



UNIVERSITY *of* LIMERICK

OLLSCOIL LUIMNIGH

Expense System

User Training Guide
For
School Placement Tutors

**Finance Department
School of Education
Cooperative Education & Careers Division**

User Training Guide for Expense System

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School Placement Tutors User Training Guide

1. INTRODUCTION TO THE EXPENSE SYSTEM

- All current School Placement tutors must be registered on the University's Finance system (**Agresso**) in order to claim their expenses.
- You should be familiar with operating the **PC/device** that you are using to claim your expenses.

You should know the following:

- how to log onto it;
- how to access your email from it;
- how to scan/take a picture of your receipts and email this picture to your PC;
- how to store your receipts and School Placement documents on a file in order to be able to attach them to your expense claim.

The operating system on your PC/Device should be in date.

- The University has a security firewall around its computer network and you must install software called **FortiClient** on your PC/device in order to use this application from outside the University campus.
New tutors should bring their PC/Device to the induction evening where you will be given help to install this software. **This software should only be installed on your PC/device ONCE.**
Instructions for installing this software are on the Information Technology Divisions (ITD) webpage at: <https://ulsites.ul.ie/itd/node/69891>
- When you have received the system setup email from the Finance Department use the following link <https://www.ul.ie/agresso> to access the Agresso system.
- If you have not been given your login details please contact the School of Education - mairead.condon@ul.ie
- Claiming of all Expenses must comply with the University's Travel and Subsistence Policy which is available on the Finance website under [Finance Policies](#)
- When claiming mileage as part of your expense the rates are calculated as follows (as of 1st April 2017):



Distance Bands		Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over
Band 1	0 – 1,500 km	37.95 cent	39.86 cent	44.79 cent
Band 2	1,501 – 5,500 km	70.00 cent	73.21 cent	83.53 cent
Band 3	5,501 – 25,000 km	27.55 cent	29.03 cent	32.21 cent
Band 4	25,001 km and over	21.36 cent	22.23 cent	25.85 cent

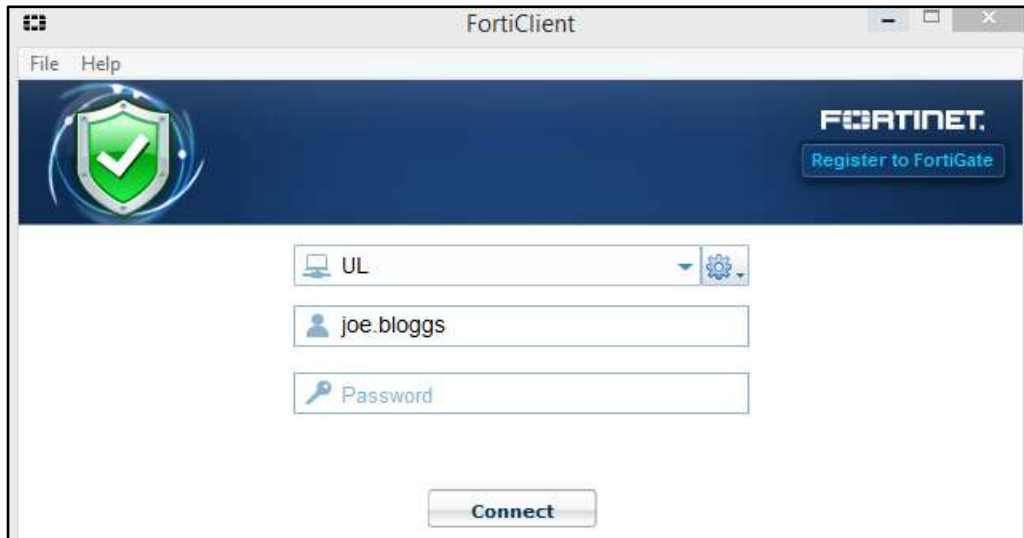
Please note that all mileage claimed is verified using AA Route planner. If the mileage claimed does not match AA Route planner the claim will be rejected so that the mileage can be clarified/amended.

Any queries on using this Expenses system should be emailed to: Expenses@ul.ie

2. CONNECT TO FORTICLIENT

After you have installed the firewall software as directed in point 3 above you must connect to FortiClient.

Double click on the FortiClient Icon on your desktop  or on your taskbar 
Log in using the details supplied on the set up email.



Use the same Username and Password codes at any stage if asked for them.

Please ensure you disconnect from FortiClient when you have completed your expense entry.

3. ACCESS THE EXPENSE SYSTEM

The link to access the Expense system is <https://www.ul.ie/agresso> It is also available on the Finance Department web page <http://ulsites.ul.ie/finance/> highlighted in screen below:

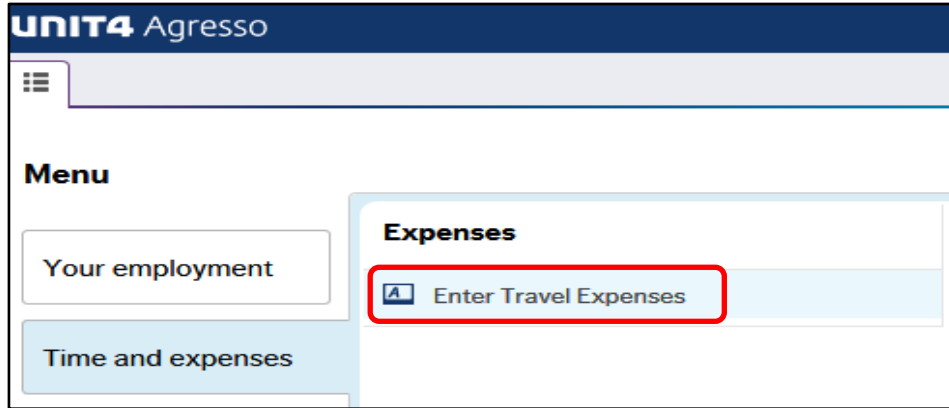


If you get a log on screen please enter your Username and Password that you received by email.

4. ENTER AN EXPENSE CLAIM

From the Agresso Menu below select **Time and expenses** and then **Enter Travel Expenses**.

Note: You may have to adjust your screen resolution to display the application screen on your PC/Laptop. {Use ->Control Panel\All Control Panel Items\Display\Screen Resolution or Click on the screen, hold down the Ctrl key and adjust using the mouse wheel.}

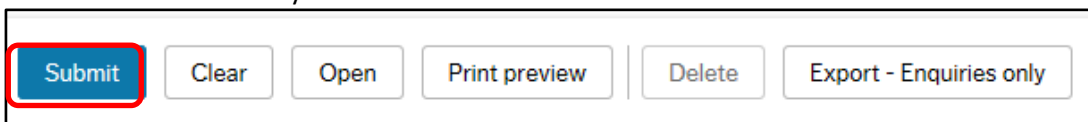


The screen to Enter Travel Expenses will open:

A screenshot of the UNIT4 Business World application interface. The top header is dark blue with the text 'UNIT4 Business World'. Below the header is a tabbed interface with three tabs: '1 - General', '2 - Expenses', and '3 - Summary'. The '1 - General' tab is selected. The form is titled 'Enter Travel Expenses' and contains several fields. The 'Status' field is a dropdown menu with 'Ready' selected, highlighted with a red box. The 'Resource' field is a dropdown menu with 'Anne Smith' selected, highlighted with a red box. The 'Travel type*' field is a dropdown menu with 'Expenses Only' selected, highlighted with a red box. The 'Unique Claim Text (e.g. Dublin Jan21)*' field is a text input with 'CPD Day UL' entered, highlighted with a red box. The 'Purpose of Travel (Include Student ID if Expense for Co-op visit)*' field is a text input with 'CPD Day UL February 2017' entered, highlighted with a red box. At the bottom left of the form, there is a 'Next step' button, also highlighted with a red box.

Fields marked with * are mandatory you MUST enter a value for this field.

Status – This defaults to 'Ready' but you can select 'Draft' and save your expense claim after entering a line using the 'Submit' button from the 'Summary' screen, then complete at another time. This is useful as the system will time out and any claim on the screen that is not saved will be lost.



Resource – This will show your Name and Resource ID number.

Unique Claim Text (e.g. Dublin Jan21)* - Enter a unique description of your travel here.

Purpose of Travel* - Enter the purpose of your trip:

Pre/Post placement meetings – clearly state if this is a Pre/Post meeting and list the names of the student met with during the visit

Student visits for week beginning (include date)

Training details – Attendance at CPD/induction training/shadow visits

Click on **'Next Step'** to move to 2 – Expenses tab and step through all of the entry tabs.

UNIT4 Business World

Enter Travel Expenses x

Enter Travel Expenses

1 - General 2 - Expenses 3 - Summary

Anne Smith
51592

Expense items

Expense type	PD	Description	Value/Kilometer

Add Delete Copy P11D ref

Expense details

Previous step Next step

Click on **'Add'** to open expense lines.

