

Agresso – Online Expenses Guide

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Reviewed:	Annually

St George's University of London

Agresso – Online Expenses Guide

Introduction

From April 2020 all staff expenses will be processed through agresso using the online system. This will include budget and payroll approval before being loaded into agresso our finance system. Payment will then be included in the next available weekly payment run and credited to the individuals bank account. A remittance will be emailed to the claimant and claims can be viewed at any time via the system.

The introduction of this system will increase efficiencies, reduce paper, time and the claimant will be reimbursed quicker than current practices.

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Agresso – Online Expenses Guide

Access the System

The system access has been designed at SGUL using the single sign on method, which means your network user name will be used to access the expenses module via agresso.

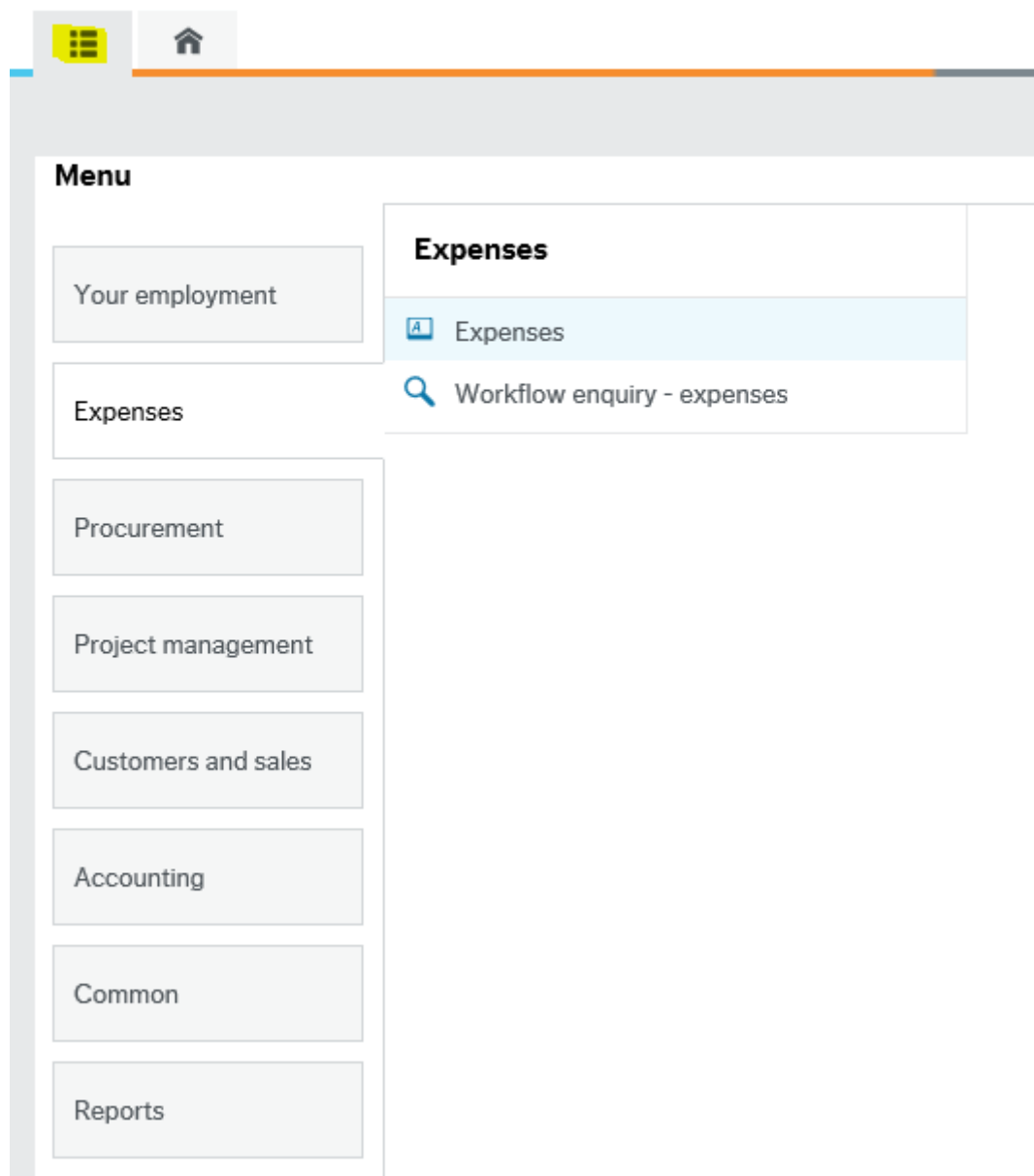
There is an icon on your desktop




Alternatively, the following link can be used to access Agresso

<https://ubw7-ss.sgul.ac.uk/BusinessWorld/Default.aspx>

Once your username has been validated against the network, you will be presented to the homepage of agresso. Depending on your agresso access your menu options will be shown on the left-hand side but can also be accessed by clicking on the menu button as highlighted.





To access the expenses module, click of the Expenses section within your menu.
Please note this may be the only option available to you if you do not use agresso for any other purpose within SGUL.



Menu

Expenses

 Expenses

