

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.

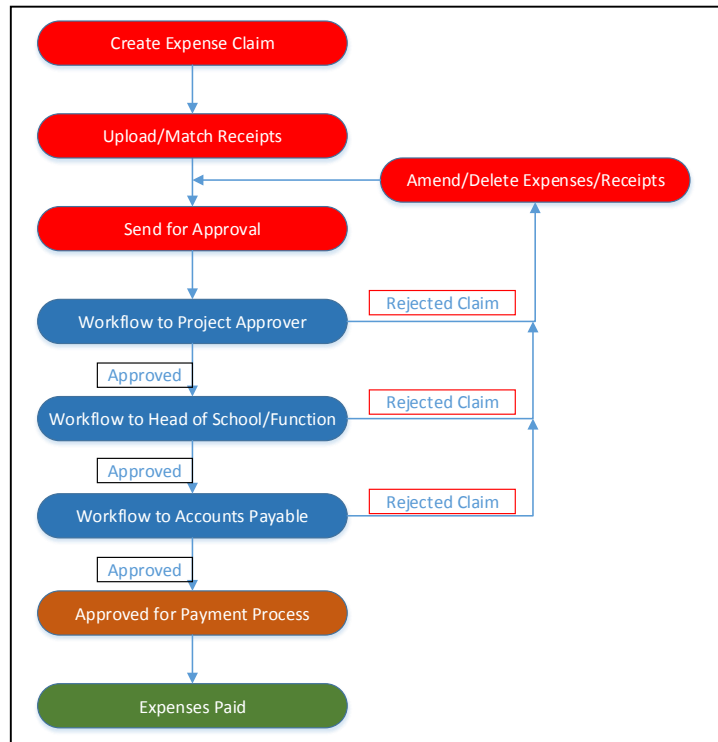
Once the expense claim is complete with matched receipts you send the claim for approval. Your claim will need to be approved by the Project Approver, Head of School/Function (or delegate in place) and Accounts Payable.

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
 -
- 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

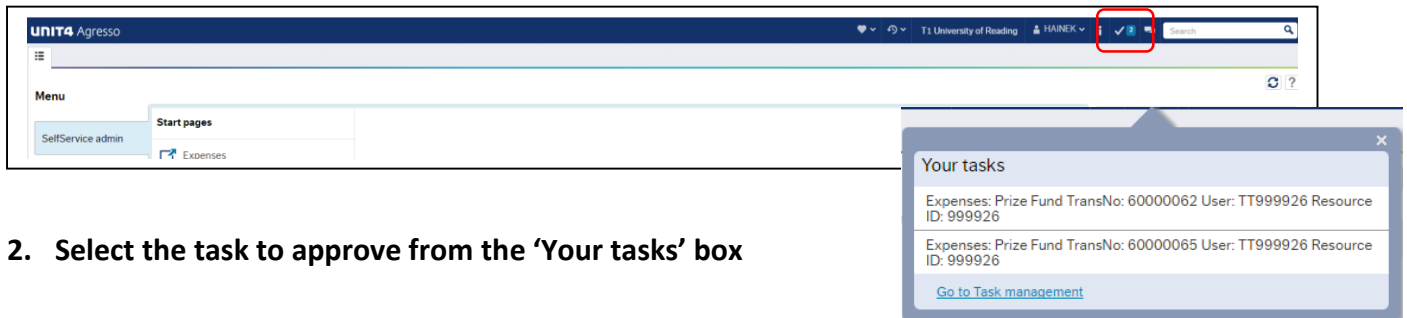
- Procurement Team Advice – where claim is referred to Procurement Team, acting in advisory capacity
 - Approve to AP , with comment answering question posed
 - Reject back to Claimant, with comment explaining reason for rejection

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.

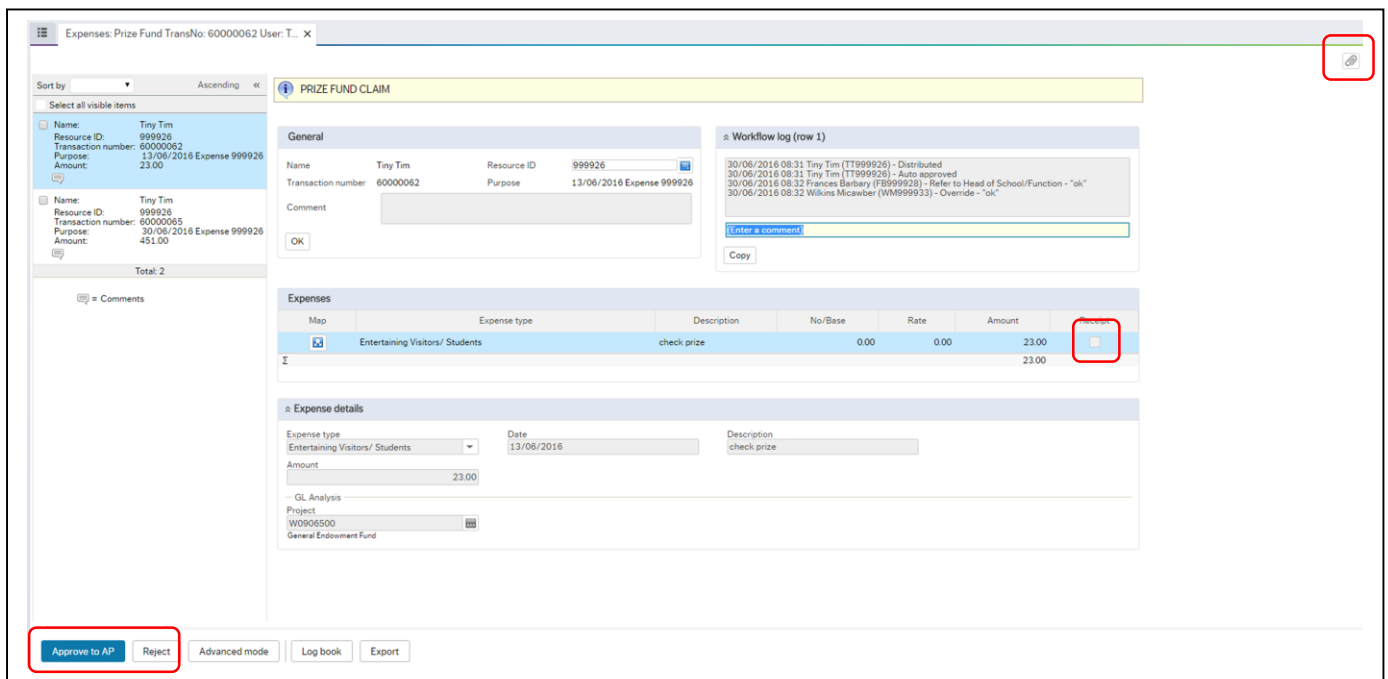
1. Click on the Task Management icon



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.

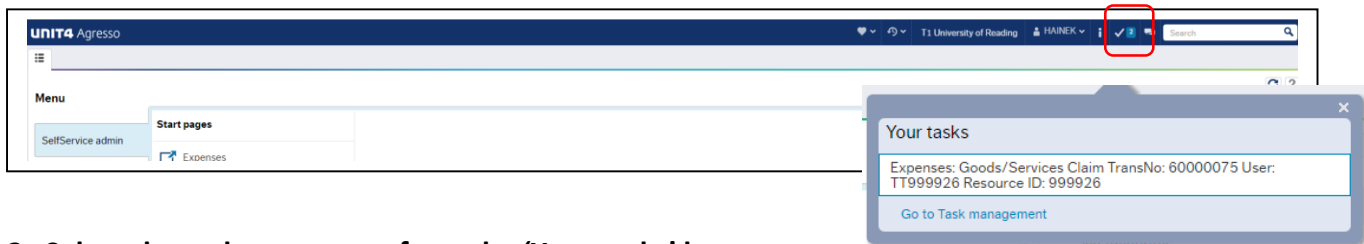
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

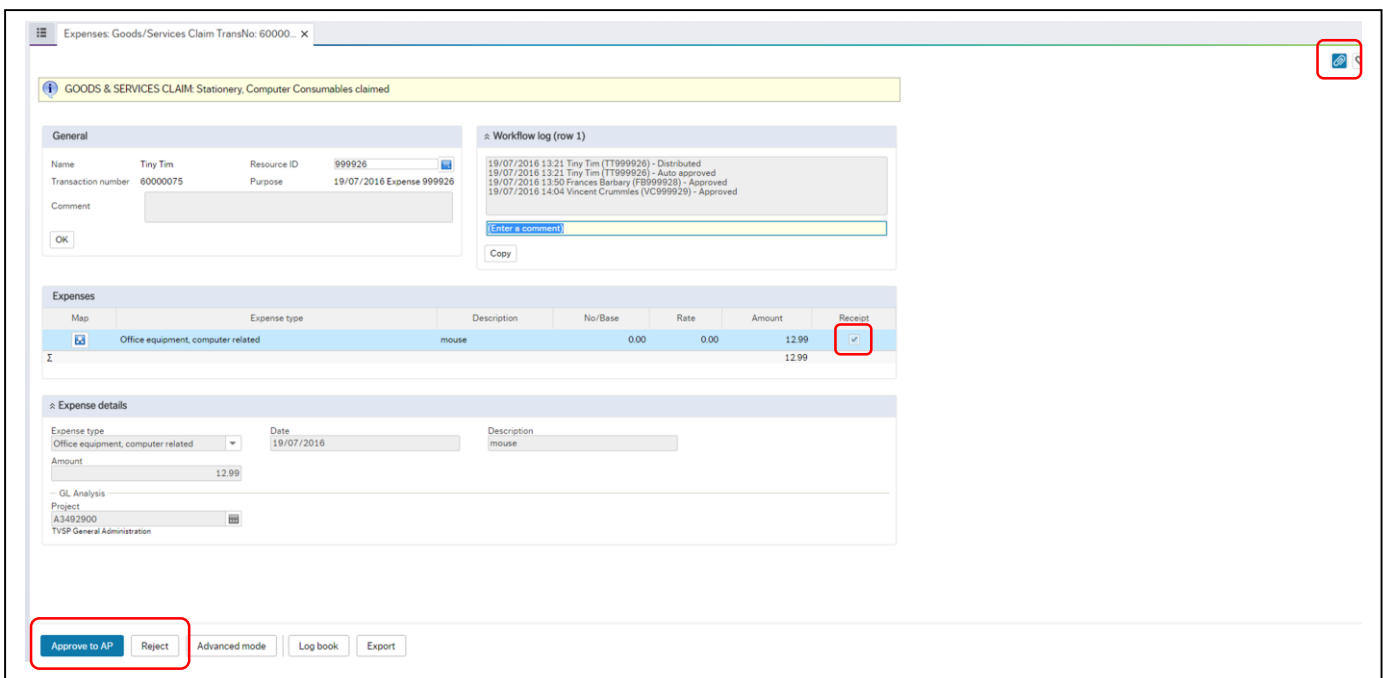
1. Click on the Task Management icon



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.

