

Quick Steps:

Employee Expenses



Login to Time
& Expenses

Complete Tab 1
- General

Complete Tab 2 –
Expense Details

Review
Expense

Submit for
Approval

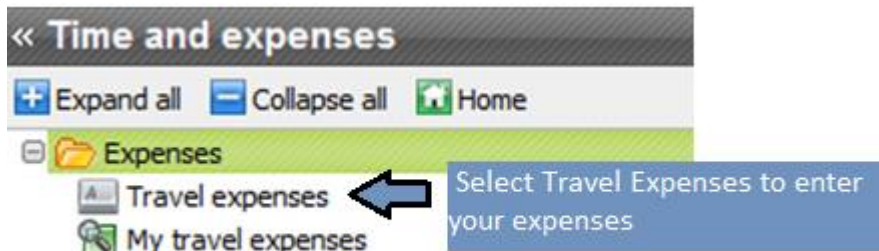
Print, Send in
Envelope with
Receipts

- **Notes:**
- **First Time Claimants:** Must send Bank Details to expenses@rcsi.ie
- **Remember:** Save Status **Ready** => will send to the Head of Department!
- **Send:** Original Receipts in Designated Envelope
- **Problems?** Contact expenses@rcsi.ie

How-To:

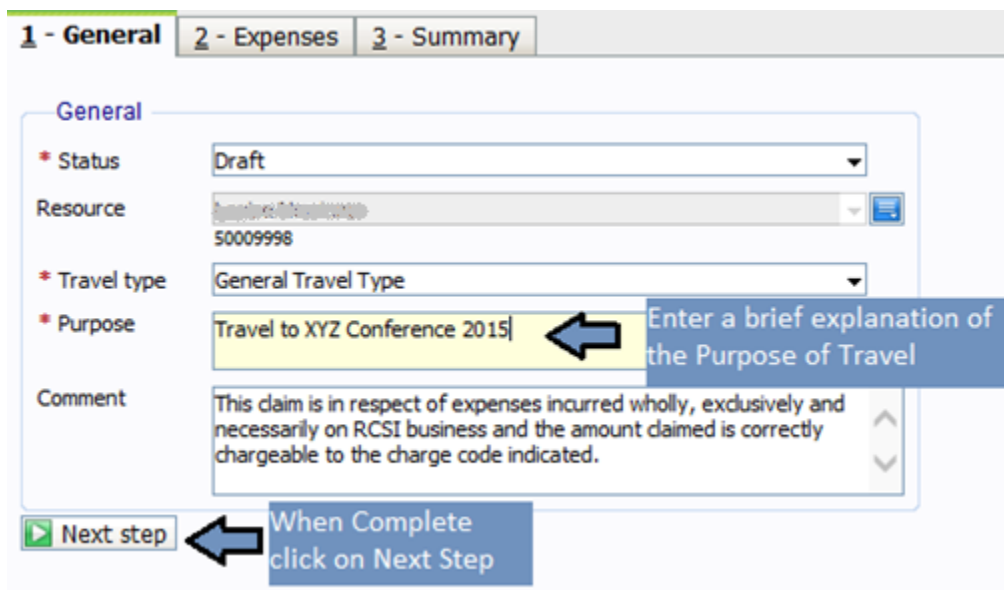
Step 1: Login to Time and Expenses:

- Login to Agresso Web portal: <http://rcsi-agweb-01/agresso>
- Select Time and Expenses -> Expand Expenses folder:



Step 2: Complete Tab 1 – General:

