INPUT OF FOREIGN CURRENCY EXPENSE CLAIMS

Follow the instructions under [Inputting of Expense Claims](#) until you have completed Step 1.

To add the first row of your expense Click on the Add button ![Add](#) and this will open the following screen:

![Screenshot of expense claim input screen](#)

You now need to choose the type of expenses that you are claiming, click on the down arrow against the Expense Type field and this will give you a list to choose from as follows:

![Expense type list](#)

You can use the scroll bar on the right to view the list as a whole.
Click on the item that describes the type of expense that you are claiming e.g Hotel Room - Currency (For most of the expense there are two options one without “currency” which is for £ sterling claims and one with “currency” for foreign currency claims).

The following screen will appear:

The fields marked with a red asterix are mandatory.

Date – enter the date that the expense incurred

Description – the text in the field indicates what information that is required from you and changes depending on the Expense Type that is chosen. In this example it is Enter name of hotel and no of nights

Currency – this defaults to GBP (£sterling). This needs to be changed to reflect the currency of the expenses that you are claiming. If you know the abbreviation of the currency then you can overtype the GBP default i.e. USD. If you do not then click on the box next to the GBP default. This opens the following window:
Enter the description ie dollar in the Description field in this format *dollar* and click on the Search icon. This will return all the currencies that are on Agresso that meet your description. The * is a “wild” character so Agresso will search for any combination before or after the specified word that you have typed. See below:
You will note that the search has return more than one page, see highlight in yellow, on above. The additional pages can be accessed by clicking on the chevrons or the specific number.

If the currency you want isn’t listed, you can ask that it is added by emailing the system team – we cannot add every currency as the bank doesn’t treat every currency as negotiable. Alternatively you can add your expenses as sterling expenses and attach documents to support the exchange rate you have used.
Once you have found your currency click on the line and this will populate the currency field. The screen will look like this:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Curr. amount</th>
<th>ExchRate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Enter the currency amount in the Curr. Amount field. The ExchRate displayed is the rate that is set up on Agresso. *The system exchange rates are entered into Agresso at the beginning of the accounting month from the rates advertised with our bankers, National Westminster.*

You can accept this exchange rate or if you want a specific amount of £ sterling to be generated then you can overwrite this with your own exchange rate.

*If you want a specific £ sterling amount because you have been charged a specific amount by your credit card company then it is advisable to enter the expense item into Agresso as a £ sterling amount.*

GL Analysis:

- Account – defaults to the 6050 Travel –staff.
- Subproj – Enter the sub-project
- Tax Code – defaults from the Expense Type; accept default.
- Tax System – this will be populated once the sub-project has been entered
The screen will look like this once it has been completed:

Continue following the Steps 3 – 4 under Inputting of Expense Claims.

It is possible to mix individual £ sterling lines and currency lines on the same expense claim.

The Summary screen will look like this if you have a mixed claim for currency: