

## How to amend an expense claim saved at a status of draft

To amend a claim saved at draft please complete the following steps:

1. **Log in** to Agresso, using your name & password.
2. Choose **Time & Expenses** from the menu on the bottom left of the screen.
3. Choose **Expenses – Travel Expenses** from the top left of the screen, this will open a new expense claim screen.
4. On the end of this screen Choose the **Open** icon, this opens a list of any expenses that are either saved at draft or are outstanding awaiting approval/payment.
5. Click on the claim you wish to amend and it will open in the expense claim screen.
6. Change the claim from **Draft** to **Ready** and make any other amends that are required.
7. Press **save**.

A “Quick Guide to entering an expenses claim” is available on Agresso Support if you have any queries.

The screenshot displays the Agresso system interface. At the top left is the MIC logo (Mary Immaculate College, Colaiste Mhuire Gan Smal). Below it is a login form with fields for 'User name', 'Domain' (set to MIC), and 'Password', followed by a 'LOGIN' button. To the right is a 'Menu' with options: 'Your employment', 'Time and expenses' (highlighted), 'Procurement', and 'Information pages'. Further right is an 'Expenses' section with 'Travel expenses' (highlighted) and 'Workflow enquiry - Travel expenses'. Below the menu is the 'Travel expenses' form, which has tabs for '1 - General', '2 - Subsistence', '3 - Expenses', and '4 - Summary'. The 'General' tab is active, showing fields for 'Status' (set to Draft), 'Resource', 'Travel type' (set to 'Travel and out of Pocket Expenses'), 'Purpose' (with a text input field containing 'Enter detail of the claim - Eg. Travel to Dublin for meeting in St Pat's'), and 'Comment' (with a text input field containing 'Enter additional information if needed.'). Below the form is a 'Next step' button. At the bottom of the screen are buttons for 'Save', 'Clear', 'Open', 'Print preview', 'Delete', and 'Export'. An orange arrow points from a blue callout box with the text 'Click on the Open Icon' to the 'Open' button.