

# 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](#)

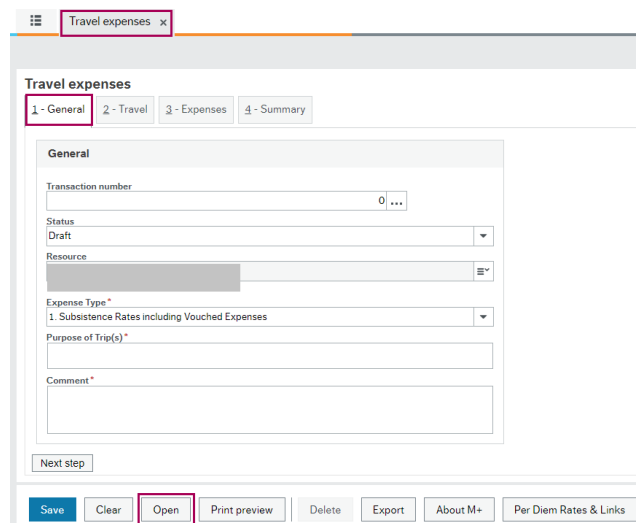
- Username: Your six-digit Staff/ Scholarship ID number
- Client: U1
- Password: Financial System Password



The screenshot shows the login interface for the Financial System. It includes a header with the University of Galway logo and name. Below is a form with fields for 'Username' (containing '012345'), 'Client' (containing 'U1'), and 'Password'. A 'Login' button is at the bottom. Callouts point to these fields and the button.

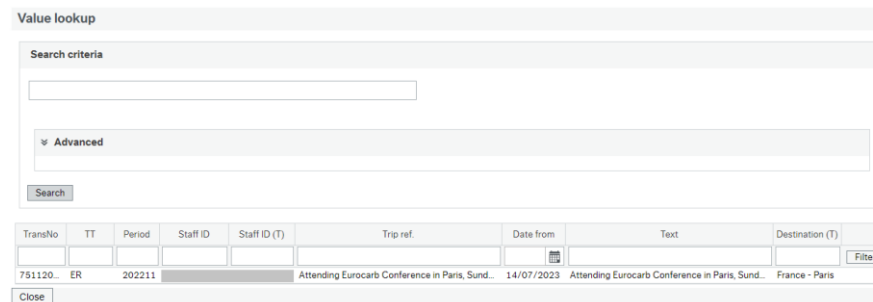
**Step 2.** Select **'Time and Expenses'** from the menu, and then choose **'Travel Expenses.'**

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



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


**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 the 'Value lookup' search interface. It has a 'Search criteria' section with a text input field. Below is an 'Advanced' search section with a 'Search' button. A table of results is displayed below:

TransNo	TT	Period	Staff ID	Staff ID (T)	Trip ref.	Date from	Text	Destination (T)
751120..	ER	202211			Attending Eurocarb Conference in Paris, Sund...	14/07/2023	Attending Eurocarb Conference in Paris, Sund...	France - Paris

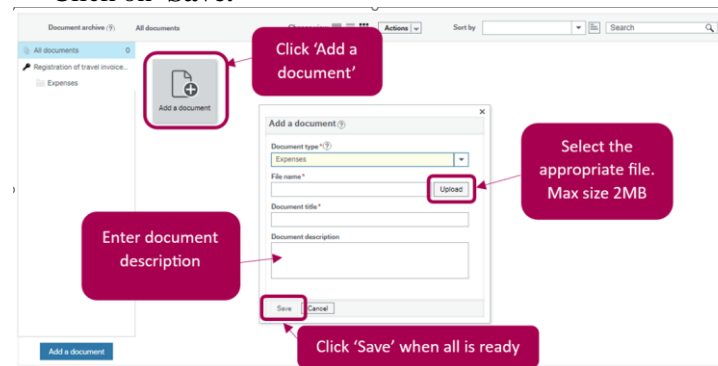
There is a 'Filter' button on the right side of the table and a 'Close' button at the bottom left.

**Step 5.** Check the top right-hand corner for the paper clip symbol , is it clear? 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 has a 'Document type' dropdown (set to 'Expenses'), a 'File name' field, a 'Document title' field, and a 'Document description' field. There is an 'Upload' button and a 'Save' button. Callouts point to the 'Add a document' button, the 'Document title' field, the 'Upload' button, and the 'Save' button.

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