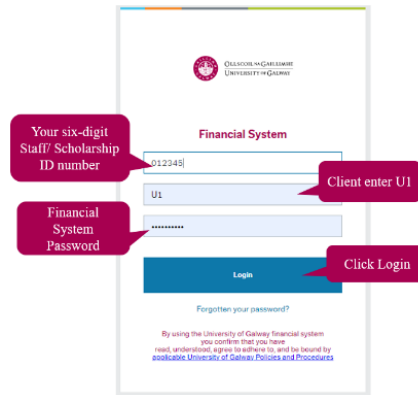


EXPENSES AGRASSO WEB → HOW TO ATTACH A RECEIPT AFTER YOU HAVE SAVED A CLAIM AS READY?

You can upload receipts to your claim at any point in the submission process, including before saving it as a draft, after Approver (Budget Holder) approval, or even after Finance approval and reimbursement. To attach a receipt, follow these steps:

Step 1: Agresso [Login](#)

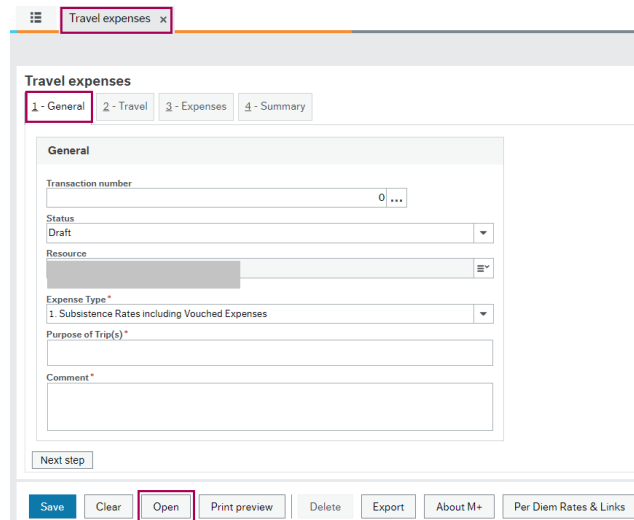
- Username: Your six-digit Staff/ Scholarship ID number
- Client: U1
- Password: Financial System Password



The screenshot shows the login interface for the Financial System. It includes a header with the University of Galway logo and name. Below the header, there are input fields for a six-digit Staff/Scholarship ID number (with a callout 'Your six-digit Staff/ Scholarship ID number'), a client ID 'U1' (with a callout 'Client enter U1'), and a password field (with a callout 'Financial System Password'). A 'Login' button is at the bottom (with a callout 'Click Login'). There is also a 'Forgot your password?' link and a disclaimer at the bottom.

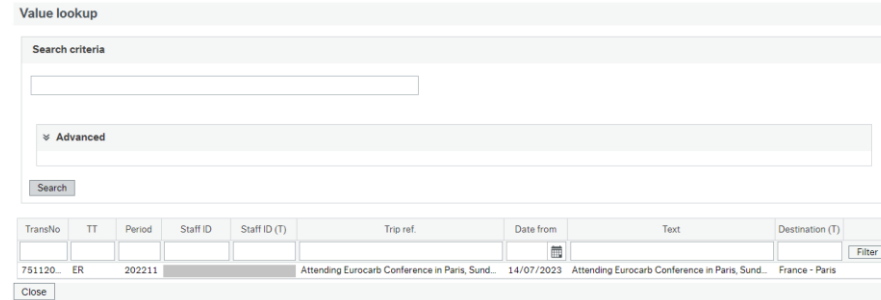
Step 2. Select 'Time and Expenses' from the menu, and then choose 'Travel Expenses.'

Step 3. In the '1- General' section, click the 'Open' button at the bottom of the screen.




The screenshot shows the 'Travel expenses' form in the '1- General' section. The 'Open' button is highlighted with a red box. The form includes fields for Transaction number, Status (Draft), Resource, Expense Type (Subsistence Rates including Vouched Expenses), Purpose of Trip(s), and Comment. At the bottom, there are buttons for Save, Clear, Open, Print preview, Delete, Export, About M+, and Per Diem Rates & Links.

Step 4. The system will display a list of claims you have submitted. Choose the correct claim from the list and click on 'TranNo'



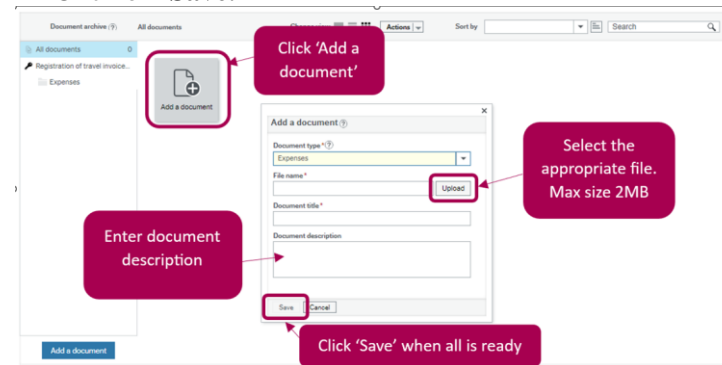
The screenshot shows a 'Value lookup' table with the following columns: TransNo, TT, Period, Staff ID, Staff ID (T), Trip ref., Date from, Text, and Destination (T). A row is highlighted with the following values: 751120, ER, 202211, [redacted], [redacted], Attending Eurocarb Conference in Paris, Sund..., 14/07/2023, Attending Eurocarb Conference in Paris, Sund..., France - Paris. A 'TranNo' value of 751120 is indicated in the text above the table.

Step 5. Check the top right-hand corner for the paper clip symbol , which indicates no attachments.

Step 6. To attach the receipt, click on 'Open documents' (the paper clip symbol) .

Step 7. Follow these steps to upload the receipt:

- Click on 'Add a document' new popup will appear click 'Upload' and select the receipt file from your device.
- Copy the Document Title and paste it under the Document Description field. You can also provide additional information if you wish.
- Click on 'Save.'



The screenshot shows the 'Add a document' popup form. It includes a callout 'Click Add a document' pointing to the 'Add a document' button. The form has fields for Document type (Expenses), File name, Document title, and Document description. A callout 'Enter document description' points to the Document description field. A callout 'Click Save when all is ready' points to the 'Save' button. A callout 'Select the appropriate file. Max size 2MB' points to the 'Upload' button.

Step 8. Congratulations! Your receipt is now successfully attached to your claim.