INPUTTING OF EXPENSE CLAIMS

This document relates to simple claims, there is further guidance on:

- Entering Mileage Expenses
- Foreign Currency Expense Claims
- Retrieving your Expense Claim to Add or Amend Items
- Checking the Progress of your Expense Claim
- Approving Expense Claims
- Requesting an Expense Advance
- Matching your Advance to a Subsequent Expense Claim
- Rejected Expense Claim
- Confirming PhD Student Expenses – not applicable for all departments
- Scanning Receipts

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Getting Started

Log on to Agresso

Click on Time and Expenses on the menu list

Menu will open at the top left hand corner

Click on Expenses and the menu will expand

Double Click on Travel Expenses and the following menu will appear
Adding a Header and Reference

You will note that under the Resource field your name appears.

The fields with a red asterix against them are mandatory.

Accept the default data in the Travel Type field.

Enter the month/year of claim in the field that has this description against it. E.g. Jan2014

If you intend to submit more than one claim for the month then add a sequential number i.e. Jan2014/01

Tab out of this field into the Comment field.

Enter a comment field. This is a free text field that can be used to enter a description. E.g. Monthly Expenses if the claim contains general expenses for the month or Trip to Belgium – research if the expenses claimed are for a specific trip. This description will be applied to every expense line.

The screen will look like this after the data has been entered.

Tab out of the Comment Field and the cursor will go to the Next Step button. Click on the Next Step button and that will take you to next screen, as below:
Adding an Item of Expenditure

To add the first row of your expense Click on the Add button and this will open the following screen:

Figure 1
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:

Please note – to use your own car on College Business and to claim mileage costs, you must comply with the College’s Driver Policy.

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. Public Transport (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).
Click on the Tab key or click on Next Step and the following screen will appear:

![Travel expenses (RH)](image)

Figure 2

Click on the Tab key or click on Next Step and the following screen will appear:

![Travel expenses (RH)](image)

Figure 3

Again all fields with a red asterix are mandatory.

Enter Date – the date defaults to today’s date. Change the date for the date that you incurred the expenditure that you are claiming. i.e. 13/01/14.

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 item no mode of travel and details of journey*. **Item no refers to the number that you have written on your receipt before you scanned the document.**

Amount – enter amount claimed
GL Analysis:

- Account – defaults to the 6050 Travel – staff.
- Subproj – Enter the sub-project – if you don’t know the number, you can start typing the name and relevant codes will appear in a drop down box for selecting
- Tax Code – defaults from the Expense Type; accept default – you do not have to do anything with this field
- Tax System – this will be populated once the sub-project has been entered – you do not have to do anything with this field

The screen will look like this once it has been completed:

![Figure 4](image)

If you have several lines to complete, Double Click on and the GL Analysis will be repeated on any additional lines.

**Adding Another Line**

To enter another line Double Click on the and this will take you to the beginning of the process see Figure 1. Repeat this process for each additional line.
Once you have finished, double click on button and that will take you to the Summary page and the screen will look like below:

This will enable you to review the information that you have entered before you commit the claim for approval.

If anything is incorrect, you can go back to the line and make a correction.

Click on the button and this will take you back to the detail input screen where you can make any amendments. If you have several lines on your summary, you need to be highlighting the line that you wish to amend. Once you have made any amendments, click on the button and when you view the Summary, you will see that the amendment has been made.

**BEFORE YOU SAVE YOUR CLAIM YOU NEED TO ATTACH THE SCANNED RECEIPTS TO YOUR CLAIM**
Attaching Scanned Receipts to Your Claim

Advice on How to Scan Receipts

Click on the button on the toolbar and that will open the window below:

![Image: A screenshot showing the interface for attaching documents to a claim.]

In the example, there is only one line entered on the claim so Agresso has defaulted to attach the document to the line as highlighted above. However, if there were several lines then this would not default as you would be able to choose whether or not you wanted to attach to the line or the header.

Click on the Add existing document and the following screen appears:

![Image: A screenshot of the 'New document' window with fields for document type, path, file, etc.]

Click on the Browse button and the following screen opens:
Go to the place on your computer that you have saved your scanned receipts; once you have found the file Double Click on the file and the screen will then look like this:
The name of the file will be displayed and the Document Type will display either the line document type or the header document type depending on which option was selected in the first place. In this example the Document Type EXPLINE was chosen which is the line type. Click OK and this will take you back to the screen below:

![Screen capture of a document management system](https://devagressofinance.rhul.ac.uk/agresso/Container.aspx?GetType&instanceid=872b22e7d1e44299bb5ed9899c0d8172&show)

You will now see that the file has been added to the Documents File. Close the window by clicking on the cross.

**Saving the Expense Claim**

On the toolbar, Click on the **Save** button. The following message will appear:

![Message indicating successful save](https://devagressofinance.rhul.ac.uk/agresso/Container.aspx?GetType&instanceid=872b22e7d1e44299bb5ed9899c0d8172&show)

This has now saved the expense claim but has not sent it for approval. This allows you to save the items that you have claimed so far and allows you to re-open the claim at a later date and add to it.
Submitting the Expense Claim For Approval

Click on the Summary Tab or Click on the ; which you choose will depend on where you are in the entry process.

This will give the following screen:

The Status is Draft, see highlighted in yellow. Whilst the expense claim is in Draft it can be saved for updating later but it will not go for approval until the Status has been changed to Ready. Click on the down arrow by the side of the word Draft and this will display a further option see below:

Click on Ready and Tab out of the field.

*NB If you have previously saved the expense claim the transaction number will be displayed in the Transaction number field; if you have not then this field will be blank.*
On the toolbar click button. The following message will be displayed:

The expense claim has now been submitted for approval.

**Printing Your Expense Claim**

You may wish to print the claim for your records – or you can save it as a pdf.

On the toolbar Click button. This opens a separate preview window, see below:

Click on the print icon and the report will print to the default printer that is set up for your PC. Or you can save as a pdf.

Click on the cross on the window to close the window.