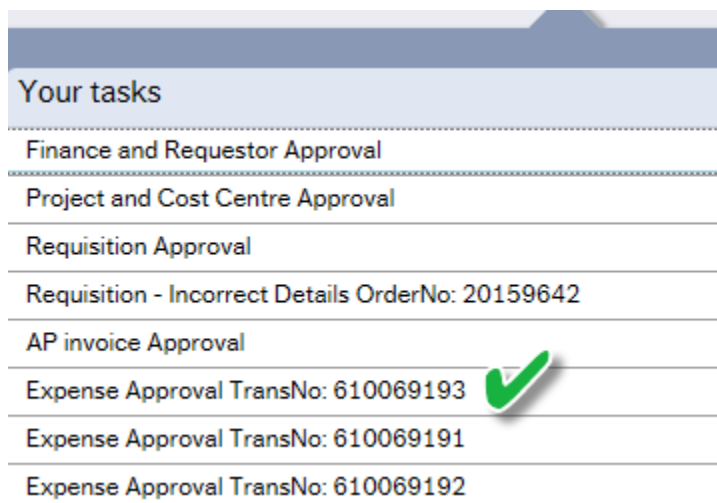


How to Approve or Reject Expense Claim on Agresso

1. Logon to the Agresso Financial System
2. To view all items awaiting approval, click on the tick icon on the taskbar



3. Click on the item which you wish to approve or reject



4. All items can also be approved by your designated substitute

UNIT4 Agresso

UC Expense Approval TransNo: 610069193 x UC Expense Approval TransNo: 610069193

Travel expenses approval

i This task can also be approved by substitute(s): Adrienne Buckley, Diarmuid Collins

General

Name ANNE BEGLEY

Transaction number 610069193

Comment

OK

Note: All items can also be approved by designated substitute or deputy approver

5. Click **Approve** to approve the expense claim

Note: Under Expense details you can view details of the expense claim, currency and cost/project code to which the claim is charged

Expense details

Expense type: Car Hire

Date: 29/01/2016

Amount/Kilometers: 200.00

Currency: EUR

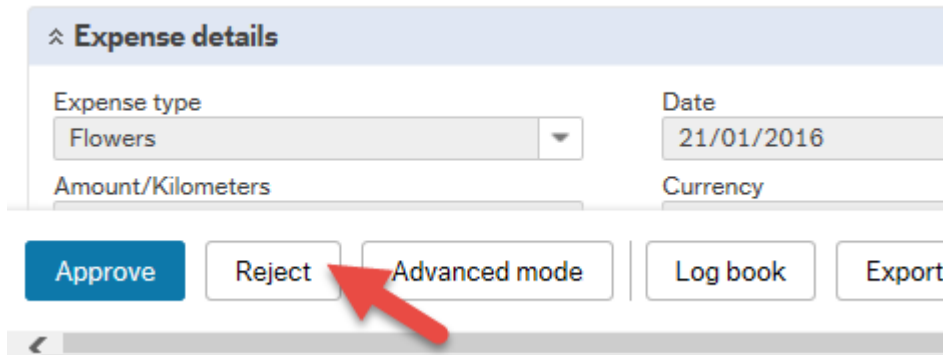
GL Analysis

Costc: 7694 (AGRESSO FMS Support and Development)

Project: NA (Departmental)

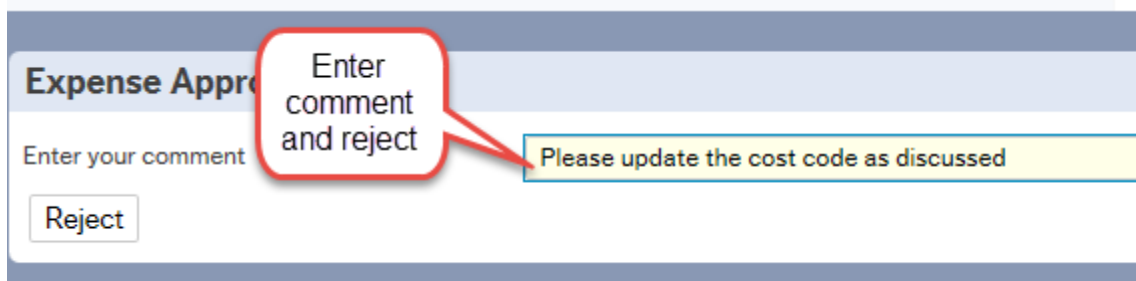
Approve Reject Advanced mode Log book Export

6. Click **Reject** if you wish to reject claim back to the claimant



The image shows a screenshot of an 'Expense details' form. At the top, there is a header with an upward-pointing arrow and the text 'Expense details'. Below this, there are two columns of input fields. The first column contains 'Expense type' with a dropdown menu showing 'Flowers' and a small downward arrow. The second column contains 'Date' with a text box showing '21/01/2016'. Below these are two more fields: 'Amount/Kilometers' and 'Currency'. At the bottom of the form, there is a row of five buttons: 'Approve' (blue), 'Reject' (white with a red arrow pointing to it), 'Advanced mode' (white), 'Log book' (white), and 'Export' (white). A horizontal scrollbar is visible at the very bottom of the form area.

It is necessary to enter details in the comment field before rejecting the claim



The image shows a screenshot of an 'Expense Approve' form. The title 'Expense Approve' is partially visible on the left. Below the title, there is a text input field labeled 'Enter your comment'. A red callout box with a white border and a red arrow points to this field, containing the text 'Enter comment and reject'. The comment field contains the text 'Please update the cost code as discussed'. Below the comment field, there is a 'Reject' button.