University of Reading

UBW Agresso Online Expenses User Guide

VERSION 1.5

REKHA MISTRY

UBW Agresso Online Expenses User Guide

Table of Contents

Version 1.5

September 2019

Overview

Online Expenses System are available to staff and replaces the paper-based method for claiming expenses.

Expenses can be claimed for non-travel expenses, UK travel, overseas travel, subsistence over 10 hours, overnight subsistence, inter-campus journeys.

Where travel/subsistence is incurred, the claim must be for one trip and show the purpose of the trip. This may include travel to different countries and over a period of time.

One expense claim may have many expense lines for different expenses incurred on the trip.

Receipt images are to be uploaded to the system and matched to the appropriate expense line. Individual expense lines, other than mileage, will require a receipt image attached to each line.

Your claim may be saved as Draft for you to open and amend at a later date.

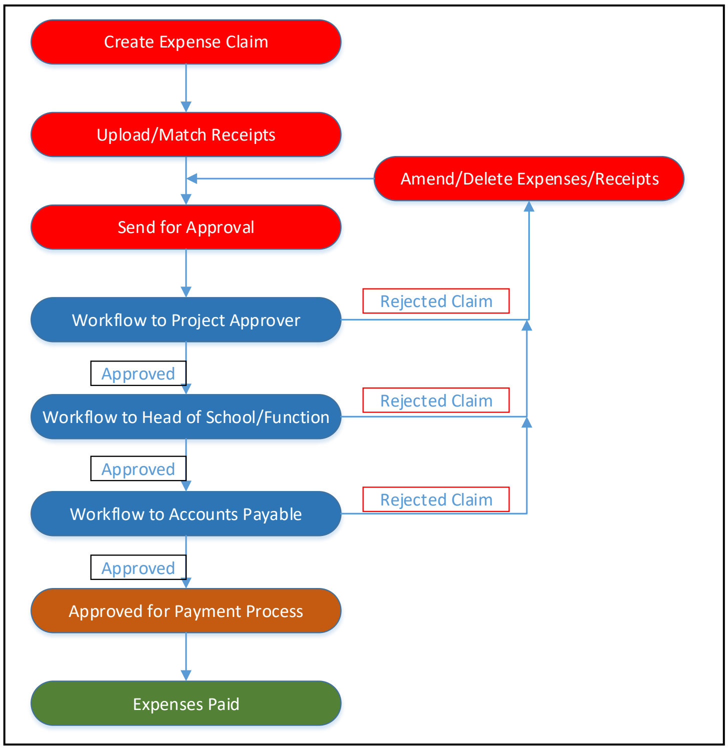
Once the expense claim is complete with matched receipts you send the claim for approval. Your claim will need to approved by the Project Approver, Head of School/Function (or delegate in place) and Accounts Payable.

The approver will be alerted via email and will have an approval task in UBW Agresso. They will be able to view your expenses claimed and matched receipts.

Expenses may be approved or rejected, either the whole claim or individual expense lines. If approved they continue the route within workflow. If rejected you will be alerted by email and a task will arrive in your task box .

If the claim is rejected, a comment will be attached from the approver stating reason for rejection. You may amend individual lines, upload more receipts, match receipts to lines, delete individual lines or delete the whole claim.

The whole claim will not be paid until all expense lines have been approved. If one expense line is holding up the rest of the claim you may wish to delete the expense line from the claim and create a new expense claim for this line, once additional information is gathered. This would allow the rest of the claim to go forward for payment.



There are maximum expense limits for some items - the system will alter any amounts which exceed the limits:

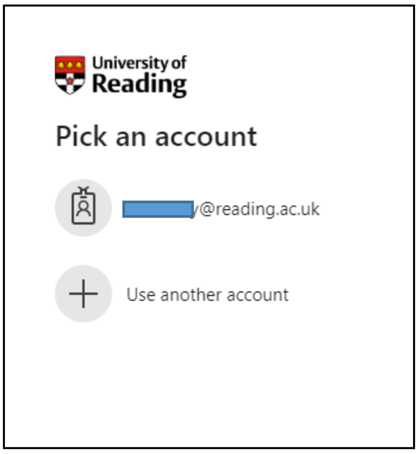
- Eye test – max £25
- Glasses/Spectacles – max £55
- Subsistence for day travel (over 10 hours) – max £10 per day
- Subsistence for overnight travel – max £45 per day/night

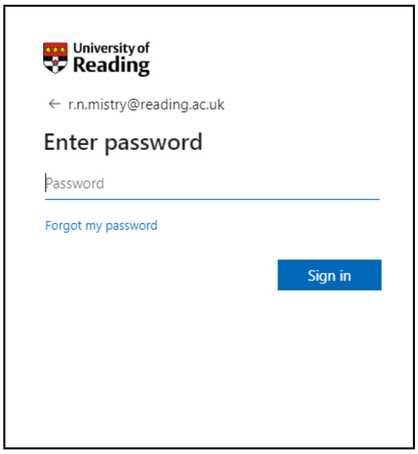
Expenses will not be paid for expenses incurred more than one year ago. If the claim is more than a year old it will be automatically rejected and will appear in your task as a Rejected Claim, to be deleted.

Log in to Online Expenses

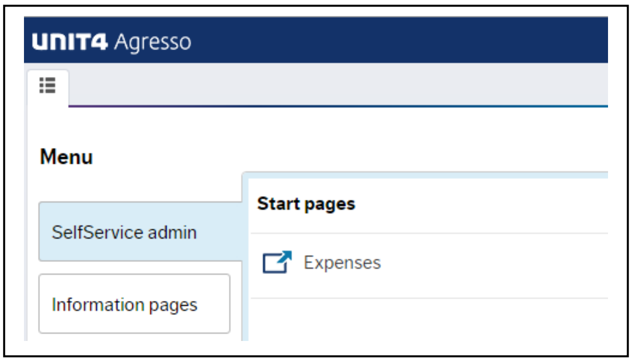
1. **Click on the web link** https://agresso.reading.ac.uk/agresso/

2. **The University log in screen will appear. Select your email or enter your University user id. Enter your password and select if you wish to stay signed in.**

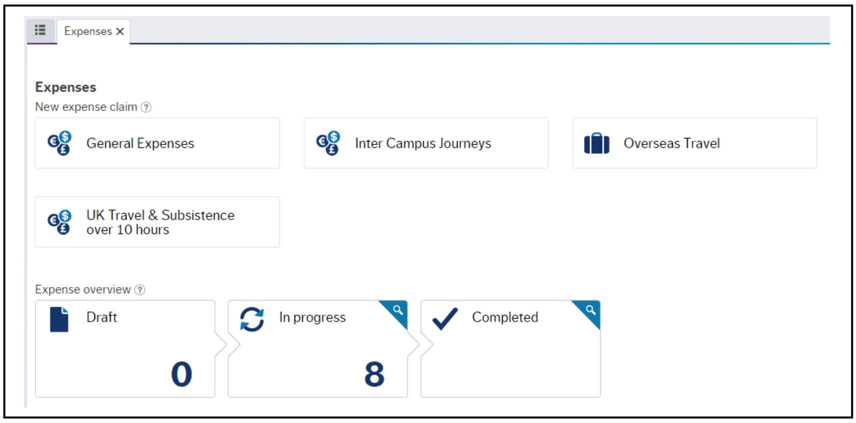




3. **Navigate to SelfService admin >> Start pages >> Expenses**



4. **Choose the Expense Type by clicking on the button**
   - General Expenses – for non-travel expenses
   - Inter Campus Journeys – these are inter campus journeys with a set mileage calculated
   - Overseas Travel – for expenses associated with one overseas trip
   - UK Travel & Subsistence over 10 hours – for UK travel and/or subsistence for one trip
     Subsistence can only be claimed if the trip is over 10 hours, or overnight

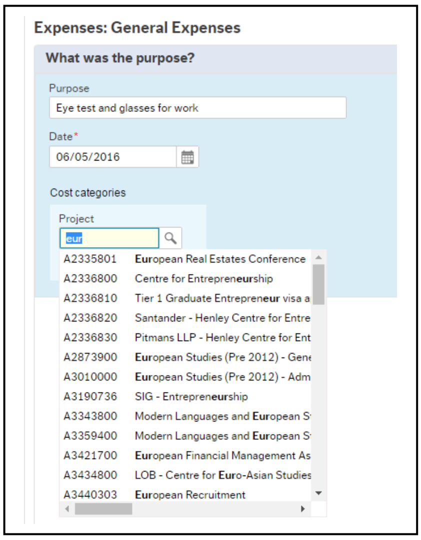


5. **View your Expense Claim(s) by clicking one of the Expense overview buttons**
   - Draft – open a saved claim, to amend and/or send for approval
   - In Progress – view your claims that in workflow, or with Accounts Payable
   - Completed – view your completed claims

Creating an Expense Claim for General Expenses

1. **Click on SelfService admin >> Start page >> Expenses >> General Expenses**

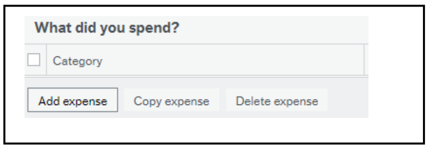
2. **Enter the Purpose, the Date of Claim and the Project**
   - Purpose – enter the reason for the claim
   - Date of Claim – pick the date from the calendar
   - Project – enter the project code by starting to type either the code, or the project name
   - Apply to all – select if project code is to be applied to ALL lines

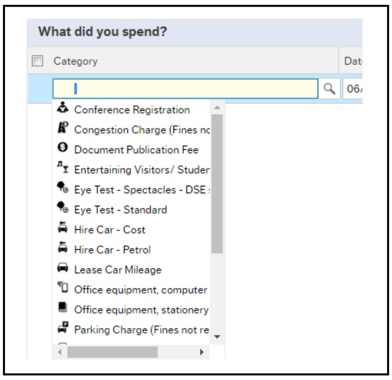


3. **Select the Project and press the tab key to continue**
   - The Project value selected will act as the default for all expense lines on this claim
   - The Project value can be changed for each expense line if required

4. Add each individual expense by clicking on the Add expense button

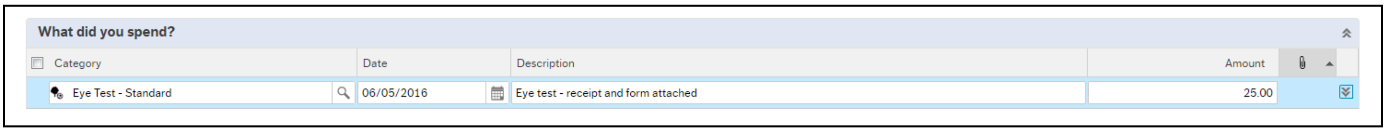
- This creates a new line to enter your expense item details
- Enter the Category for the expense item – you can start typing a Category, or press space, or click on the magnifying glass icon to see a dropdown list





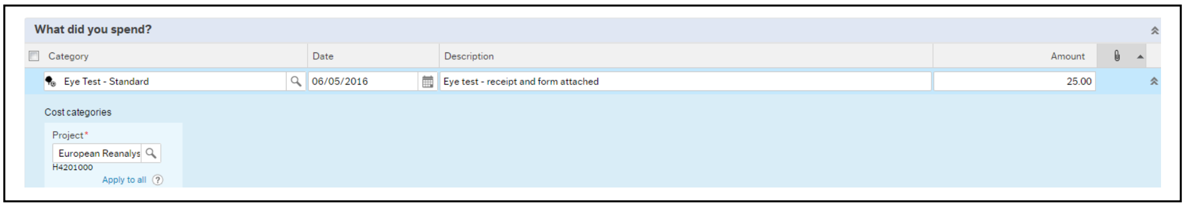
5. Select the Category and press the tab key to continue

- The date will default to the claim date – this should be the date the expense was incurred
- The description will show information about the expense selected – overtype this with a meaningful description and any extra information requested
- Amount – enter the amount incurred for the expense item



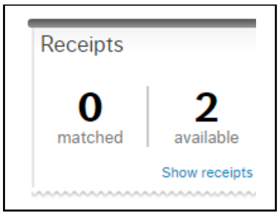
6. Change the Project if required

- Click on the downward arrow at the end of the expense line -  - to select a different project to the default one entered at the beginning of the claim
- Change the Project and press the tab key to continue
- 'Apply to all' will change the project code for ALL expense items on this claim

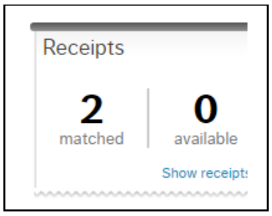


7. **Upload and match your receipts - see the Uploading and Matching section of this guide for instructions**
    - A receipt image must be matched to an expense line, if a receipt is expected
    - If a receipt applies to more than one line then upload the image multiple times and match each image separately
    - More than one receipt can be matched to one expense line
      E.g. an eye test receipt and an eye test form
    - The approver will be informed if a receipt is missing and may reject the claim