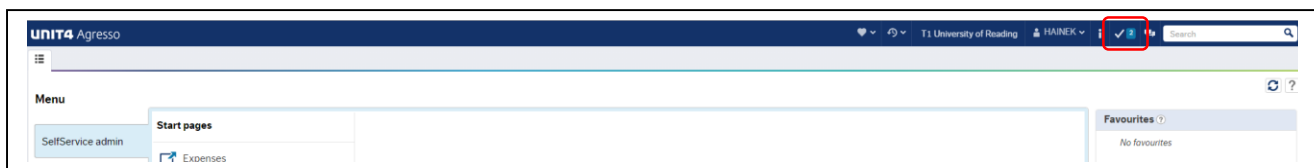
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

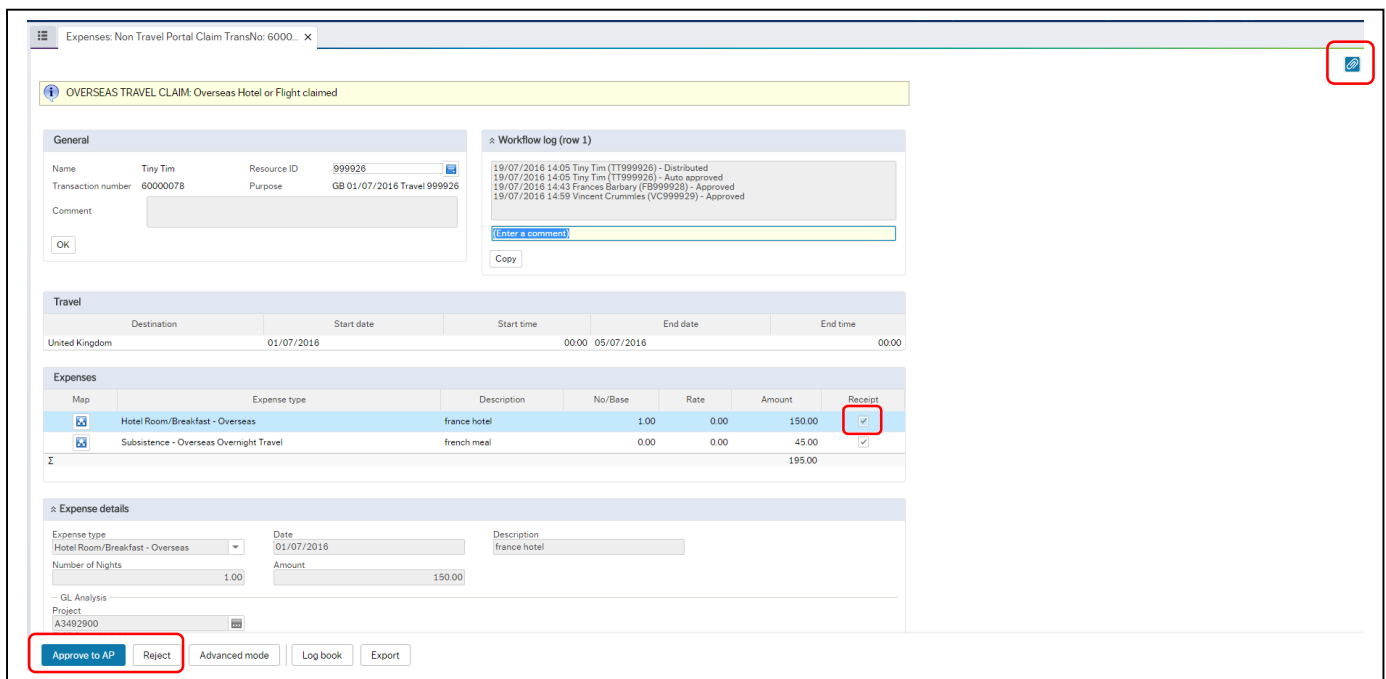
1. Click on the Task Management icon



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



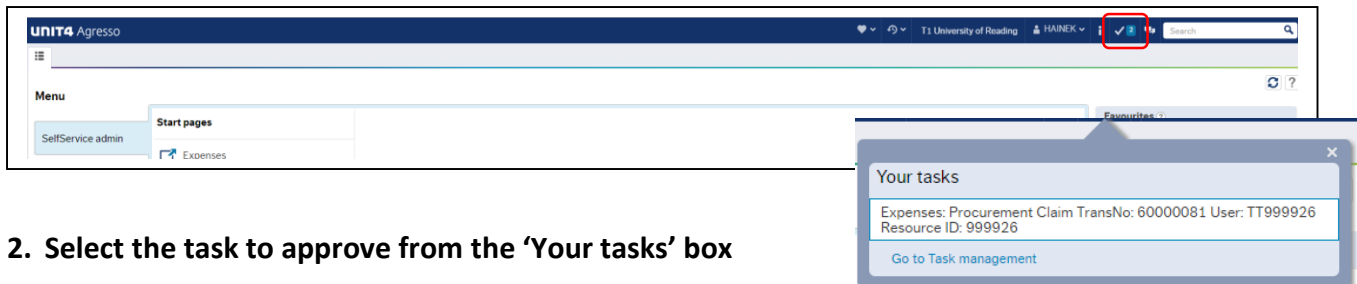
Click on the shaded paperclip to view the matched receipts for the highlighted expense line. If the Receipt tick box is not checked there is no receipt attached to that expense line.

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



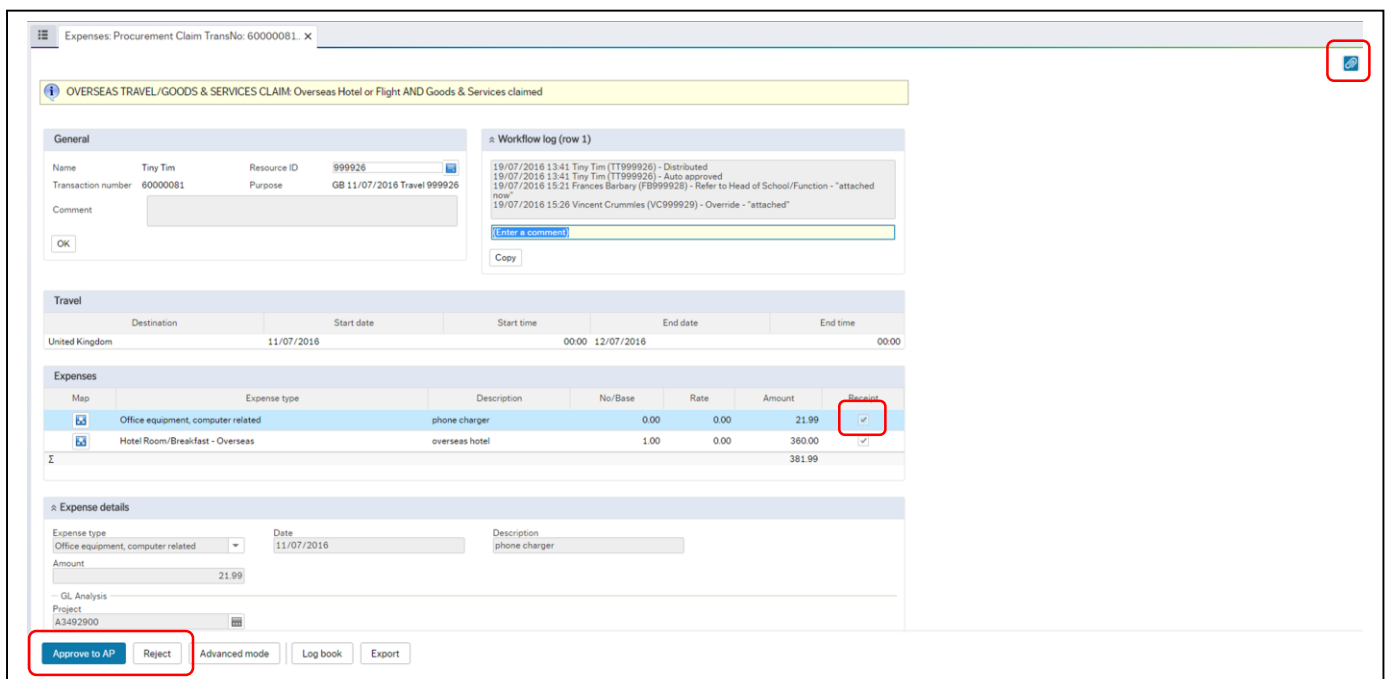
The screenshot shows the top navigation bar of the UBW Agresso system. A red box highlights the 'Task Management' icon in the top right corner. Below the navigation bar, a 'Your tasks' notification box is displayed, containing the following information:

- Expenses: Procurement Claim TransNo: 60000081 User: TT999926
- Resource ID: 999926
- [Go to Task management](#)

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



The screenshot displays the 'Expenses: Procurement Claim TransNo: 60000081' page. A red box highlights the 'Task Management' icon in the top right corner. The page shows the following details:

- General:** Name: Tiny Tim, Resource ID: 999926, Transaction number: 60000081, Purpose: GB 11/07/2016 Travel 999926.
- Workflow log (row 1):** 19/07/2016 13:41 Tiny Tim (TT999926) - Distributed; 19/07/2016 13:41 Tiny Tim (TT999926) - Auto approved; 19/07/2016 15:21 Frances Barbary (FB999928) - Refer to Head of School/Function - "attached now"; 19/07/2016 15:26 Vincent Crummles (VC999929) - Override - "attached".
- Travel:** United Kingdom, Destination: United Kingdom, Start date: 11/07/2016, Start time: 00:00, End date: 12/07/2016, End time: 00:00.
- Expenses:**

Map	Expense type	Description	No/Base	Rate	Amount	Receipt
	Office equipment, computer related	phone charger	0.00	0.00	21.99	<input checked="" type="checkbox"/>
	Hotel Room/Breakfast - Overseas	overseas hotel	1.00	0.00	360.00	<input type="checkbox"/>
Σ					381.99	
- Expense details:** Expense type: Office equipment, computer related, Date: 11/07/2016, Description: phone charger, Amount: 21.99.
- Buttons:** Approve to AP, Reject, Advanced mode, Log book, Export.

