# EXPENSES AGRESSO WEB $\rightarrow$ HOW TO CHANGE SUBACCOUNT FOR T&S CLAIM?



Upon logging into the website, expense claimants are automatically assigned a default cost centre subaccount based on data from the CORE HR system. However, in certain cases, claimants may need to make modifications.

When submitting an expense claim, it's crucial to select only one Cost Centre per submission. Combining multiple Cost Centres may lead to payment delays, claim rejection, or the inability to process accepted components.

This document provides instructions on how to:

• Update the subaccount for **every** expense item in a claim

Please note that these updates are possible only for claims with a 'Draft' status. Once a claim is in the approval workflow, updating the subaccount is not available.

#### **Important Notes:**

- i Subaccounts **can only be updated after** entering all your expense items. We recommend completing this step once all your expense items have been entered.
- ii If you enter an incorrect subaccount, your claim may be routed to the wrong approver. In such cases, you must contact the approver to rectify the issue and request a claim rejection.

#### Update the subaccount for EVERY expense item in a claim

**Step 1:** Open the claim and select the **3 – Expense** tab to list the expense items

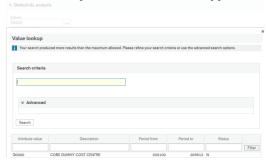


## Step 2: 'Default GL analysis' section

- The text box **Subacc** displays the subaccount you are assigned with the
  - You can either enter the new subaccount into this text box and TAB off the text box to update it

Or

Click the ellipsis (3 dots) '...' and type in the new Subaccount



- o If you enter an incorrect code, you will receive an 'Illegal value entered' error message
- Enter the CORRECT Cost Centre
- Tick the expense items you want to update with the new subaccount
- Verify that the resulting description matches the correct code
- Once you're confident in the code, click the **'Update all items**' button



### Step 3: Go to the '4 – Summary' tab

• Review the list of expense items to ensure that each has the correct subaccount

Expense items								
Funds check	PD	Expense types	Description	Date from	Date to	Number	Rate	Subacc
	24H		24 Hours	14/07/2023	19/07/2023	6.00	316.00	D0020
	AIRTVL	Air Travel - E	Flight Dublin	14/07/2023	14/07/2023	467.89	0.00	D0020
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