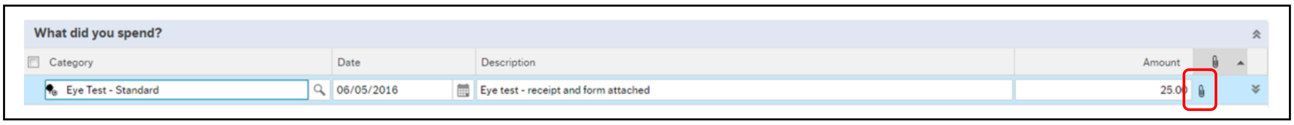
2 receipts have been uploaded, and are ready to be matched to an expense



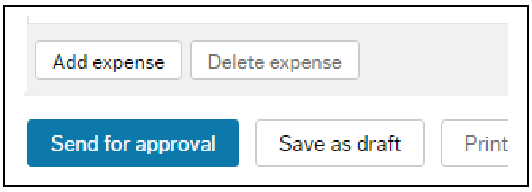
2 receipts are now matched



- The paperclip indicates receipts have been matched to that expense item. Click on the paperclip on the expense line to view any matched receipt(s)



8. **Save as draft, if required**
    - You can save an incomplete claim as draft to enable you to continue at a later date
    - The claim will NOT be sent for approval



9. **Send your claim for approval**

Once you click on Send for approval the expense claim enters workflow and is sent for approval

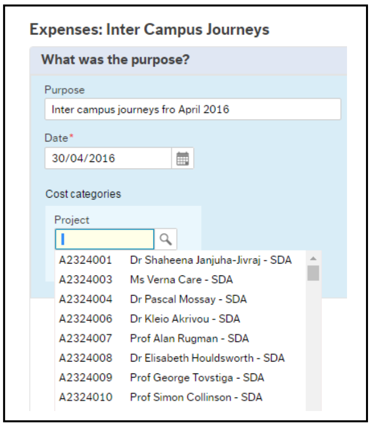
Creating an Expense Claim for Inter Campus Journeys

1. **Navigate to SelfService admin >> Start page >> Expenses >> Inter Campus Journeys**

2. **Enter the Purpose, the Date of Claim and the Project**
    - Purpose – enter the reason for the claim
    - Date of Claim – pick the date from the calendar
    - Project – enter the project code by starting to type either the code, or the project name

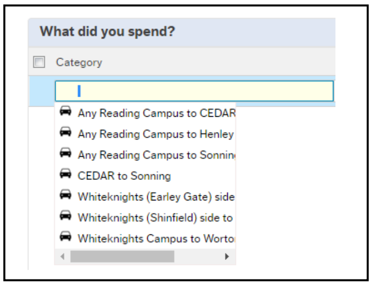
3. Select Project and press the tab key to continue

- The Project value selected will act as the default for all expense lines on this claim
- The Project value can be changed for each expense line if required



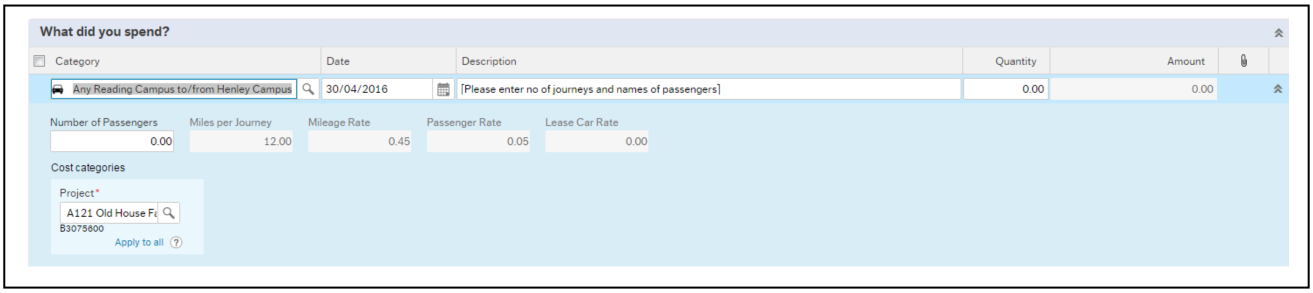
4. Add each individual expense by clicking on the Add expense button

- This creates a new line to enter your expense item details
- Enter the Category for the expense item – you can start typing a Category, or press space or the magnifying glass icon to see a dropdown list



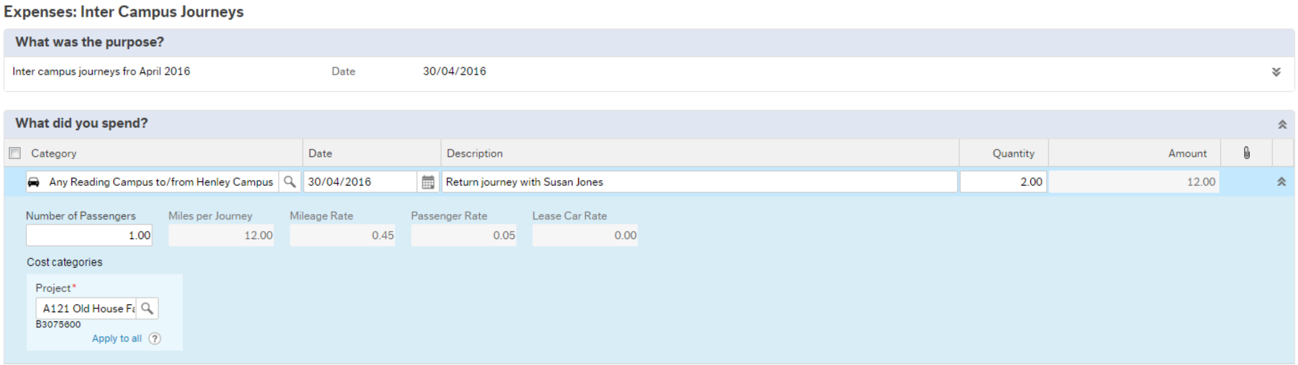
5. Select the Category and press the tab key to continue

- The Date will default to the claim date – this should be the date the expense was incurred
- Description – enter the number of journeys and the names of any passenger
- Quantity – enter the number of journeys (a return trip is 2)
- Amount – this is automatically calculated based on the number of journeys and the number of passengers
- Number of Passengers – enter the number of passengers, if any (excluding the driver)
- Project – this can be changed. 'Apply to all' will change the project for expense items on this claim



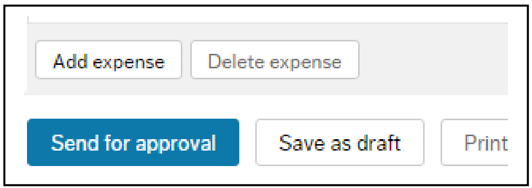
Example: A claim for one return journey with a passenger

- Return trip from Any Reading Campus to/from Henley Campus
- The Miles per Journey is pre-calculated as 12 miles
- The rates are pre-calculated – in this example, Mileage Rate is 45p per mile, Passenger Rate is an additional 5p per mile
- Description – Return journey with Susan Jones
- Quantity – 2 (return trip)
- Number of passengers – 1 (in this example, Susan Jones)
- Amount calculated as £12.00 (return trip of 24 miles at 45p per mile plus 5p per mile for Susan Jones)



6. Save as draft, if required

- You can save an incomplete claim as draft to enable you to continue at a later date
- The claim will NOT be sent for approval



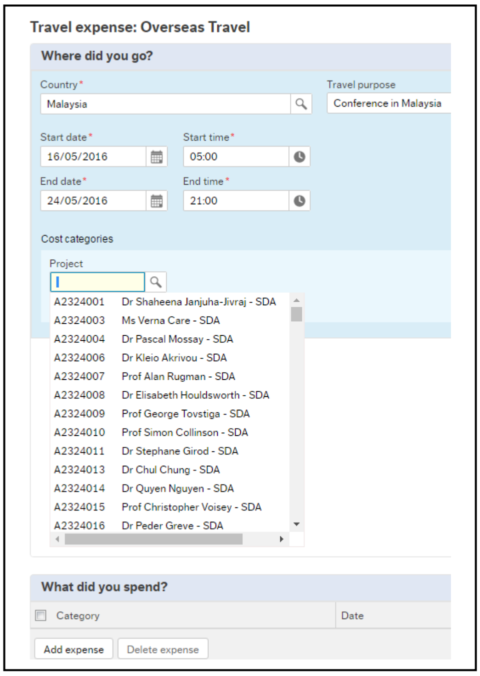
7. Send your claim for approval

- Once you click on Send for approval the expense claim enters workflow and is sent for approval

Creating an Expense Claim for Overseas Travel

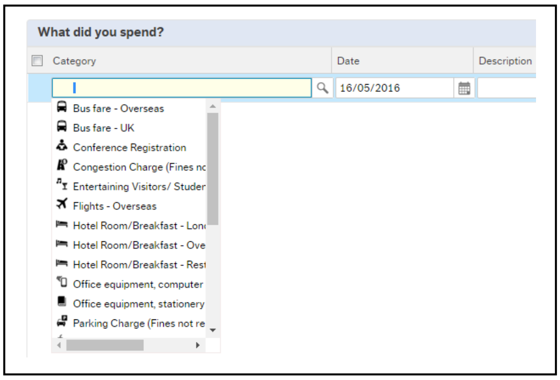
1. **Navigate to SelfService admin >> Start page >> Expenses >> Overseas Travel**

2. **Type in the Purpose of the trip, the Date of Travel and the Project**
    - Country – enter the destination country
    - Travel purpose – enter the purpose of the trip
      E.g. enter the name of the conference or meeting you attended
      If you are charging this trip to an EU funded research project you must include the work package reference
    - Start date/Start time – pick the date and time of travel from the calendar
    - End date/End time - pick the date and time of travel from the calendar
    - Project – enter the project code by starting to type either the code, or the project name

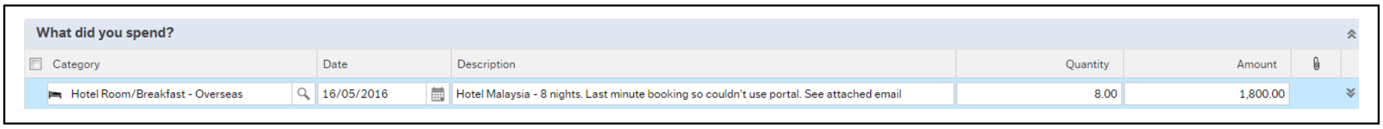


3. **Select the Project and press the tab key to continue**
    - The Project value selected will act as the default for each expense item on this claim
    - The Project can be changed for each expense item if required

4. **Add each individual expense by clicking on the Add expense button**
    - This creates a new line to enter your expense item details
    - Enter the Category for the expense item – you can start typing a Category, or press space or the magnifying glass icon to see a dropdown list

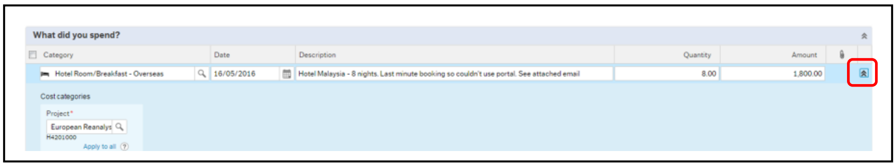


5. **Select the Category and press the tab key to continue**
    - The Date will default to the start date – choose a date from the calendar for the date of the expense item
    - The Description will show information about the expense selected – enter a meaningful description here and any extra information required
    - Amount – enter the amount incurred for the expense item
    - Quantity – type in the number of nights staying in the hotel



6. Change the Project if required

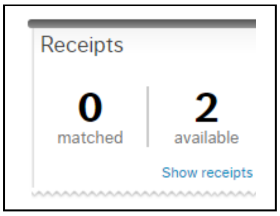
- Click on the downward arrow to select a different project to the default one entered at the beginning of the claim
- Change the Project and press the tab key to continue
- 'Apply to all' will change the project code for ALL expense items on this claim



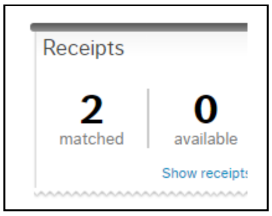
7. Upload and match your receipts - see the Uploading and Matching section of this guide for instructions

- A receipt image must be matched to an expense line, if a receipt is expected
- If a receipt applies to more than one line then upload the image multiple times and match each image separately
- More than one receipt can be matched to one expense line
  E.g. an eye test receipt and an eye test form
- The approver will be informed if a receipt is missing and may reject the claim

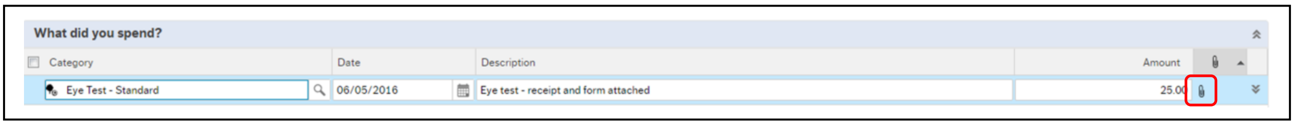
2 receipts have been uploaded, and are ready to be matched to an expense



2 receipts are now matched

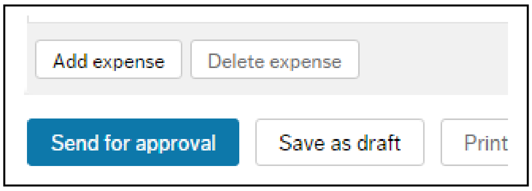


- The paperclip indicates receipts have been matched to that expense item. Click on the paperclip on the expense line to view any matched receipt(s)



8. Save as draft, if required

- You can save an incomplete claim as draft to enable you to continue at a later date
- The claim will NOT be sent for approval



9. Send your claim for approval

- Once you click on Send for approval the expense claim enters workflow and is sent for approval

Creating an Expense Claim for UK Travel & Subsistence over 10 hours

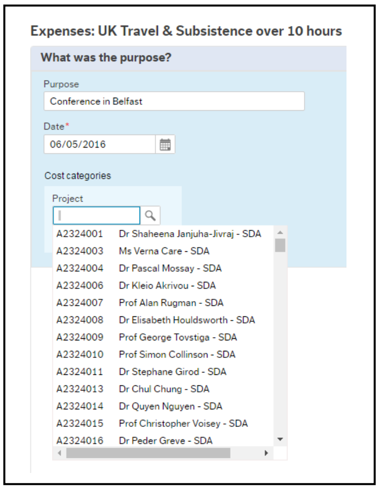
This expense type is used for all UK travel plus subsistence over 10 hours.

