Agresso

Verifying Expense Claims



An expense claim needs to be verified by a designated user or users for the cost centre involved before it can be sent in workflow for approval. Please do not verify any of your own claims as this will just delay the workflow as the task will get routed automatically to your manager/supervisor.

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

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				Z		×	
	Your tas	ks					
	Expenses Green Su	- Verification Tr ppID: E530583	ransN	lo: 16226	672 Supplier name: Fred,		
	Expenses Green Su	- Verification Ti ppID: E530583	ransN	lo: 16220	673 Supplier name: Fred,		
	Close						

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

QM Expenses -	Verification Trans	sNo: 1622672 Su 🗙						
Please check the	ese expenses and	l ensure that they comply to QN	/IUL's travel and expenses p	policy.				
General				* Workflow log (row 1)				
Name Transaction number Comment	Fred, Green 1622672	Resource ID Business Reason	530583	23/08/2018 11:53 Ted Wright (Inte	gra) (TWT) - Distributed			
ОК				(Enter a comment) Copy				×
Expenses								
Map E	xpense type		Description		 Quantity (Miles) 	Rate	Currency	Amount
17 Business	s Entertaining	Harry White from Financial Se	olutions Limited at Prets on Tu	esday 21st August	0.00	0.00	GBP	6.3
16 Car Mile	age	Mile End to Bury St Edmunds	and back		75.00	0.45	GBP	33.7
								40.13
								2
Expense details								
xpense type 17 Business Entertair	ning	Date 21/08/2018		Description Harry White from Financial Solution	ns Limited a			
Amount		6.38						

What needs to be checked for each line on the claim:

• The claim follows the QMUL Travel and Expenses Policy Guidelines in full and complies with the prescribed limits, e.g. meal type, class of hotel and airline flights.

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- Key policy guidelines
 - o Claims must be within 3 months of the date of expenditure
 - No personal gain or loss for the claimant
 - o Only "out of pocket" expenses can be claimed
 - Each line contains a full and appropriate narrative describing the expense, i.e. business entertaining should include text showing the names and organisation of each attendee.
- The coding in terms of budget code, cost centre and expense type is correct
- The attached images are valid for the claim

To view these attached images, double click on the paper clip on the top right-hand side of the screen to open up the images/documents screen:

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				Open documents
				∅ ♥ ?

The following screen will appear showing all the attached documents:



Then change the view type to "Detailed":



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You will then be able to see these receipt images in more detail by pressing the "Fit to screen" icon:



Note that you can view each receipt for the claim by pressing the right or left icon

Documents 🕐	Change view 🔳 🧮 🔢 Filter by document type 👘 Action
Pret A Manger Goswell Road Shop Number 102 EC1M 7AN 24/07/2018 13:54:32 23984000127 Miroslava Ga POS : 6 - Till 6	If Business Entertaining: • name + institution of attendees * *
Document title Pret receipt Document type Expense Claims Last update 23/08/2018	

Note that you can view each receipt for the claim by pressing the ______ icon. Business entertaining claims should have the organisation and names of all the attendees alongside the receipt.

You can close this window by clicking on the "x" on the top right-hand corner of the pane:



If any lines of the expenses do not comply with the checking requirements, then the claim needs to be rejected. We would recommend that you reject the claim in full.

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	Rejecting a claim:
	To reject press the icon at the bottom of the screen. You will then be required to enter a comment explaining why this expense claim is being rejected.
	Expenses - Verification - Reject Enter your comment Reject
	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.
	Verifying a claim:
	Once the expense claim has been successfully verified comfirm by pressing the icon at the bottom of the screen. It is then sent in workflow for approval. A message should then appear stating that the item has been successfully processed:
	Image: QM Expenses - Verification TransNo: 162267 Su ×
	The item is successfully processed. There are no more items to process.
	Please check these expenses and ensure that they comply to QMUL's travel and expenses policy.
	It is then worthwhile checking to see if there are any more expense claims awaiting verification 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 verification. In this following screen shot, 2 are awaiting verification by this user:
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