Choose Expense type using the drop down button ▼

Expense items

Expense type	PD	Description	Value/Kilometer	Amount €
Mileage - Kilometres by Car	PD19	[Please enter trip details including start and end destination locations]	0.00	0.00
			0.00	0.00

Add Delete Copy P11D ref

Expense details

Mileage - Kilometres by Car

Hospitality External to UL
Hospitality Internal to UL
Hotels & Accommodation
Mileage - CAR to Dublin Fixed Rate
Mileage - Kilometres by Car
Purchase of Books
Purchase of Consumables/Materials
Purchase of Office Supplies
Staff Relocation Expenses
Subscriptions to Associations
Telephone/Internet Costs
Training/Conference Fees
Travel & Subsistence in Europe
Travel & Subsistence in Ireland
Travel & Subsistence in World

Rate 44.79

The screenshot shows the 'Enter Travel Expenses' form in the UNIT4 Business World system. The form is divided into several sections:

- Expense Items Table:** Contains one entry for 'Mileage - Kilometres by Car' with a value of 72.00 and an amount of 32.25.
- Expense details:** Includes fields for 'Expense type' (Mileage - Kilometres by Car), 'Description' (Galway to Tuam Return - Joe Bloggs ID12345678 SP Visit 1), 'Enginecc' (OVER 1900CC), 'Value/kilometer' (72.00), 'Date of Travel' (06/06/2017), and 'Rate' (44.70).
- GL Analysis:** Includes a 'Costc' field with the value 20103.

Tab into each field to enter the detail of the expense.

Description – enter details of the expense/visit e.g. start of journey to end of journey, name of student, ID, Reason for Visit e.g. **SP visit 1 referral visit/external examiner visit.**

Do not put in 'Home' as start of journey!

EngineCC – check that your car engine size is correct, if not choose using the search button, contact financial.systems@ul.ie to change your car registration/engine cc.

Value/Kilometer – enter the distance travelled in Kilometers, mileage claimed is verified using AA Route planner or Google Maps.

Date of Travel – enter the date of the expense/journey.

Rate – this is based on the engine cc of your car and the distance per annum travelled, see introduction for Department of Public Expenditure and Reform current Motor Travel Rates introduced 01/04/2017. The Amount will be calculated for you.

Costc * – Make sure that you enter your expense claim against the correct cost centre – 10250, 20103 or 25402.

Explanation of what Cost Centre to use:

School of Education Cost code is 10250:

- Accommodation for CPD events
- Mileage for CPD event **if not** meeting students
- Mileage for New Tutor Induction or any other form of training
- New Tutor Shadow visits
- Expenses incurred for attendance at CPD if not also meeting with students for pre or post placement purposes
- Mileage for attendance at Appeals/Fitness to practice hearings

School Placement Cost code is 20103:

- Mileage and subsistence for Pre and Post Student Placement meetings in UL
- Mileage and subsistence incurred when conducting visits to school
- Postage expenses when returning LAGs to the SP office

Please note that you should only submit one expense claim in any two-week period against this Cost Code to include all visits made within this period. You can collate your expense receipts, mileage and enter multiple lines per claim.

Hosting external examiners Cost Code is 25402

- Any expenses incurred when bringing external examiners to visit students

When attending the CPD Events:

- If not meeting students for pre or post placement purposes – all expenses are paid by the School of Education (10250)
- If meeting with students – mileage and food to be claimed from CECD (20103)
- If tutors must stay overnight to meet their students the following day then the School of Education (10250) will pay the hotel expense. (Prior approval needed)

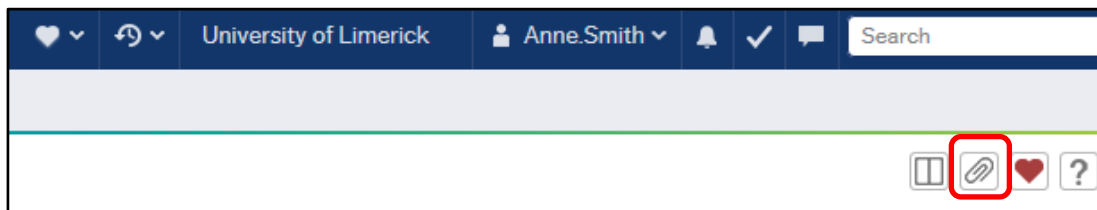
Click on ‘Add’ to enter multiple lines of your expense claim. You should enter all the expense lines relating to the same school visit in one claim so that the relevant LAG can be attached to the claim.

