# EXPENSES IN AGRESSO

Corporate Systems
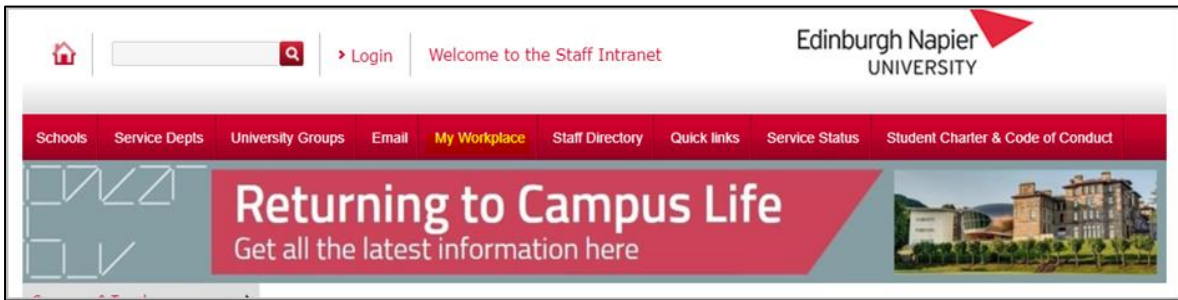
Cord, Stephanie

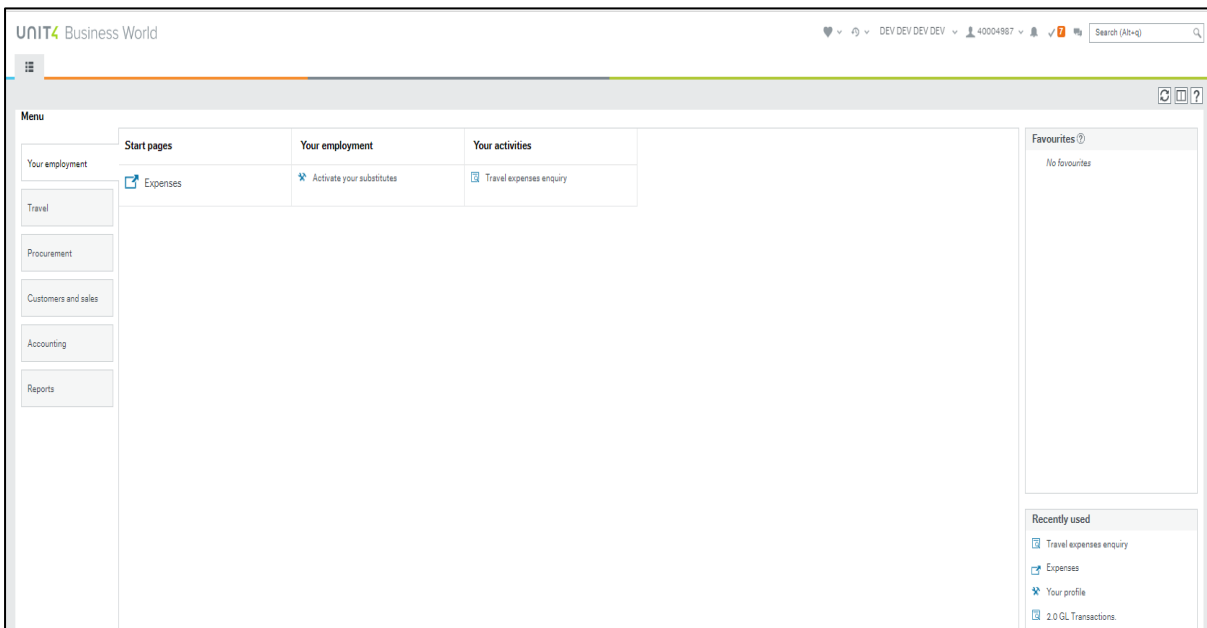# Contents

# Logging into Agresso

1. On the University Intranet site, select 'My Workplace' from the menu:



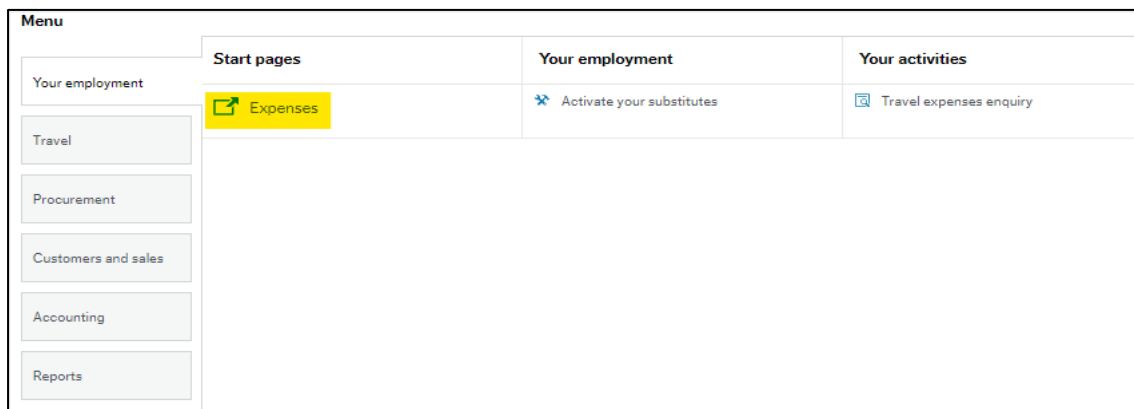2. In the resultant page, select Agresso from the options:



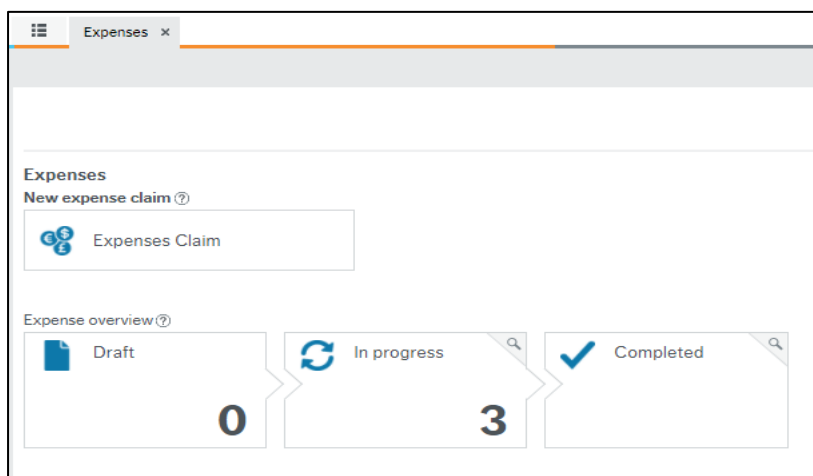3. This will land on the Unit 4 Business World Agresso page

# Entering an Expense Claim

Important Note: This provides a means of claiming expenses. It in no