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

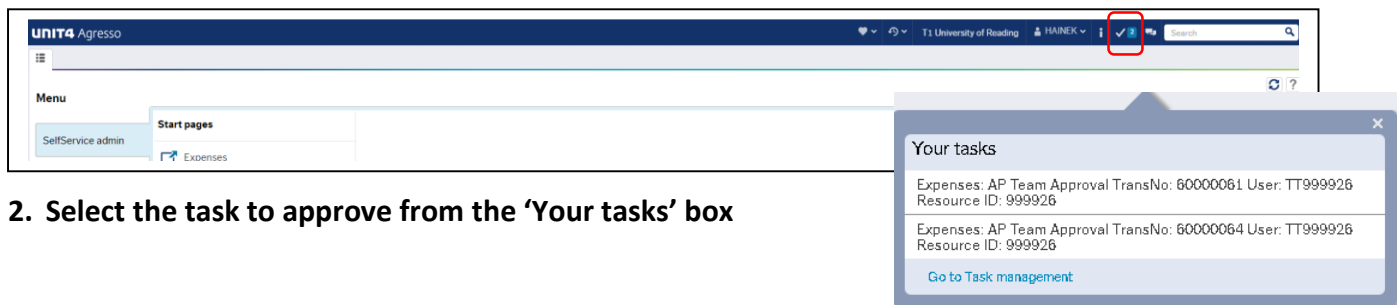
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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

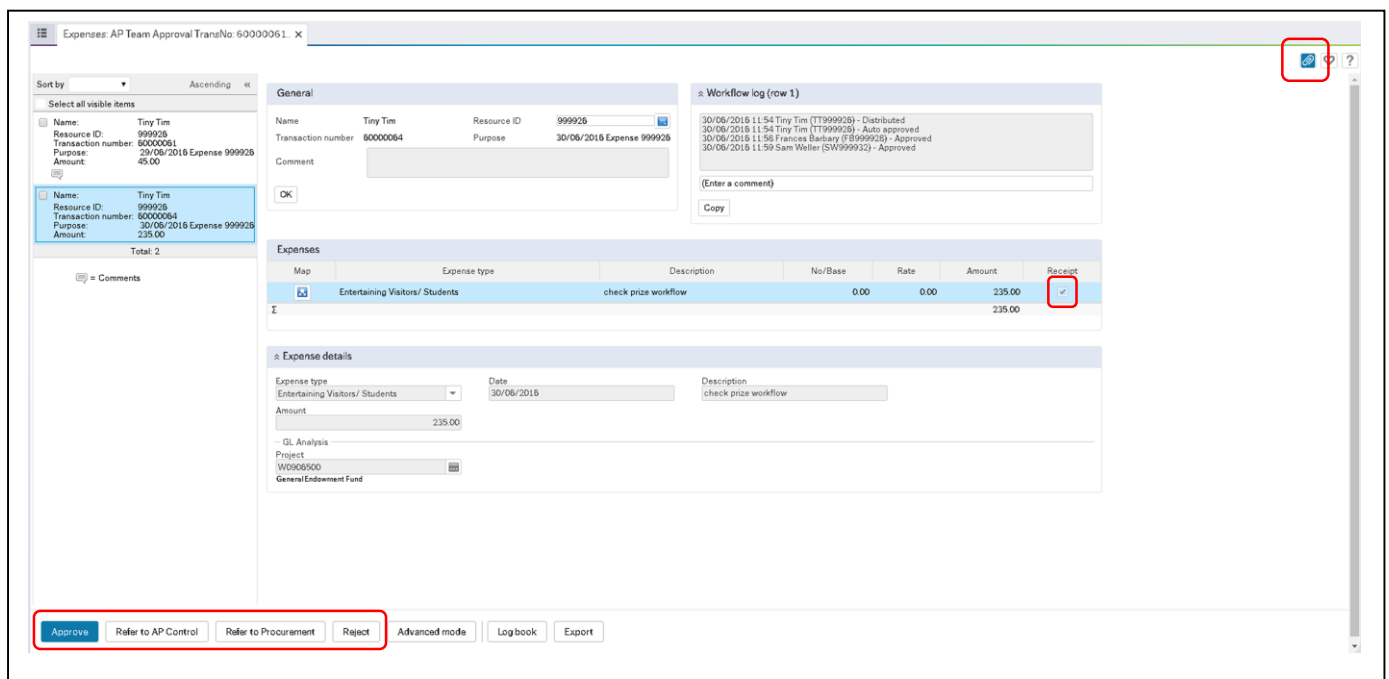


The screenshot shows the Unit4 Agresso application interface. In the top right corner, a red box highlights a task management icon. A 'Your tasks' notification box is open, displaying two tasks: 'Expenses: AP Team Approval TransNo: 60000061 User: TT999926 Resource ID: 999926'. A 'Go to Task management' link is visible at the bottom of the notification box.

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



The screenshot shows the 'Expenses: AP Team Approval TransNo: 60000061' page. The 'Expenses' table has one row: 'Entertaining Visitors/ Students' with a 'Receipt' tick box checked. The 'Approve' button is highlighted in the bottom left. The 'Workflow log' shows a history of actions: 'Distributed', 'Auto approved', 'Approved', and 'Approved'.

Map	Expense type	Description	No/Base	Rate	Amount	Receipt
	Entertaining Visitors/ Students	check prize workflow	0.00	0.00	235.00	<input checked="" type="checkbox"/>
						235.00

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

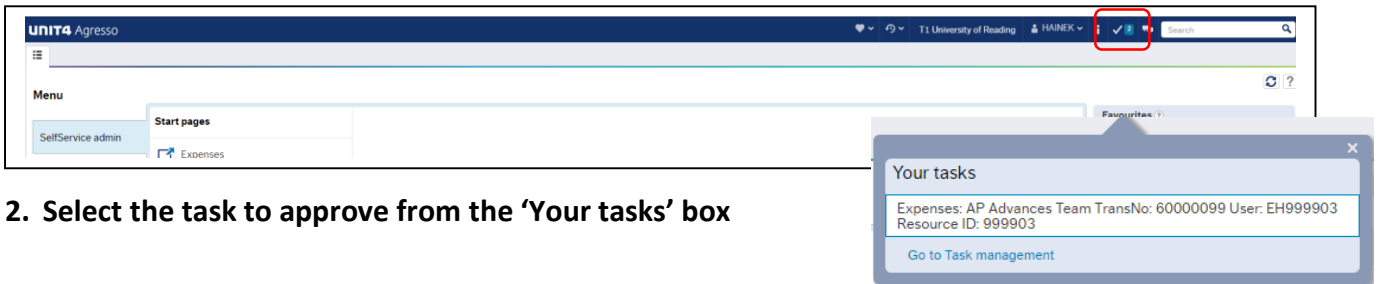
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

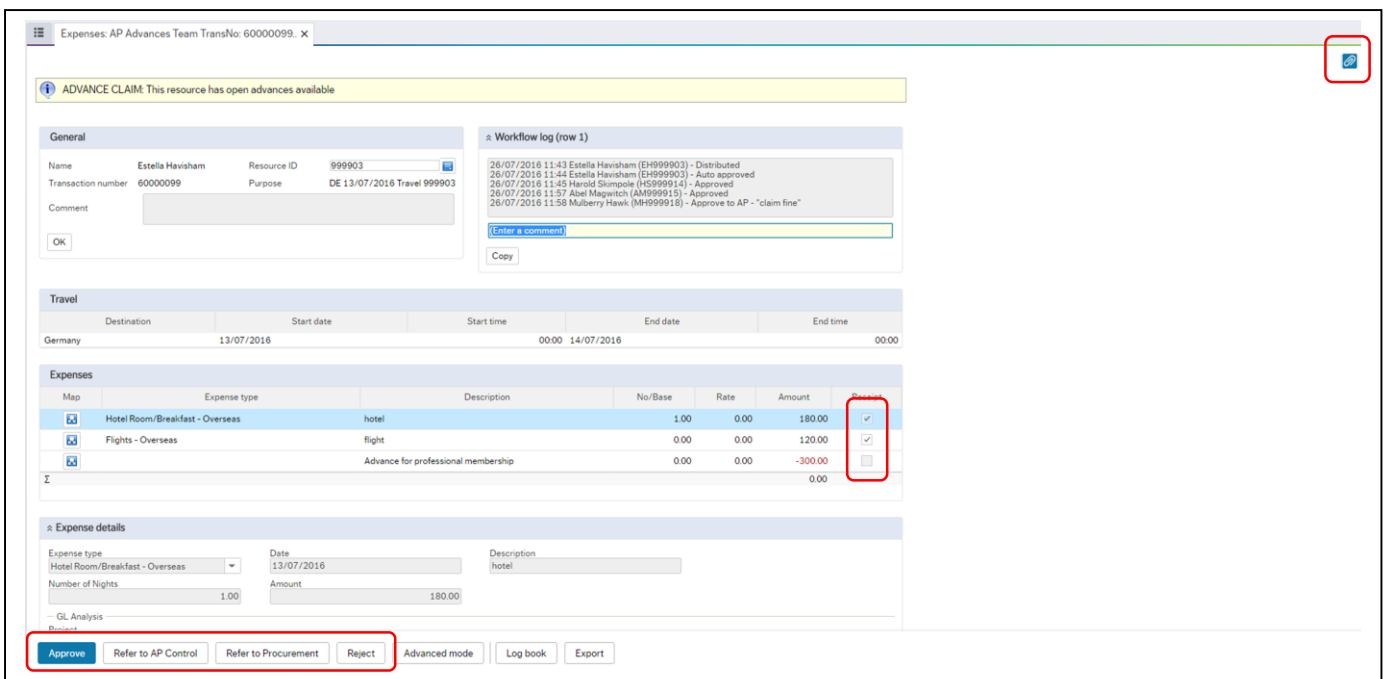
1. Click on the Task Management icon



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.

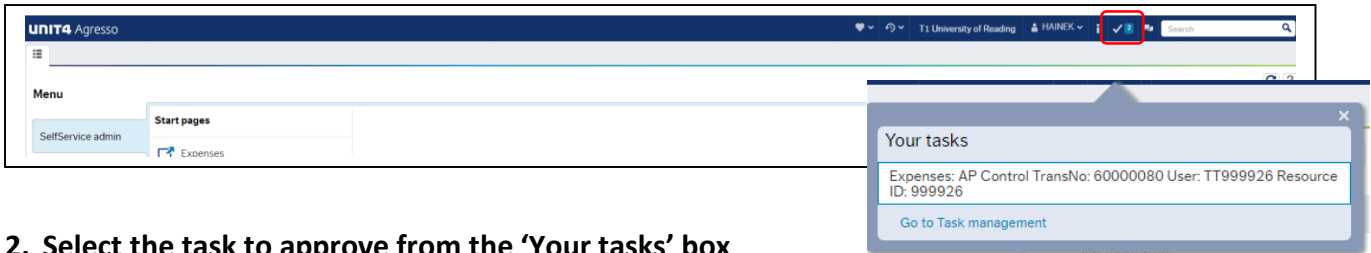
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

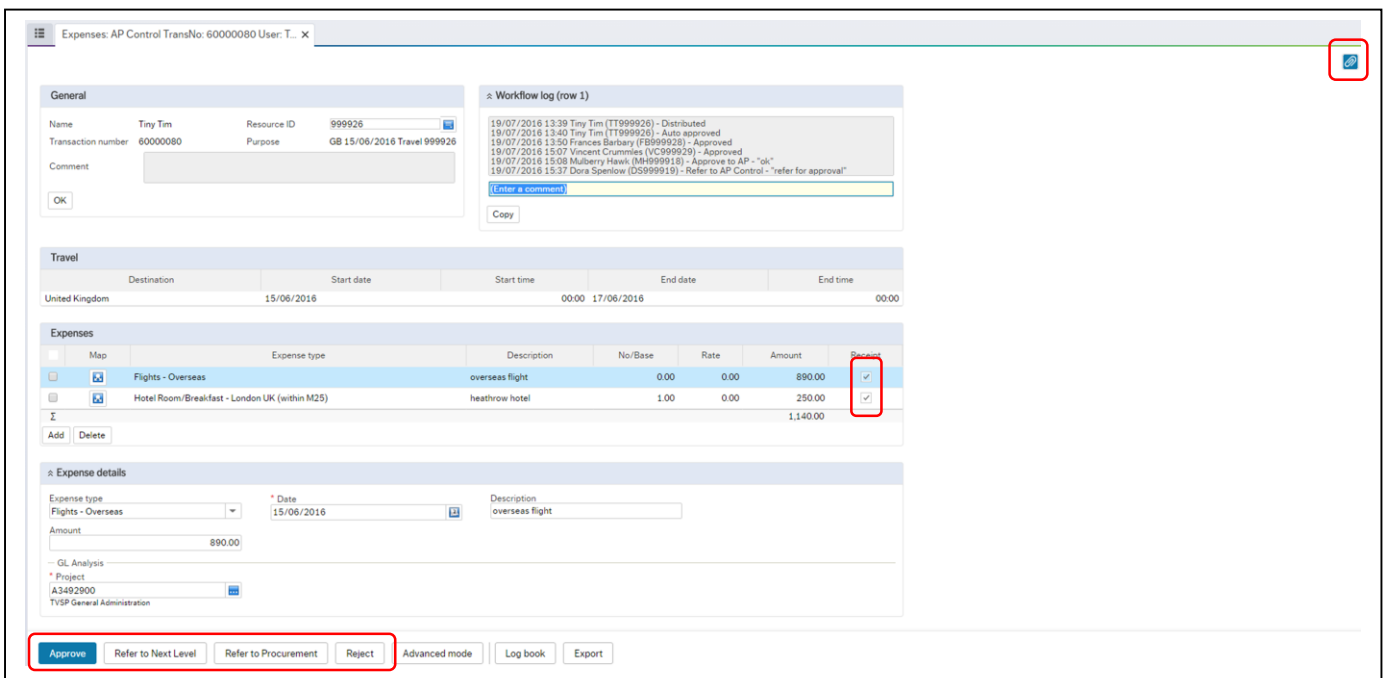
1. Click on the Task Management icon



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.