4.1 ATTACH RECEIPTS AND DOCUMENTS

All receipts and LAGs should be saved in files on the PC before you start submitting expense. You can either use a scanner or take a picture of your receipts and LAG and email these files to yourself. Attach all receipts and LAGs to your expense claim. For external auditing purposes, these receipts will be checked by the Approver/Budget Manager to verify that the expense was incurred. You must ensure that the expense you are claiming for has the receipts/LAGs relating to those visits attached.

All explanations relevant to your receipts should be entered on the Expense details entry screen in the description field.

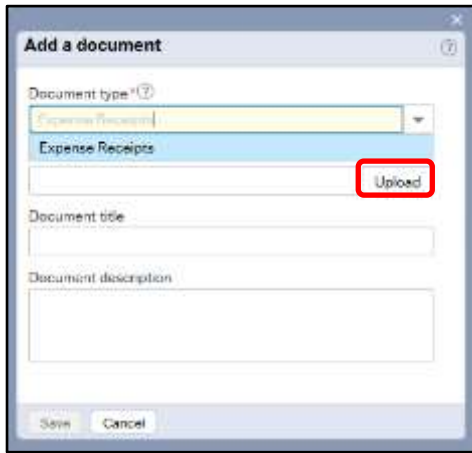
Click on the paper clip icon on top of the screen to start adding your receipt document –



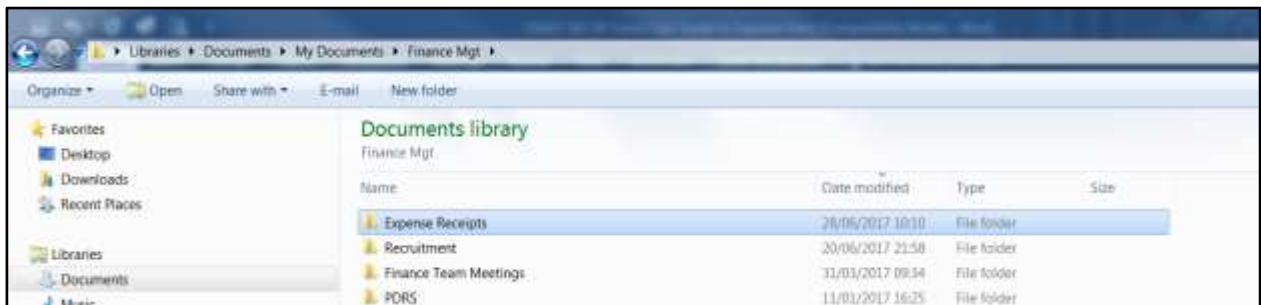
The documents screen will open click on ‘Add a document’:



Click on ‘Upload’ to find the folder on your PC where the Receipts document is stored:



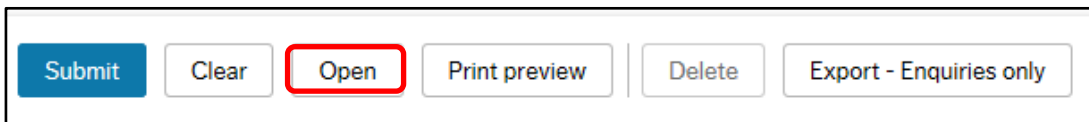
Your documents folder/directory will open on your PC, find the folder where you have saved your receipts/documents and double click on the file to move it into the Expenses system folder. In this example there is a folder called 'Expense Receipts' where all receipts/LAGS have already been stored and are ready to be attached to my expense claim.
Click on this folder and select the receipts/LAGS that need to be attached to your current claim.



4.2 FINISH AND SUBMIT YOUR EXPENSE CLAIM

When you have completed your travel expense claim (1-General, 2-Expenses tabs) verify that the expense claim is correct by reviewing the lines entered on the '**3-Summary**' tab. You can click back to the previous tabs by using '**previous step**' if you need to correct any information entered.
Click on **Submit** to enter this claim into the approvals workflow. (*Ensure the status is "Ready"*)

To complete a 'draft' claim, go to the entry screen (Time and Expenses/Enter Travel Expenses) and click on '**Open**', enter the claim number and that claim will open on screen. When all lines are entered and claim is complete, change the status to '**Ready**' then submit to enter the claim into workflow.