 Workflow enquiry - expenses

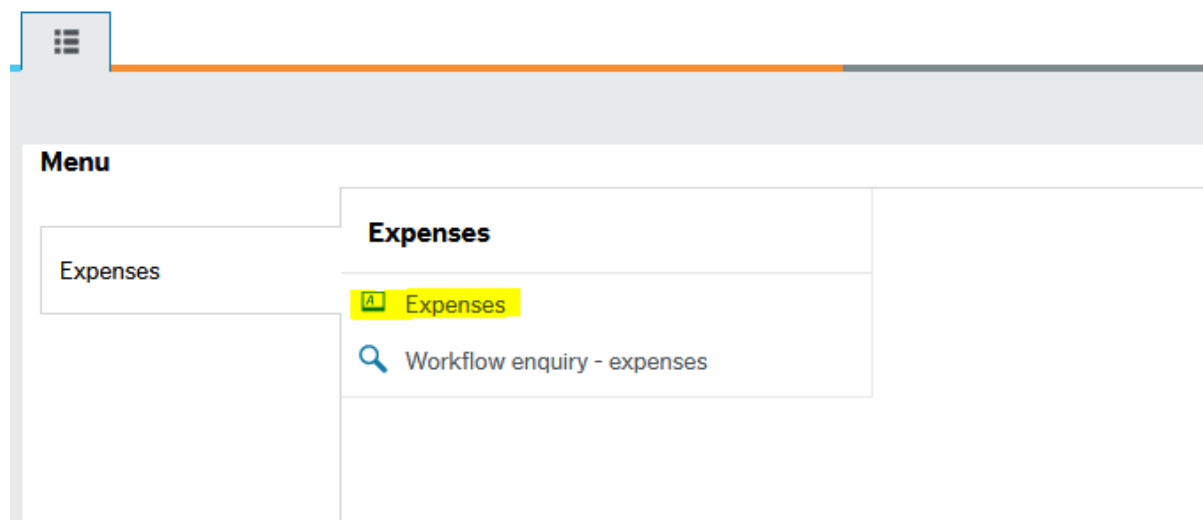
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To initiate a new claim

Click on Expenses within the Expenses main body section

UNIT4 Business World



The following screen will appear and this is the screen that you will need to start inputting your claim details. Please note it defaults to draft, which will enable you to add and amend at any time. You will be required to change this to ready when you are ready to submit which this guide will highlight to you.

 Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

General

Status

Draft

Resource

Purpose*

Additional Notes

Next step

Your resource number (payroll number) will default automatically and your name will appear under the resource box.

You will need to complete the purpose box, which should indicate your reason for the journey you are claiming for or what the expense was for.

The screenshot displays the 'Expenses' form in the Agresso system. At the top, there is a navigation bar with a hamburger menu icon and a tab labeled 'Expenses x'. Below this, the 'Expenses' section is titled, and there are three tabs: '1 - General', '2 - Expenses', and '3 - Summary'. The '1 - General' tab is active. The form contains several fields: 'Status' with a dropdown menu showing 'Draft', 'Resource' with a dropdown menu showing a blurred name, 'Purpose*' with a text input field, and 'Additional Notes' with a larger text input field. A 'Next step' button is located at the bottom left of the form.

You can also add additional notes for the budget or payroll approver if you feel this is required i.e. why the amounts being claimed exceed the violations within the expenses policy.