way affects the compliance requirements of the University's Travel and Expenses Policy.
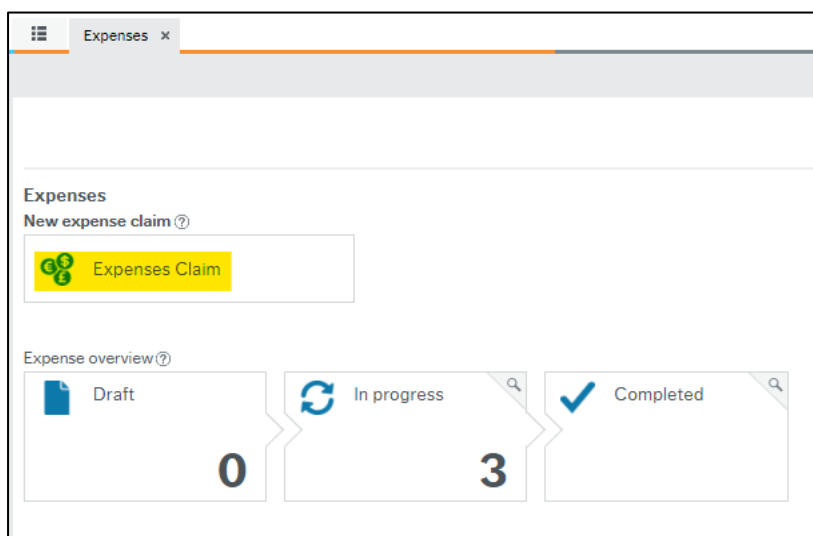
1. Select 'Expenses' from 'start pages'.



2. The 'Expenses' tab will open.



3. Click on 'Expenses Claim' to start a new claim.

4. This will open the 'Expenses Claim' tab where you can enter your expense claim.



Purpose
This is a mandatory field. Enter:
Date of expense incurred – DD/MM/YYYY.
Reason for expense – e.g. Conference, User Group.
Location – e.g. Harrogate

Date
Enter the date that the expense relates.