UNIT4 Business World University of Limerick

Enter Travel Expenses

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

General

Anne Smith Status *
 €1592 Transaction date: 11/07/2017 Transaction number: 0
 Unique Claim Text (e.g. Dublin Jan21): Student Visit 1 Joe Bloggs
 Purpose of Travel (Include Student ID if Expense for Co-op visit): SP Visit 1 J Bloggs - Galway

Expense items

Expense types	Description	Date from	Date to	Number	Rate	Costc	Reaso	Travel	Currency	Cur amount	Amount €
Mileage - Kilometres by Car	Limerick to Galway Return	01/05/2017	01/05/2017	300.00	44.79	20103	51592		EUR	89.58	89.58
Travel & Subsistence in Ireland	Lunch / Coffee	01/05/2017	01/05/2017	0.00	0.00	20103	51592	10	EUR	10.00	10.00
Σ											99.58

Previous step

Submit Clear Open **Print preview** Delete Export - Enquiries only

Once your expense claim is submitted, you can click on **'Print preview'** button to print out the details of your claim for your records.

Sample Print Preview of Expense:

OLLSCOIL LUIMHIGH UNIVERSITY OF LIMERICK

Travel transaction

Name and address	Expense reference	Claim No.	3245554
Anne Smith	Student Visit 1 Joe Bloggs	Period	201710
University of Limerick	Student Visit 1 Joe Bloggs	Claim Date	11/07/2017
		Staff No	51592

Date	Expense Type	Expense items	Cost centre	Travel	Amount/Km	Rate	Cur	Amnt	Euro
01/05/2017	Kilometres	Limerick to Galway Return	20103 Co-Operative Education Teaching Practice		200.00	44.79	EUR	89.58	89.58
01/05/2017	Travel	Lunch / Coffee	20103 Co-Operative Education Teaching Practice	10 Domestic Travel & Subsistence	0.00	0.00	EUR	10.00	10.00

Notes
 SP Visit 1 J Bloggs - Galway

Gross amount 99.58

5. DELETE AN EXPENSE CLAIM


Select **Time and expenses** and then click on **Enter Travel Expenses** from the menu.

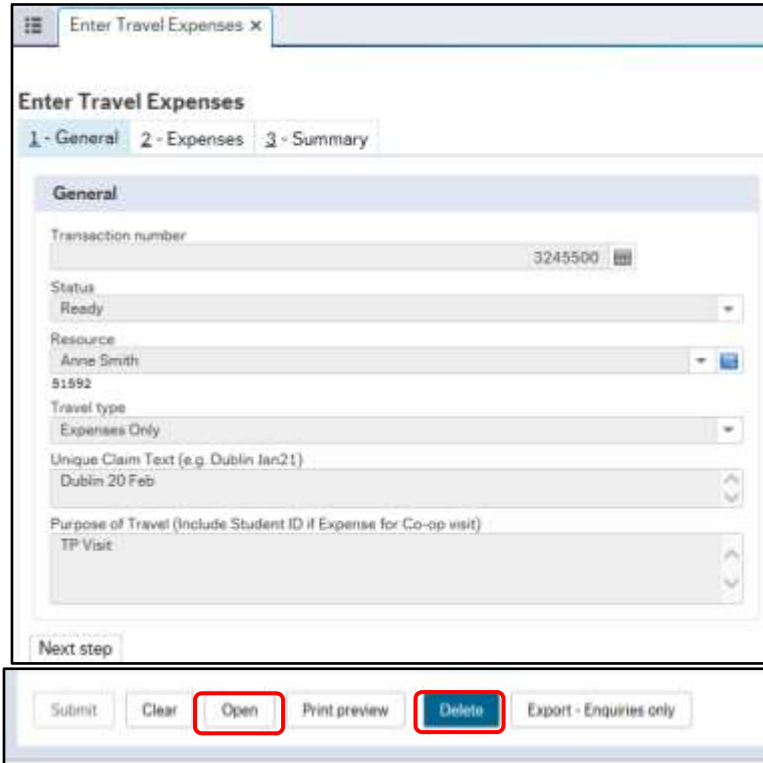
UNIT4 Business World

Menu

- Your employment
- Time and expenses**
 - Enter Travel Expenses**
- Reports

The Expense Entry screen will open up as normal.


Click on **“Open”** at the end of the screen. Call up the transaction number that you want to delete by entering the claim number in the ‘Transaction number’ field or search using the search icon .