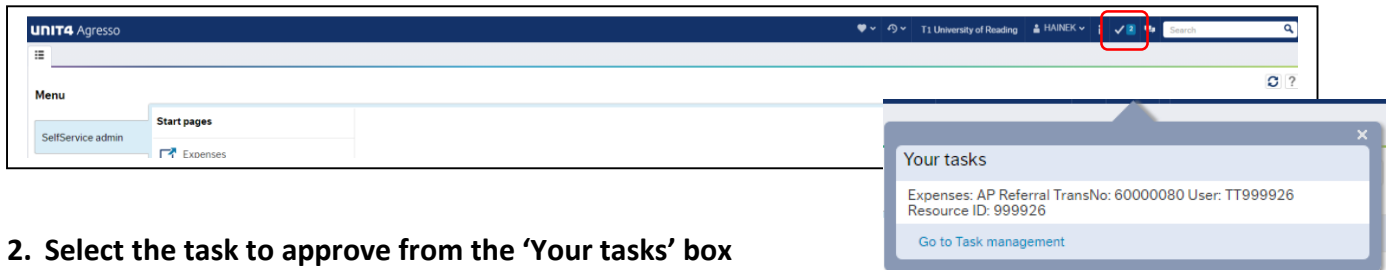
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

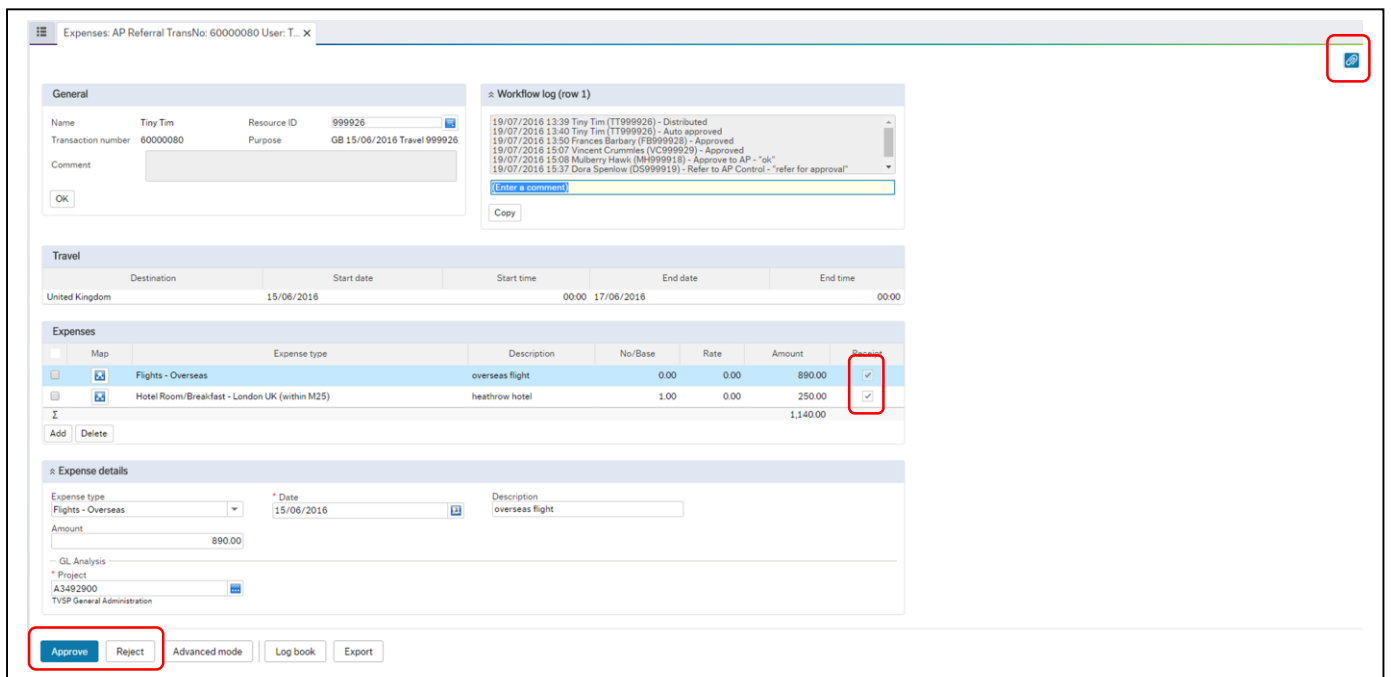
1. Click on Task Management icon



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.

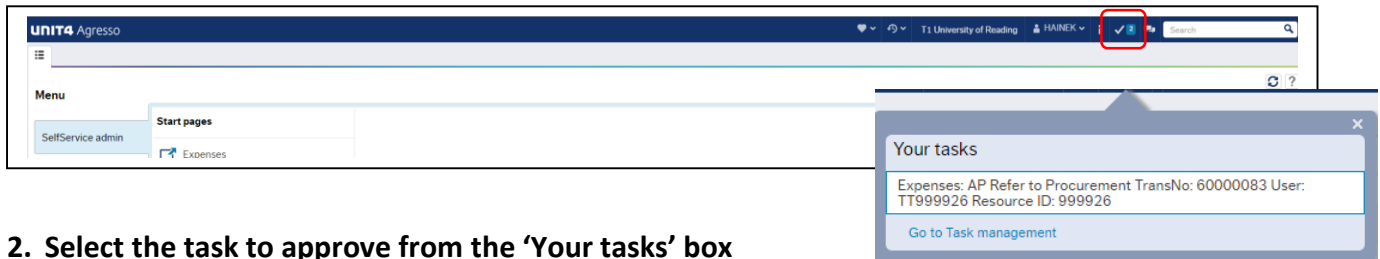
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

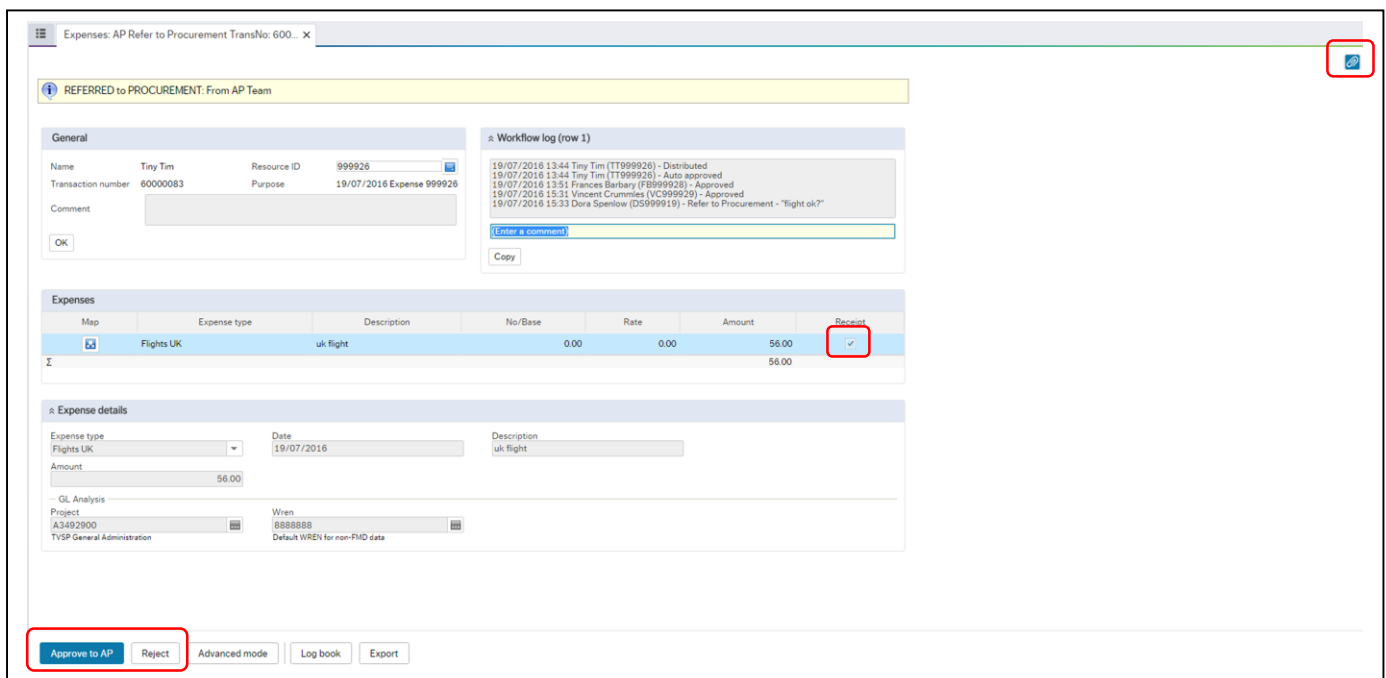
1. Click on the Task Management icon



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

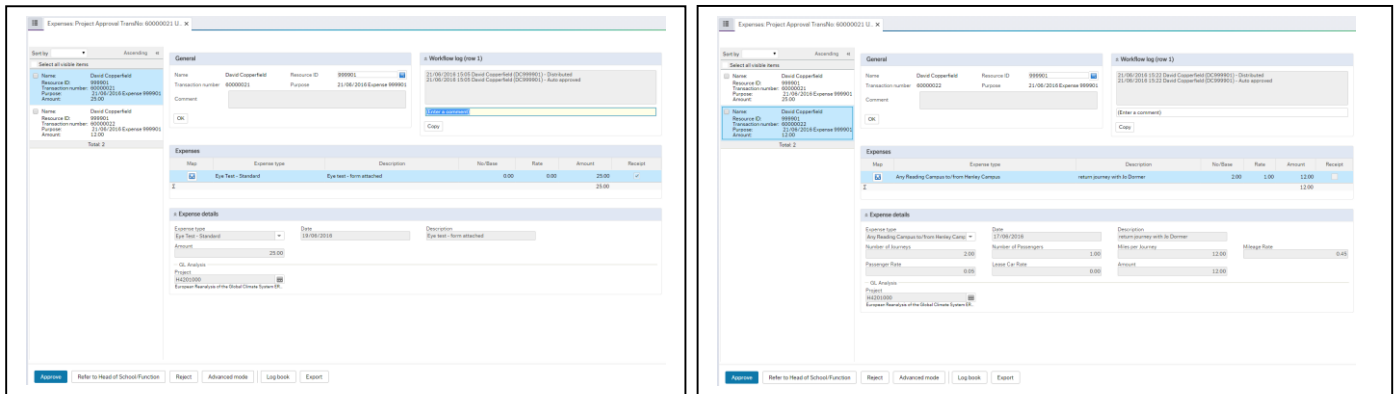


Click on the shaded paperclip to view the matched receipts for the highlighted expense line.