You will need to complete the additional notes box with the names of any guests that you are claiming, hospitality, staff entertainment or any other expense for.

Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

General

Status

Draft

Resource

Purpose*

Meeting at Liverpool to dicuss stakeholder engagement

Additional Notes

Example:

J Bloggs

M Mouse

The hotel exceeds the limit within the policy as the venue was part of the engagement meeting. I also paid for myself and the 2 other guest as mentioned above.

Next step

Once you have completed the above information click next step.

Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

General

Status

Draft

Resource

Purpose*

Meeting at Liverpool to dicuss stakeholder engagement

Additional Notes

Example:

J Bloggs

M Mouse

The hotel exceeds the limit within the policy as the venue was part of the engagement meeting. I also paid for myself and the 2 other guest as mentioned above.

Next step

This will take you to the next screen and your name and resource number will appear at the top.

UNIT Business World

Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

Subproject

Update all items

Expense items

Expense type	Rule ID	Description	Amount
Add	Delete	Copy	

Expense details

GL Analysis

Previous step

Next step

Save

Clear

Open

Print preview

Delete

-

Reports / Guides

You will need to start with the sub-project code the reimbursement is being paid from. This can be done by entering as the code or if you are unsure you can start typing a word of the name of the code and it will bring up all the relevant codes within that area and you can then click on the one you require.

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Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

Default GL analysis

Subproject

10455-10

...

10455-10 G - Finance Department-Other Charges-general

Update all items

Expense items

<input type="checkbox"/>	Expense type	Rule ID	Description	Amount
<div>AddDeleteCopy</div>				

Expense details

GL Analysis

Previous step

Next step

Save

Clear

Open

Print preview

Delete

-

Reports / Guides

UNIT4 Business World

SGUL M7 Test

Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

Default GL analysis

Subproject

finl

...

10455-10 G - Finance Department-Other Charges-general

10511-10 G - Core Salaries - Finance

10587-10 G - Student Services- Student Finance Operations

10589-10 G - Student Services- Alumni Fund; Student Finance

12579-82 G - Studentship - Dr G Finocchiaro

12908-10 E - Richard de Metz Foundation elective travel bursary for final year medical students

Expense items

<input type="checkbox"/>	Expense type	Rule ID	Description	Amount
<div>AddDeleteCopy</div>				

Expense details

GL Analysis

Previous step

Next step

Save

Clear

Open

Print preview

Delete

-

Reports / Guides

Agresso – Online Expenses Guide

Or alternatively should you not know any of these details, can you then do a search on all codes by clicking on the 3 dots at the end of the subproject box

UNIT Business World SGUL M7 Test

Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

Subproject

Update all items

Expense items

Expense type	Rule ID	Description	Amount
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Add

Delete

Copy

Expense details

GL Analysis

Previous step

Next step

Save

Clear

Open

Print preview

Delete

-

Reports / Guides

Once you have completed the sub-project field and you can now add your expenses that you wish to claim.

Under the expenses item box click on add.

UNIT Business World

♥ v ↻

Expenses x

Expenses

1 - General

2 - Expenses

3 - Summary

Default GL analysis

Subproject

10455-10

...

G - Finance Department-Other Charges...

Update all items

Expense items

<input type="checkbox"/>	Expense type	Rule ID	Description	Amount
<input type="checkbox"/>				0.00
Σ				0.00

Add

Delete

Copy

Expense details

Expense type

Rule ID

...

Description

ExchRate

0.00000000

GL Analysis

Save

Clear

Open

Print preview

Delete

-

Reports / Guides

Under the expense details you will note a field Expense type, at the end of this field you will see a drop-down arrow. By clicking on this arrow, you can pick the expenses element that your claim relates to.

UNIT Business World

Expenses x

Default GL analysis

Subproject
10455-10
G - Finance Department-Other Charges...

Update all items

Expense items

	Expense type	Rule ID	Description	Amount
<input type="checkbox"/>				0.00
Σ				0.00

AddDeleteCopy

Expense details

Expense type

Air Travel
Books
Bus/Tube Travel
Business Phone Expenditure
Car Fuel
Car Hire
Car Parking
Catering
Computer Hardware
Conference Expenses
Course Fees
Home Office Visa
Hospitality
Hotel
Hotel (London)

Rule ID

Scroll down until you see the one you want and click on it.