Cost Categories
Country Code – Select the country code which relates to where you travel took place. United Kingdom has been defaulted in. To change this begin typing the country, options will appear or press the spacebar, and a dropdown list will appear.
Folder – The folder code associated with your salary has been defaulted in. If this is not correct, to change the folder you can start typing the folder code e.g. D920-00 where options will come up, you can type in the description of which folder you are looking for where options will come up or you can press spacebar where a dropdown list will appear.
Reason for Travel – To bring up the options available press spacebar and select the most appropriate.

5. To add the details of the spend to be included in the claim, click on 'Add Expense' at the bottom left hand corner.



6. This will bring up a line where the expense can be inserted.

Category – By clicking on the arrow or starting to type options will appear.

Expense Date – The date from the 'What was the purpose?' is defaulted in however if your claim relates to multiple days this can be changed to the relevant date.

Description – Insert the reason for and /or details of the type of travel which has been selected.

Quantity – This is only required for mileage claims. Insert the amount of miles that you are claiming for.

Amount – Insert the amount which you are claiming. This needs to be backed up by a valid VAT receipt except where it relates to mileage.

7. To check and/or change 'Cost Categories' if they are different from what is contained in 'What was the purpose?' section click on the arrows at the end of the line.
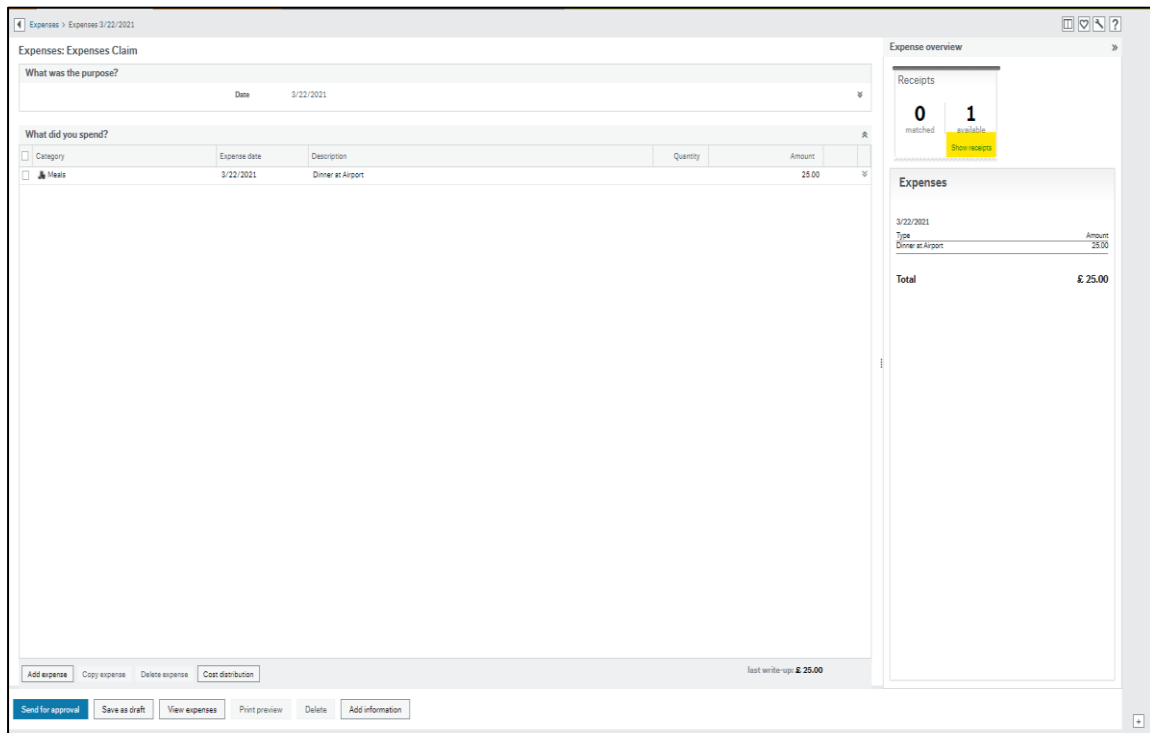
## Attaching Receipts

1. VAT receipts have to be added to the claim and then matched to the lines where necessary (not for those relating to mileage). Receipts are added by clicking on 'Show Receipts' within the Receipts box.



