

# Agresso Expenses – Quick Card- Approver

## Accessing Agresso Self Service

Agresso on-line expenses is access through ADFS (SSO).  
Follow the steps below to access the system



1. Click on from your desktop to access the system

## Approving/Rejecting Expense Claims

Once expenses are submitted by the claimant, the budget holder of the subproject used will receive an email stating that there is a task to be actioned within the Agresso on-line expenses system.

By accessing the system as above you can view and then **Approve/Reject** accordingly.

1. Click on the task area at the top right-hand side
2. Your outstanding tasks will be listed as below



(The number showing will indicate the total number of tasks outstanding and will vary)

Expenses non-academic BH Approval TransNo: 6000095

Expenses non-academic BH Approval TransNo: 6000098

Expenses non-academic BH Approval TransNo: 6000104

Expenses non-academic BH Approval TransNo: 6000107

Expenses non-academic BH Approval TransNo: 6000112

3. Click on the relevant **transaction number** and the expenses approval screen will be displayed

Expenses approval

General

Name

Transaction number

Description

Additional Information

OK

Resource ID

Purpose

Comments / workflow log) row 1

2/20/2020 1:31 PM

Distributed

Enter a comment

Expenses


Map	Expense type	Description	Price	Rate	Amount
	Air Travel	Air Travel	0.00	0.00	25.00
Σ					25.00

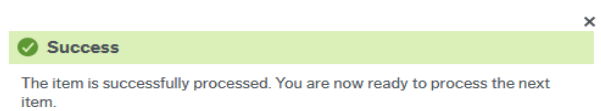
The following information will be detailed on the claim

Name of claimant, resource Number, workflow log, reason for travel and purpose, any additional information, expenses being claimed, subproject used and the amount.

- Click on  to view the scanned receipts that supports this claim

***If you are happy with the contents and details of this claim, then approval will be required***

- Click on  and you will receive the following message

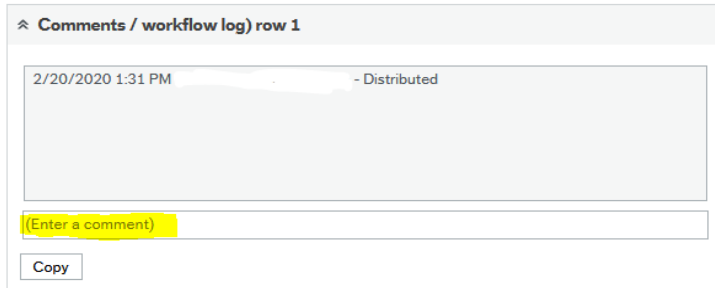


This claim will now be submitted to the next approver in the workflow chain.

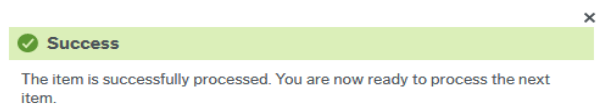
If you submit a claim on a sub-project which you are the budget-holder on, your own claim will come to you for approval before going to someone above you in the workflow chain. (This does not include Directors, there is a separate workflow routing for them).

***If you are NOT happy with the contents and details of this claim, or require further information from the claimant, then rejection will be required***

6. Click on the **Enter a comment field** and enter the reason for rejection or what additional information you require



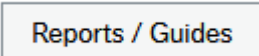
7. Click on  and you will receive the following message



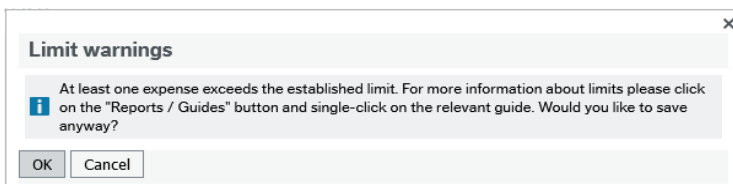
This claim will be sent back to the claimant and no payment will be made at this stage

## Violations

All expenses claims must be submitted and approved in accordance with our expenses policy. The policy and limits are accessible via this expenses module

1. Click on  for more details

***If a claim is submitted that is outside of this policy and over the limits the following will be displayed.***



It is the approvers responsibility that all claims are within the policy limits. Should there be no reason why the expenses exceed the limits, then the approver will need to reject with a comment as indicated above.

If the claimant has provided a valid reason and the approver is satisfied with the reason why, then a comment will need to be added prior to submitting for approval. NB. Any claims that are outside of the policy may still be rejected by payroll.