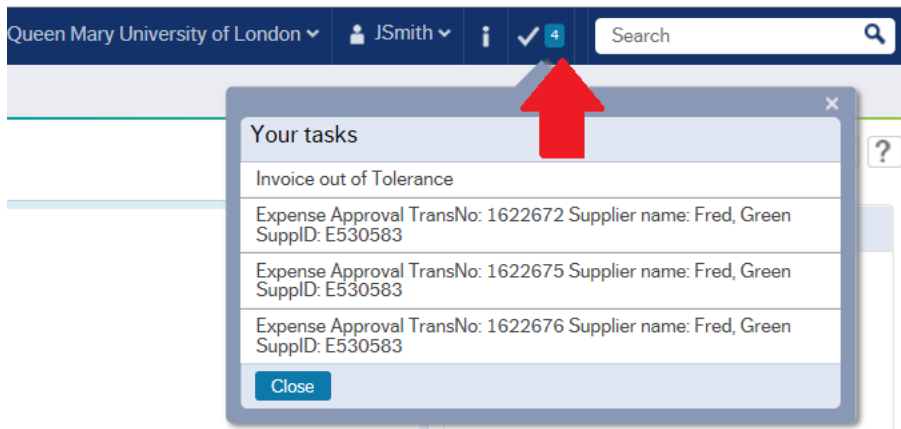


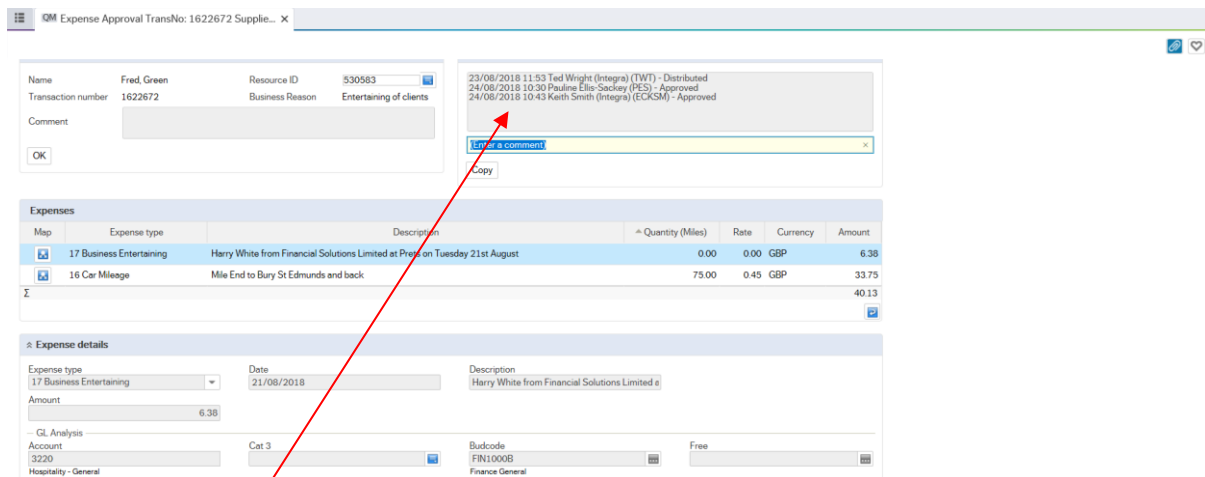
An expense claim needs to be approved by the cost centre owner/budget holder before it can be processed by the Accounts Payable team in Finance for payment to the claimant. This approval step is normally undertaken after the claim has been verified by a designated user for the cost centre involved.

We would recommend that you do not approve any of your own expense claims as this will just delay the workflow as it will mean the task will get routed automatically to your manager/supervisor.

Each Agresso system approver for the cost centre will receive an email alert in regard to an expense claim. They will need to log into Agresso Web to approve the expense claim. The number of outstanding tasks for them will be shown on the top right-hand side of their sign on screen:



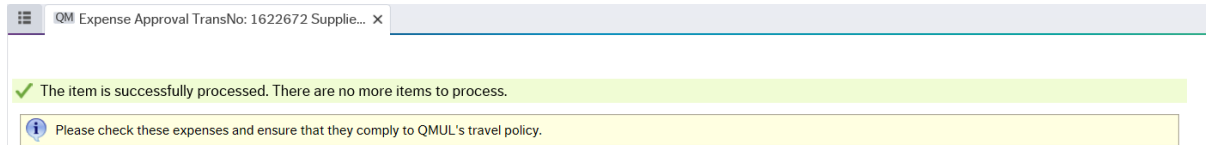
The expense claim then needs to be reviewed by double clicking on a task:



The expense claim will have been verified by a designated user within your cost centre, details of which are shown in the top right-hand pane in showing the workflow details.

Please check that the budget code used for the expense claim is valid along with the amount claimed.

If the claim is valid then it can be approved by pressing the **Approve** icon on the bottom left of this screen. It is then sent in workflow to Finance for processing. A message should then appear stating that the item has been successfully processed:



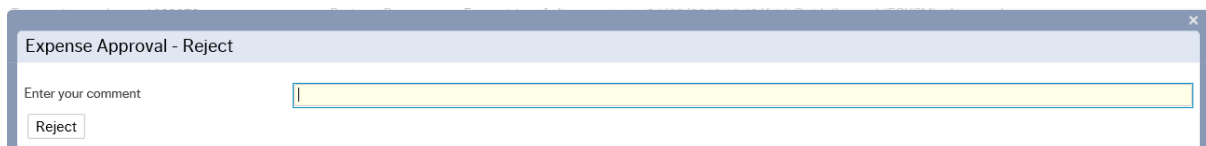
It is then worthwhile checking to see if there are any more expense claims awaiting approval by you. This is shown by the number in the top right-hand side of the menu screen. If no number is shown there are no claims awaiting your approval. There are still 3 items in workflow awaiting the attention of this user:



If any lines of the expense claim are invalid, then the claim needs to be rejected. We would recommend that you reject the claim in full.

Rejecting a claim:

To reject press the **Reject** icon at the bottom of the screen. You will then be required to enter a comment explaining why this expense claim is being rejected.



Once you have entered your comment, you will then need to press the Reject icon in this window to save. The claim will then be sent back to the claimant for amendment.