UBW Agresso
Online Expenses
User Guide - AP

VERSION 1.0
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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.

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.

Approving an Expense Claim in Accounts Payable

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

Expense lines route independently, to approvers based upon project selected. If a claim contains expense lines over multiple projects, workflow will route to different approvers.

1. The Project Approver - person designated as the PI on the project selected
2. The Head of School or Function (or Delegate) – dependent upon route code on cost centre associated with the project selected and delegate limits on cost centre.

All expense lines must be approved before the workflow routes the whole claim to Accounts Payable.

Within Accounts Payable there are several distribution routes within the workflow:

- Prize Fund Team Approval – directed where the project is a Prize Fund
  - Approve to AP Team / AP Advances Team
  - Reject back to Claimant, with comment explaining reason for rejection

- Procurement Team Approval – directed for specific claims
  - Approve to AP Team / AP Advances Team
  - Reject back to Claimant, with comment explaining reason for rejection

- AP Team Approval – where the claimant has no Advances outstanding
  - Approve – approves for payment and leaves workflow
  - Reject back to Claimant, with comment explaining reason for rejection
  - Refer to Procurement, with comment showing advisory question
  - Refer to AP Control, with comment on reason for referral

- AP Advances Team Approval – where the claimant has Advances outstanding
  - Approve to AP Control, to provide extra level of approval
  - Reject back to Claimant, with comment explaining reason for rejection
  - Refer to Procurement, with comment showing advisory question
  - Refer to AP Referral, with comment on reason for referral

- AP Control Approval – where the claimant has Advances outstanding or claim is referred by AP Team
  - Approve – approves for payment and leaves workflow
  - Reject back to Claimant, with comment explaining reason for rejection
  - Refer to Procurement, with comment showing advisory question
  - Refer to AP Referral, with comment on reason for referral
- AP Referral Approval – where the claim is referred by AP Control
  - Approve – approves for payment and leaves workflow
  - Reject back to Claimant, with comment explaining reason for rejection

- Procurement Team Advice – where claim is referred to Procurement Team, acting in advisory capacity
  - Approve to AP, with comment answering question posed
  - Reject back to Claimant, with comment explaining reason for rejection
Prize Fund Team Approval

A claim will be directed to the Prize Fund Team for approval where the project is a Prize Fund.

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

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve or reject the expense claim
   - Approve to AP – if the expense claim looks OK
   - Reject – if the expense claim contains errors which need to be corrected by the claimant

If the paperclip icon is NOT shaded there is no receipt attached.
If the Receipt tick box is not checked there is no receipt attached to that expense line.
Procurement Team Approval – Goods and Services Claim

A claim will be directed to the Procurement Team for approval where the claim includes goods or services, such as ‘Office equipment, computer related’ or ‘Office equipment, stationery, postage’.

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

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve or reject the expense claim
   - Approve – if the expense claim looks OK
   - Reject – if the expense claim contains errors which need to be corrected by the claimant

Click on the shaded paperclip to view matched receipts.

If the Receipt tick box is not checked there is no receipt attached to that expense line.
Procurement Team Approval – Overseas Travel Claim

A claim will be directed to the Procurement Team for approval where the claim includes overseas travel expenses, such as ‘Office equipment, computer related’ or ‘Office equipment, stationery, postage’, as well as, ‘Flights - Overseas’ or ‘Hotel Room/Breakfast – Overseas’.

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

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve or reject the expense claim

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

Click on the shaded paperclip to view the matched receipts for the highlighted expense line.
If the Receipt tick box is not checked there is no receipt attached to that expense line.
Procurement Team Approval – Procurement Claim

A claim will be directed to the Procurement Team for approval where the claim includes goods and services AND overseas travel expenses, such as ‘Flights - Overseas’ or ‘Hotel Room/ Breakfast – Overseas’.

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

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve or reject the expense claim

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

Click on the shaded paperclip to view the matched receipts for the highlighted expense line.

If the Receipt tick box is not checked there is no receipt attached to that expense line.
AP Team Approval

A claim will be directed to the AP Team for approval where the claimant does not have any Advances outstanding.

The approver will receive an email detailing the pending task, namely the expense claim sent for approval. A task will appear in Task Management within Unit4 Agresso.

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve or reject the expense claim
   - Approve – if the expense claim looks OK
   - Refer to AP Control – to refer for further approval
   - Refer to Procurement – to send claim to Procurement for advice
   - Reject – if the expense claim contains errors which need to be corrected by the claimant

Click on the shaded paperclip to view the matched receipts for the highlighted expense line.
If the Receipt tick box is not checked there is no receipt attached to that expense line.
AP Advances Team Approval

A claim will be directed to the AP Advances Team for approval where the claimant has Advances outstanding.

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

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve an expense claim
   - Approve — if the expense claim looks OK, routes to AP Control
   - Refer to AP Control — to refer for further approval
   - Refer to Procurement — to send claim to Procurement for advice
   - Reject — if the expense claim contains errors which need to be corrected by the claimant

Click on the shaded paperclip to view the matched receipts for the highlighted expense line.

If the Receipt tick box is not checked there is no receipt attached to that expense line.
AP Control Approval

A claim will be directed to the AP Control for approval where the claimant has Advances outstanding or the claim is referred by the AP Team.