2. A new window will appear where receipts can be uploaded by clicking on 'Upload Receipts'
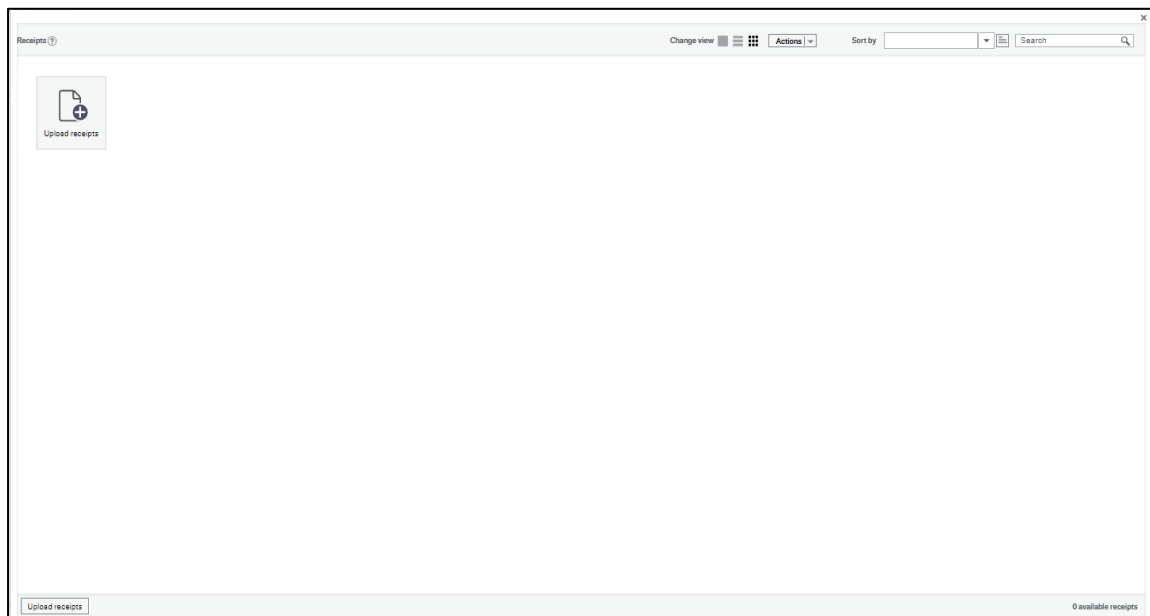


3. This will open a browser where you can search for your receipts. Each receipt has to be uploaded separately or you can drag and drop files from your desktop directly into this window.

4. The receipts will appear within the viewer and can be matched to the lines which require receipts by selecting the line for the relevant expense. Click on 'Match to receipt' and this will be confirmed at the bottom. To move to the next receipt click on the arrows on the left and right side of the window. To remove the receipt from the line click on 'Undo'. To upload additional receipts click on 'upload receipts' at the bottom left of the window and repeat. To close the window click on the x at the top right hand corner.

Please note: Each line requires its own receipt therefore if you have one receipt which relates to more than one line you need to upload this receipt multiple times. If scanning receipts, as in the following example, please scan the receipts individually as you can only attach one picture to each expense line.
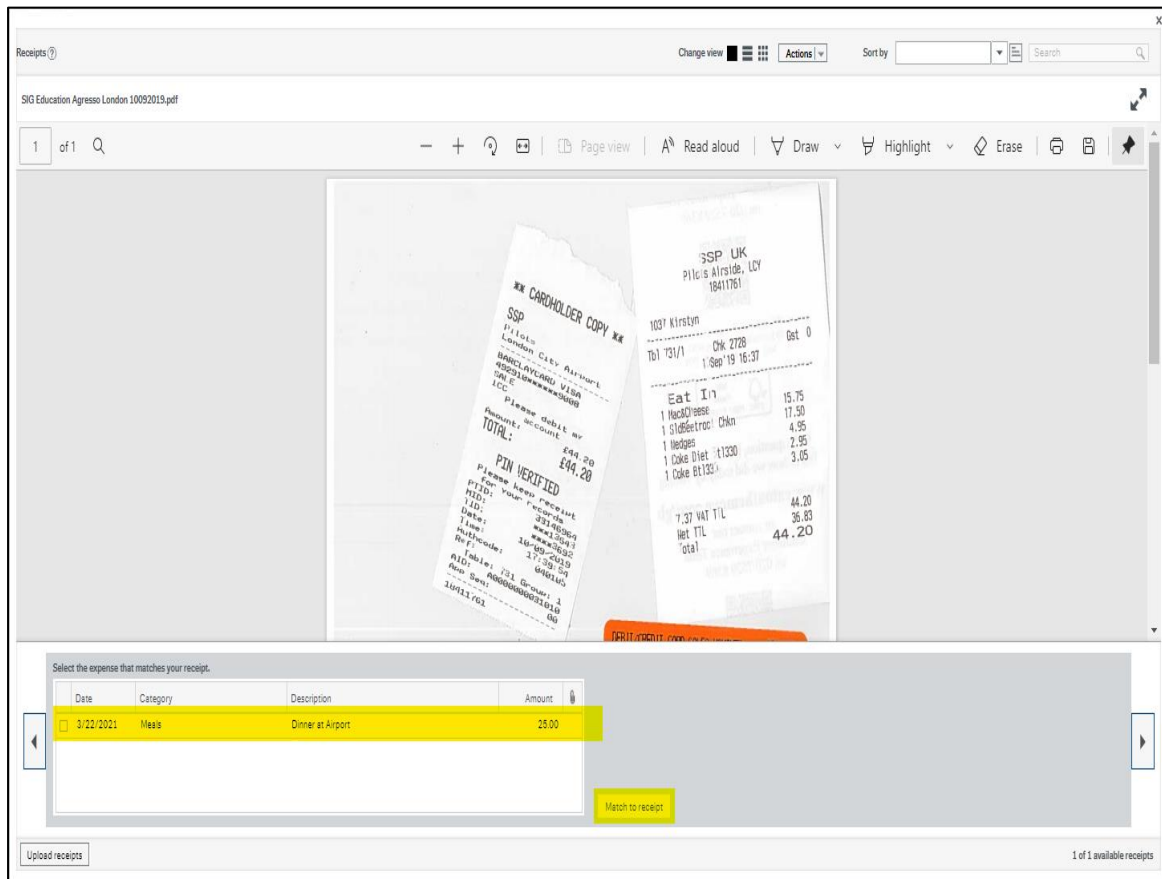