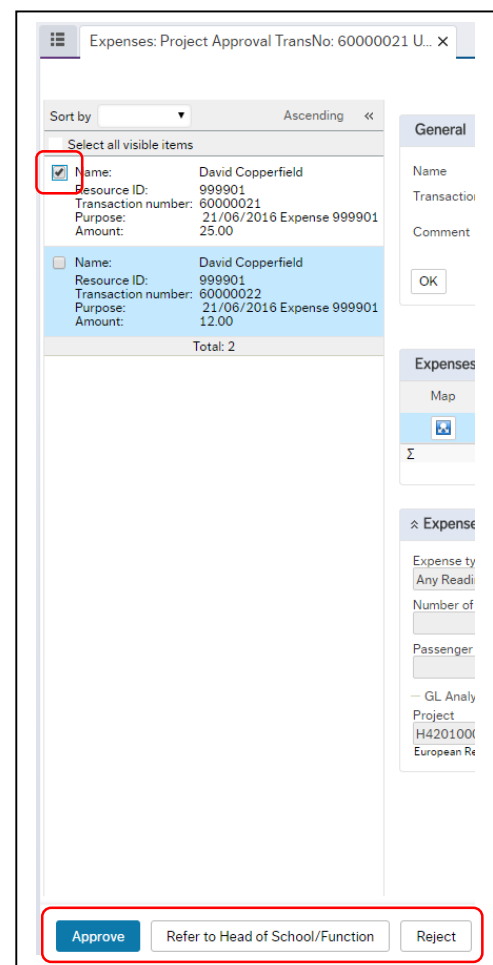
If the Receipt tick box is not checked there is no receipt attached to that expense line.

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.

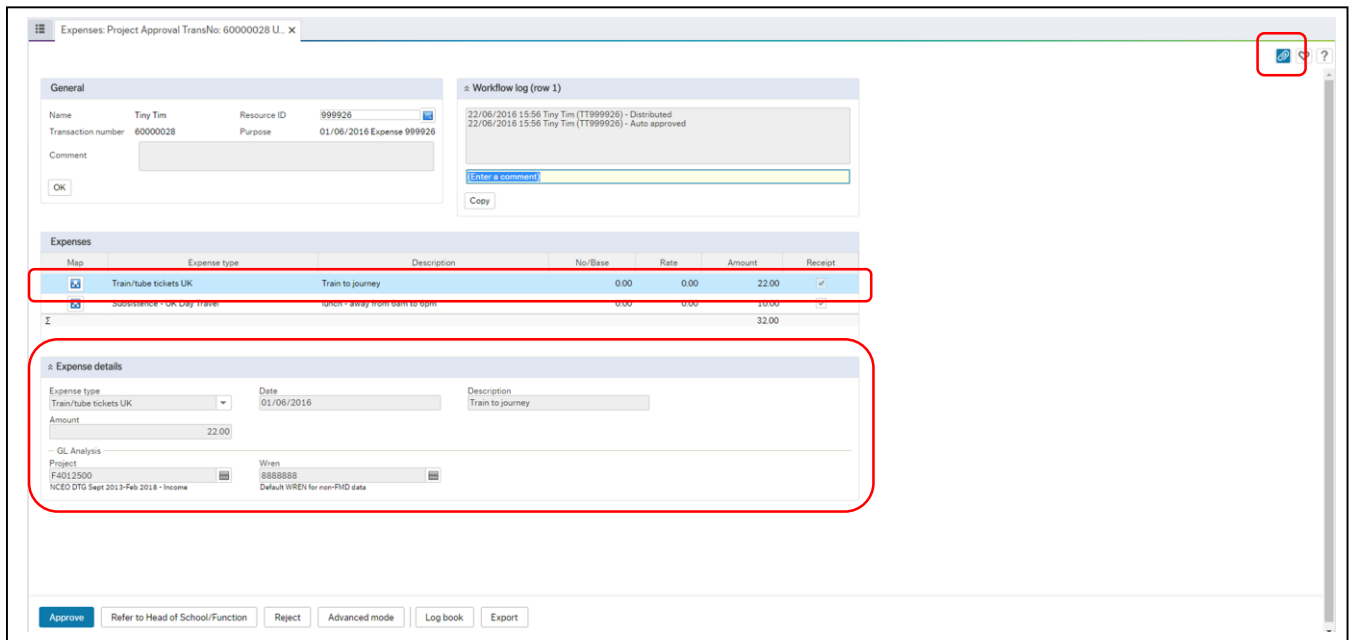


1. Click on the Expense Claim in the left hand panel
 - The expense claim details will display in the centre panel
2. Select the expense to Approve/Refer/Reject
 - Select the expense claim by ticking the box in the left hand panel
 - Click on the button to Approve, Refer or Reject
 - All claims ticked 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.



The screenshot displays the 'Expenses: Project Approval TransNo: 60000028 U. x' interface. It features a 'General' section with fields for Name (Tiny Tim), Transaction number (60000028), Resource ID (999926), and Purpose (01/06/2016 Expense 999926). Below this is a 'Workflow log (row 1)' section with a table of actions and a comment field. The main 'Expenses' table has the following data:

Map	Expense type	Description	No./Base	Rate	Amount	Receipt
	Train/tube tickets UK	Train to journey	0.00	0.00	22.00	
	Subsistence - OK Day travel	lunch - away from team to opti	0.00	0.00	10.00	
					32.00	

Below the table is an 'Expense details' section with fields for Expense type (Train/tube tickets UK), Date (01/06/2016), Description (Train to journey), and Amount (22.00). At the bottom, there are buttons for 'Approve', 'Refer to Head of School/Function', 'Reject', 'Advanced mode', 'Log book', and 'Export'. A red box in the top right corner highlights a small icon.

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.

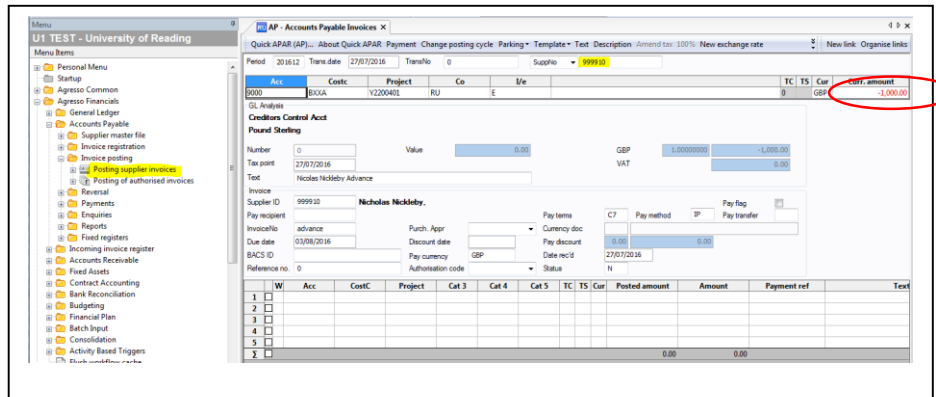
Creating a Journal for an Advance Payment

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

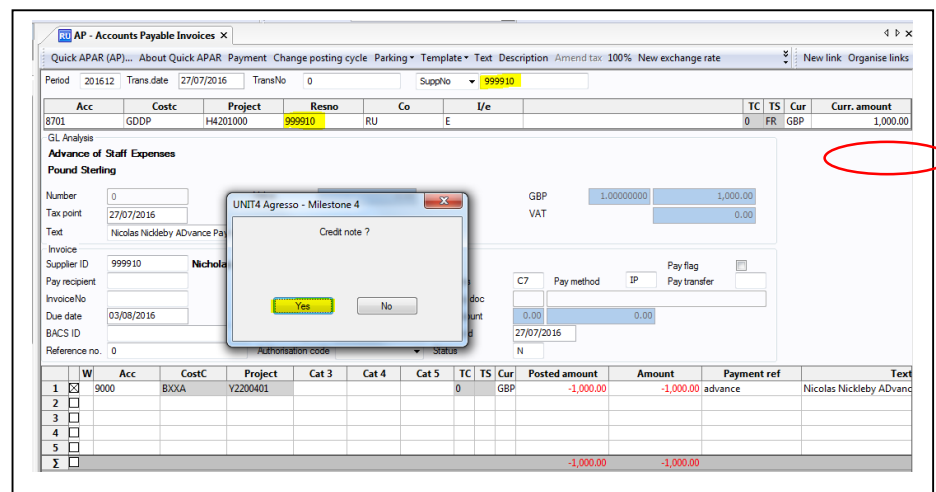
- The amount must be **NEGATIVE**
- Press F11 to keep the details
- The expense line detail will display in the area below



2. Enter the AP 8701 line

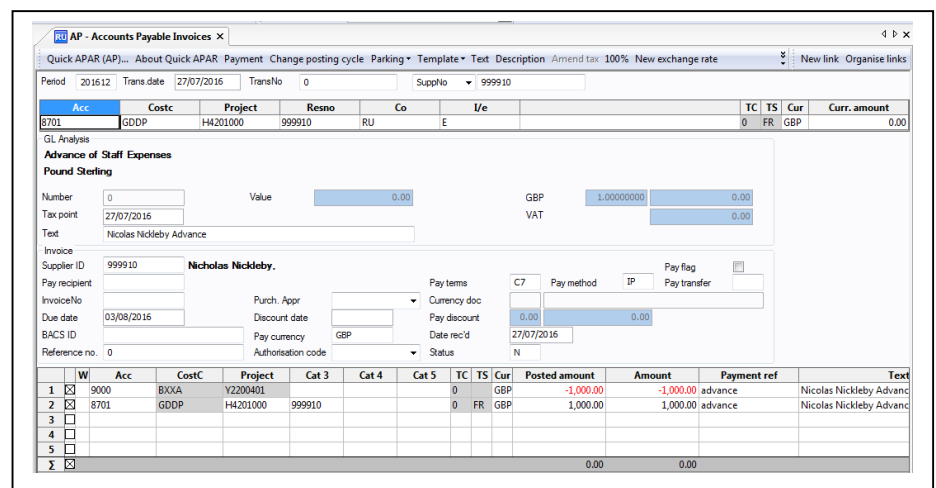
- The amount must be **POSITIVE**
- The Resno **MUST** be same number as the SuppNo
- Press F11 to keep the details
- The expense line detail will display in the area below

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.

