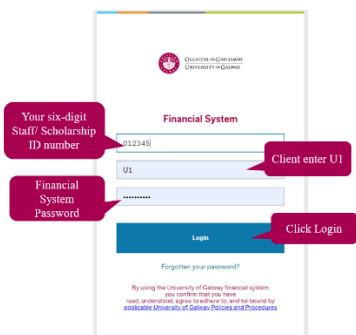


EXPENSES AGRESSO WEB → HOW TO AMEND OR DELETE A CLAIM?

You will receive an email notification when a claim is rejected. It's important **not to leave rejected claims in the system** because the funding associated with the claim remains locked against it. If there are too many rejected claims in the system for a specific Cost Centre, the system may not allow new claims to be entered and approved, as it will recognize a deficit in available funds.

ONLY CLAIMANTS HAVE THE ABILITY TO DELETE THEIR OWN EXPENSE CLAIMS.

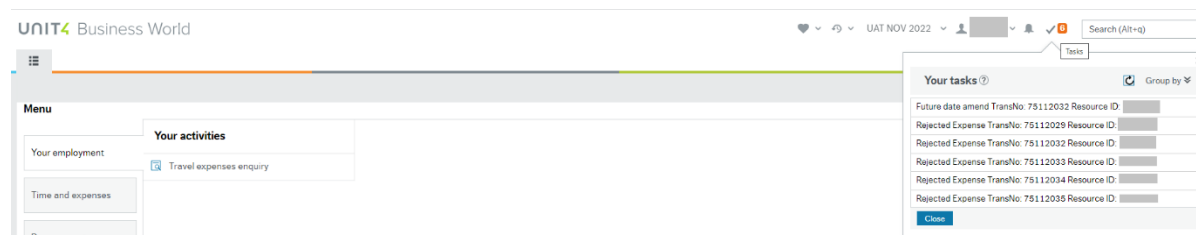


The screenshot shows the login interface for the Financial System. It includes a header with the University of Galway logo and name. Below the header, there are input fields for a six-digit Staff/Scholarship ID number (with a callout 'Your six-digit Staff/ Scholarship ID number'), a Client ID (with a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

Step 1: Agresso [Login](#)

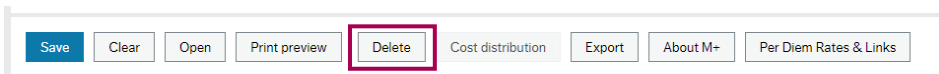
- a) Username: Your six-digit Staff/ Scholarship ID number
- b) Client: U1
- c) Password: Financial System Password

Step 2: Navigate to the right corner and click on your task. You will notice that there is one claim that has been rejected. Please click on that specific line.

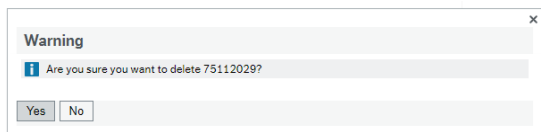


TO DELETE A CLAIM

- Scroll to the very bottom of the screen
- Click the DELETE button



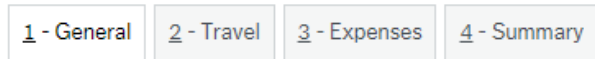
- Confirm Deletion: A prompt will appear, asking you to confirm whether you wish to delete the expense claim.



- After clicking "Yes" to confirm the deletion of the claim, you will receive a message indicating that you have reduced the commitment of that expense claim on the cost centre.

TO AMEND A CLAIM

- Navigate through section 1 General to 4 Summary for review



- Update the text description, amount, and attached receipts,
- Ensure the claim status is 'Ready,' and click 'Save.' The claim will be placed back in the workflow, awaiting the approver's attention.