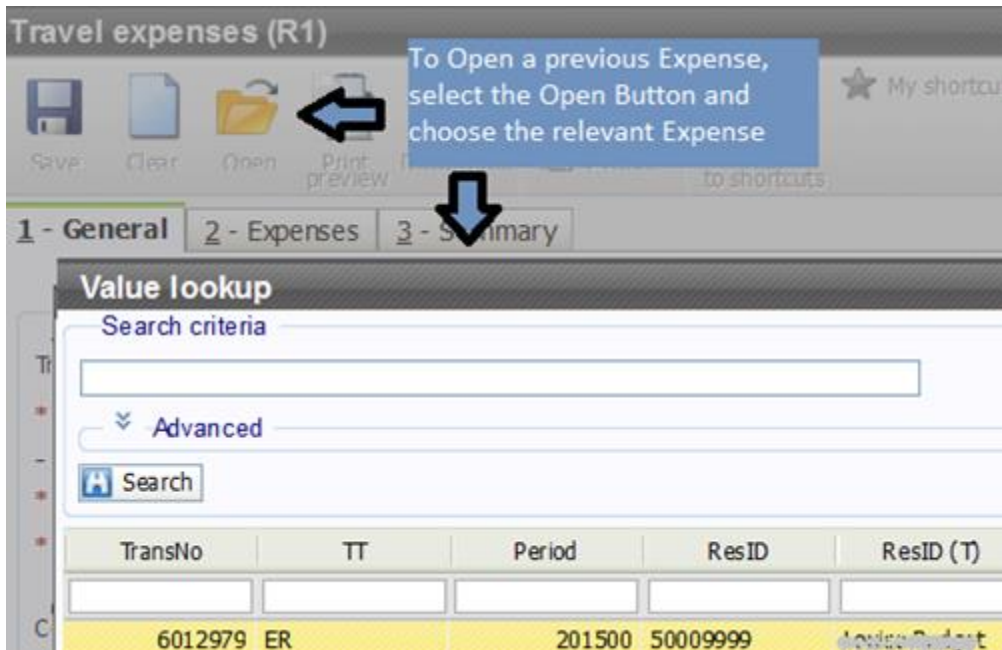
- Fill out the General Expenses Information in this Tab:



Note:

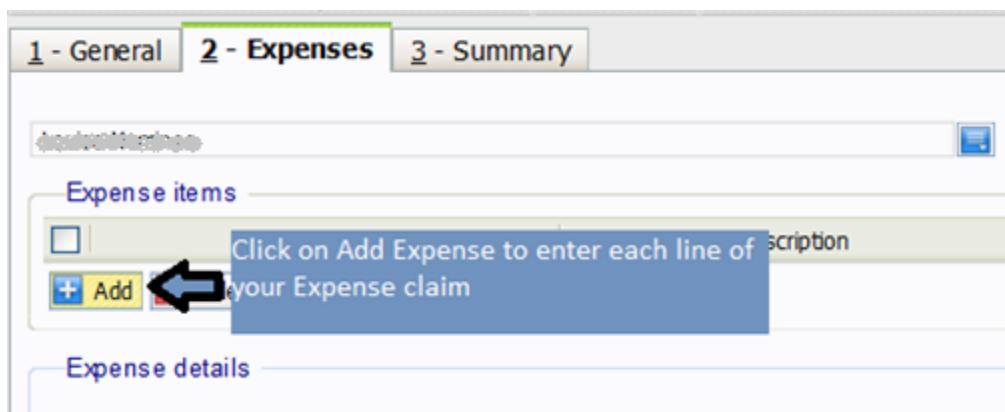
- You can start your expense claim, save as Draft and come back to finish it later. It will remain unprocessed until you change the status to “Ready” and Save the expense.
- To do this, log back into the Expense Online system, select “Travel Expenses”, click the “Open” button and choose the Expense you wish to edit:

Employee Expenses

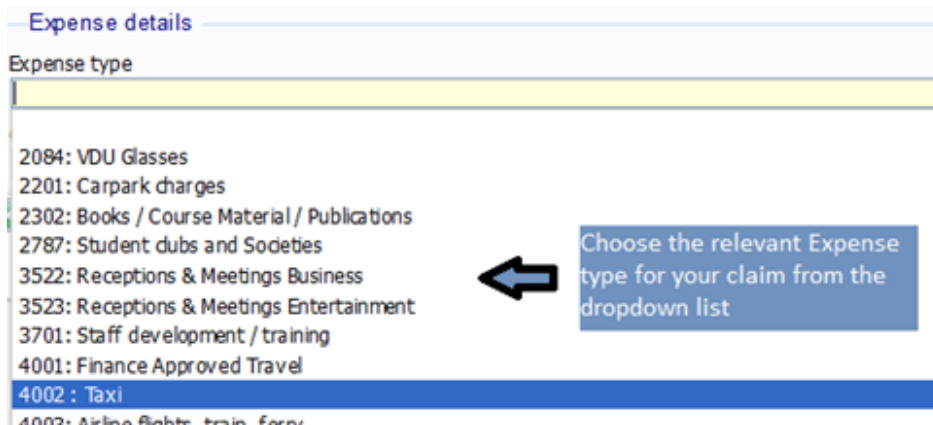


Step 3: Complete Tab 2 – Expenses Details:

- Use Tab 2 – Expenses to enter the full details of your claim:

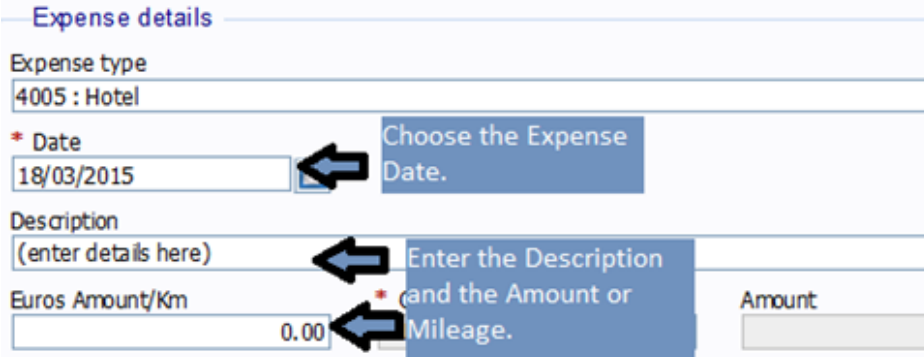


- Choose the relevant Expense Type from the drop down menu for the claim line. If you are unsure of the Expense Type, please contact the Finance Department (expenses@rcsi.ie):

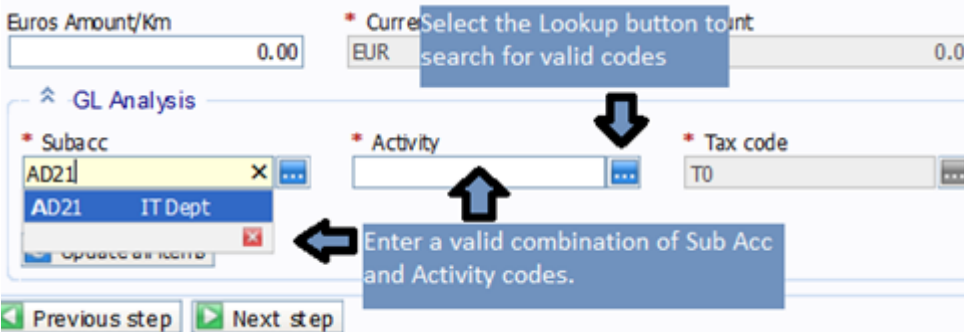


Employee Expenses

- Enter the Date, Description, Euro Amount or Mileage of your expense claim. Expense claims can only be made in Euro:



- Next, update the SubAcc and Activity. This determines where the claim should be charged:



Note:

- You may only choose SubAcc (department/grant) values against which you have been authorised. You should have access to your Home Department by default.
- If you require access to other departments/grants, please forward an email containing approval from the Head of Department to the Finance Department (expenses@rcsi.ie).
- Please contact the Finance Department (expenses@rcsi.ie) if you have any questions with regard to selecting a valid combination on this screen.
- Any problems, please contact expenses@rcsi.ie.

If you have another expense to claim, repeat Step 3 as appropriate. If you have completed the Expense, select Next Step to progress to Summary Tab.

