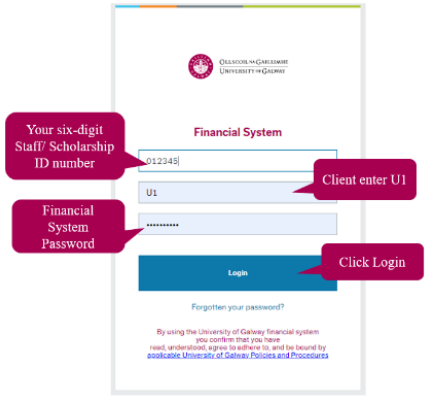
EXPENSES AGRESSO WEB → HOW TO ATTACH A RECEIPT AFTER YOU HAVE SAVED A CLAIM AS READY?

Ollscoil na Gaillimhe University of Galway

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:

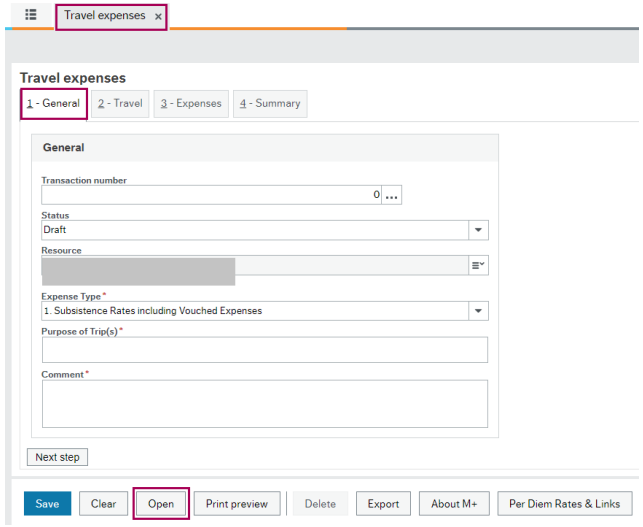
Step 1: Agresso Login

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

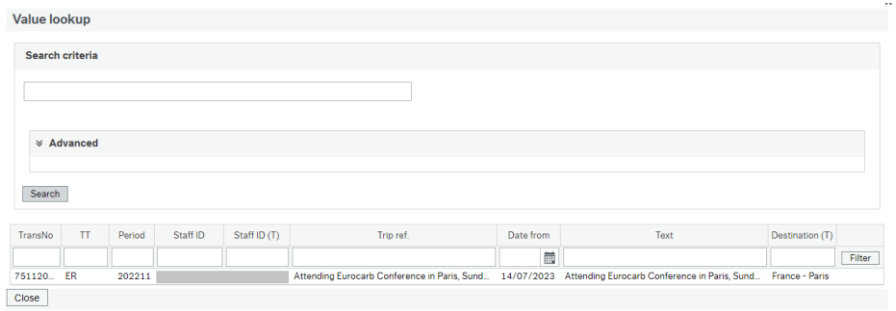


Step 2. Select '**Time and Expenses**' from the menu, and then choose '**Travel Expenses**.'

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



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

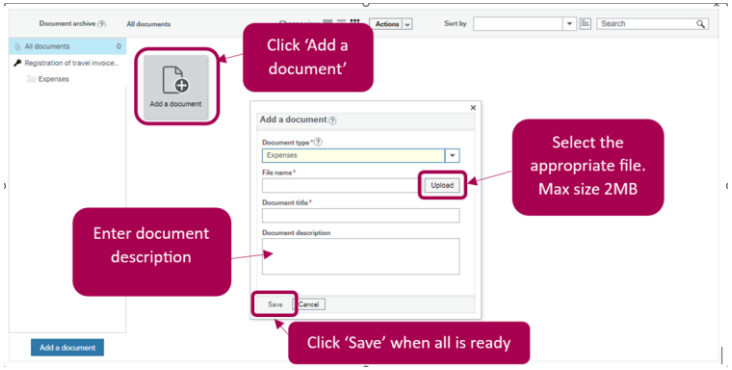


Step 5. Check the top right-hand corner for the paper clip symbol , is it clear? which indicates no attachments.

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.**'



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