

Claiming Expenses using Document Attachments on Agresso

This process allows UCC employees to attach documents/receipts to their expense claims. We have introduced this function as a result of the Covid-19 Pandemic and we will improve the process when we resume normal operations.

Overview

The process provides the facility to attach receipts to your expense claim. These attachments will be available to budget holders to review prior to approval. It will also remove the requirement for hard copy information to be sent to the Finance Office prior to payment.

All expense claims must comply with the University's "Travel and Subsistence Policy" which is available [here](#).

Important Note

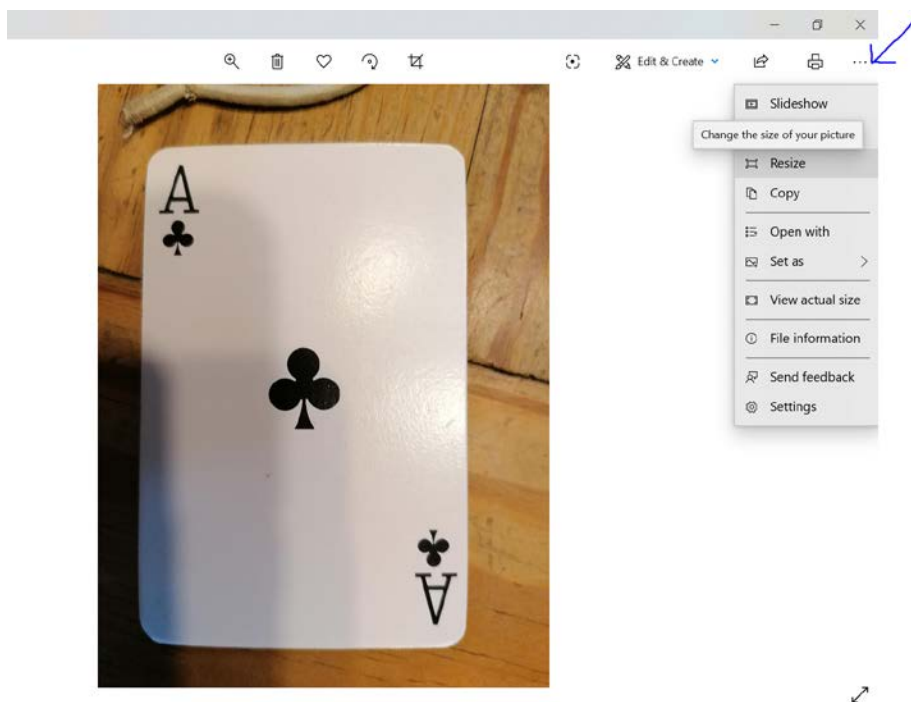
Where you take photographs of your receipts with your mobile phone, the size of the image can be very large and there is a current limit of 2mb on any one receipt.

We recommend that you reduce the size of any photograph before you try to upload into the Agresso system.

To do this you can open the saved photograph on your pc and then resize the photograph to "Small" or "Medium".

Click on the three dots (or similar) _ select resize image_ and then select your new image size.

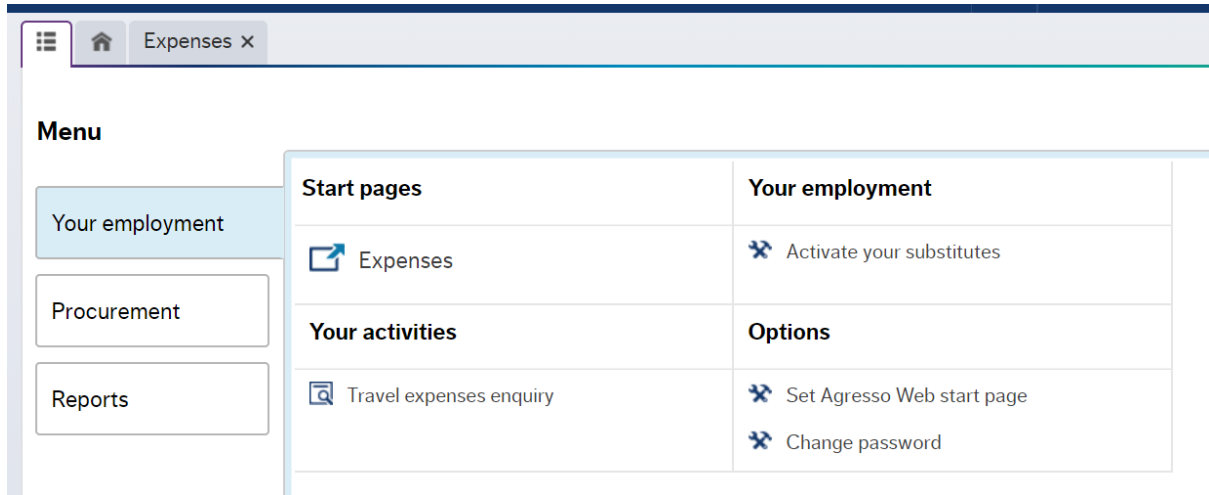
When saving your images/files please give the images a naming criteria that will help you match the claim lines to the saved images.