5. The receipts box will show how many receipts have been matched and how many are remaining to be matched.
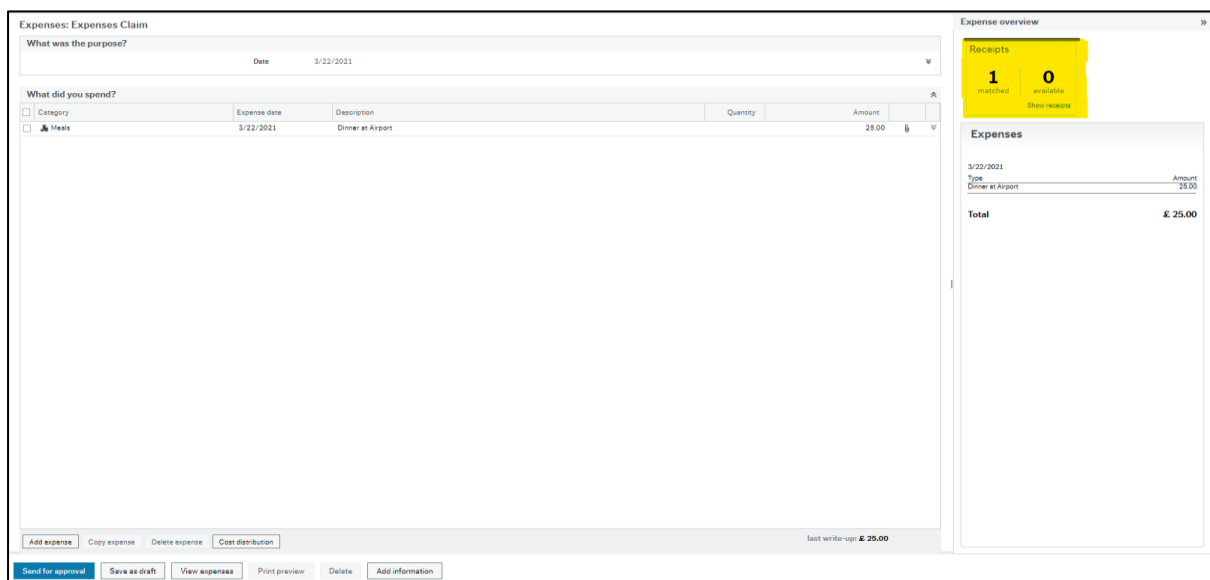
## Cost Distribution (for allocating costs between more than one folder)

1. If you claim relates to more than one folder/budget code the 'Cost Distribution' option can be used to split out the costs. For this option to work correctly the expense claim has to be saved first by clicking on 'Save as draft'



2. A new window will appear to confirm the expense claim has been saved and provide the transaction number. Click 'OK' to close.



3. Click on 'Cost Distribution' which will open the Cost Distribution screen.

4. Click on 'Add' which will open a line where the drop downs can be used to change the country code, folder and/or reason for travel. The cost distribution works on a percentage split of the costs therefore enter the percentage which is associated with this information. Repeat this process until the cost distribution percentage equals 100%. Click on 'save' and x to close the window.



