e-Expenses
Quick Guide for Approvers/Checkers

1 - Introduction
e-Expenses is an electronic expense claim entry and processing system for employees. You enter your claim and submit it for electronic approval straight from your computer. The e-Expenses workflow is a simple four-stage process:

Workflow

<table>
<thead>
<tr>
<th>Input</th>
<th>Approve</th>
<th>Check</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim input</td>
<td>Claimant certifies?</td>
<td>Approver/Budget Holder certifies?</td>
<td>Fully certified by 5pm on a working Friday</td>
</tr>
<tr>
<td>Claimant input</td>
<td>Email sent: Claimant has the option to prompt the Approver/Budget Holder or choose an alternative and resubmit</td>
<td>Email sent: Claimant has the option to prompt the Checker</td>
<td>Credit claimant’s bank account by the following Friday</td>
</tr>
<tr>
<td>Printed Expense Form (PDF) and all receipts</td>
<td>No action after 5 days</td>
<td>No action after 10 days</td>
<td></td>
</tr>
</tbody>
</table>

2 – Access and Navigation
e-Expenses is accessed via Internet Explorer 8 (IE8). Other browsers may be compatible, however the University only supports IE8. If you do not have IE8 or are outside the University network log onto the secure Remote Mobile Access Service (RMAS) and access e-Expenses via IE8.

To access e-Expenses type the following into the URL bar in IE8 ...

https://selfservice.leeds.ac.uk

... and enter the same ‘User ID’ and ‘Password’ you use to log onto the University network. You will be greeted with your Employee Self-Service (ESS) homepage ...

All claims fully certified (authorised by your Approver/Budget Holder\(^1\) and Checker\(^2\)) by 5pm on a working Friday will be credited to your bank account by the following Friday\(^3\).

1 Approver/Budget Holder - The first person who reviews your claim (for reasonableness/purpose), going forward we will simply refer to them as the Approver
2 Checker - The second person who reviews your claim, usually the Faculty or Service Finance Office
3 A minority of claim types require NI/Tax to be deducted and will be paid monthly through Payroll
Navigation is reasonably intuitive and gets easier with practise, key buttons used:

- Next Step: to move to the next screen
- Previous Step: to move to the previous screen
- Accept: to search for data (names, cost assignments, etc)
- Check: to confirm a data entry
- Delete: to validate what you have entered
- To remove a selected entry

To move between screens you can click any of the following active (not greyed out) icons displayed at the top of the screen:

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3 - Responsibility of the Approver
For each claim referred to them, the Approver is required to action two simple checks:

1) To confirm that they are the **correct Approver** to certify the claim; and

2) To **confirm reasonableness and purpose**, in other words that the claim is a reasonable expense incurred on University business.

*Note: If the Approver fails to action the claim within five calendar days then an email will be sent to the claimant to inform them.*

4 - Responsibility of the Checker
For each claim referred to them, the Checker is required to action five checks:

1) To confirm that the **correct Approver** actioned the first check;

2) To verify **paper receipts** and to match, validate and file them safely;

3) To **confirm compliance with the University’s financial procedures**. The inherent validation rules will help by alerting the claimant to amounts outside the scope of the financial procedures that require pre-approval and asking if they wish to proceed (i.e. a claim for a London hotel for over £130 per night including breakfast and VAT);

4) To verify **VAT reclaims** flagged by the claimant

5) To **provide ‘local’ help and support for claimants** using the e-Expense system (on-screen tool tips, quick reference guides and LUTube video training will compliment this) and deal with any ‘local’ queries.

*Note: If the Checker fails to action the claim within five calendar days then an email will be sent to the claimant to inform them.*

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**Quick tip - Get some extra onscreen help**
Right click your mouse anywhere on the claim entry screen and select ‘Display Quick Help’ to activate additional assistance useful for first time users.

*Note: Simply hold your mouse over the green underlined field labels to display extra onscreen help.*

All e-Expense claims must be certified firstly by the Approver and then by the Checker before payment.
5 - Certifying Claims

To certify claims the Approver or Checker should click ‘Universal Worklist’ from the ESS homepage.

If there are multiple claims to certify, click the grey box to the left of the line item to view details and scroll down to view the options available.

If you need to amend a claim before certifying it (e.g. the amount) you select the claim and click [Edit claim] beneath the ‘Universal Worklist.’ This will take you into the claim entry screen where you can amend claim details within your authority.

What details can I amend?

Approver The only part of a claim you can amend is the cost assignment.

Checker Checkers can amend all parts of a claim.

A summary of the claim is displayed including:

1) The name of the claimant and what you are being requested to certify

2) The ‘Claim date’

3) the ‘Total costs’ and the ‘Purpose of Claim’

To approve the claim click:

- [Approve claim] if you are the Approver; and

- [Approve claim reimbursement] if you are the Checker

Quick tip - Save time, certify multiple claims once validated

After validation, multiple claims can be certified by clicking the ‘Approve’ check box to the right of each claim and then clicking [Submit Decisions] at the bottom of the Worklist.

When a claim is fully certified (authorised by the Approver and Checker) the claimant will receive an e-mail confirming that it has been passed to payroll.

To reject a claim click to the left of the line item to select it, scroll down to enter the reason for rejection and then click [Reject claim]. The ‘Reasons for Rejection’ free text field must be completed and the text entered will be inserted into a notification email sent to the claimant.
6 – Substitutes

This section is only relevant for approvers.

The substitute function enables an approver to nominate one or more persons to approve claims whilst they are absent (annual leave, sickness, etc)

To Manage Substitution Rules select the very small icon next to ‘Refresh’

This is located on the right of the screen above the column titled Approve when you are in the Universal Worklist.

From the menu select ‘Manage Substitution Rules’
Highlight the name in the table and click **Apply**

Select **Expenses** by clicking and selecting from the dropdown menu next to **Assign These Tasks**

There are two ways of defining a substitute:

1. **Receive My Tasks** (also called Active substitution):
The substitute will immediately start seeing your tasks. They do not have any option to deny your tasks.
This is more suitable for someone with a PA or assistant.

2. **Fill In For Me** (also called Passive substitution):
This requires the substitute to explicitly choose to see the original person’s tasks via ‘Manage Substitution Rules (see above). The substitute can be set up now but only used when you require a back up, perhaps for holidays.

**IMPORTANT:** It is recommended that you set up and switch on a ‘Receive my Tasks’ substitute rule. Then claims will not be stuck in the system if you are absent.

Select the relevant rule and click **Next**

Choose when you want the rule to begin and then click **Save**

The next screen displays all the substitution rules you have created.

The rule can be turned off and on with ease by selecting **Turn Off** and **Turn On** when required.

### 7 - Help and Support

**My Expense Claims (accessed via the ESS homepage)**
Select ‘My Expense Claims’ to display claims dating back 12 months. You can view, print, amend, copy (use as a template for new claims) and delete claims.

**Universal Worklist (accessed via the ESS homepage)**
For Claimants - to display claims input via a Proxy.
For Approvers and Checkers - to certify/reject claims.

**Online Guides and LUTube Videos**
[www.leeds.ac.uk/finance/e-expenses_staff](http://www.leeds.ac.uk/finance/e-expenses_staff)

**Remote and Mobile Access Service (RMAS)**
[https://access.leeds.ac.uk](https://access.leeds.ac.uk)

**Recommended settings for e-Expenses with Internet Explorer (IE8)**
[http://www.ncl.ac.uk/iss/myworkplace/technicalhelp.php#settingsie](http://www.ncl.ac.uk/iss/myworkplace/technicalhelp.php#settingsie)