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In this example Hotel has been picked and you will note various other fields are pre-populated

Enter the amount required in the Curr.amount field and tab and the Amount box will populate automatically. Please note if your amount is in a different currency you will need to click on the 3 dots at the side of the GBP current field and pick the relevant current. Then in the currency box you would put the value in the relevant current and the amount box will automatically convert to GBP.

If the expense is hotel/subsistence, then you will be required to enter price per night/occasion and how many nights/occasions

If the expenses are for hospitality/staff entertainment, you will be required to enter how many people.

Expense details

Expense type
Hotel

Rule ID
PD542
Hotel

Description
Hotel

Price
0.00

Date *
31/03/2020

Number of nights / occasions
0.00

Currency *
GBP

Curr. amount
0.00

ExchRate
1.00000000

Amount
0.00

[GL Analysis](#)

Click on Next Step

The next screen will show you the claim which is still in draft form.

Expenses

1 - General

2 - Expenses

3 - Summary

General

Status *
Draft

Transaction date
2/10/2020

Transaction number
0

Purpose
Testing for the guide

Additional Notes

Expense items

Expense types	Description	Number	Costc	Project	Subproject	Paycomp	Currency	Curr. amount	Amount
Hotel	Hotel	0.00	FIN	10455	10455-10	PAY542	GBP	250.00	250.00
Σ									250.00

Previous step

Save

Clear

Open

Print preview

Delete

-

Reports / Guides

Warning

General: Limit crossed (see Reports / Guides button for limit guide): Resource/Position: 215299/ Limit: 105. Difference: 145.00.

Warnings: 1

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If the claim indicates a violation you may wish to add comments in the additional Notes box prior to submission so the approver is aware of the reason.

Expenses

1 - General 2 - Expenses 3 - Summary

General

Status * **Ready**

Transaction date 2/10/2020 Transaction number 0

Purpose Testing for the guide

Additional Notes

Expense items

Expense types	Description	Number	Costc	Project	Subproject	Paycomp	Currency	Curr. amount	Amount
Hotel	Hotel	0.00	FIN	10455	10455-10	PAY542	GBP	250.00	250.00
Σ									250.00

Previous step

Save Clear Open Print preview Delete - Reports / Guides

Warning: General: Limit crossed (see Reports / Guides button for limit guide): Resource/Position: 215299 / Limit: 105. Difference: 145.00.

Warnings: 1

Before submitting to the approver, you will need to attach scanned copies of the receipts to the relevant element. You can do this by clicking on the paperclip on the far-right hand side of the screen



By clicking this the following screen will appear

Document archive (?) All documents

Change view Actions Sort by Document title Search

All documents 0

Registration of travel invoices (NEW)

Expenses Claims (eg. receipts)