5. To apply to the relevant lines select the lines by clicking on the box at the left hand side of the line. Click on 'Cost Distribution' which will open the above window again. Click on 'Apply' and the window will close. Two or more lines will now appear for the selected expense lines.

# Submitting your Expense Claim

When all the details of the expenses incurred have been added and relevant receipts attached, you will be able to submit your expense claim.

## Submitting a new Expense Claim

Click the blue 'Send for Approval' at the bottom of the screen. This will save the claim and assigns a transaction number. It will now go into Workflow for approval and show within the 'In Progress' section of the Expenses tab. Once fully approved and paid the expense claim will move to the 'Completed' section. To view claims at this status click on the box which will bring up a new window showing all expense claims at this stage.
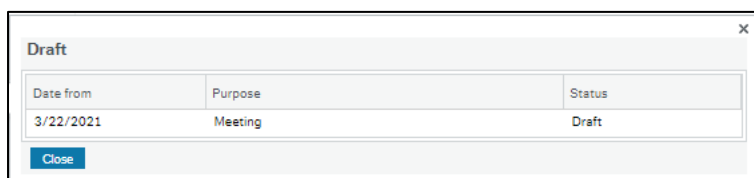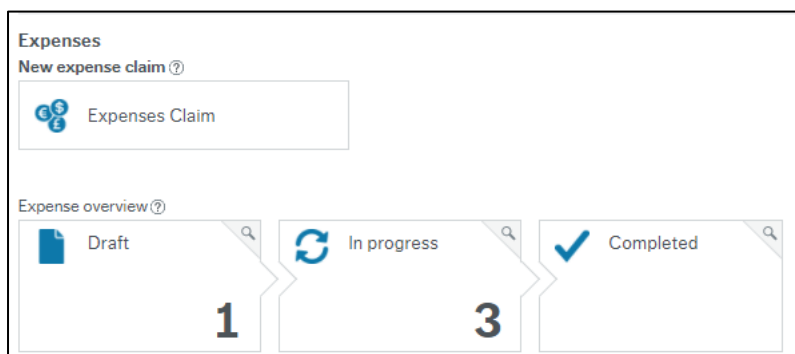
## Saving your Expense Claim as Draft

Click the 'Save as Draft' button at the bottom of the screen. This will save the claim and assigns a transaction number. This will not go into Workflow and can be amended or added to at any point. To retrieve this at a later point it will show within the Draft section of the Expenses tab. To view claims at this status click on the box which will bring up a new window showing all expense claims at this stage.
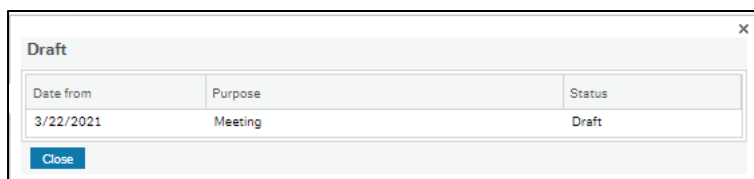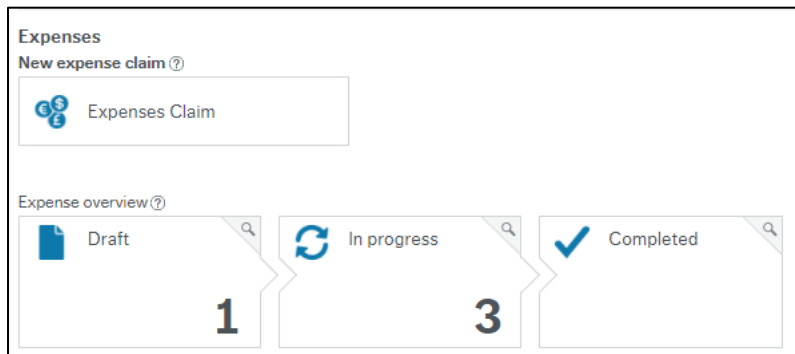


## Submitting your Draft Expense Claim

Once you are satisfied that all of your expenses are included in your draft claim you can submit your claim for approval. Your claim can be found on the expenses tab within Draft. Click on the Draft box which will bring up a list of all of your draft claims. Select the claim you wish to submit which will open the claim. If you require to add to or amend your claim please follow steps five to seven of Entering an Expense Claim, Attaching Receipts and Cost Distribution. Click the blue 'Send for Approval' button to submit the claim to workflow for approval.