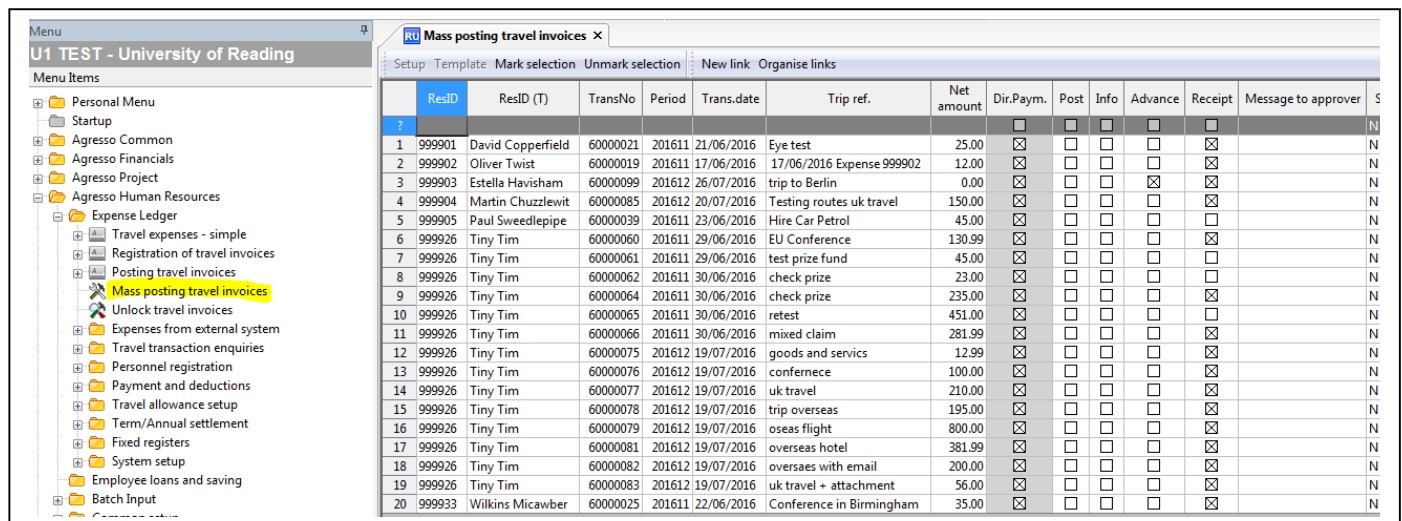
The processing steps are:

- 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

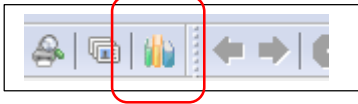
Agresso Human Resources >> Expense Ledger >> Mass posting travel invoices



	ResID	ResID (T)	TransNo	Period	Trans.date	Trip ref.	Net amount	Dir.Paym.	Post	Info	Advance	Receipt	Message to approver	S
1	999901	David Copperfield	60000021	201611	21/06/2016	Eye test	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
2	999902	Oliver Twist	60000019	201611	17/06/2016	17/06/2016 Expense 999902	12.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
3	999903	Estella Havisham	60000099	201612	26/07/2016	trip to Berlin	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		N
4	999904	Martin Chuzzlewit	60000085	201612	20/07/2016	Testing routes uk travel	150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
5	999905	Paul Sweedlepipe	60000039	201611	23/06/2016	Hire Car Petrol	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
6	999926	Tiny Tim	60000060	201611	29/06/2016	EU Conference	130.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
7	999926	Tiny Tim	60000061	201611	29/06/2016	test prize fund	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
8	999926	Tiny Tim	60000062	201611	30/06/2016	check prize	23.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
9	999926	Tiny Tim	60000064	201611	30/06/2016	check prize	235.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
10	999926	Tiny Tim	60000065	201611	30/06/2016	retest	451.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
11	999926	Tiny Tim	60000066	201611	30/06/2016	mixed claim	281.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
12	999926	Tiny Tim	60000075	201612	19/07/2016	goods and services	12.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
13	999926	Tiny Tim	60000076	201612	19/07/2016	confernece	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
14	999926	Tiny Tim	60000077	201612	19/07/2016	uk travel	210.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
15	999926	Tiny Tim	60000078	201612	19/07/2016	trip overseas	195.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
16	999926	Tiny Tim	60000079	201612	19/07/2016	oseas flight	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
17	999926	Tiny Tim	60000081	201612	19/07/2016	overseas hotel	381.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
18	999926	Tiny Tim	60000082	201612	19/07/2016	overseas with email	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
19	999926	Tiny Tim	60000083	201612	19/07/2016	uk travel + attachment	56.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N
20	999933	Wilkins Micawber	60000025	201611	22/06/2016	Conference in Birmingham	35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N

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

ResID	ResID (T)	TransNo	Period	Trans.date	Trip ref.	Net amount	Dir.Paym.	Post	Info	Advance	Receipt	Message to approver	S
1	999901	David Copperfield	60000021	201611	21/06/2016	Eye test	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
2	999902	Oliver Twist	60000019	201611	17/06/2016	17/06/2016 Expense 999902	12.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
3	999903	Estella Havisham	60000099	201612	26/07/2016	Trip to Berlin	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
4	999904	Martin Chuzzlewit	60000085	201612	20/07/2016	Testing routes uk travel	150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
5	999905	Paul Sweedlepipe	60000039	201611	23/06/2016	Hire Car Petrol	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
6	999926	Tiny Tim	60000060	201611	29/06/2016	EU Conference	130.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
7	999926	Tiny Tim	60000061	201611	29/06/2016	test prize fund	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
8	999926	Tiny Tim	60000062	201611	30/06/2016	check prize	23.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
9	999926	Tiny Tim	60000064	201611	30/06/2016	check prize	235.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
10	999926	Tiny Tim	60000065	201611	30/06/2016	retest	451.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
11	999926	Tiny Tim	60000066	201611	30/06/2016	mixed claim	281.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
12	999926	Tiny Tim	60000075	201612	19/07/2016	goods and services	12.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
13	999926	Tiny Tim	60000076	201612	19/07/2016	conference	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
14	999926	Tiny Tim	60000077	201612	19/07/2016	uk travel	210.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
15	999926	Tiny Tim	60000078	201612	19/07/2016	trip overseas	195.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
16	999926	Tiny Tim	60000079	201612	19/07/2016	osesas flight	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
17	999926	Tiny Tim	60000081	201612	19/07/2016	overseas hotel	381.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
18	999926	Tiny Tim	60000082	201612	19/07/2016	overseas with email	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
19	999926	Tiny Tim	60000083	201612	19/07/2016	uk travel + attachment	56.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
20	999933	Wilkins Micawber	60000025	201611	22/06/2016	Conference in Birmingham	35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N

The screenshot shows the 'Document archive' window with a file list containing 'flight.png' and 'lunch.jpg'. The 'flight.png' file is selected, and its details are shown on the right. The receipt is from United for a flight from Toronto to Copenhagen on November 20, 2014. The fare breakdown shows a total of 28,582.50 per person.

3. View the expense claim details

- Double click on the expense line to see the detail for the claim

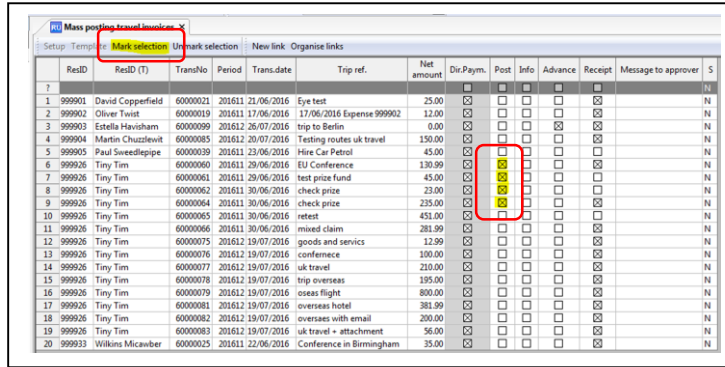
ResID	ResID (T)	TransNo	Period	Trans.date	Trip ref.	Net amount	Dir.Paym.	Post	Info	Advance	Receipt	Message to approver	S
1	999901	David Copperfield	60000021	201611	21/06/2016	Eye test	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
2	999902	Oliver Twist	60000019	201611	17/06/2016	17/06/2016 Expense 999902	12.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
3	999903	Estella Havisham	60000099	201612	26/07/2016	Trip to Berlin	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
4	999904	Martin Chuzzlewit	60000085	201612	20/07/2016	Testing routes uk travel	150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
5	999905	Paul Sweedlepipe	60000039	201611	23/06/2016	Hire Car Petrol	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
6	999926	Tiny Tim	60000060	201611	29/06/2016	EU Conference	130.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
7	999926	Tiny Tim	60000061	201611	29/06/2016	test prize fund	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
8	999926	Tiny Tim	60000062	201611	30/06/2016	check prize	23.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
9	999926	Tiny Tim	60000064	201611	30/06/2016	check prize	235.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
10	999926	Tiny Tim	60000065	201611	30/06/2016	retest	451.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
11	999926	Tiny Tim	60000066	201611	30/06/2016	mixed claim	281.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
12	999926	Tiny Tim	60000075	201612	19/07/2016	goods and services	12.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
13	999926	Tiny Tim	60000076	201612	19/07/2016	conference	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
14	999926	Tiny Tim	60000077	201612	19/07/2016	uk travel	210.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
15	999926	Tiny Tim	60000078	201612	19/07/2016	trip overseas	195.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
16	999926	Tiny Tim	60000079	201612	19/07/2016	osesas flight	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
17	999926	Tiny Tim	60000081	201612	19/07/2016	overseas hotel	381.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
18	999926	Tiny Tim	60000082	201612	19/07/2016	overseas with email	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
19	999926	Tiny Tim	60000083	201612	19/07/2016	uk travel + attachment	56.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
20	999933	Wilkins Micawber	60000025	201611	22/06/2016	Conference in Birmingham	35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N

The screenshot shows the 'Expense Posting' window for a settlement. It includes fields for Period (201612), RegNo (50000095), Trans date (26/07/2016), Due date (26/07/2016), ResID (999933), and Supplier (Wilkins Micawber). The pay method is BACS. Below this is a table of transactions:

PD	T	Text	No/Base	Debit	Credit	Net amount
1	E1G1	V Train to Birmingham		35.00		35.00
2						
3						
4						

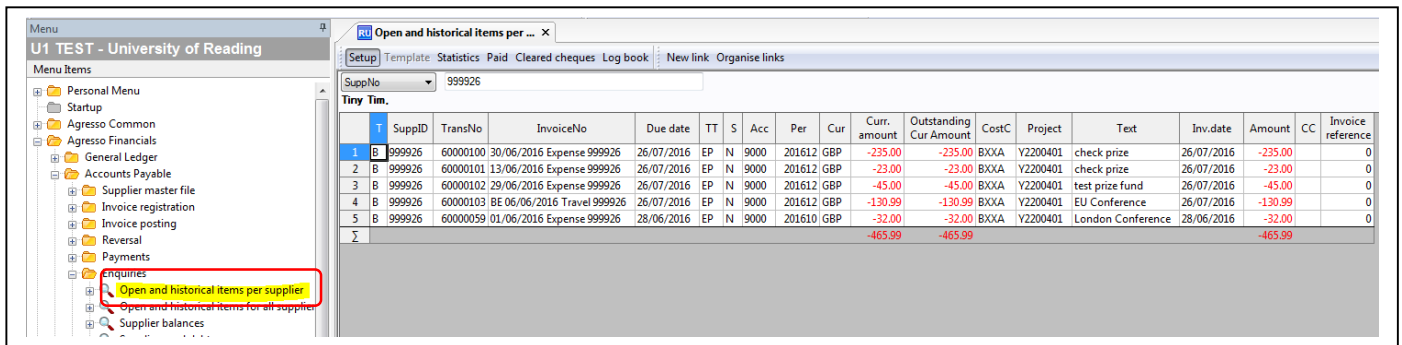
4. Select and mark the expense claims to be posted