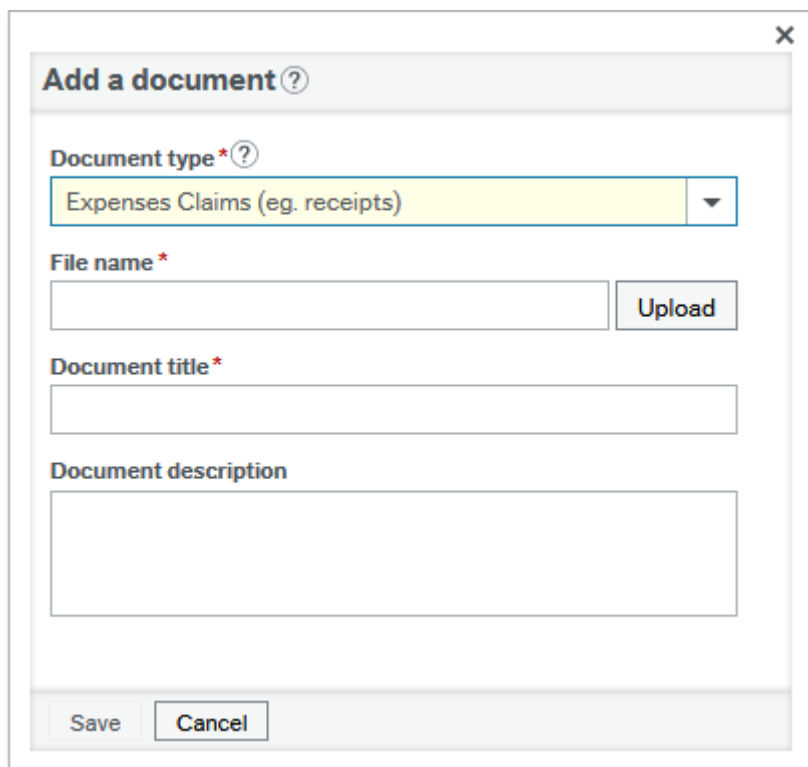
Add a document

Add a document

Click on Add a document

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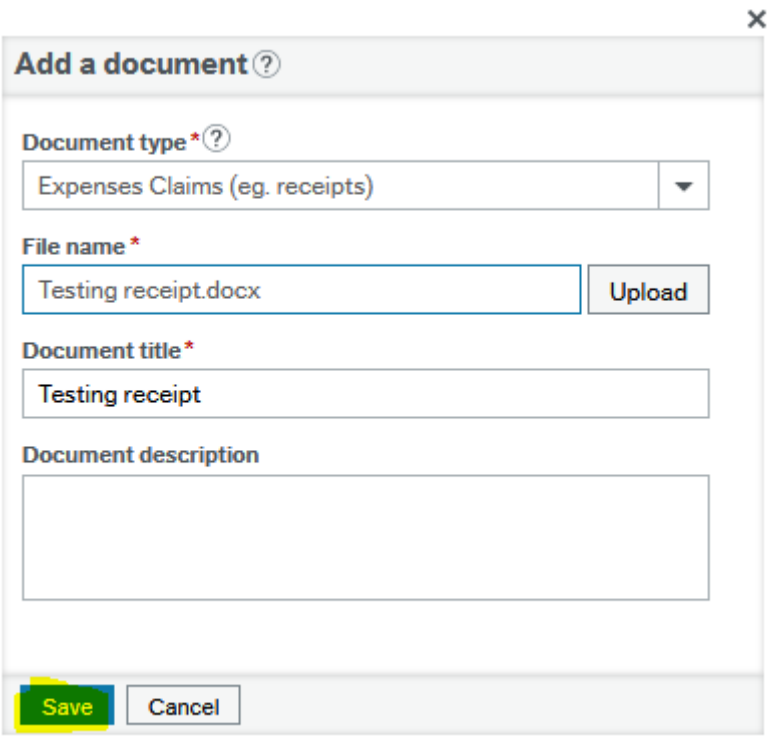
The screenshot shows a modal dialog box titled "Add a document" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Document type ***: A dropdown menu with a question mark icon, currently showing "Expenses Claims (eg. receipts)".
- File name ***: A text input field next to an "Upload" button.
- Document title ***: A text input field.
- Document description**: A larger text area for additional details.
- Buttons**: "Save" and "Cancel" buttons at the bottom left.

Click on upload and find the relevant receipt then click upload

Ensure you have a document title that will be easy to find in the future. Should you wish to add a document description then please add into the box provided.

Once finished click Save



Add a document ?

Document type * ?
Expenses Claims (eg. receipts) ▼

File name *
Testing receipt.docx Upload

Document title *
Testing receipt

Document description

Save Cancel

This will need to be repeated for all receipts relevant to the claim you are submitting

Now click Save

If all is correct you can then change status to Ready, if something is incorrect, you can click on previous step to go back and change.

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Expenses

1 - General 2 - Expenses 3 - Summary

General

Transaction date: 2/10/2020 Transaction number: 0

Purpose: Testing for the guide

Additional Notes

Expense items

Expense types	Description	Number	Costc	Project	Subproject	Paycomp	Currency	Curr. amount	Amount
Hotel	Hotel	0.00	FIN	10455	10455-10	PAY542	GBP	250.00	250.00
Σ									250.00

Previous step

[Save](#) [Clear](#) [Open](#) [Print preview](#) [Delete](#) [-](#) [Reports / Guides](#)

Warning: General: Limit crossed (see Reports / Guides button for limit guide): Resource/Position: 215299/ Limit: 105. Difference: 145.00.