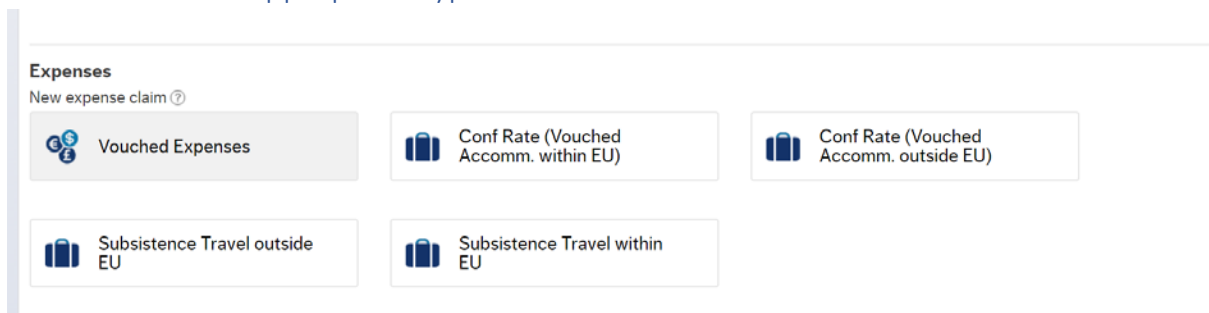
You must be a registered user to access Agresso.

To enter an expense claim please follow the steps below

1. Log into Agresso
2. Select “Your Employment” and then Select “Expenses”



3. Select the appropriate type of claim



4. Complete the claim as per normal

- See the existing help guides at the link below
- <https://www.ucc.ie/en/agresso/howto/#expenses-how-to-guides>
- Ensure you have saved all your backup receipts, either scanned copies, pdf receipts, photographs etc.
- If you are taking photographs of receipts you can combine multiple receipts into a single photograph or save receipts as individual images.

- Once your claim has been completed you can now add your images and match the images to the claim lines as appropriate.

Expenses: Vouched Expenses

What was the purpose?
Test to show how to attach document to claims Date 31/03/2020

What did you spend?

Cat...	Expense d...	Description	Quantity	Currency	Curr. amount	Amount
	31/03/20...	Books (E)	10.00	EUR	10.00	10.00
	31/03/20...	Flowers (E)	15.00	EUR	15.00	15.00
	31/03.	Ace Hotel D	25.00	EUR	25.00	25.00

ExchRate
Itemize 0.00000000

Cost categories
Cost centre (CC)* AGRASSO FMS Si Project code* Departmental

Add expense Copy expense Delete expense Total expenses: € 50.00

Expense overview

Expense transactions ? Receipts
0 matched 0 available
Upload receipts

Expenses

Test to show how to attach document to claims 31/03/2020

Type	Amount
Books (E)	10.00
Flowers (E)	15.00
Ace Hotel Dublin	25.00
Total	€ 50.00

- On the right hand side of the screen click on upload receipts
You will be presented with a new screen where you can complete the process
Your documents folder/directory will open on your PC, find the folder where you have saved your receipts/documents and double click on the file to move it into the Expenses system folder.
- Select Upload Receipts again and then load all of the images into the Agresso application.

Receipts ?

Upload receipts

ACE 2

BOOKS 2

FLOWERS 2

- You can then match each image to the corresponding expense line on your claim

Expenses x Expenses 31/03/2020 x

Expenses > Expenses 31/03/2020

Expenses: Vouched Expenses

What was the purpose?
 Test to show how to attach document to claims Date 31/03/2020

What did you spend?