By selecting this expense type when claiming subsistence you are declaring that the trip was over 10 hours, or overnight

1. Navigate to SelfService admin >> Start page >> Expenses >> UK Travel & Subsistence over 10 hours

2. Type in the Purpose, the Date of Travel and the Project

- Purpose – enter the purpose of the trip
  E.g. enter the name of the conference or meeting you have attended
  If you are charging this trip to an EU funded research project, you must include the work package reference
- Date – select the date of travel from the calendar
- Project – enter the project code by starting to type either the code, or the project name



3. Select the Project and press the tab key to continue

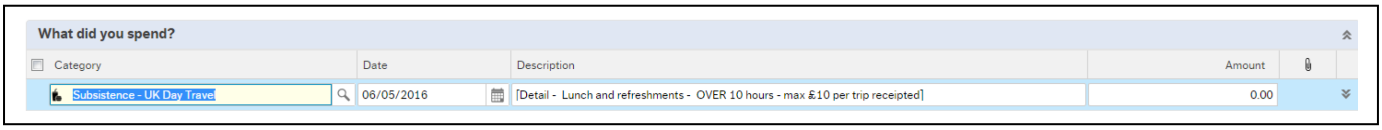
- The Project value selected will act as the default for each expense item on this claim
- The Project can be changed for each expense item if required

4. Add each individual expense item by clicking on the Add expense button

- This creates a new line to enter your expense item details
- Enter the Category for the expense item – you can start typing a Category, or press space, or click on the magnifying glass icon to see a dropdown list

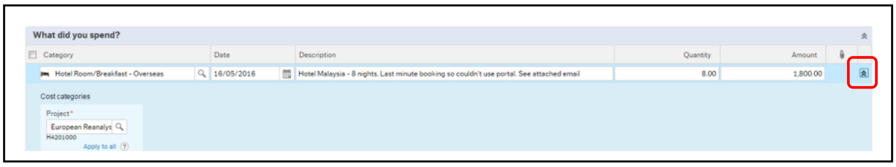
5. Select the Category and press the tab key to continue

- The Date will default to the start date – select the date the expense was incurred from the calendar
- The Description will show information about the expense selected – enter a meaningful description here and any extra information required
- Amount – enter the amount incurred for the expense item



6. Change the Project if required

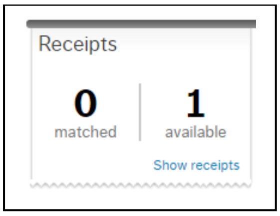
- Click on the downward arrow to select a different project to the default one entered at the beginning of the claim
- Change the Project and press the tab key to continue
- 'Apply to all' will change the project code for ALL expense items on this claim



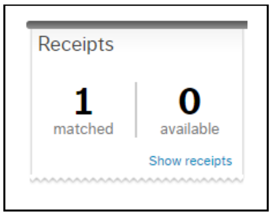
7. Upload and match your receipts - see the [Uploading and Matching section](#) in this guide for instructions

- A receipt image must be matched to an expense line, if a receipt is expected
- If a receipt applies to more than one line then upload the image multiple times and match each image separately
- More than one receipt can be matched to one expense line
  E.g. a hotel receipt and an email from procurement authorizing a non travel portal claim
- The approver will be informed if a receipt is missing and may reject the claim

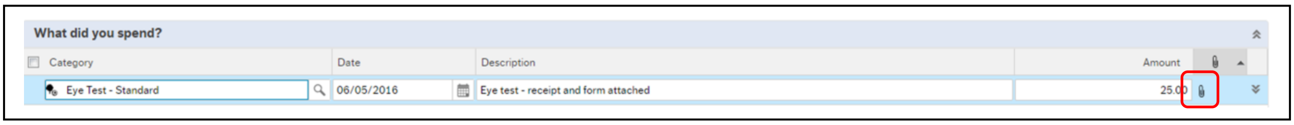
A receipt has been uploaded, and is ready to be matched to an expense



A receipt is now matched

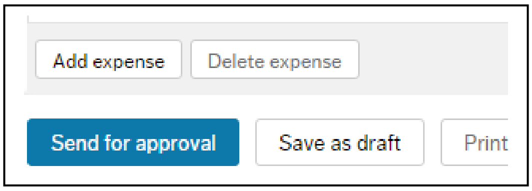


- The paperclip indicates receipts have been matched to that expense item. Click on the paperclip on the expense line to view any matched receipt(s)



8. Save as draft, if required

- You can save an incomplete claim as draft to enable you to continue at a later date
- The claim will NOT be sent for approval



9. Send your claim for approval

- Once you click on Send for approval the expense claim enters workflow and is sent for approval

Creating a Mileage Claim for Private or Lease Car Mileage

Mileage can be claimed as a general expense or as part of a UK travel expense. Receipts are not required.

Lease Car mileage can only be claimed by a person with a Lease Vehicle. A person with a Lease Vehicle cannot claim private mileage.

1. **Navigate to SelfService admin >> Start page >> Expenses**

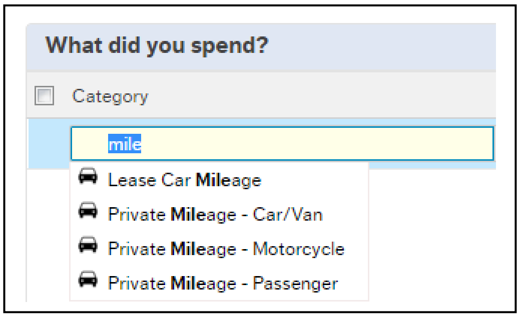
2. **Select the appropriate Expense type, UK Travel & Subsistence over 10 hours or General Expenses**

3. **Enter the Purpose, the Date of Claim and the Project**
   - Purpose – enter the reason for the claim
   - Date of Claim – pick the date from the calendar
   - Project – enter the project code by starting to type either the code, or the project name

4. **Select the Project and press the tab key to continue**
   - The Project value selected will act as the default for each expense item on this claim
   - The Project can be changed for each expense item if required

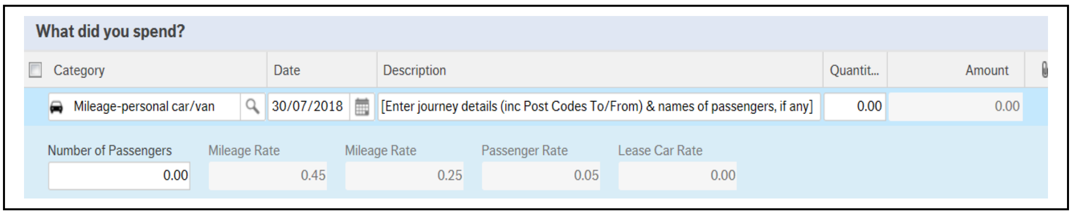
5. **Add each individual expense item by clicking on the Add expense button**
   - This creates a new line to enter your expense item details
   - Enter the Category for the expense item – you can start typing a Category, or press space, or click on the magnifying glass icon to see a dropdown list

6. **Select the Category**
   - Private Mileage – Car/Van
   - Private Mileage – Motorcycle
   - Private Mileage – Passenger
   - Lease Car Mileage



a. Private Mileage – Car/Van

- Date – enter the date of the journey
- Description – enter a description for the journey, including postcodes of start point and destination.
- Quantity – enter the number of miles travelled. A return journey should be entered as one line regardless of start and end date
- Number of passengers – enter the number of any passengers, not including the driver

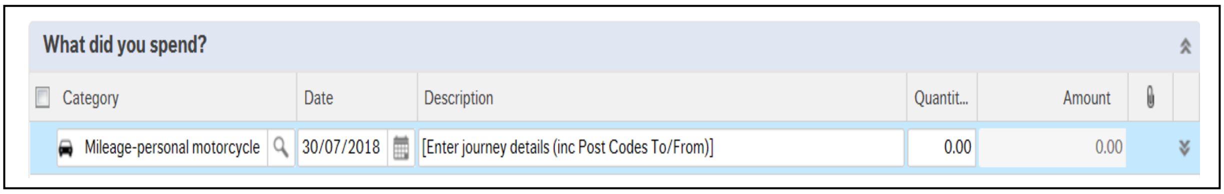


The amount will be calculated automatically based upon the number of miles and number of passengers. The mileage rate is set at 45p per mile for the first 70 miles of the trip, thereafter 25p per mile. The passenger rate is 5p per mile.

If the number of miles claimed exceeds 10,000 for the year (6th April to 5th April), the mileage rate is 25p per mile.

b. Private Mileage – Motorcycle

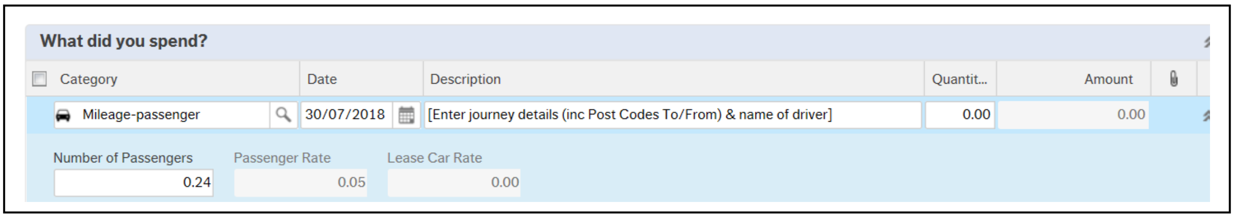
- Date – enter the date of the journey
- Description – enter a description for the journey, including postcodes of start point and destination.
- Quantity – enter the number of miles travelled



The amount will be calculated automatically based upon the number of miles. The mileage rate is set at 24p per mile for the first 70 miles of the trip, thereafter 15p per mile. The passenger rate is not payable.

c. Private Mileage – Passenger

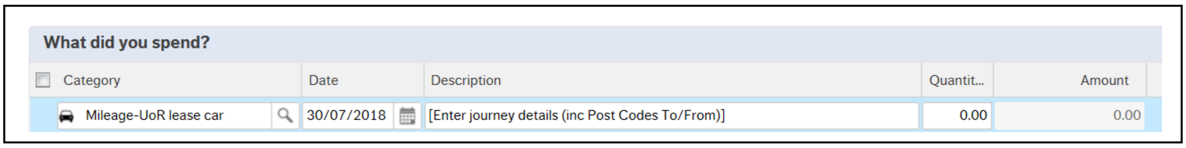
- Date – enter the date of the journey
- Description – enter a description for the journey, including postcodes of start point and destination.
- Quantity – enter the number of miles travelled
- Number of passengers – enter the number of any passengers, not including the driver



The amount will be calculated by the system based upon the number of miles. The passenger rate is 5p per mile. This expense type is used when a passenger only travels part of a trip, whereby the number of miles differed from the mileage claim itself.

d. Lease Car Mileage

- Date – enter the date of the journey
- Description – enter a description for the journey, including postcodes of start point and destination.
- Quantity – enter the number of miles travelled



The amount will be calculated automatically based upon the number of miles and the rate determined by the Lease Car details – engine size and fuel type. Passenger rate is not payable.

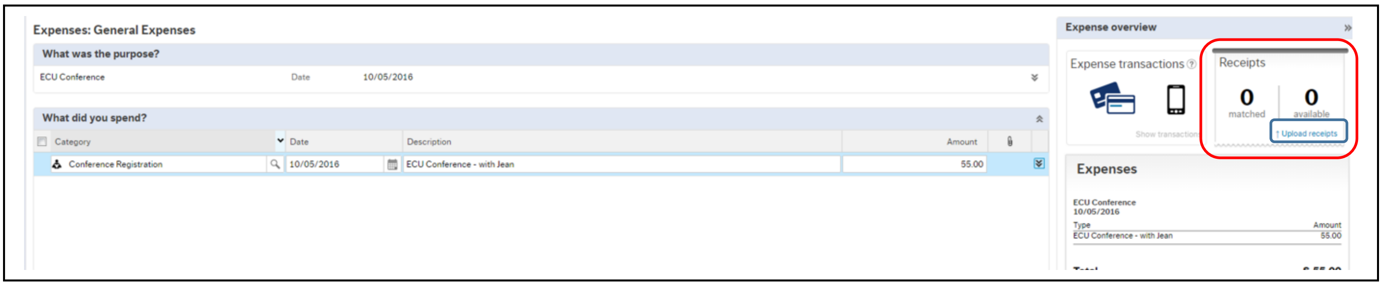
Uploading and Matching Receipts

A receipt is required for ALL expenses, with the exception of mileage and inter-campus journeys. Please ensure that all scanned receipts are legible before submitting. You may upload ONE image at a time.