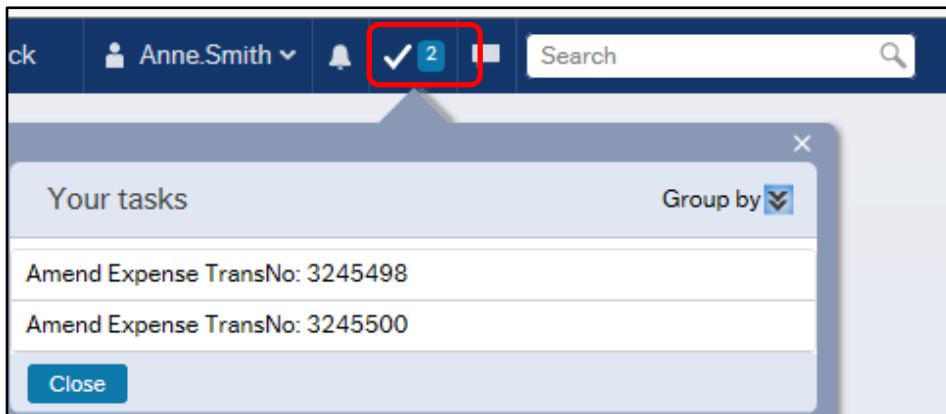


Select Transaction Number, when the claim has loaded onto the screen, click on **“Delete”**

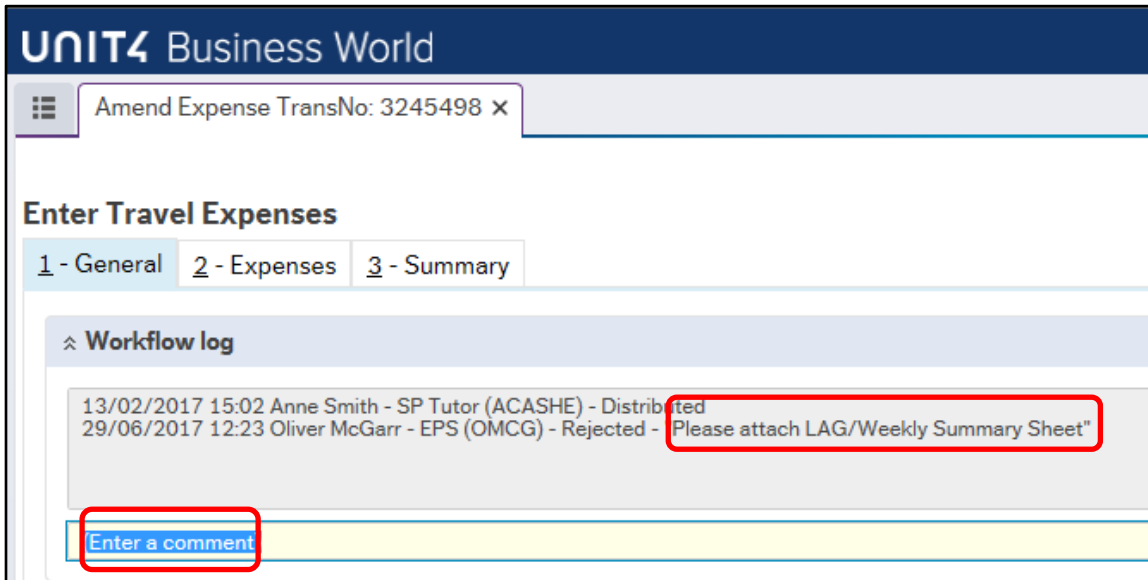
6. AMEND AN EXPENSE CLAIM

If a claim has been rejected for any reason you will receive an email from the Agresso system to inform you that there is an Expense claim task waiting for your action on the system.


The Workflow tasks waiting for your attention will be on top of your screen next to the tick icon . Click on this to open up the list of tasks.



Click on the **‘Amend Expense’** task and the claim will open.