# Workflow Enquiry (to check status of claim)

1. Once you have clicked on 'Send for approval' your claim will be processed through workflow for approval. To monitor progress, click on Worflow enquiry – Travel expenses in the Travel menu.
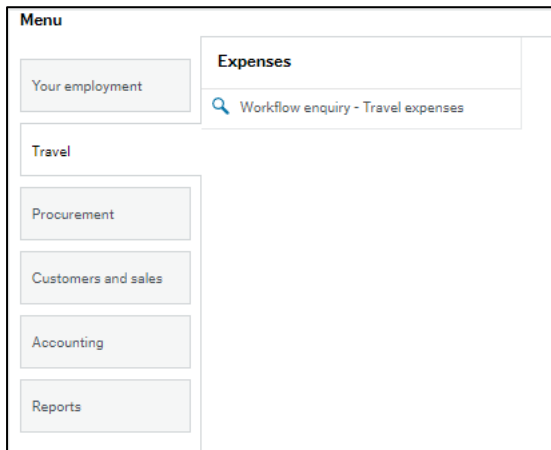


2. This will bring up all active workflow tasks. Historical items can also be found by checking the Historical items box.



This shows the detail of the Workflow including the Task owner. In the Workflow status column, the possible values are:

- Workflow in progress – still in workflow awaiting task to be completed
- Finished – fully processed (this is now ready for payment)
- Rejected back to Claimant – this will be in claimant's tasks for further action.

3. Clicking on the ⛰ icon in the Map column will show the information in the form of the workflow map.
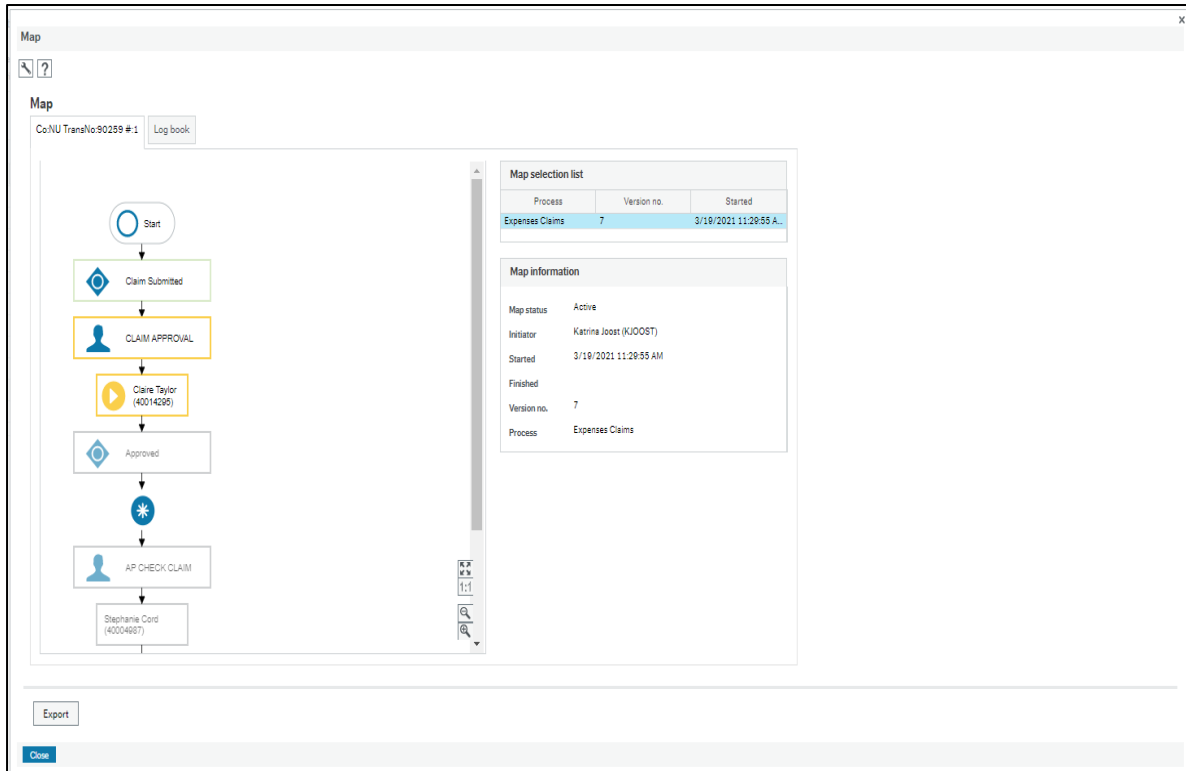