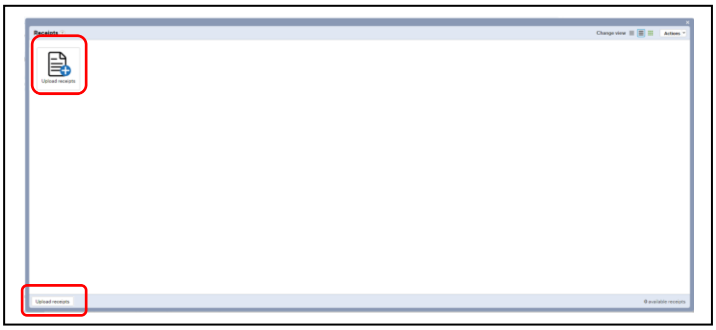
1. **Save the digital image(s) of your receipt(s) to your computer**
    - A receipt may be scanned or photographed using a mobile phone and emailed to yourself

2. **Enter your expense claim – see the relevant section of this guide for how to enter your claim**

3. **Upload your receipts**
    a. **For the first time**
        - Select Upload receipts in the Receipts section



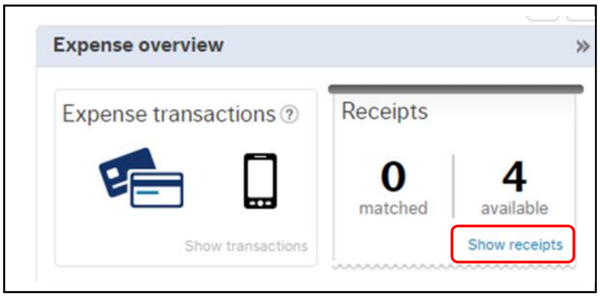
- Click on the Upload receipts button or icon



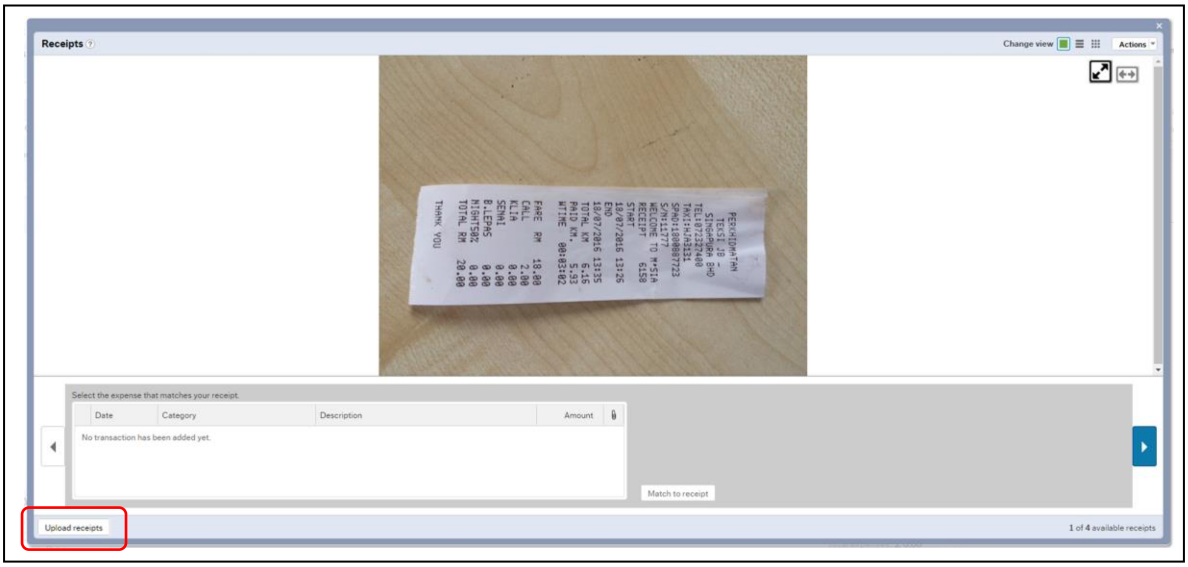
- Navigate to the folder with your stored images, select your image and click Open. **You may only upload one image at a time and can not select many images to upload at once**
- When you have uploaded all your receipts click on the X in the top right hand corner
- Your receipts are now available to match

b. When you have previously uploaded receipts

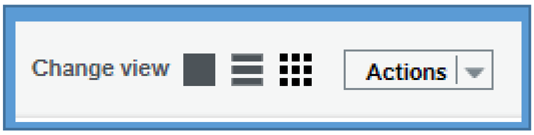
- Select Show receipts in the Receipts section



- Click on Upload receipts in the Receipts window



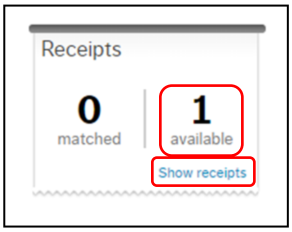
- Navigate to the folder with your stored images, select your image and click Open. **You can only upload one image at a time**
- When you have uploaded all your receipts click on the X in the top right hand corner
- Your receipts are now available to match
- Use the buttons on the top bar to change views of saved receipts and the dropdown against Actions to delete any no longer required.



4. Match your receipts to the items on your expense claim

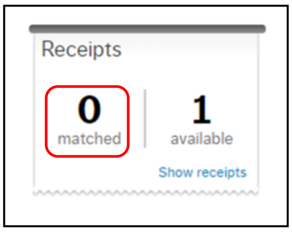
A receipt image can only be matched to ONE expense line. If a receipt applies to more than one expense line, upload the receipt again to give the number of copies required. Match one image to each expense line. An expense item can be matched to multiple receipts E.g. an eye test expense line matched to an eye test receipt and an eye test form

- Click on the number of available receipts or Show receipts



- Use the back and forward arrows to select the correct receipt

- Tick to select the expense line
- Click on 'Match to receipt' (which is now shaded blue)
- The paperclip icon will appear next to the expense line
- If you have mismatched the receipt click on Undo
- To exit, press X at the top right hand corner
- To view the matched receipts click on the number of matched receipts in the Receipts section



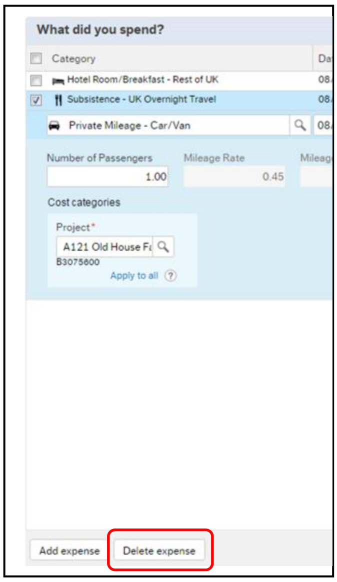
Deleting an Expense Claim

Expenses may only be deleted by the Claimant.

Approvers cannot add, delete, or change an expense line – the claim would have to be rejected back to the Claimant to amend, with a message stating the reason for rejection. In certain circumstances, details may be changed by Accounts Payable.

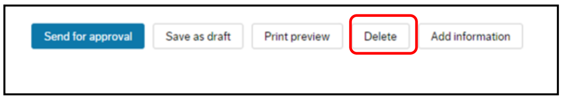
1. To delete an expense line

- Click away from the expense line until the box to the left of the expense line is displayed
- Tick the box associated with expense line you wish to delete
- Click on the Delete button which should now be visible
- The expense line will disappear from the screen
- You can then Save as draft or Send for approval.

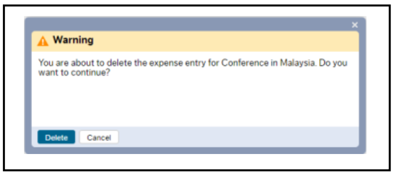


2. To delete the WHOLE expense claim after Saving.

- Click on the Delete button at the bottom of screen



- A message will show the number of the deleted claim
- A Success box will momentarily appear once deleted



This will irretrievably delete the whole claim. There is NO undo functionality.

Processing a Rejected Expense Claim

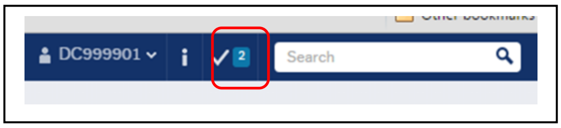
Rejected expenses may only be amended by the Claimant.

An expense claim can be rejected for two reasons.

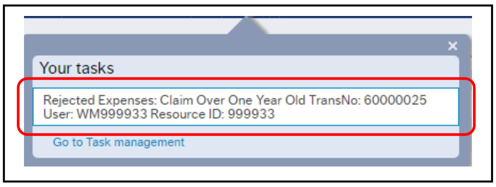
- If the claim is for expenses incurred more than one year ago. Claiming for this item is not allowed and the expense item should be deleted.
- Where the claim has been rejected by an approver. This claim will be marked 'Rejected' and a comment stating the reason for rejection will be displayed

To process your rejected expense claim

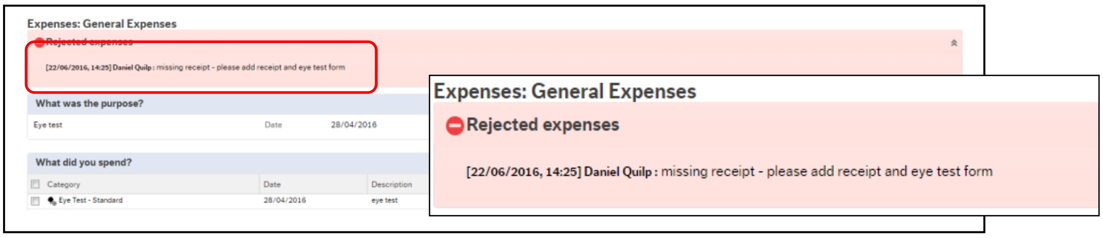
- If your claim is rejected a task will appear in your task list, which may be accessed by clicking on the tick icon in the top right hand corner of the screen.



- Select the task from the list



- You can then amend the expense line in accordance with the comment from the approver



Approving an Expense Claim

The expense claim will enter Workflow, once a claimant has entered their expenses and sent the claim for approval

In most cases the workflow will route the claim to:

1. The Project Approver – the person designated as the PI on the project selected
    - There are a number of options available to this approver:
        - Approve to Head of School or Function
        - Reject back to the claimant, with a comment stating the reason for rejection
        - Refer to the Head of School or Function, with a comment stating the reason for the referral

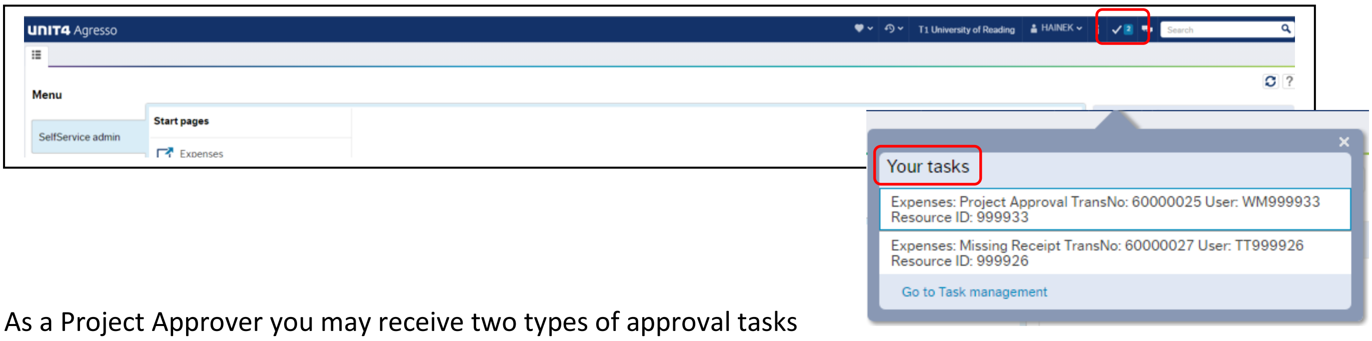
2. The Head of School or Function (or Delegate)
    - There are a number of options available to this approver:
        - Approve to Accounts Payable
        - Reject back to Claimant, with comment stating reason for rejection
        - Override, with comment (available when claim referred from Project Approver)

3. Accounts Payable
    a. There are a number of options available to this approver:
        - Approve for Payment
        - Reject back to the Claimant, with a comment explaining the reason for the rejection
        - Refer to another department or approver

The approver will receive an email detailing the pending task, namely the expense claim sent for approval and a task will appear in Task Management within UBW Agresso.

Approving an Expense Claim as a Project Approver

1. Click on the Task Management icon



As a Project Approver you may receive two types of approval tasks

1. A straightforward expense claim E.g. Expenses: Project Approval
2. An expense claim with a system warning E.g. Expenses: Missing Receipt

Where the expense claim contains a warning there is no option to ‘Approve’ , only the options to ‘Reject’ or ‘Refer to Head of School/Function’, requiring additional comments stating reason for rejection/referral.