Cat...	Expense d...	Description	Quantity	Currency	Curr. amount	Amount
	31/03/20...	Books (E)	10.00	EUR	10.00	10.00
	31/03/20...	Flowers (E)	15.00	EUR	15.00	15.00
	31/03.	Ace Hotel C	25.00	EUR	25.00	25.00

ExchRate: 0.00000000
 Itemize

Cost categories
 Cost centre (CC)*: AGRESSO FMS Si
 Project code*: Departmental

Total expenses: € 50.00

Expense overview

Expense transactions (0) Receipts (3)
 0 matched 3 available
 Show transactions Show receipts

Expenses

Test to show how to attach document to claims
 31/03/2020


Type	Amount
Books (E)	10.00
Flowers (E)	15.00
Ace Hotel Dublin	25.00
Total	€ 50.00

Buttons: Send for approval, Save as draft, View expenses, Print preview, Delete, Add information

As you can see in the above image you have three receipts available and none matched to the claim.

Click on Matched and begin matching receipts to claim lines as shown below and ensure where a receipt is required it is matched to the correct line.

Receipts ? Change view Actions



Select the expense that matches your receipt.

Date	Category	Description	Curr...	Curr. amount	Amount	
<input type="checkbox"/>	31/03/2020	Books	Books (E)	EUR	10.00	10.00
<input type="checkbox"/>	31/03/2020	Flowers	Flowers (E)	EUR	15.00	15.00
<input checked="" type="checkbox"/>	31/03/2020	Accommodation...	Ace Hotel Dublin	EUR	25.00	25.00

Match to receipt

The **paperclip symbol** indicates that the relevant attachments are matched to the expense claim lines.




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

Expenses: Vouched Expenses

What was the purpose?

Test to show how to attach document to claims Date 31/03/2020

What did you spend?

<input type="checkbox"/>	Cat...	Expense d...	Description	Quantity	Currency	Curr. amount	Amount		
<input type="checkbox"/>	...	31/03/20...	Books (E)	10.00	EUR	10.00	10.00		⌵
<input type="checkbox"/>	...	31/03/20...	Flowers (E)	15.00	EUR	15.00	15.00		⌵
<input checked="" type="checkbox"/>		31/03.	Ace Hotel D	25.00	EUR	25.00	25.00		⌵

ExchRate
Itemize 0.00000000

Cost categories

Cost centre (CC)* Project code*
AGRESSO FMS St Departmental

Add expense Copy expense Delete expense **Total expenses: € 50.00**

Send for approval Save as draft View expenses Print preview Delete Add information

Review your claim and verify that is correct.

Save the claim by clicking on “Send for Approval” or “Save as Draft” if you wish to add additional items to the claim at a later stage. You will receive a transaction number.

Success

Expenses 31/03/2020 is now sent for approval. Transaction number 610130155.

OK

You can print a copy of the claim for your own records.

After the claim has been sent for approval you will receive a system email alert informing you who the approver for your claim is.

You will also receive a system email to inform you when the claim has been approved.