Warnings: 1

On saving, if any part of your claim exceeds the limits within the expenses policy, then the following message will appear, you will either need to click cancel and go back and amend your claim or ok, if you have given the approver an explanation as to why.

General

Limit warnings

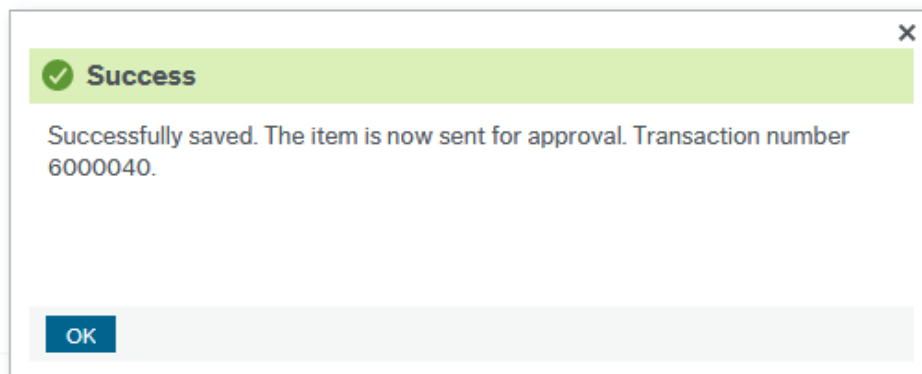
At least one expense exceeds the established limit. For more information about limits please click on the "Reports / Guides" button and single-click on the relevant guide. Would you like to save anyway?

[OK](#) [Cancel](#)

Once ready to submit click OK.

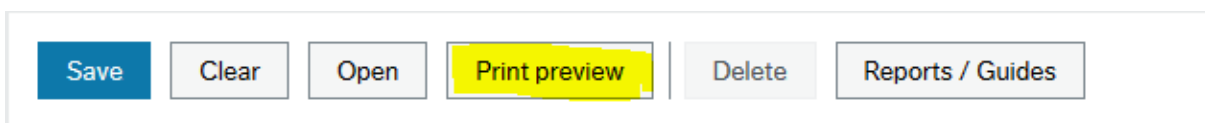
You will then be given a transaction number and you will need to make a note of this number as this number will be required when tracking back on any claims and also for when you submit the original receipts in an envelope to payroll.

You can view a print of your claim by clicking on Print preview

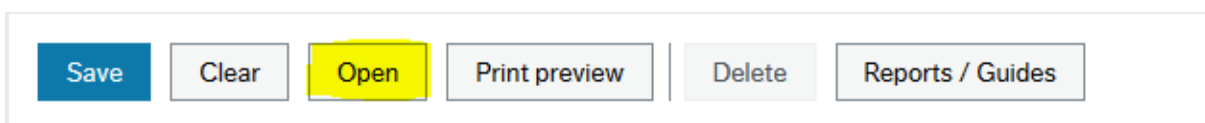


You can view a print of your claim by clicking on Print preview

Your original receipts will still need to be sent to payroll and payroll will not approve until the original receipts have been received and the check has been completed. Please submit your receipts in a sealed envelope and on the from quote your name, date claim submitted and the transaction number quoted (as above)



To access the claim at any time, click on open, this will show where the claim is in the process



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How to approve or reject claim

Access the System

The system access has been designed at SGUL using the single sign on method, which means your network user name will be used to access the expenses module via agresso.