2. **Click on the task to approve from the 'Your tasks' box**

Process the expense claim

You can view any receipts attached to the claim by clicking on the shaded paperclip in the top right hand.

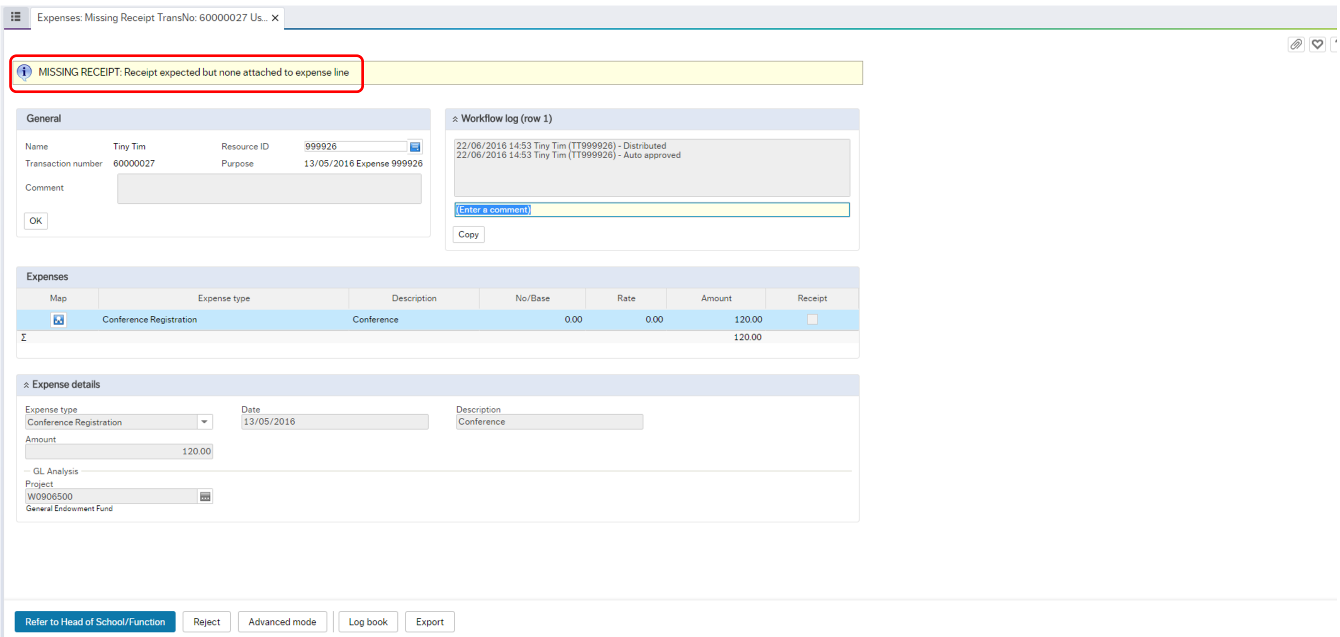
Options are:

- Approve – if the expense claim looks OK
- Refer to Head of School/Function – if you are happy to approve but have a query/concern about the expense claim
- Reject – if the expense claim contains errors which need to be corrected by claimant

Example: An Approval screen showing a claim warning

The options are:

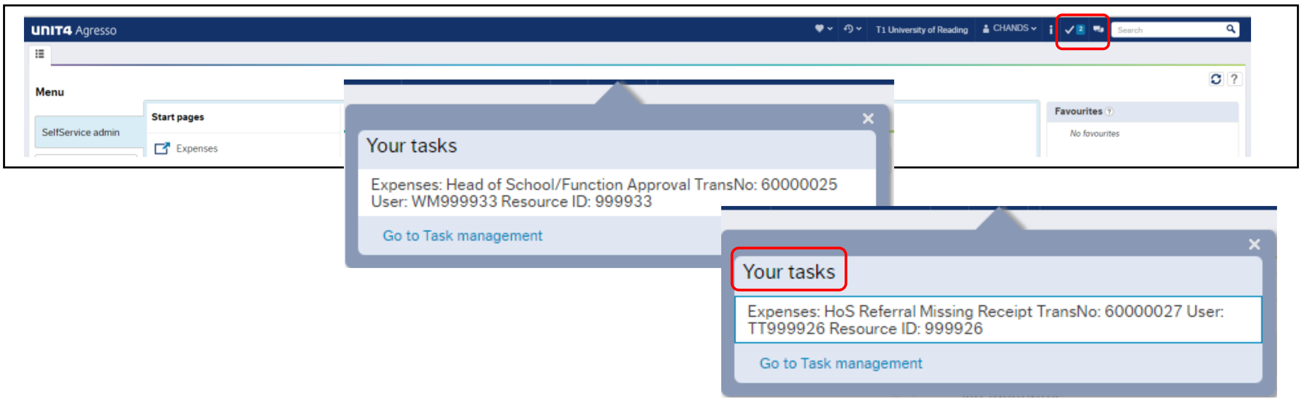
- Reject – expense claim contains errors which need to be corrected by claimant
- Refer to Head of School/Function – approve with reason for approval



Approving an Expense Claim as Head of School or Function

1. Click on the Task Management icon

The expense claim will have been approved by the Project Approver, unless the claimant is the same person as the Project Approver, whereby the workflow will route directly to Head of School/Function



As Head of School or Function you may receive two types of Approval tasks

1. An expense claim approved by Project Approver E.g. Expenses: Head of School/Function Approval
2. An expense claim referred by the Project Approver E.g. Expenses: HoS Referral Missing Receipt

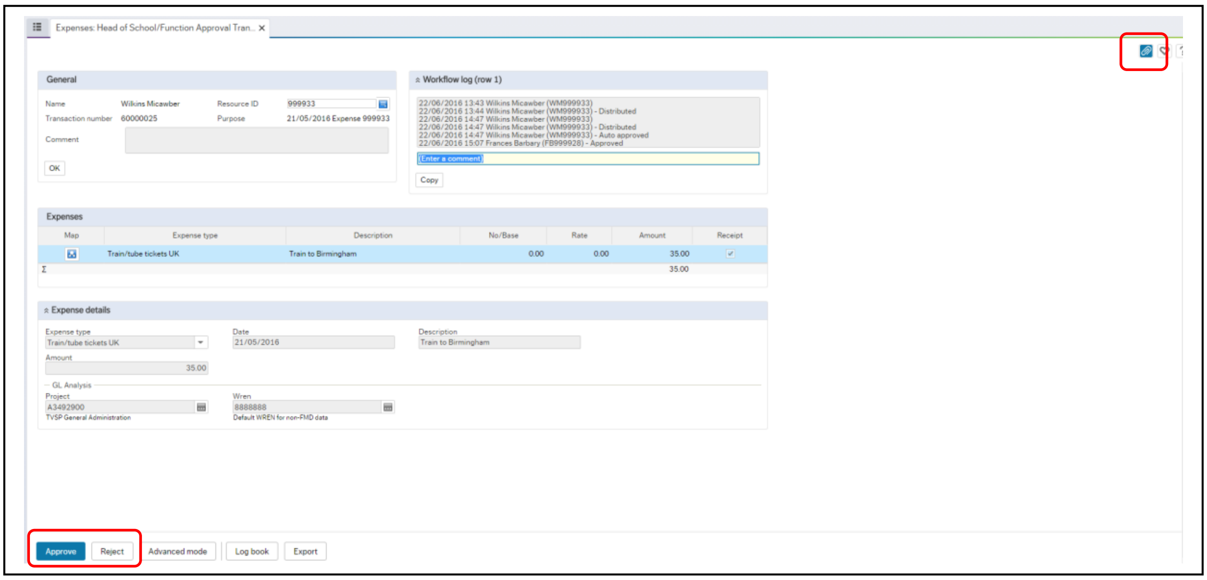
Where the expense claim is referred from the Project Approver there is no option to 'Approve', only the option to 'Override'; an approval requiring additional comments stating the reason for the approval.

2. Select the task to process from the 'Your tasks' box

3. Process the expense claim

You can view any receipts attached to the claim by clicking on the shaded paperclip in the top right hand corner. Options are:

- Approve – if the expense claim looks OK
- Reject – if the expense claim contains errors that need to be corrected by the claimant



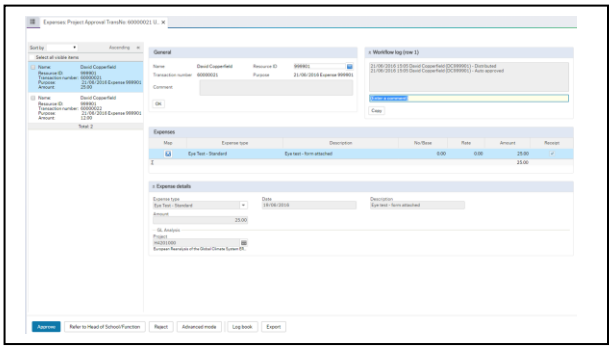
Example: A Referral screen showing a claim warning

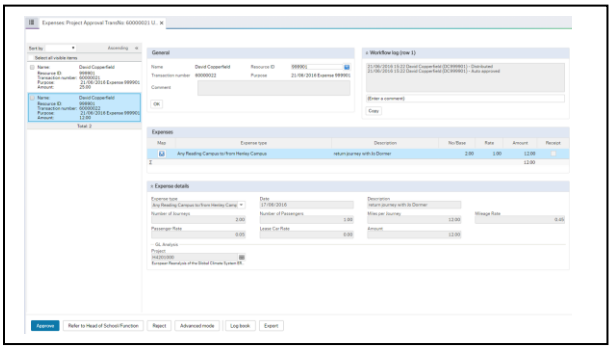
The options are:

- Override – if the expense claim has been referred but you are overriding the warning and sending to Accounts Payable for approval
- Reject – if the expense claim contains errors that need to be corrected by claimant

Approving Multiple Claims

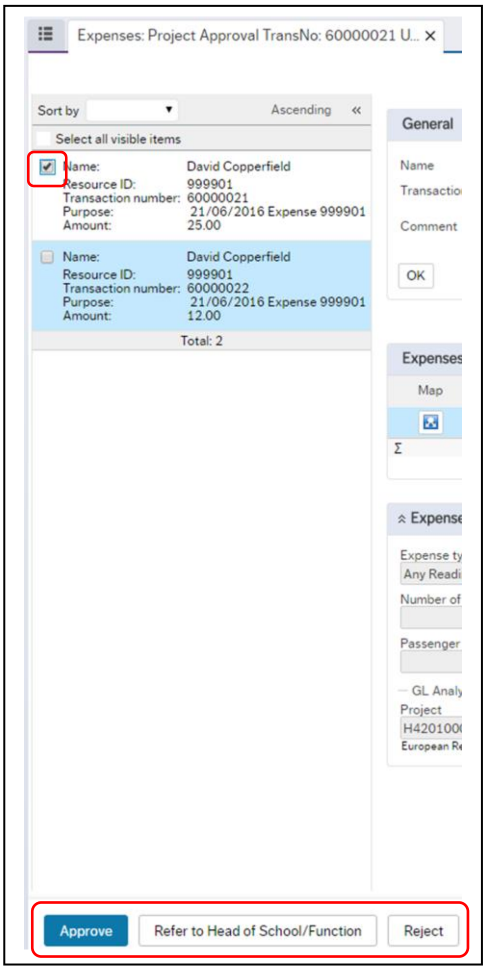
Where there is more than one claim per approval type, the claims can be approved on the same screen – similar to the P2P approval process





1. **Click on the Expense Claim in left panel**
   - The expense claim details will display in the centre panel

2. **Select the expense to Approve/Refer/Reject**
   - Select the expense claim by ticking the box in the left panel
   - Click on the button to Approve, Refer, or Reject
   - All claims ticked will be processed according to the approval button selected



Approving Claims with Multiple Expense Lines

A claim may contain multiple expense lines. Each expense line can be viewed individually by selecting it.

