CHECKING PROGRESS OF YOUR EXPENSE CLAIM

Go to Time and Expenses\Expenses\Workflow Enquiry – Travel expenses, as below:

![Workflow Enquiry - Travel expenses](image)

Click on the highlighted option above which will display the following screen:

![Workflow Enquiry - Travel expenses (RH)](image)

Enter the transaction number of your expense claim (this is allocated by Agresso at the time that the claim is Saved and/or submitted for approval) into the TransNo field and click on the **Load** button. This will bring all the items that have this transaction number to the screen, see below:
Click on the Map icon and this will display the workflow map and you will be able to see where your expense claim is sitting in the process flow. See chart below.
If under the field named Process Step it states “Finished” then this indicates that the expense claim has completed the approval process.

The completed expense claim will be posted to your supplier account on a Thursday morning and paid on that day’s BACS run with the money arriving in your bank account early the following week.