

To login to Agresso you must navigate to the Agresso Support Homepage, either click on this link www.ucc.ie/en/agresso or from the UCC Homepage go to the Staff and Staff Information Systems links and select Agresso, either route will bring you to the homepage as in the screen-grab below. In addition to logging into the Live system, this page is also where you will find the online guides, demos and FAQs

UCC | **Agresso Support**
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Study@UCC | **Research** | **Campus Life** | **Schools & Departm**

Online Financial Management System

Home >Support >Online Financial Management System

- Home
- Agresso Registration Form
- How-To Guides
- Remote Access to Agresso
- Agresso Cost Codes and...

Login to Agresso | **Register for Agresso**

On the login screen, enter your username, (staff number), the client (always UC) and password which must be alpha-numeric and at least 8 characters long. Please contact agressosupport@ucc.ie for password queries.

https://fmsuat4.ucc.ie/agressoFMSUat/Login/Login.aspx?ReturnUrl=? | UNIT4 Agresso - login

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

UNIT4
Agresso

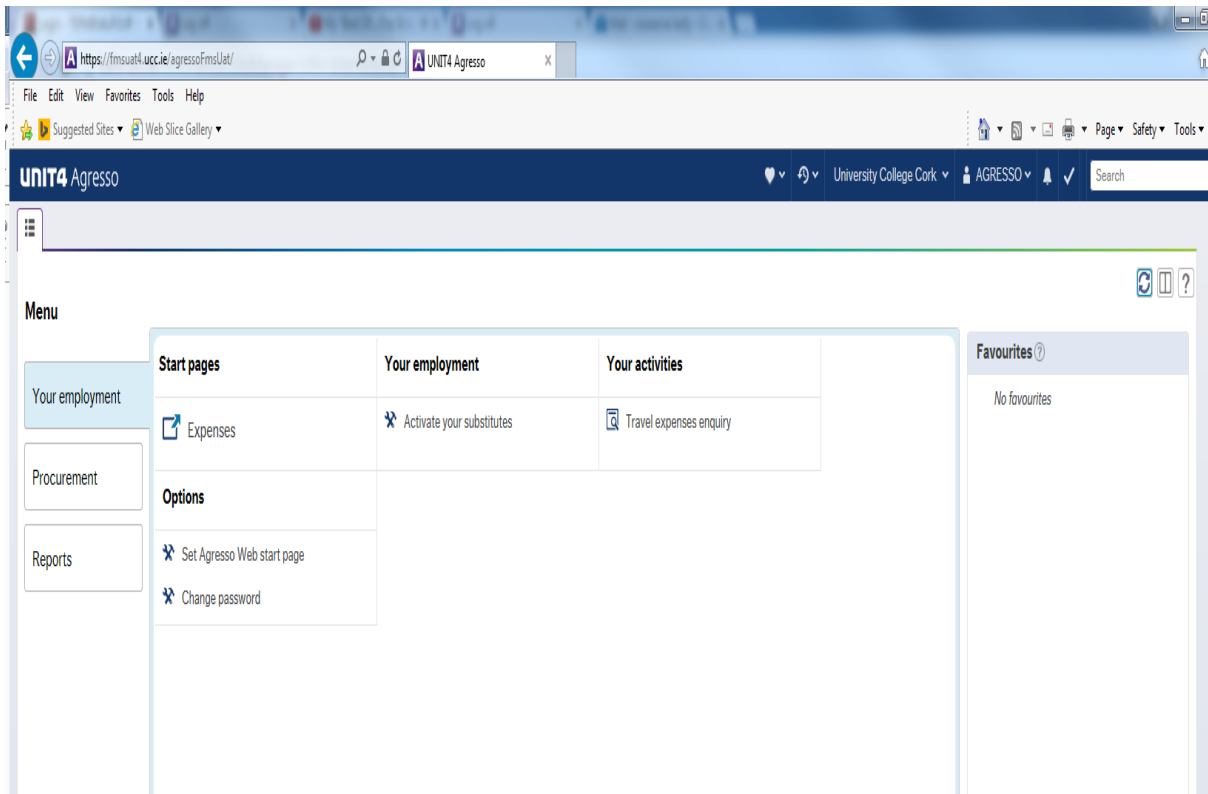
User name:

Client:

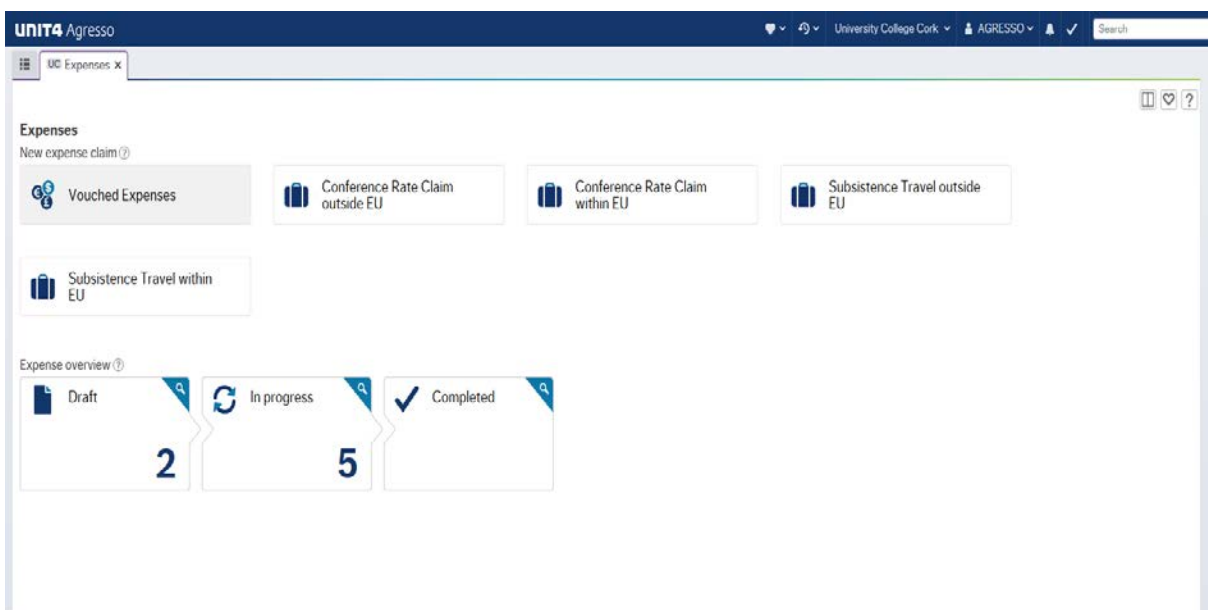
Password:

LOGIN

When you log in, you are presented with the 'Your Employment' screen, click on 'Expenses' under the start pages to create your claim.



After you click on Expenses, the screen-view will update like the example below. You should select Vouched expenses for receipted claims and/or for Mileage claims (although no receipt required for mileage)



To create the claim you must complete the Purpose field i.e. describe why the expense was incurred.

Enter the date you are submitting the claim.

Update your Cost Centre (if needed) and enter a Project Code (if claim is not charged to a Research grant or project enter NA); this determines the budget that will be used to pay the expense.

UNIT4 Agresso

University College Cork | AGRESSO

Expenses: Vouched Expenses

What was the purpose?

Purpose: Site visit from UCC to Limerick IT

Date: 28/07/2016

Cost categories

Cost centre (CC): AGRESSO FMS S | Project code: Departmental

7894

Apply to all

Expense overview

Expense transactions | Receipts

Receipts not in use

Expenses

Type	Amount
Total	€ 0.00

Click on Add Expense and from the dropdown list under the Category field, select Mileage

UNIT4 Agresso

University College Cork | AGRESSO

Expenses: Vouched Expenses

What was the purpose?

Site visit from UCC to Limerick IT | Date: 28/07/2016

What did you spend?

Category	Date	Description	Amount
Mileage	28/07/2016		0.00

Category dropdown list:

- Conference Fees - within EU
- Flowers
- Internet & Intranet Services
- Journals & Periodicals
- Membership Subscriptions (Learned Society, Profession)
- Mileage
- Mileage Reduced Rates
- Mobile Phones - Rental & Charges
- Office Sundries
- Parking & Toll Charges
- Petrol
- Rail & Ferry Travel - outside EU

Expense overview

Expense transactions | Receipts

Receipts not in use

Expenses

Site visit from UCC to Limerick IT

Type	Amount
Total	€ 0.00

Total expenses: € 0.00

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

After selecting Mileage, enter the date the expense was incurred.

Update the Description field (this description will appear on the expense printout shown to the approver and to the Finance office).

Enter the distance travelled in kilometres under the Quantity field.

UNIT4 Agresso

University College Cork | AGRESSO

Expenses > Expenses 28/07/2016

Expenses: Vouched Expenses

What was the purpose?

Site visit from UCC to Limerick IT | Date: 28/07/2016

What did you spend?

Category	Date	Description	Quantity	Amount
Mileage	28/07/2016	Site visit from UCC to Limerick and back, view system upgrade	200.00	78.24

Enginecc: 1501 to 9999cc | Rate: 39.12 | Itemize

Cost categories: Cost centre (CC)*: AGRESSO FMS S (7894) | Project code*: Departmental (NA)

Total expenses: € 78.24

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

Expense overview

Expense transactions | Receipts

Receipts not in use

Expenses

Site visit from UCC to Limerick IT
28/07/2016
Type: Site visit from UCC to Limerick and back, view syst. | Amount: 78.24

Total € 78.24

To obtain the mileage rate the Enginecc field *must* be populated, if blank or you see NA use the dropdown arrow to select an engine size category**. The system will multiply this per KM rate by the distance travelled (entered in the Quantity field) to calculate the rate to be paid.

What did you spend?

Category	Date	Description	Quantity	Amount
Mileage	12/09/2013	Site visit from UCC to Limerick and back, view system upgrade	200.00	78.24

Enginecc: 1501 to 9999cc | Rate: 39.12 | Itemize

Cost categories: Cost centre (CC)*: AGRESSO FMS S (7894) | Project code*: Departmental (NA)