- 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



RowID	RefID (T)	TransNo	Period	Trans.date	Trip.ref.	Net amount	Dir Paym	Post	Info	Advance	Receipt	Message to approver	S
1	999901	David Copperfield	60000021	201611	21/06/2016	Eye test	25.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
2	999902	Oliver Twist	60000019	201611	17/06/2016	17/06/2016 Expense 999902	12.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
3	999903	Estella Havisham	60000099	201612	26/07/2016	trip to Berlin	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
4	999904	Martin Chuzzlewit	60000085	201612	20/07/2016	Testing routes uk travel	150.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
5	999905	Paul Sweedlepipe	60000039	201611	23/06/2016	Hire Car Petrol	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
6	999926	Tiny Tim	60000090	201611	29/06/2016	EU Conference	130.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
7	999926	Tiny Tim	60000061	201611	29/06/2016	test prize fund	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
8	999926	Tiny Tim	60000062	201611	30/06/2016	check prize	23.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
9	999926	Tiny Tim	60000064	201611	30/06/2016	check prize	235.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
10	999926	Tiny Tim	60000065	201611	30/06/2016	retest	451.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
11	999926	Tiny Tim	60000066	201611	30/06/2016	mixed claim	281.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
12	999926	Tiny Tim	60000075	201612	19/07/2016	goods and services	12.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
13	999926	Tiny Tim	60000076	201612	19/07/2016	conference	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
14	999926	Tiny Tim	60000077	201612	19/07/2016	uk travel	210.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
15	999926	Tiny Tim	60000078	201612	19/07/2016	trip overseas	195.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
16	999926	Tiny Tim	60000079	201612	19/07/2016	ocean flight	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
17	999926	Tiny Tim	60000081	201612	19/07/2016	overseas hotel	381.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
18	999926	Tiny Tim	60000082	201612	19/07/2016	overseas with email	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
19	999926	Tiny Tim	60000083	201612	19/07/2016	uk travel + attachment	56.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N
20	999933	Wilkins Micawber	60000025	201611	22/06/2016	Conference in Birmingham	35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		N

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.

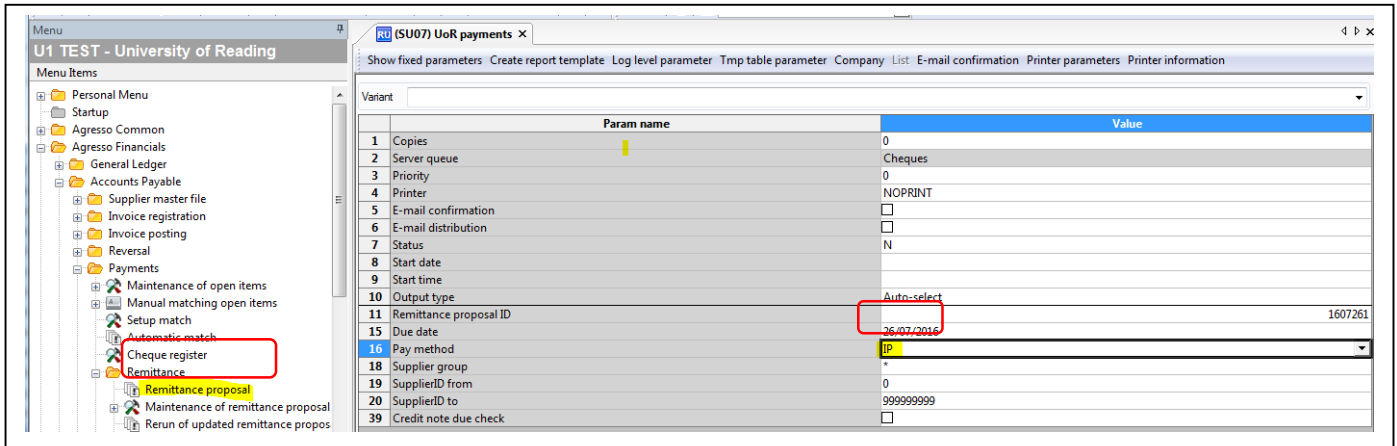


T	SupplID	TransNo	InvoiceNo	Due date	TT	S	Acc	Per	Cur	Curr. amount	Outstanding Cur Amount	CostC	Project	Text	Inv.date	Amount	CC	Invoice reference		
1	B	999926	60000100	30/06/2016	Expense	999926	26/07/2016	EP	N	9000	201612	GBP	-235.00	-235.00	BXXA	Y2200401	check prize	26/07/2016	-235.00	0
2	B	999926	60000101	13/06/2016	Expense	999926	26/07/2016	EP	N	9000	201612	GBP	-23.00	-23.00	BXXA	Y2200401	check prize	26/07/2016	-23.00	0
3	B	999926	60000102	29/06/2016	Expense	999926	26/07/2016	EP	N	9000	201612	GBP	-45.00	-45.00	BXXA	Y2200401	test prize fund	26/07/2016	-45.00	0
4	B	999926	60000103	06/06/2016	Travel	999926	26/07/2016	EP	N	9000	201612	GBP	-130.99	-130.99	BXXA	Y2200401	EU Conference	26/07/2016	-130.99	0
5	B	999926	60000059	01/06/2016	Expense	999926	28/06/2016	EP	N	9000	201610	GBP	-32.00	-32.00	BXXA	Y2200401	London Conference	28/06/2016	-32.00	0
Σ																				
										-465.99	-465.99									

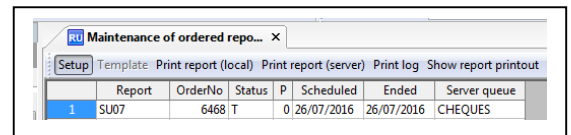
Remittance Proposal

1. Run the remittance proposal

Agresso Financials >> Accounts Payable >> Payments >> Remittance >> Remittance proposal



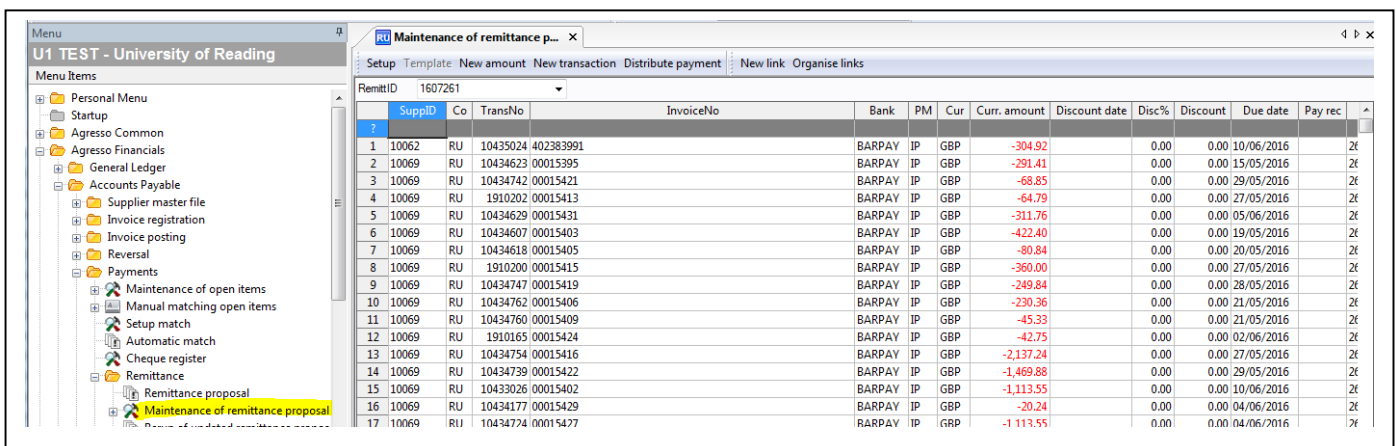
- The Pay method for expense claims is 'IP'
- Press SAVE to run the report
- You can access remittance proposal reports through Maintenance of ordered reports



Report	OrderNo	Status	P	Scheduled	Ended	Server queue	
1	SU07	6468	T	0	26/07/2016	26/07/2016	CHEQUES

2. Maintenance of remittance proposal

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

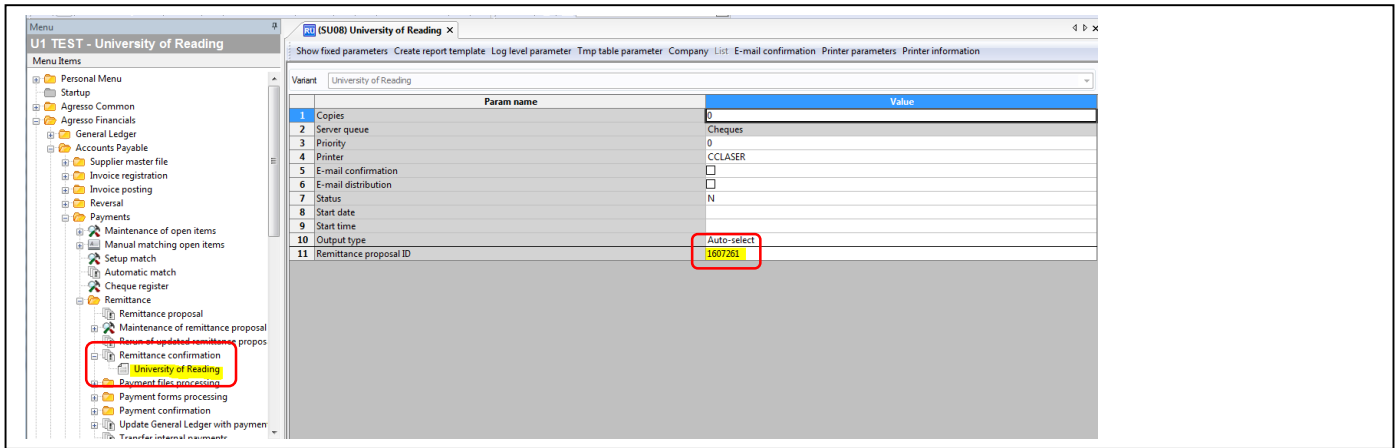


SupplID	Co	TransNo	InvoiceNo	Bank	PM	Cur	Curr.amount	Discount date	Disc%	Discount	Due date	Pay rec
1	10062	RU	10435024	402383991	BARPAY	IP	GBP	-304.92	0.00	0.00	10/06/2016	2f
2	10069	RU	10434623	00015395	BARPAY	IP	GBP	-291.41	0.00	0.00	15/05/2016	2f
3	10069	RU	10434742	00015421	BARPAY	IP	GBP	-68.85	0.00	0.00	29/05/2016	2f
4	10069	RU	1910202	00015413	BARPAY	IP	GBP	-64.79	0.00	0.00	27/05/2016	2f
5	10069	RU	10434629	00015431	BARPAY	IP	GBP	-311.76	0.00	0.00	05/06/2016	2f
6	10069	RU	10434607	00015403	BARPAY	IP	GBP	-422.40	0.00	0.00	19/05/2016	2f
7	10069	RU	10434618	00015405	BARPAY	IP	GBP	-80.84	0.00	0.00	20/05/2016	2f
8	10069	RU	1910200	00015415	BARPAY	IP	GBP	-360.00	0.00	0.00	27/05/2016	2f
9	10069	RU	10434747	00015419	BARPAY	IP	GBP	-249.84	0.00	0.00	28/05/2016	2f
10	10069	RU	10434762	00015406	BARPAY	IP	GBP	-230.36	0.00	0.00	21/05/2016	2f
11	10069	RU	10434760	00015409	BARPAY	IP	GBP	-45.33	0.00	0.00	21/05/2016	2f
12	10069	RU	1910165	00015424	BARPAY	IP	GBP	-42.75	0.00	0.00	02/06/2016	2f
13	10069	RU	10434754	00015416	BARPAY	IP	GBP	-2,137.24	0.00	0.00	27/05/2016	2f
14	10069	RU	10434739	00015422	BARPAY	IP	GBP	-1,469.88	0.00	0.00	29/05/2016	2f
15	10069	RU	10433026	00015402	BARPAY	IP	GBP	-1,113.55	0.00	0.00	10/06/2016	2f
16	10069	RU	10434177	00015429	BARPAY	IP	GBP	-20.24	0.00	0.00	04/06/2016	2f
17	10069	RU	10434724	00015477	BARPAY	IP	GBP	-1,113.55	0.00	0.00	04/06/2016	2f