4. Within the workflow map, any items circled in:
   **Green** – Means the step is approved and completed
   **Yellow** – Means the step is current active and is awaiting action by the listed individual
   **Red** – Means the approver has rejected the claim and there should be a subsequent step in yellow sitting with yourself
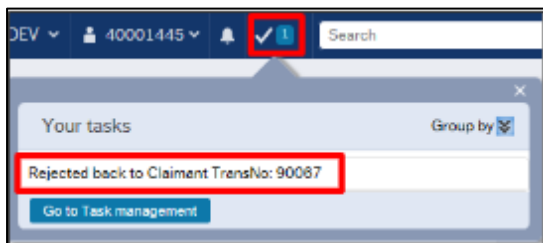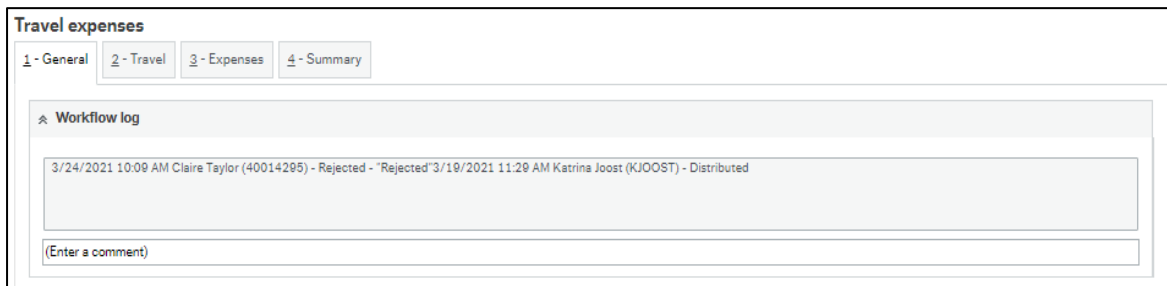
# Rejected Claims

A claim may be rejected by the person designated to approve the expense claim or by the Accounts Payable team in Finance. The Claimant will be notified by email.
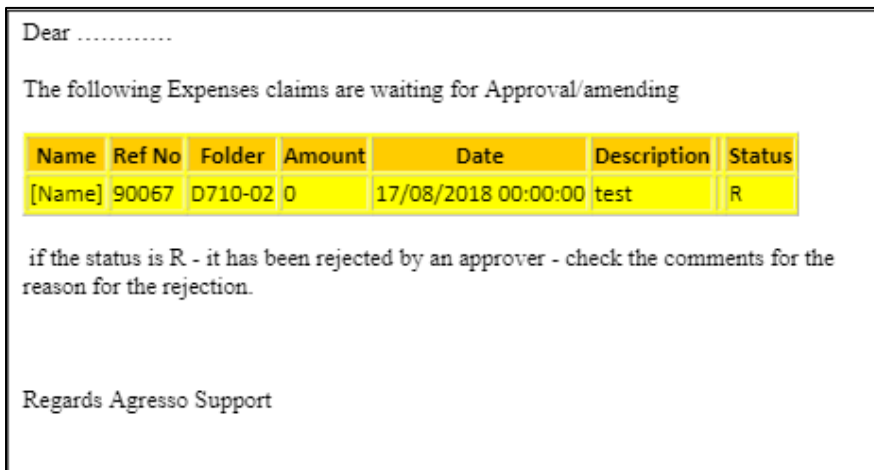


1. Log into Agresso; the rejected transaction will be included in the task list.



2. Click in the task in this window, this will open up the transaction in the Travel expenses screen. The Workflow log section shows who rejected the transaction and the reason for rejection.



3. Go to the 3-Expenses tab to see which line or lines have been rejected.



4. Click on the rejected line(s) and make the changes required as per the reason for rejection. This change may require deletion of the line (e.g. there is no supporting receipt and, therefore, not paid). To delete select the line by checking the box and click on Delete. This will remove the line.



Note that clicking on the check box on the menu line of the Expense items section will select all lines, so that they can all be deleted, thus deleting the claim in full.
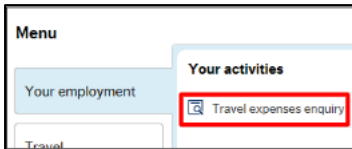
5. Once all the changes have been made, go to the 1- General tab, eneter a comment (e.g. now amended), then click on the blue save button. This will now re-enter Workflow and be returned to the Approver.

## Expenses Enquiry (for list of expenses)

1. In the You employment menu, click on Travel Expenses enquiry



2. This will list all the user's expense transactions.



3. To narrow the search (i.e. to view one particular transaction), enter the criteria in the search field at the top of the column.



4. Click on 

The above example will only show transactions for the defined period – 201411