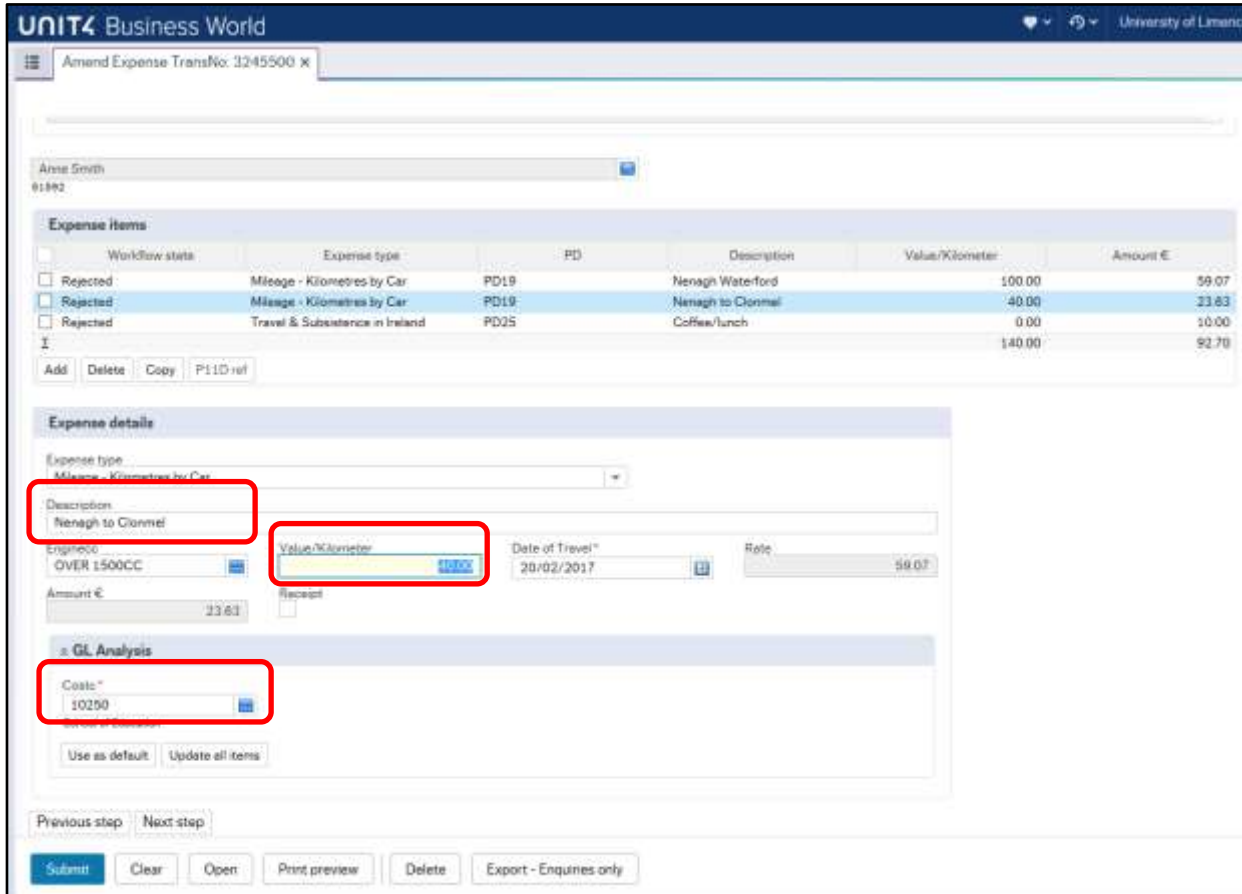


The workflow log is displayed – this gives the date, time, approver name, reason for rejection. You can **enter a comment** in response to the query – this is optional.

To view attached documents/receipts associated to the claim click on the Paper Clip icon  and follow the view instructions, or add another document if required.

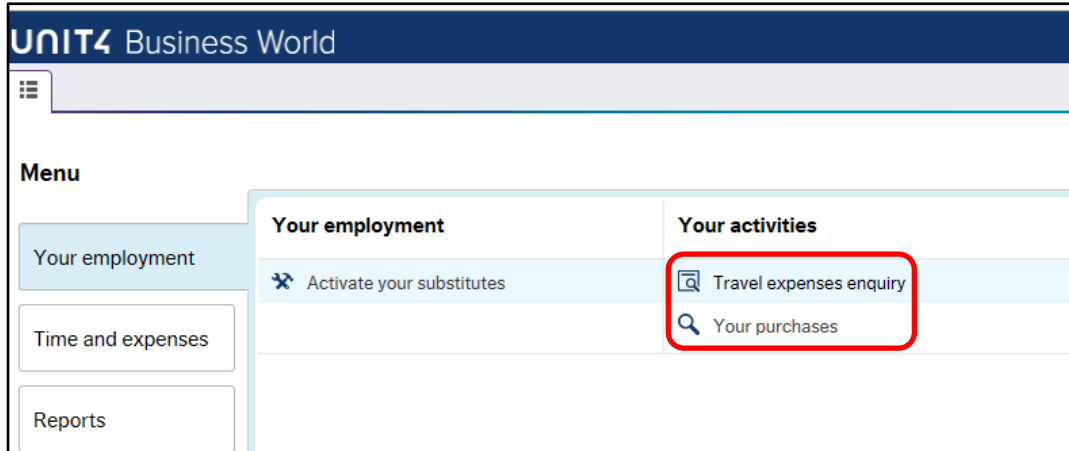
If the expense details need to be changed for example; **Description, Value for Kilometres travelled, Cost Centre**. Click on tab 2 – Expenses, click on the appropriate line, the expense details will open on the screen, click on the any field to be amended, amend the value.

