

Quick Guide to entering an expense claim on the web

To enter expenses through Agresso please complete the following steps:

1. **Log in** to Agresso, using your name, Domain & Password.
2. Choose **Time & Expenses** from the menu on the left of the screen.
3. Choose **Travel Expenses** from the expenses menu this will open the expense claim screen.
4. The claim form is made up of 4 tabs, **General, Travel, Expenses & Summary**, opening on the General Tab.
5. Complete the following fields on the **General** Tab:
 - **Status** – Defaults to Draft, leave this in draft mode until the end and change to “ready” when you are ready to save.
 - **Travel Type** – This has a drop down list – choose Travel & Expenses or Research Fund
 - **Purpose** – Please provide a brief description of the purpose of the claim.
 - **Comment** – Additional information regarding the claim.
 - **Next Step** – This will move you on to the next tab.

The screenshot shows the Agresso login interface. At the top left is the MIC logo (Mary Immaculate College) with the text 'COLAISTE MHIURE GAN SMÁI'. Below the logo are input fields for 'User name', 'Domain' (pre-filled with 'MIC'), and 'Password' (masked with dots). A blue 'LOGIN' button is at the bottom of these fields. To the right is a 'Menu' section with four items: 'Your employment', 'Time and expenses' (highlighted in blue), 'Procurement', and 'Information pages'. Further right is an 'Expenses' section with two items: 'Travel expenses' (highlighted in blue) and 'Workflow enquiry - Travel expenses'.

Travel expenses

1 - General 2 - Subsistence 3 - Expenses 4 - Summary

General

Status

Draft

Resource

Travel type *

Travel and out of Pocket Expenses

Purpose *

Enter detail of the claim - Eg. Travel to Dublin for meeting in St Pat's.

Comment

Enter additional information if needed.

Choose Travel & out
of pocket or
Research Fund

Next step

6. The **Subsistence** tab is for claiming subsistence only. If you need to claim subsistence please complete the following fields:

- **Destination** – It will default to Ireland but if you need to claim foreign subsistence type in City/Country of visit. (Note: *not all countries have been set up contact Support if additional countries are required*)
- **Start Date & Start Time**
- **End Date & End Time**
- **Text** - Defaults in the text from General Tab, amend if necessary
- **Next Step**

Travel expenses

1 - General 2 - Subsistence 3 - Expenses 4 - Summary

0002

Destination	Description	Start date	Start time	End date	End time
<input type="checkbox"/> Ireland	Enter detail of the claim - Eg. Travel to Dublin for meeting in St Pat's.	21/05/2016	07:30	22/05/2016	17:30

Add Delete

Subsistence

Destination *
IE

Start date

End date

Start time

End time

Text

Previous step Next step

To enter a second subsistence line press **Add**

7. The **Expenses** tab, if you entered subsistence on the previous tab this will be calculated on this page under expense items. If you need to claim for other items Eg. Train Tkt, Book receipts etc you do so on this screen by completing the following fields:

- **Default GL Analysis** - Enter the Cost Centre you require. Return to "Update all items" when all lines are entered.
- **Add** – will give you a new line under expenses items. Add a line for each expenses type.
- **Expenses Type** - Choose expense type from drop down list.
- **Date**
- **Description** – Provide a description of expenses
- **Amount/Km** – Enter receipt amount . For travel enter number of Kilometres.
- **GL Analysis** – In the case of subsistence you will need to complete the **Tratype** section, type **T** in the box for a dropdown list
- **Default GL Analysis** – Return to the top *of the screen*. This will update each line of the claim to the cost centre entered.
- **Next Step**

Travel expenses

1 - General 2 - Subsistence 3 - Expenses 4 - Summary

0002

Default GL analysis

Costc

20200

French

Update all items

When all lines of claim are entered
choose **update all items**

Add – New
line needed
for each
expense
type.