There is an icon on your desktop

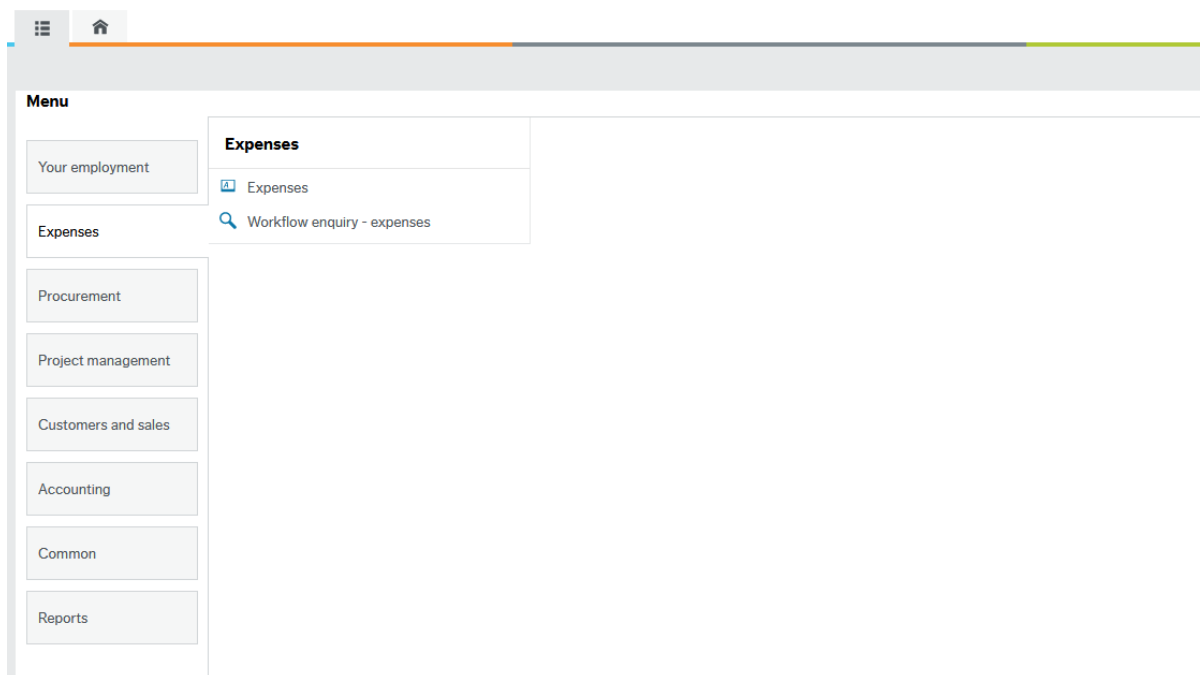


Alternatively, the following link will allow you to access agresso

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Once your username has been validated against the network, you will be presented to the homepage of agresso. Depending on your agresso access your menu options will be shown on the left-hand side but can also be accessed by clicking on the menu button as highlighted

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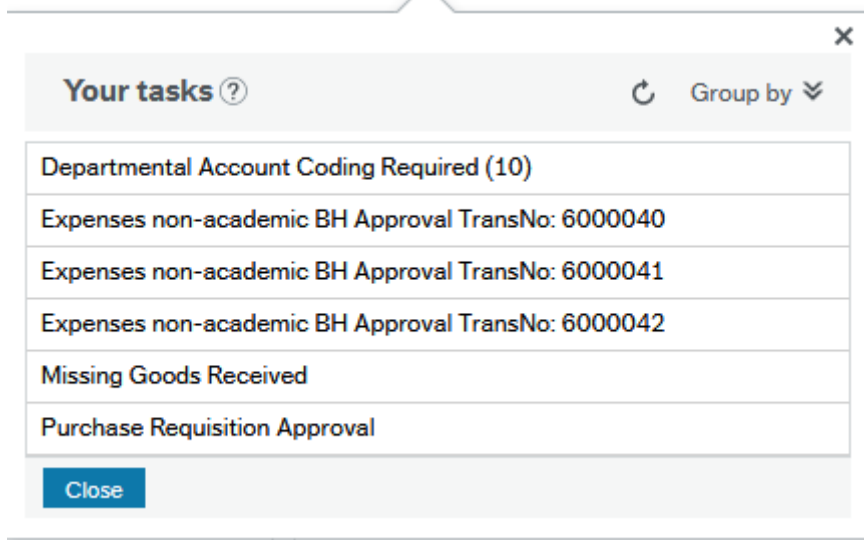