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

1. Click on the Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve or reject the expense claim
   - Approve – if the expense claim looks OK
   - Refer to AP Control – to refer for further approval
   - Refer to Procurement – to send claim to Procurement for advice
   - Reject – if the expense claim contains errors which need to be corrected by the claimant

Click on the shaded paperclip to view the matched receipts for the highlighted expense line. If the Receipt tick box is not checked there is no receipt attached to that expense line.
AP Referral Approval

A claim will be directed to the AP Referral for approval where the claim is referred by AP Control.

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

1. Click on Task Management icon

2. Select the task to approve from the ‘Your tasks’ box

3. Approve an expense claim
   - Approve – if the expense claim looks OK
   - Reject – if the expense claim contains errors which need to be corrected by the claimant

Click on the shaded paperclip to view the matched receipts for the highlighted expense line.

If the Receipt tick box is not checked there is no receipt attached to that expense line.
Procurement Team Advice

A claim can be directed to the Procurement Team for advice by AP team, AP Advances Team or AP Control.

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

1. Click on the Task Management icon

![Task Management Icon](image)

2. Select the task to approve from the ‘Your tasks’ box

3. Approve an expense claim
   - Approve to AP – if the expense claim looks OK
   - Reject – if the expense claim contains errors which need to be corrected by the claimant

![Expense Claim Approval](image)

Click on the shaded paperclip to view the matched receipts for the highlighted expense line. If the Receipt tick box is not checked there is no receipt attached to that expense line.
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 the left hand 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 hand panel
   - Click on the button to Approve, Refer or Reject
   - All claims ticked will be processed in accordance with 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 clicking on the expense line. The receipt(s) associated with the expense line will be visible by clicking on the shaded paperclip.

1. Click on the expense line
   - Expense line details will display in area below

2. Click on the shaded paperclip to see the receipt associated with the highlighted expense line

The approver can only approve expense lines directed to them. Expense lines in workflow with other approvers will be greyed out.
Creating a Journal for an Advance Payment

Occasionally the claimant may receive an Advance payment to be offset against expenses incurred at a later date. The account code for Advance payments is 8701 and is configured as an AP code.

1. Enter the AP 9000 line
   - The amount must be NEGATIVE
   - Press F11 to keep the details
   - The expense line detail will display in the area below

2. Enter the AP 8701 line
   - The amount must be POSITIVE
   - The Resno MUST be same number as the SuppNo
   - Press F11 to keep the details
   - The expense line detail will display in the area below

NOTE: This is marked as a credit note.

3. Check the journal balances
   - Check the journal balances to 0
   - Press F12 (SAVE) to post the journal
Accounts Payable UBW Client Procedure

Once claims have been approved for payment they exit workflow ready to be processed by Accounts Payable. This must currently be done using the Desktop client.

The processing steps are:

- Mass Posting Screen – post the selected expense claims to the ledgers
- Remittance proposal
- Remittance confirmation
- BACS payment run
- Payment confirmation – this changes the status from ‘S’ to ‘A’
- Update Ledgers with transaction type ‘IP’

Mass Posting Screen

1. Go to the Mass Posting Screen

Agresso Human Resources >> Expense Ledger >> Mass posting travel invoices
2. View any attached receipts

- Click on the expense claim then click on the Document Archive icon
- Double click on the receipt line to show the image

3. View the expense claim details

- Double click on the expense line to see the detail for the claim
4. Select and mark the expense claims to be posted

- Highlight the lines and click ‘Mark selection’
- Alternatively mark the line by clicking on box marked ‘Post’
- Press SAVE to post the marked expense claims

Posted claims are now marked as Open Items in Accounts Payable and can be checked in Agresso Financials >> Accounts Payable >> Enquiries >> Open and historical items per supplier.
Remittance Proposal

1. Run the remittance proposal
Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Remittance proposal

- The Pay method for expense claims is ‘IP’
- Press SAVE to run the report
- You can access remittance proposal reports through Maintenance of ordered reports

2. Maintenance of remittance proposal
Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Maintenance of remittance proposal

- Delete any rows that are not required for the payment run (Edit >> Delete row)
- Press SAVE to remove those entries from the proposal
- The proposal should only contain the entries required for payment
Remittance Confirmation

The remittance confirmation is done using Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Remittance confirmation >> University of Reading.

- Press SAVE to run the report
- You can access remittance confirmation reports through Maintenance of ordered reports, report name SU08

BACS payment run

The BACS payment run is done by running Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Payment files processing >> Domestic payments (BACS) >> University of Reading AP BACS.

- Press SAVE to run the report
- You can access BACS payment run reports through Maintenance of ordered reports, report name SU11A
Payment Confirmation

Payment confirmation is done by running Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Payment confirmation >> Payment maintenance.

- Highlight the lines and click ‘Post’
- Alternatively mark a line by clicking on the line and then clicking ‘Post’
- Press SAVE to confirm the marked payments

The status changes from ‘S’ to ‘A’ when payment is confirmed.
Update the Ledgers

The Ledgers are updated by running Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Update General Ledger with payments >> Update BACS payments.

- Press SAVE to run the report
- You can access the Update Ledgers reports through Maintenance of ordered reports
- The process calls another process, GL18
- Updates ledgers with transaction type ‘IP’