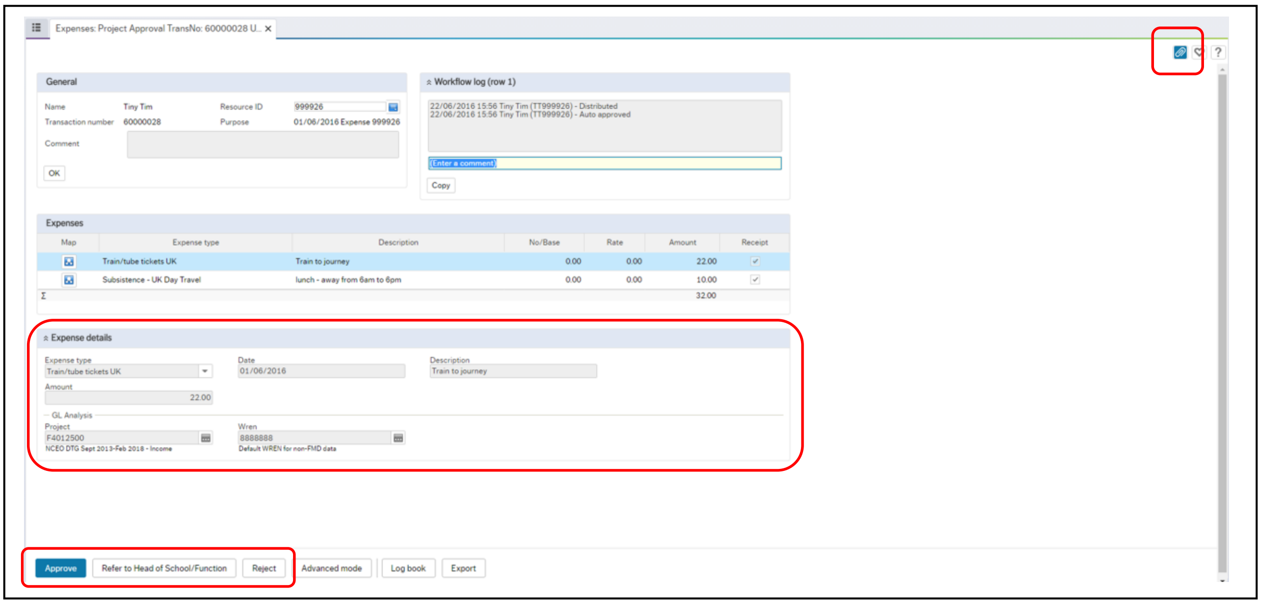
1. Click on the Expense Line

- Expense line details will display in the area below

2. Click on the shaded paperclip to see any receipt(s) associated with the highlighted expense item

3. Approve, Refer, or Reject the expense

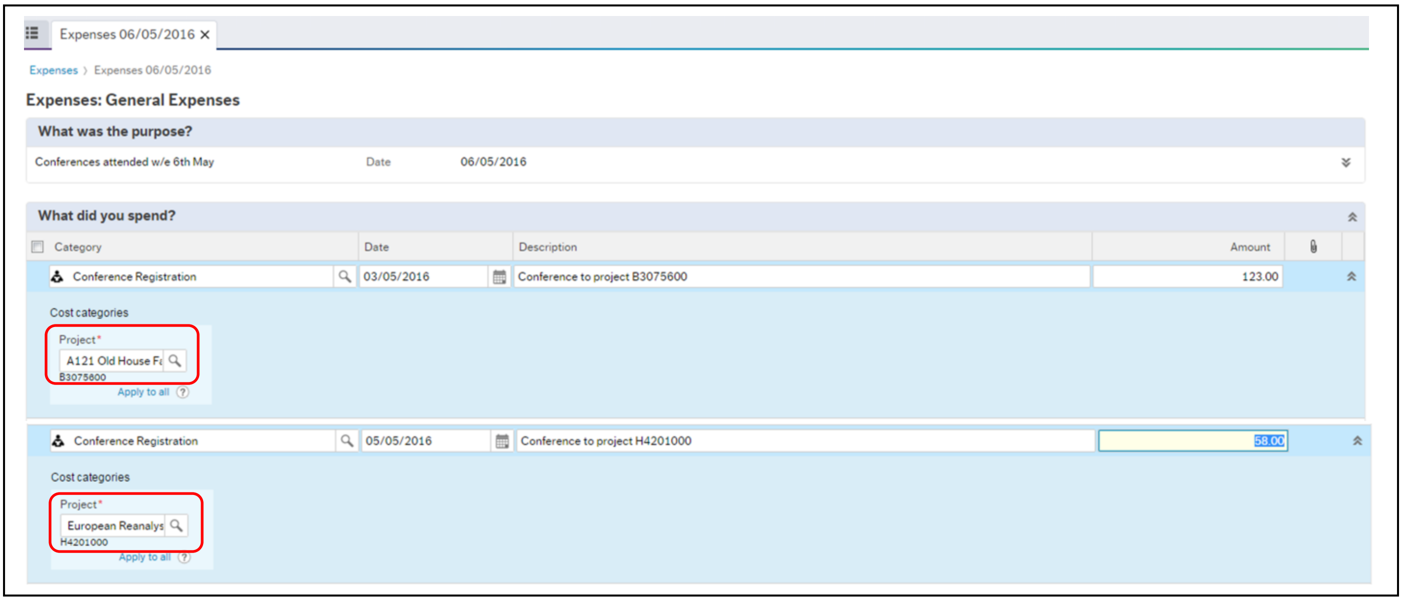
The approver can only approve the expense lines directed to them. Expense lines in workflow with other approvers will be greyed out.



Approving Claims with Multiple Projects

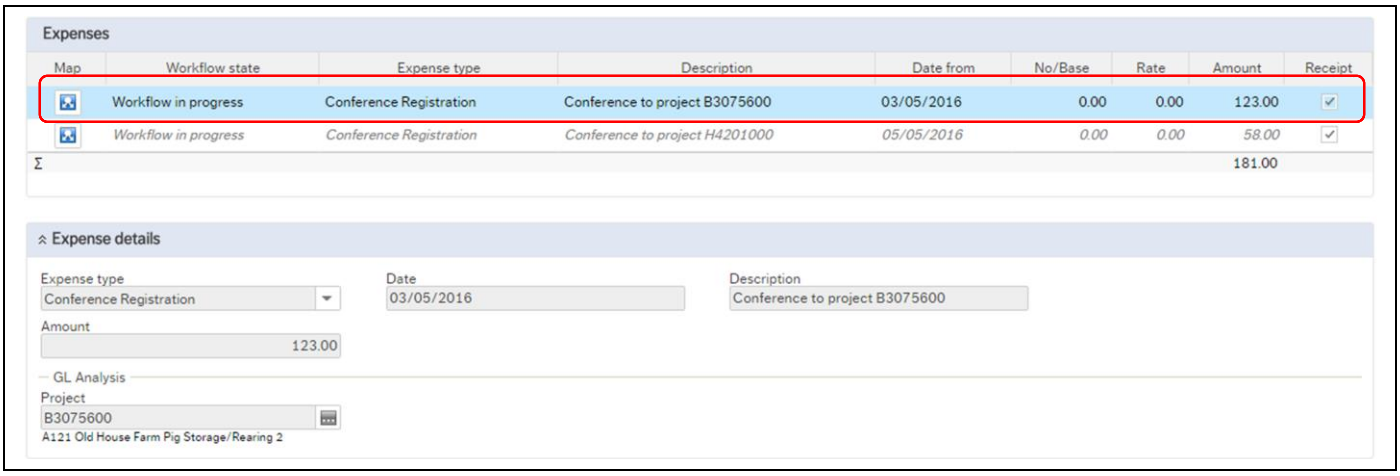
A claim may contain expense items charged to different projects, and may consequently go to more than one approver. As an approver you will see the whole claim but will only process the expense lines that are fully visible (i.e. NOT greyed out).

A claim split across two projects



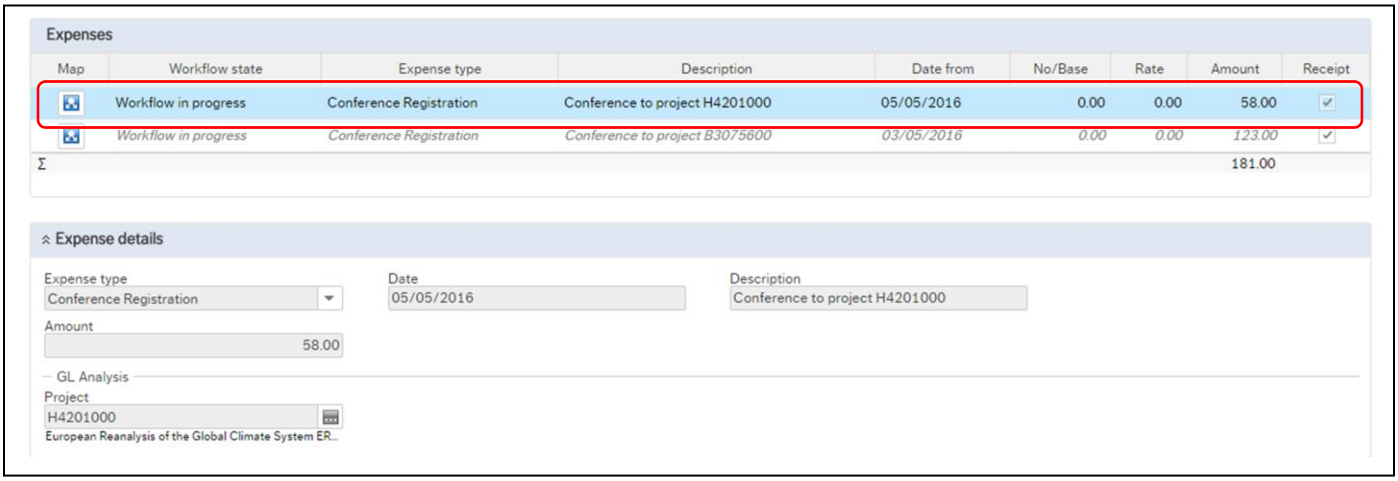
The claim will route to two different project approvers.

Expense line 1: To be approved by Project Approver 1



The greyed out line is for information only and is not approved by this approver

Expense line 2: To be approved by Project Approver 2



- Expense lines are workflowed independently until all expense lines on the expense claim have been approved by the Project Approver AND by the Head of School or Function (or Delegated Approver).

- Once an expense line is approved it 'waits' in workflow until all expense lines in the claim have been approved or deleted

- Once the claim contains only expense lines that have been fully approved, the claim routes to Accounts Payable for further processing.

Selecting a Substitute Approver

If you are an approver on a work flow, and you are planning to be away from work for any reason, you can nominate some one to do your approving in your absence. The person you nominate is referred to as your substitute. The policy is that the substitute should be on an equivalent or higher standing than yourself, and should have completed any relevant approval training.

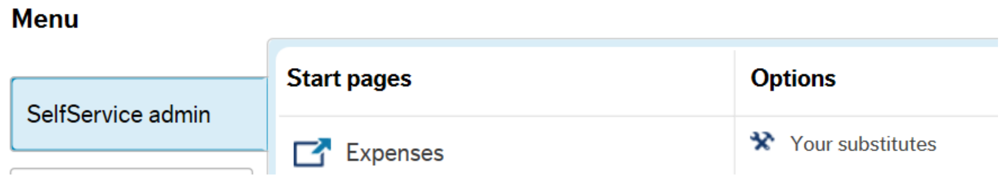
When you choose some one to be your substitute, Financial systems have to initially set them up, send an email to:

Financial-systems@reading.ac.uk

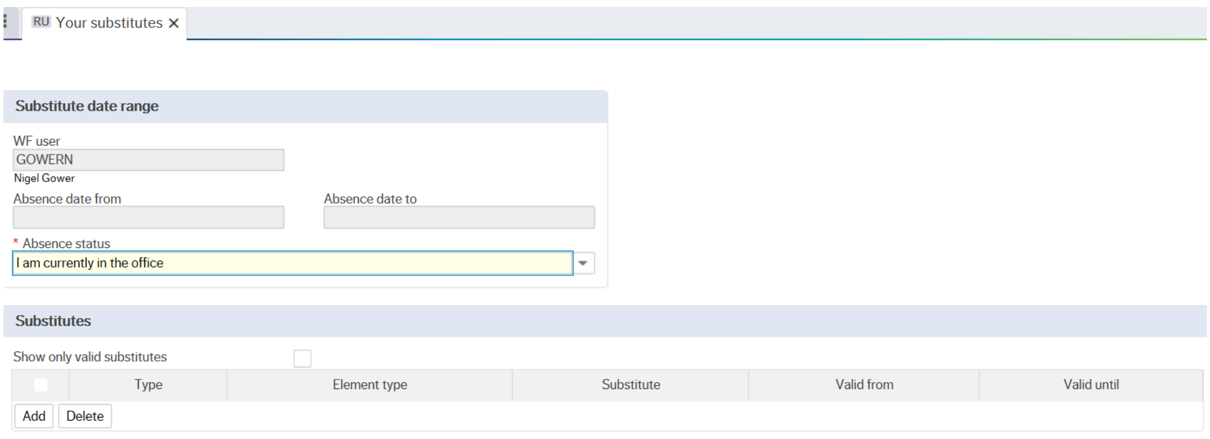
Cc your head of school, who will need to email their approval of the request

Once the substitute has been created, you will be able to set up the date ranges when you will be away from work, and say who your chosen substitute is.