If the cost centre needs to be amended, click on the Costc field and enter a different cost centre.



7. TRAVEL AND EXPENSE REPORTS

7.1 **Travel expenses enquiry** on the Main Menu under **Your Activities** shows all the Expense claims that you have entered on the system to-date.

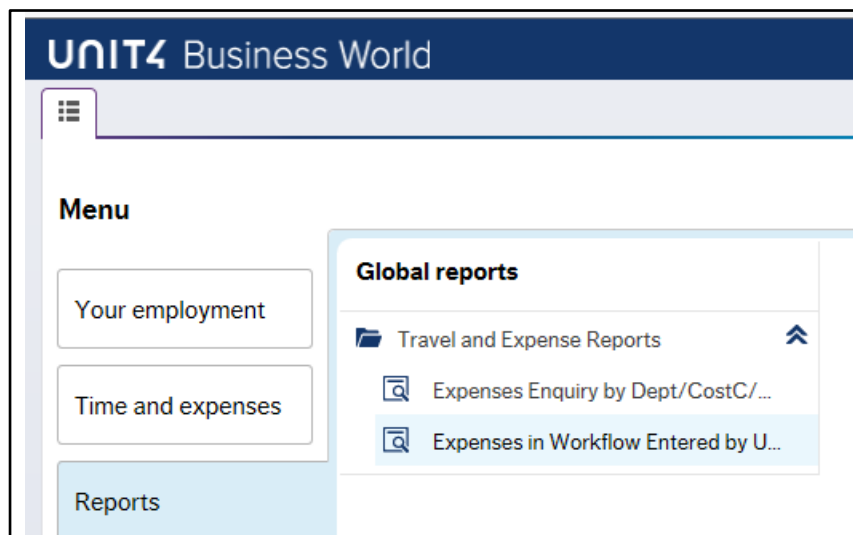


Sample of report on screen:

The screenshot shows the 'Travel expenses enquiry' report in the UNIT4 Business World system. The report title is 'Travel expenses enquiry' and it includes a 'Selection criteria' section. Below this is a 'Results' section with a table of expense claims. The table has columns for #, Trans date, Period, TransID, RecID (T), Workflow status (T), CostID, Description, Account (T), Value/Kilometer, and Amount €. The data is as follows:

#	Trans date	Period	TransID	RecID (T)	Workflow status (T)	CostID	Description	Account (T)	Value/Kilometer	Amount €
1	29/03/2017	201706	3245507	Anne Smith	Finalised	20103	testing Expenses odive	Travel	0.00	15.00
2	29/03/2017	201708	3245507	Anne Smith	Finalised	20103	testing Expenses odive	Kilometres	188.00	99.24
									188.00	114.24
4	29/03/2017	201706	3245508	Anne Smith	Finalised	20100	Testing expenses for Tutors	Car to Dublin Fixed Rate	0.00	100.00
									0.00	188.00
6	29/03/2017	201706	3245509	Anne Smith	Finalised	20103	Test 2 Tutors expenses	Travel	0.00	18.50
									0.00	18.50
8	29/03/2017	201708	3245510	Anne Smith	Finalised	20103	Testing expenses	Kilometres	170.00	100.42
									170.00	199.42

7.2 Use the **Travel and Expenses Reports** under the **Global Reports** Menu to enquire on your expenses.



- **Expenses in Workflow Entered by User** – This report will show you all of the Expense Claims that are currently within Workflow waiting for approval and that you have entered on the system. Click on the Workflow state to view workflow map.

#	TransNo	TransDate	Doc#	Workflow state	Entered By	Resource ID	WF user	WF user (T)	CostC	Cur	Cur amount	Ready date
1	3242785	01/06/2016	Final Approval	W	TSF	0997632	EXPENS	Acc Expenses-Ext2383 Fione	52070	EUR	579.00	08/06/2016
Σ1	3242785										579.00	
Σ											579.00	

Agresso uses workflow technology to send expense claims for approval to budget managers and then onto the Finance department for final approval and payment. After final approval, the expenses will be paid to the claimant and a payment remittance advice will be emailed to the claimant once the money is lodged into their bank account.

The Workflow map should look like the sample below:

The green tick ✓ shows who has approved your expense and the triangle ▶ shows who is next to approve your claim.