Expense items

<input type="checkbox"/>	Expense type	PD	Description	KM's or Amount	EURO	Receipt
<input type="checkbox"/>		10H	Ten Hour Rate	1.00	33.61	<input type="checkbox"/>
<input type="checkbox"/>		24H	Overnight Rate	1.00	125.00	<input type="checkbox"/>
<input type="checkbox"/>	Train Ticket	TRAIN	Return Tkt Limerick to Dublin	60.00	60.00	<input checked="" type="checkbox"/>
Σ				62.00	218.61	

Add

Delete

Copy

P11D ref

Expense details

Expense type

Train Ticket

Description

Return Tkt Limerick to Dublin

KM's or Amount

60.00

Date *

21/05/2016

Currency *

EUR

Curr. amount

60.00

EURO

60.00

GL Analysis

Account *

2505

Travel Expenses & Subs

Costc *

10050

Administration

Tratype *

TRA006

Rail Fares

Tax code *

0

VAT @ 0%

Tax system

Use as default

Update all items

Choose
Expense type
from drop
down list. Eg,
Mileage, Train
Tkt, Book

Sub-Analysis section – If this field doesn't default in (subsistence),
Type first letter of name for drop down list – Eg Tratype - **Type T**

Previous step

Next step

Save

Clear

Open

Print preview

Delete


Cost distribution

Export

8. The **Summary** tab gives an overview of the total claim. If you are ready to submit this claim change the status from **Draft** to **Ready** & press **Save**. You may also keep it in draft mode & save it for later to add further expense items.
9. When you press **Save** a transaction number will be generated.
10. All receipts/documentation will need to be submitted to the Finance Office in the Expenses Envelope. Please complete all the details required on the envelope.

1 - General 2 - Subsistence 3 - Expenses 4 - Summary

General

0002  Status *

Transaction date 21/06/2016 Transaction number 0

Purpose Enter detail of the claim - Eg. Travel to Dublin for meeting in St Pat's.

Comment Enter additional information if needed.

Subsistence

Destination	Start date	Start time	End date	End time	Description
Ireland	21/05/2016	07:30	22/05/2016	17:30	Enter detail of the claim - Eg. Travel to Dublin for meeting in St Pat's.

Expense items

Expense types	Description	Date from	Date to	Number	Rate	Costc	Tratype	Currency	Curr. amount	EURO
	Ten Hour Rate	22/05/2016	22/05/2016	1.00	33.61	20200	TRA002	EUR	33.61	33.61
	Overnight Rate	21/05/2016	21/05/2016	1.00	125.00	20200	TRA002	EUR	125.00	125.00
Train Ticket	Return Tkt Limerick to Dublin	21/05/2016	21/05/2016	60.00	0.00	20200	TRA006	EUR	60.00	60.00
Σ										218.61

Previous step

Once saved a **Transaction number** will be generated. If you have receipts to submit this number will need to be entered on the expenses envelope.

Save Clear Open Print preview Delete Cost distribution Export

What Happens Next?

Once saved the Cost Centre Manager will receive an e-mail informing them of an expenses claim to approve.

The approver must log in to Agresso to approve the claim. Once approved it will be sent to Finance for payment.

Research Fund Claims will be sent directly to the Finance Office once it passes the funds check. Claims will be returned if funds not available.

Claims will only be processed for payment once all relevant receipts/documentation is received in the official expenses envelope.

List of Expense Types – Travel & Out of Pocket Expenses

Accommodation -outside EU	Flat Rate Mileage - €100 Dublin, €125 Maynooth, €75 Cork/Galway & €50 Thurles
Accommodation -within EU	Internet Services
Air Travel - outside EU	IT Consumables
Air Travel - within EU	Library Books
Books	Mileage
Bus Ticket	Parking Discs
Capital Project Expenditure	Petrol Receipts
Car Hire	Photocopying
Car Parking	Postage
Catering Costs - Guest Lecturer	Subscriptions
Catering Costs - Externs	Stationery
Catering Expenses	Teaching Resources
Conference Registration Fee	Telephone Calls
Course Fee (Re-imburement of Fees)	Toll Charges
Course Fee (Training Course)	Train Ticket
Field-Work Expenses	

List of Research Expenses Types - Research Funds Claims

Research Expenses

Research Mileage