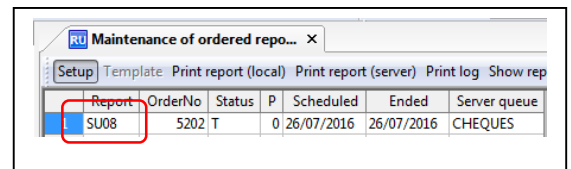
- Delete any rows that are not required for the payment run (Edit >> Delete row)
- Press SAVE to remove those entries from the proposal
- The proposal should only contain the entries required for payment

Remittance Confirmation

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

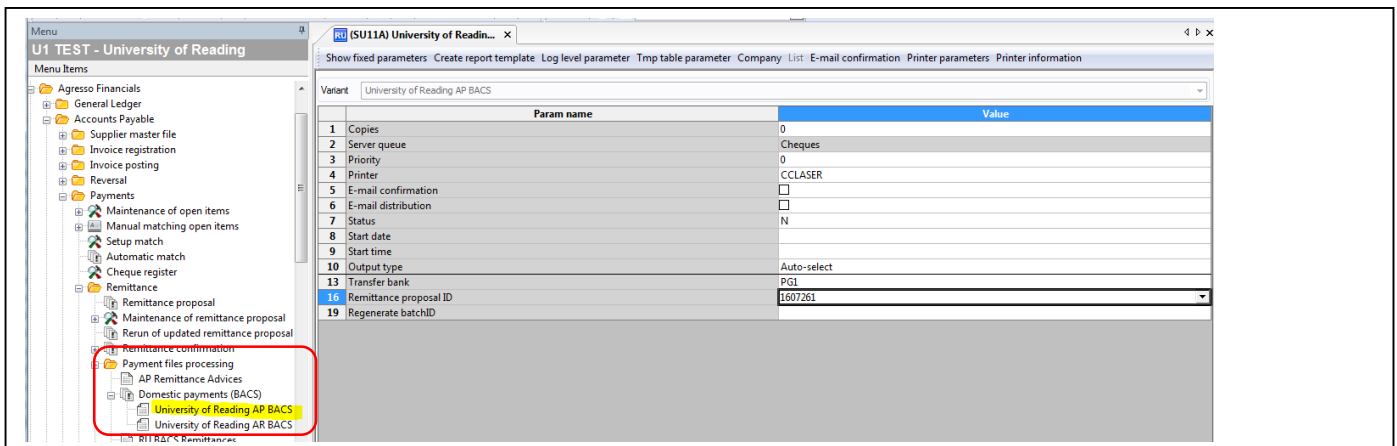


- Press SAVE to run the report
- You can access remittance confirmation reports through Maintenance of ordered reports, report name SU08

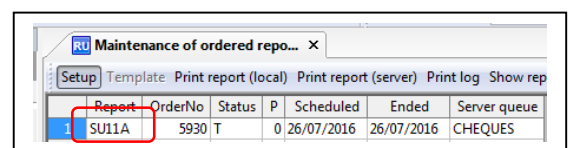


BACS payment run

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.

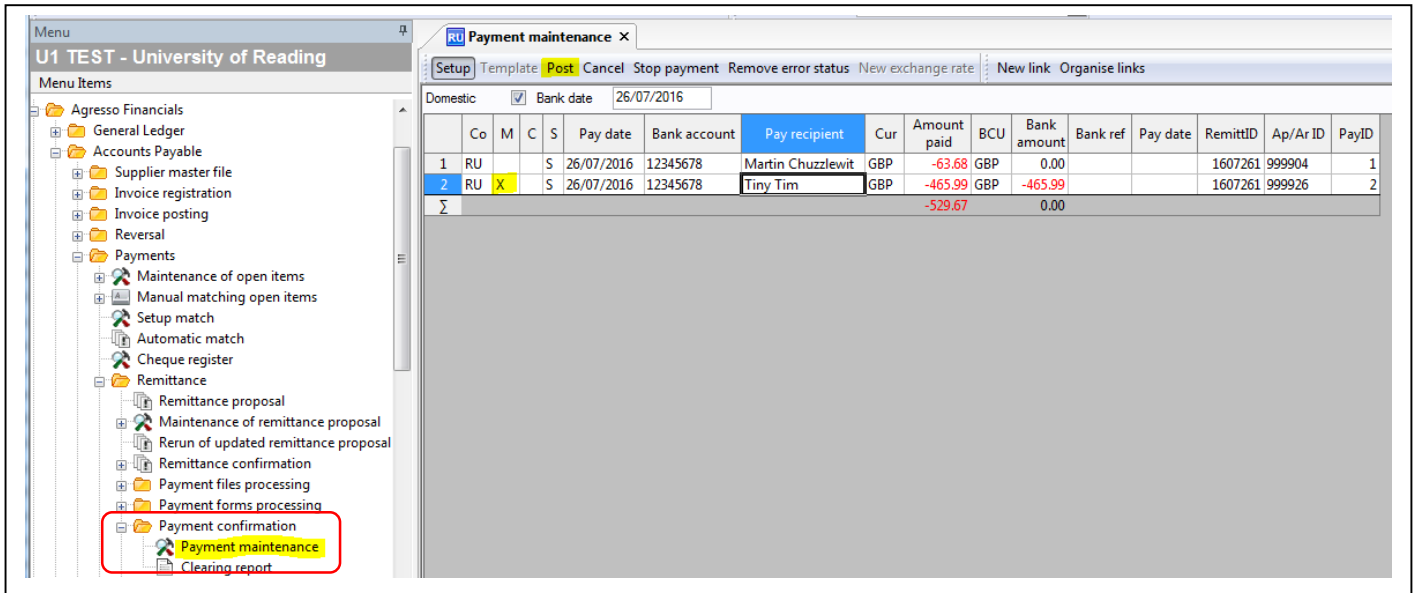


- Press SAVE to run the report
- You can access BACS payment run reports through Maintenance of ordered reports, report name SU11A



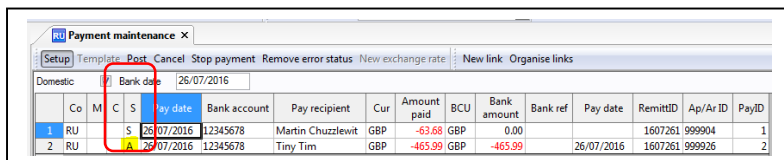
Payment Confirmation

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



	Co	M	C	S	Pay date	Bank account	Pay recipient	Cur	Amount paid	BCU	Bank amount	Bank ref	Pay date	RemittID	Ap/Ar ID	PayID
1	RU			S	26/07/2016	12345678	Martin Chuzzlewit	GBP	-63.68	GBP	0.00			1607261	999904	1
2	RU	X		S	26/07/2016	12345678	Tiny Tim	GBP	-465.99	GBP	-465.99			1607261	999926	2
Σ									-529.67		0.00					

- 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

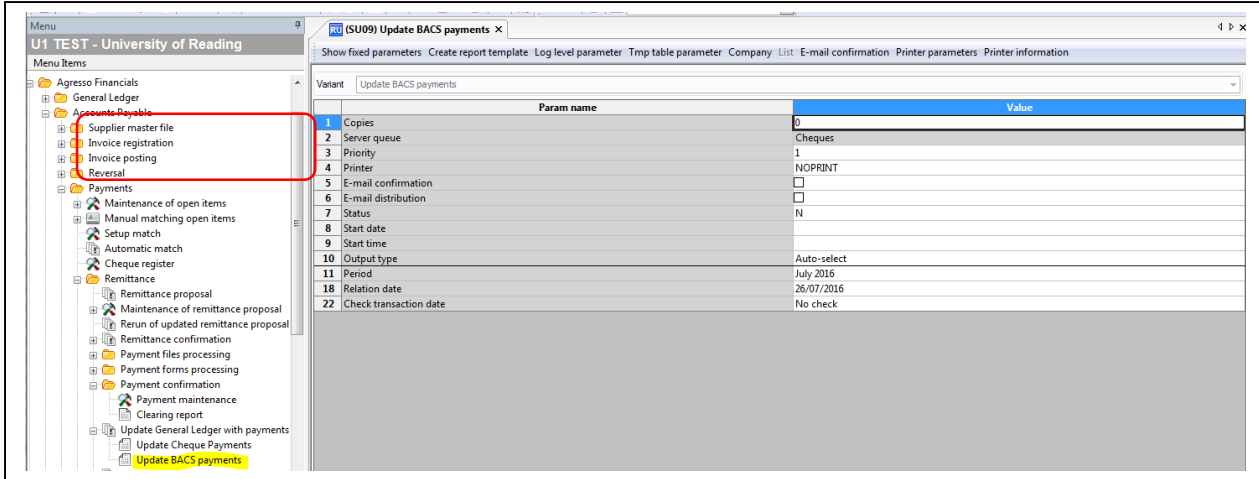


	Co	M	C	S	Pay date	Bank account	Pay recipient	Cur	Amount paid	BCU	Bank amount	Bank ref	Pay date	RemittID	Ap/Ar ID	PayID
1	RU			S	26/07/2016	12345678	Martin Chuzzlewit	GBP	-63.68	GBP	0.00			1607261	999904	1
2	RU			A	26/07/2016	12345678	Tiny Tim	GBP	-465.99	GBP	-465.99		26/07/2016	1607261	999926	2

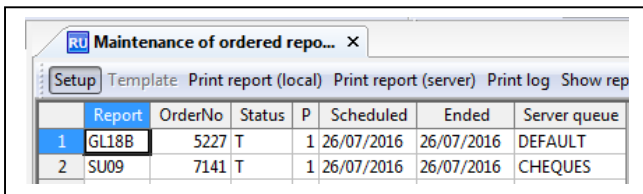
The status changes from 'S' to 'A' when payment is confirmed.

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'



Report	OrderNo	Status	P	Scheduled	Ended	Server queue
1 GL18B	5227	T	1	26/07/2016	26/07/2016	DEFAULT
2 SU09	7141	T	1	26/07/2016	26/07/2016	CHEQUES