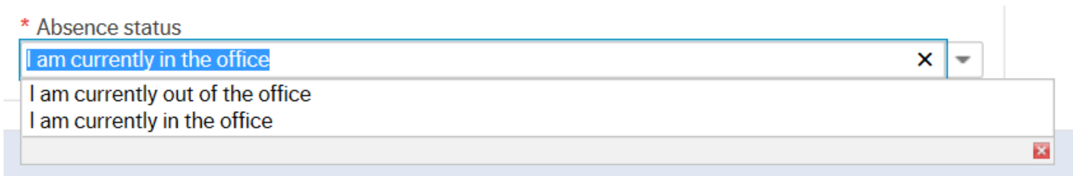
There is a new menu option "Your substitutes" on the opening page of agresso



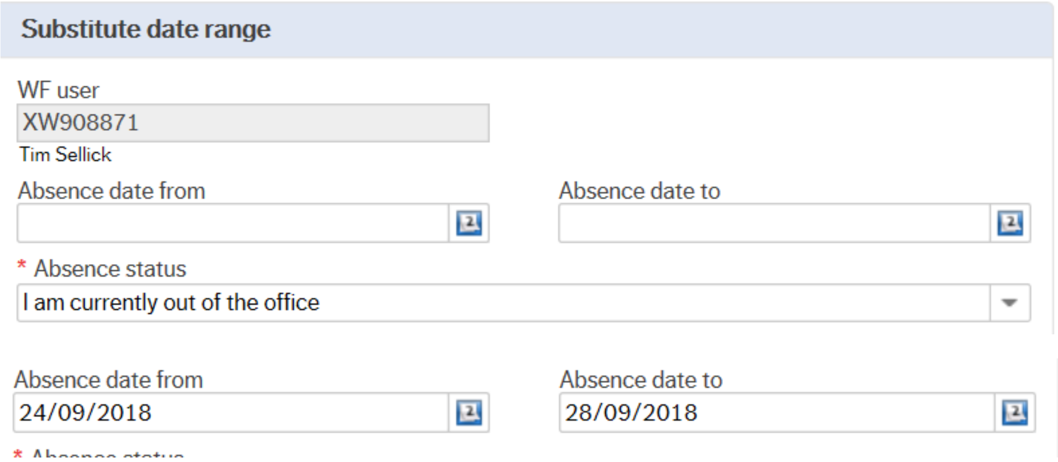
When you go into the screen, it looks like this



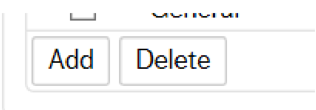
Select "I am currently out of the office" from the drop down



The date from and to fields will become available, and you will input the start and end of your absence:



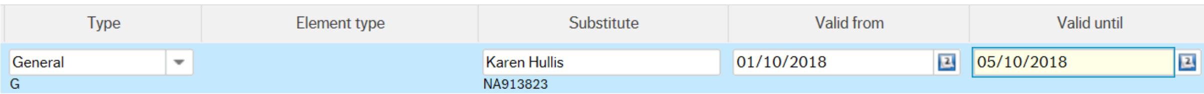
Select Add to bring up an empty line and populate it with details



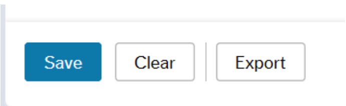
Type is General

Element Type is not required

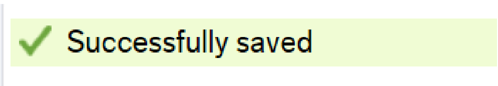
Put the name of your substitute and the date range they will be substituting for:



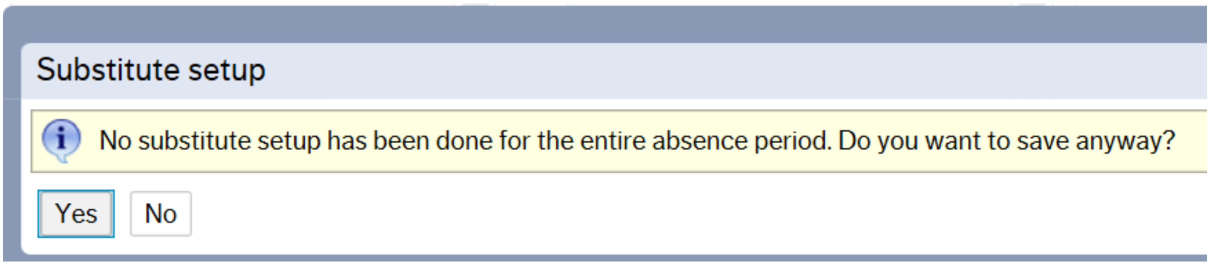
Click Save



You will get a message

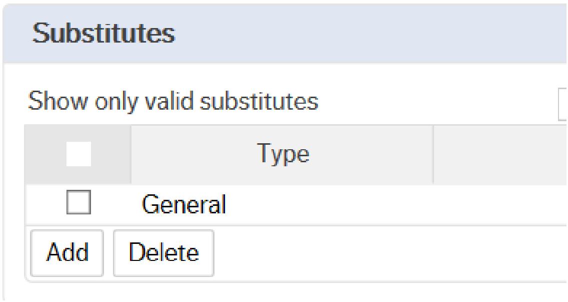


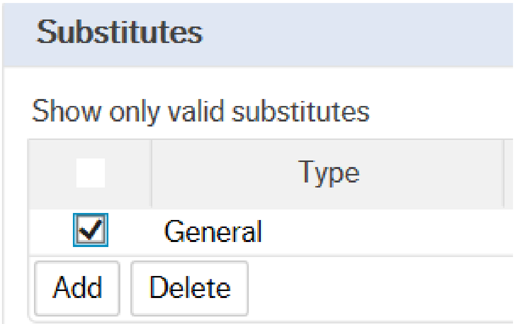
If you get the message



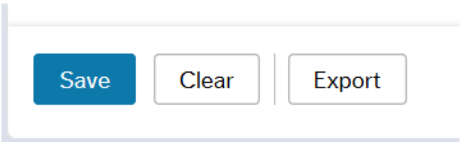
You can carry on by clicking Yes if you are happy with what you have input, or you can click No to put more cover in.

To delete a substitution, put a tick in the tick box and click delete

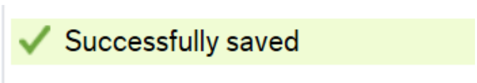




Click Save

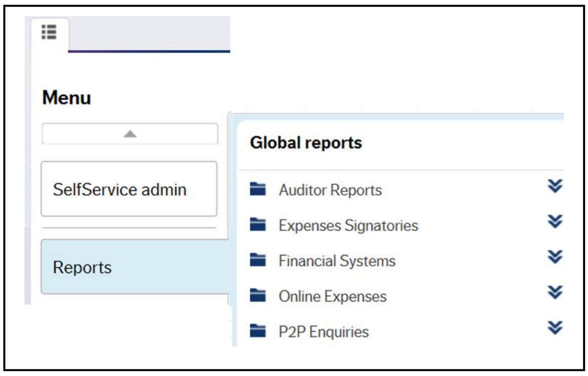


You will get a message



Reports

There are a number of Reports setup to track expense claims. Your acces to these reports depends on your role in the University.



1. Navigate to Reports pages

Under Global Reports > Online Expenses, there is a menu of Online Expenses reports

2. Select the Online Expenses

There are a number of reports to choose from:

- REX01: My Expenses
- REX05: My Project Expenses
- REX09: My HOS Expenses
- REX17: All Expenses

My Expenses

This report enables you to track your own expenses.

My Project Expenses

This report enables you to track all expenses that have been charged to the project for which you are the designated Project Approver (PI).

My Head of School Expenses

This report enables you to track all expenses that have been charged to the project for which you are the designated Head of School or Function.

All Expenses

This report enables you to track all expenses dependent on your access rights.

The reports you see that will give you results, depends on your role in the University.

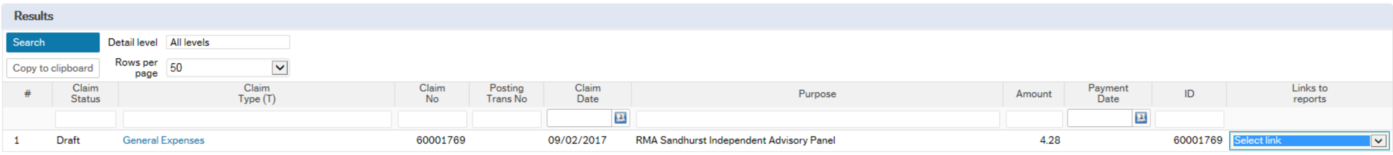
Tracking Expense Claims – My Expenses

My Expenses shows all the expense claims that you have submitted
You can search by:

- Claim Status
- Transaction number

Within the resultant report, you can further filter by:

- Claim Status
- Claim Type
- Claim Number
- Posting Trans No
- Claim Date
- Purpose
- Amount
- Payment Date
- ID

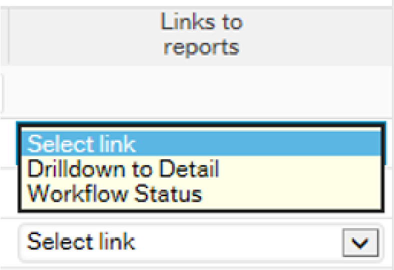


Results

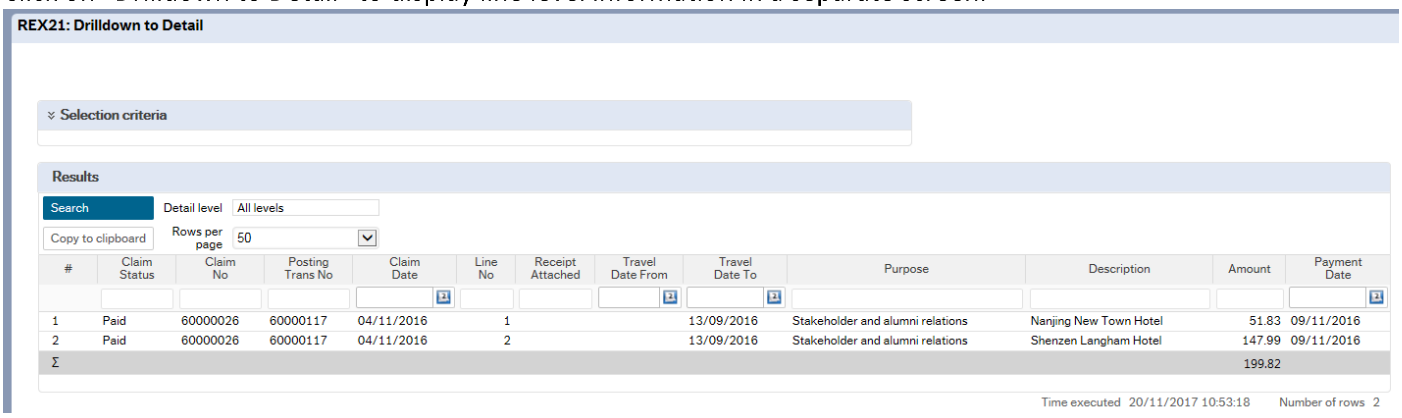
Search | Detail level: All levels
Copy to clipboard | Rows per page: 50

#	Claim Status	Claim Type (T)	Claim No	Posting Trans No	Claim Date	Purpose	Amount	Payment Date	ID	Links to reports
1	Draft	General Expenses	60001769		09/02/2017	RMA Sandhurst Independent Advisory Panel	4.28		60001769	Select link

This report shows the expenses at claim level, not at line level. The column on the far right of the screen allows you to drill down to more detail, and see the line level, or where the claim is in work flow.



Click on “Drilldown to Detail” to display line level information in a separate screen.



REX21: Drilldown to Detail

Selection criteria

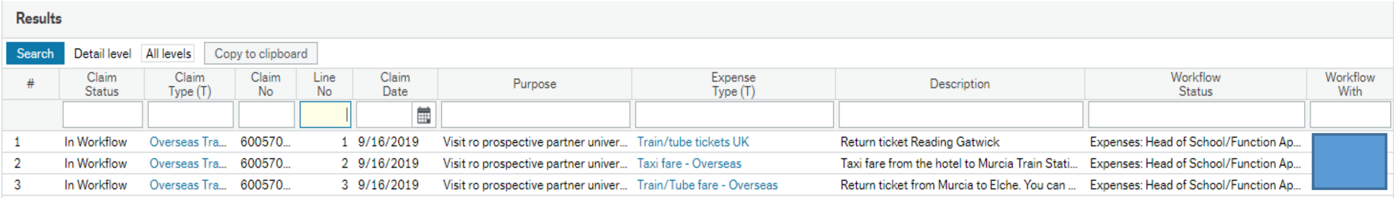
Results

Search | Detail level: All levels
Copy to clipboard | Rows per page: 50

#	Claim Status	Claim No	Posting Trans No	Claim Date	Line No	Receipt Attached	Travel Date From	Travel Date To	Purpose	Description	Amount	Payment Date
1	Paid	60000026	60000117	04/11/2016	1			13/09/2016	Stakeholder and alumni relations	Nanjing New Town Hotel	51.83	09/11/2016
2	Paid	60000026	60000117	04/11/2016	2			13/09/2016	Stakeholder and alumni relations	Shenzen Langham Hotel	147.99	09/11/2016
Σ											199.82	

Time executed 20/11/2017 10:53:18 Number of rows 2

Click on “Workflow Status” to display where the claim is in the work flow and who it is with. However please note, that if the claim is not in work flow, either still in Draft or completed work flow, then this pop up will be empty.