Step 4: Review Expense:

- Use Tab 3 – Summary to review the content and correctness of the overall expense:

Employee Expenses

1 - General 2 - Expenses **3 - Summary** ← Review the Expense in Tab 3 - Summary before submitting for approval

General

Executive Budget: * Status:

Comment: This claim is in respect of expenses incurred wholly, exclusively and necessarily on RCSI business and the amount claimed is correctly chargeable to the charge code indicated.

Expense items

Expense types	Description	Date from	Date to	Number	Rate	Subacc	Activity	Currency
4005 : Hotel	Conference hotel	18/03/2015	18/03/2015	120.00	0.00	AD21	IT05066	EUR
Σ								

Step 5: Submit Expense for Approval:

- If you are a first time Claimant, for reasons of Data Protection compliance, you must submit your bank account details to expenses@rcsi.ie
- If you are satisfied and wish to submit the expense, change the Status to Ready in Tab 3 - Summary, and Click on the Save button:

Travel expenses (R1)

Save Clear Open Print preview Documents Delete Template Export Add to shortcuts My shortcuts Home Icons and navigation keys UNIT4Ideas

1 - General 2 - Expenses **3 - Summary**

General

Executive Budget: * Status: ← To Submit, change Status to Ready, press the Tab button on your keyboard to commit, then click the Save Icon

Comment: This claim is in respect of expenses incurred wholly, exclusively and necessarily on RCSI business and the amount claimed is correctly chargeable to the charge code indicated.

Note:

- Once the Expense is saved in “Ready” status, it will automatically send to the Head of the Department for approval/rejection.
- If approved, Finance will check the expense and **if you have submitted your bank account details to expenses@rcsi.ie**, the expense will be included in the next payment run.
- When you submit, the system will generate a transaction number. Please note this for further queries:



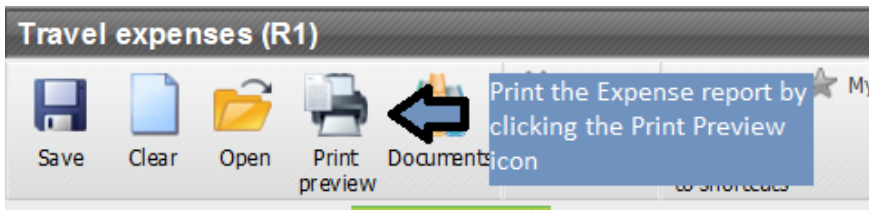
Successfully saved. The item is now sent for approval. Transaction number 6012978

Step 6: Print Expense, Send in Designated envelope with Receipts:

- Once you have submitted the Expense, print the Expense:



Employee Expenses



RCSI

Employee Expense Claim Records

Royal College of Surgeons

Name and address	Expense reference	Claim No.	Period	Claim Date	Staff No
121 SSG		6012979	201500	09/04/2015	50000000

Date	Expense Type	Expense Items	Project	Activity Code	Amount/Km	Rate	Cur	Amt	Euro
18/05/2015	Taxi - Hotel accommodation	Conference Hotel	ACC1 IT Dept	IT01001 Surgical Training Database	120.00	0.00	EUR	120.00	120.00

Notes

This claim is in respect of expenses incurred wholly, exclusively and necessarily on RCSI business and the amount claimed is correctly chargeable to the charge code indicated.

Gross amount

Tick here if you have received an Advance for this Claim

Sample Expense Printout

- Original receipts for each claim line and a printout of the expense claim form must be sent to the Finance Department in the designated Employee Claim envelope (ask your manager or contact Finance for this envelope):

Expense claim transaction number _____

Claimant _____

URGENT

RCSI Finance Department
 Royal College of Surgeons in Ireland
 Accounts Payable
 121 St Stephens Green
 Dublin 2
 Ireland

Designated Expenses envelope



IMPORTANT NOTES:

- First time claimants must **submit their bank account details** to the Finance Department (expenses@rcsi.ie).
- Save Status = Ready will send the expense for approval.
- Send Original receipts in the designated envelope.
- **Problems?** Please contact expenses@rcsi.ie