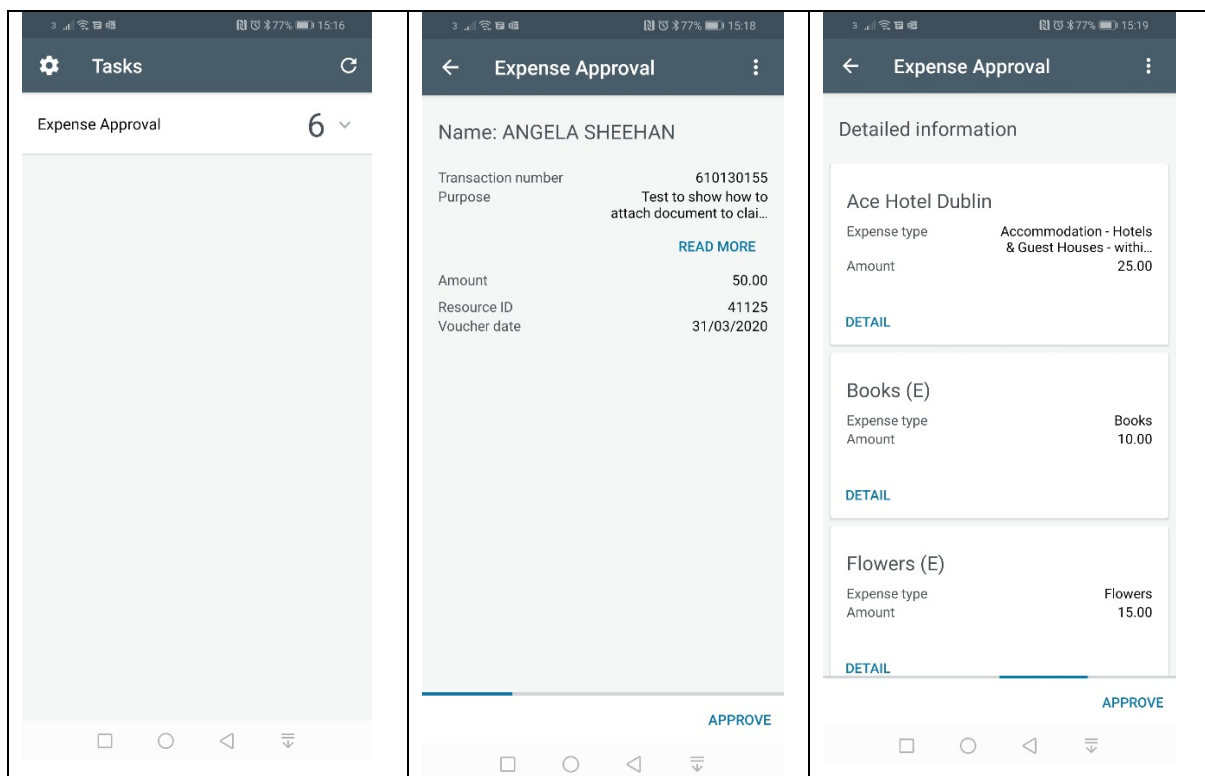
You will receive a payment remittance once the claim has been paid and money lodged to your bank account.

Approving Electronic Expense Claims

- From an approval perspective you will now be able to approve expense claims without having to review the physical receipts.
- For a period of time you may receive physical receipts and electronic receipts while older claims workflow through the system.
- You will be able to approve claims via the “Tasks Application” on your mobile device or via the normal agresso application.

Approving via a mobile device

- This assumes you have downloaded and installed the application
 - <https://www.ucc.ie/en/agresso/tasks/>
- You will be advised of the tasks awaiting approval and you can scroll through the screens, review images, look at a summary of the claim and approve or reject as if you were approving the tasks on the web.



If you are happy to approve you can select APPROVE.

if you wish to reject the claim, you can click on the three dots and then select reject.

Approving via the Web Application

The highlighted paperclip indicates that the receipts have been attached electronically.

The screenshot shows the 'Travel expenses approval' interface in the UNIT4 Business World system. The page title is 'UC Expense Approval TransNo: 610130155'. A yellow banner at the top states: 'This task can also be approved by substitute(s): Clare Mills, Adrienne Buckley'. The form is divided into sections: 'General' with fields for Name (ANGELA SHEEHAN), Resource ID (41125), Transaction number (610130155), Purpose (Test to show how to attach document...), and a Comment field; 'Workflow log (row 1)' with a list of actions and a comment field; and 'Expenses' with a table of items.

Map	Expense type	Description	Amount/Kilomete...	Rate	Amount	Receipt
	Books	Books (E)	10.00	0.00	10.00	<input checked="" type="checkbox"/>
	Flowers	Flowers (E)	15.00	0.00	15.00	<input checked="" type="checkbox"/>
	Accommodation - Hotels & Guest House...	Ace Hotel Dublin	25.00	0.00	25.00	<input checked="" type="checkbox"/>
Σ					50.00	

Buttons at the bottom: Approve, Reject, Advanced mode, Log book, Export.

Click on the paperclip and the attached receipts will now be available for your review. You can now approve or reject the expense claim as appropriate.

The 'Documents' window displays three attached receipts. The first is a document icon labeled 'Add a document'. The second is a receipt for 'ACE 2' showing a playing card. The third is a receipt for 'BOOKS 2' showing a box of cards. The fourth is a receipt for 'FLOWERS 2' showing two bottles of beer. The window includes a search bar, a 'Filter by document type' dropdown, and an 'Actions' dropdown. At the bottom, it shows '3 attached documents'.