Results

Search | Detail level | All levels | Copy to clipboard

#	Claim Status	Claim Type (T)	Claim No	Line No	Claim Date	Purpose	Expense Type (T)	Description	Workflow Status	Workflow With
1	In Workflow	Overseas Tra...	600570...	1	9/16/2019	Visit ro prospective partner univer...	Train/tube tickets UK	Return ticket Reading Gatwick	Expenses: Head of School/Function Ap...	
2	In Workflow	Overseas Tra...	600570...	2	9/16/2019	Visit ro prospective partner univer...	Taxi fare - Overseas	Taxi fare from the hotel to Murcia Train Stati...	Expenses: Head of School/Function Ap...	
3	In Workflow	Overseas Tra...	600570...	3	9/16/2019	Visit ro prospective partner univer...	Train/Tube fare - Overseas	Return ticket from Murcia to Elche. You can ...	Expenses: Head of School/Function Ap...	

Name of person where the claim is in the work flow will appear in the “Workflow With” column.

Tracking Expense Claims – My Project Expenses

My Project Expenses shows all the expense lines charged to projects for which you are the Project Approver
Within the report, you can filter by:

- Project
- Claimant
- Claim Status
- Claim Type
- Claim Number
- Posting Trans No
- Claim Date
- Purpose
- Amount
- Payment Date
- Claim ID

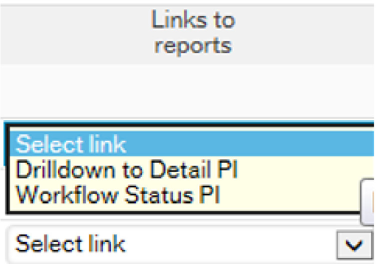
Results

Search | Detail level: All levels
Copy to clipboard | Rows per page: 50

#	Project ResID	Project	Claimant (T)	Claim Status	Claim Type (T)	Claim No	Posting Trans No	Claim Date	Purpose	Amount	Payment Date	Claim ID	Links to reports
1	683396	A2355200	Burt,Stephen	Paid	General Expenses	60000161	60001040	13/01/2017	Eye test	23.00	13/01/2017	60001040	Select link
2	683396	A2355200	Tarnavsky,Elena	Paid	General Expenses	60000366	60000502	14/12/2016	Leadership Training	216.00	16/12/2016	60000502	Select link
3	683396	A2355200	Rowan Sutton	Rejected	General Expenses	60002035		01/09/2017	01/09/2017 Expense 529710	215.00		60002035	Select link
4	683396	A2355200	Christine Grimmond	In Workflow	General Expenses	60002036		05/09/2017	05/09/2017 Expense 904931	70.00		60002036	Select link
Σ										524.00			

Time executed 20/11/2017 12:31:49 Number of rows 4

This report shows the expenses at claim level, not at line level. The column on the far right of the screen allows you to drill down to more detail, and see the line level, or where the claim is in work flow.



Click on "Drilldown to Detail" to display line level information in a separate screen.

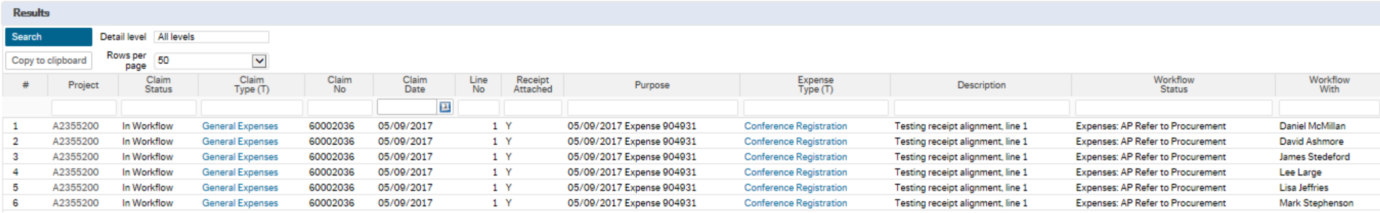
Results

Search | Detail level: All levels
Copy to clipboard | Rows per page: 50

#	Project	Claim Status	Claim Type (T)	Claim No	Posting Trans No	Claim Date	Line No	Receipt Attached	Travel Date From	Travel Date To	Purpose	Expense Type (T)	Description	Amount	Payment Date
1	A2355200	In Workflow	General Expenses	60002036		05/09/2017	1	Y	05/09/2017	05/09/2017	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	50.00	
2	A2355200	In Workflow	General Expenses	60002036		05/09/2017	2	Y	05/09/2017	05/09/2017	05/09/2017 Expense 904931	Document Publication Fee	Testing receipt aligning, line 2	20.00	
Σ														70.00	

Time executed 20/11/2017 12:36:27 Number of rows 2

Click on "Workflow Status" to display where the claim is in the work flow and who it is with. However please note, that if the claim is not in work flow, it is either still in Draft or completed work flow, then this pop up will be empty.



Results

Search | Detail level: All levels
Copy to clipboard | Rows per page: 50

#	Project	Claim Status	Claim Type (T)	Claim No	Claim Date	Line No	Receipt Attached	Purpose	Expense Type (T)	Description	Workflow Status	Workflow With
1	A2355200	In Workflow	General Expenses	60002036	05/09/2017	1	Y	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	Expenses: AP Refer to Procurement	Daniel McMillan
2	A2355200	In Workflow	General Expenses	60002036	05/09/2017	1	Y	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	Expenses: AP Refer to Procurement	David Ashmore
3	A2355200	In Workflow	General Expenses	60002036	05/09/2017	1	Y	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	Expenses: AP Refer to Procurement	James Stedeford
4	A2355200	In Workflow	General Expenses	60002036	05/09/2017	1	Y	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	Expenses: AP Refer to Procurement	Lee Large
5	A2355200	In Workflow	General Expenses	60002036	05/09/2017	1	Y	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	Expenses: AP Refer to Procurement	Lisa Jeffries
6	A2355200	In Workflow	General Expenses	60002036	05/09/2017	1	Y	05/09/2017 Expense 904931	Conference Registration	Testing receipt alignment, line 1	Expenses: AP Refer to Procurement	Mark Stephenson

Tracking Expense Claims – My Head of School Expenses

My Head of School Expenses shows all the expense lines charged to projects for which you are the Head of School/Function

Within the report, you can filter by:

- Head of school user id
- Cost Centre
- Claimant Name
- Claim Status
- Claim Number
- Posting Trans No
- Claim Date
- Purpose
- Amount
- Payment Date
- ID

Results

Search | Detail level: All levels | Copy to clipboard | Rows per page: 50

#	HOS ID	CostC	Claimant (T)	Claim Status	Claim Type (T)	Claim No	Posting Trans No	Claim Date	Purpose	Amount	Payment Date	ID	Links to reports
1	SAVAGD	PJCP	Holman,Charlie	In Workflow	Overseas Travel	60002011		14/02/2017	UoRM campus dressing visit	7.21		60002011	Select link
2	SAVAGD	BCKP	David Savage	In Workflow	General Expenses	60001999		14/02/2017	Driving own car to various meetings	37.35		60001999	Select link
3	SAVAGD	YSTB	Gillham,David	In Workflow	UK Travel (including Subsistence Over 10 Hrs)	60001970		13/02/2017	TVSP business	359.45		60001970	Select link

This report shows the expenses at claim level, not at line level. The column on the far right of the screen allows you to drill down to more detail, and see the line level, or where the claim is in work flow.

Links to reports

Select link
Drilldown to Detail HOS
Workflow Status HOS

Select link

Click on "Drilldown to Detail" to display line level information in a separate screen.

Results

Search | Detail level: All levels | Copy to clipboard | Rows per page: 50

#	Project	Claim Status	Claim No	Posting Trans No	Claim Date	Line No	Receipt Attached	Travel Date From	Travel Date To	Purpose	Expense Type (T)	Description	Amount	Payment Date
1	A3342102	In Workflow	60002011		14/02/2017	1	N	04/02/2017	12/02/2017	UoRM campus dressing visit	Taxi fare - Overseas	Taxi to hotel Jen in Johor Bahru	7.21	
Σ													7.21	

Time executed 20/11/2017 12:12:11 Number of rows 1

Click on "Workflow Status" to display where the claim is inm work flow and who it is with. However please not, that if the claim is not inwork flow, either still in Draft or completed work flow, then this pop up will be empty.

Results

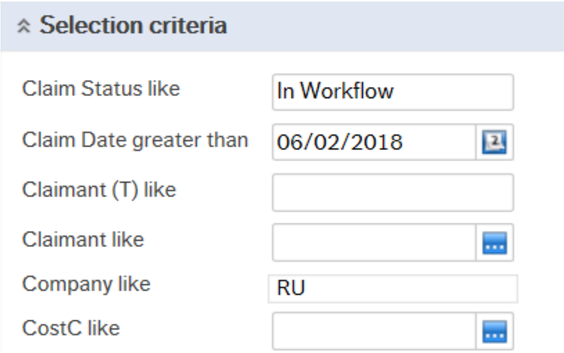
Search | Detail level: All levels | Copy to clipboard | Rows per page: 50

#	Project	Claim Status	Claim No	Claim Date	Line No	Receipt Attached	Purpose	Expense Type (T)	Description	HOS ID	Workflow Status	Workflow With
1	A3342102	In Workflow	60002011	14/02/2017	1	N	UoRM campus dressing visit	Taxi fare - Overseas	Taxi to hotel Jen in Johor Bahru	SAVAGD	Expenses: Missing Receipt	Tony Downes

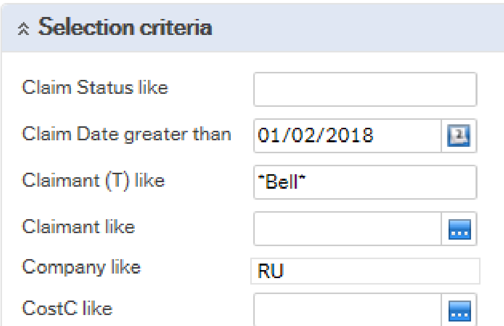
Time executed 20/11/2017 12:13:13 Number of rows 1

Tracking Expense Claims – All Expenses

All Expenses reports on expense for anyone, however access to this is restricted.
To reduce the amount of information returned, the report does not initially open, you will need to complete the search criteria and search. The default search criteria is for claims in workflow, created in the last two weeks:



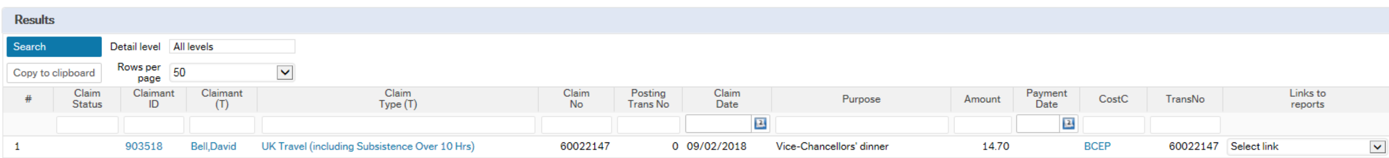
Although that can be changed:



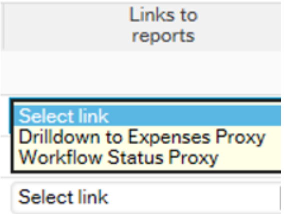
Claimant (T) is the name of the person, where Claimant is the user id

Within the report, you can filter by:

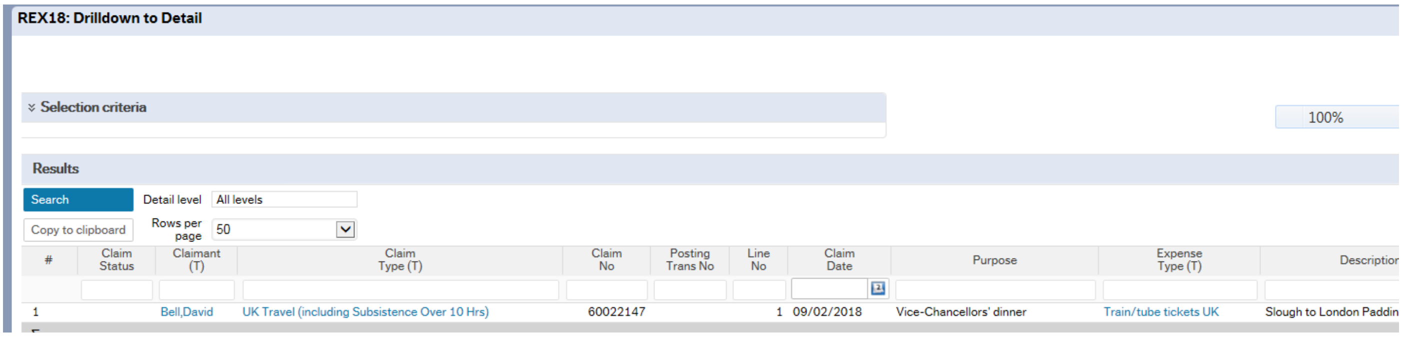
- Claim Status
- Claimant Id
- Claimant
- Claim Type
- Claim Number
- Posting Trans No
- Claim Date
- Purpose
- Amount
- Payment Date
- Cost Centre
- Transaction Number



This report shows the expenses at claim level, not at line level. The column on the far right of the screen allows you to drill down to more detail, and see the line level, or where the claim is in work flow.



Click on “Drilldown to Detail” to display line level information in a separate screen.



Click on “Workflow Status” to display where the claim is inm work flow and who it is with. However please not, that if the claim is not inwork flow, either still in Draft or completed work flow, then this pop up will be empty.