On the far-right hand side you will see your tasks outstanding

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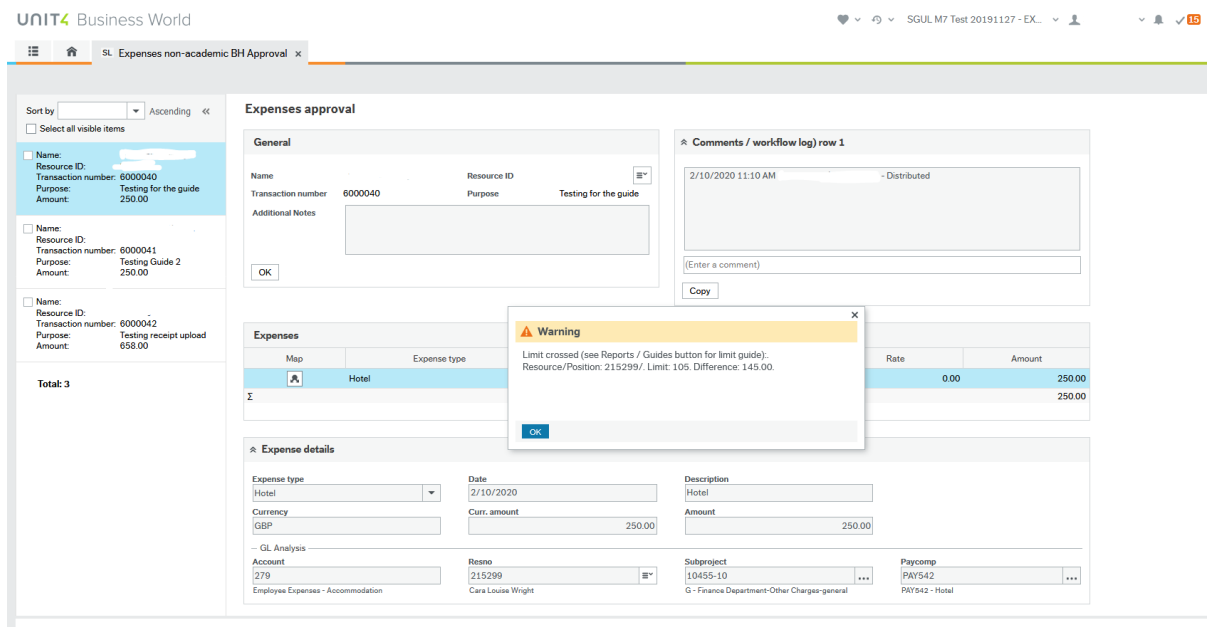
Click on the task icon and your outstanding tasks will be displayed



You will see any expenses that require your approval. These will start with the word Expenses

Click on the one you wish to check for approval

You will now see the claim and should the claim exceed any limits as per the expenses policy this will be highlighted. You will also see other outstanding claims on the left-hand pane as well which you can then access via this menu



You can view the relevant receipts that go with this claim by clicking on the paperclip at the far righthand side at the top.

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If you are happy to approve, you can click Approve at the bottom, if you wish to reject, you will need to add a comment in the comment box as to why you are rejecting and click reject.

If there are violations to the limits but you want to approve you will need to add a comment in the box prior to approval so payroll can see why. Please note this may still be rejected by payroll.

The screenshot shows the 'Expenses approval' interface. On the left, there is a list of expenses with details like Name, Resource ID, Transaction number, Purpose, and Amount. The main area is divided into sections: 'General' with fields for Name, Resource ID, Transaction number, Purpose, and Additional Notes; 'Comments / workflow log' with a table showing comments; 'Expenses' with a table listing expense types, descriptions, quantities, rates, and amounts; and 'Expense details' with fields for Expense type, Date, Description, Currency, Curr. amount, Amount, Account, Resno, Subproject, and Paycomp. At the bottom, there are buttons for 'Approve', 'Reject', 'Advanced mode', 'Log book', and 'Reports / Guides'.

Map	Expense type	Description	Quantity	Rate	Amount
	Hotel	Hotel	0.00	0.00	250.00
Σ					250.00

Expense type	Date	Description
Hotel	2/10/2020	Hotel

Currency	Curr. amount	Amount
GBP	250.00	250.00

Account	Resno	Subproject	Paycomp
279	215299	10455-10	PAY542
Employee Expenses - Accommodation		G - Finance Department-Other Charges-general	PAY542 - Hotel

Once you click Approve the message will highlight again about the limits and the violations that the claim is outside of the limits within the expenses policy.

Once you have approved, it will then be sent to payroll and it will disappear from your task list.

**** Please note if you are the budget holder and the cost centre holder, you may be required to authorise****