Expense Entry

Expense claims may be submitted via the **Expenses** Experience Pack (XP), which is under Your Employment > Start pages box.

Fields marked with a red asterisk are mandatory, but you should also complete non-mandatory fields where possible to ensure all relevant information is captured.

Expenses should be supported by receipts, and the expenses entered should have the same Date and Amount as the corresponding receipts. If a claim is approved (via workflow), it can then be processed for payment.

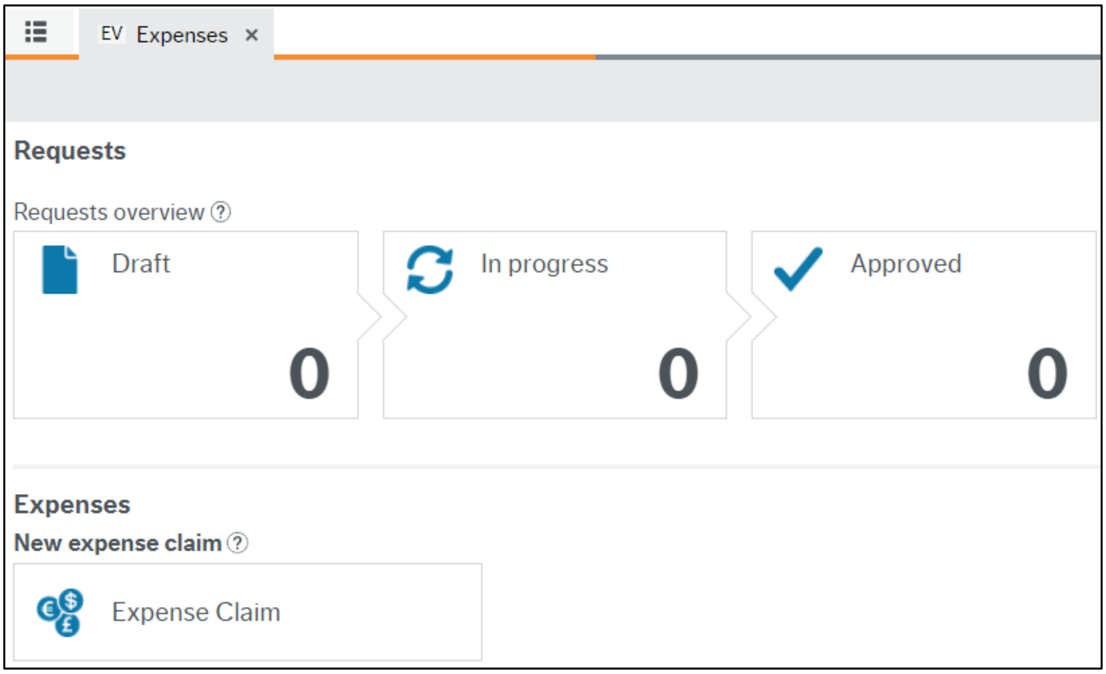
Important note you need to have submitted the driver's wellbeing form and had it approved before claiming mileage. Otherwise, your request will be automatically rejected by the system.

Part 1 – Access the Expenses screen and enter all relevant details

1A – Open the screen and complete the header information

1. Go to: **Your Employment > Start Pages > Expenses**

The **Expenses** screen displays:



1A – Open the screen and complete the header expense information (continued...)

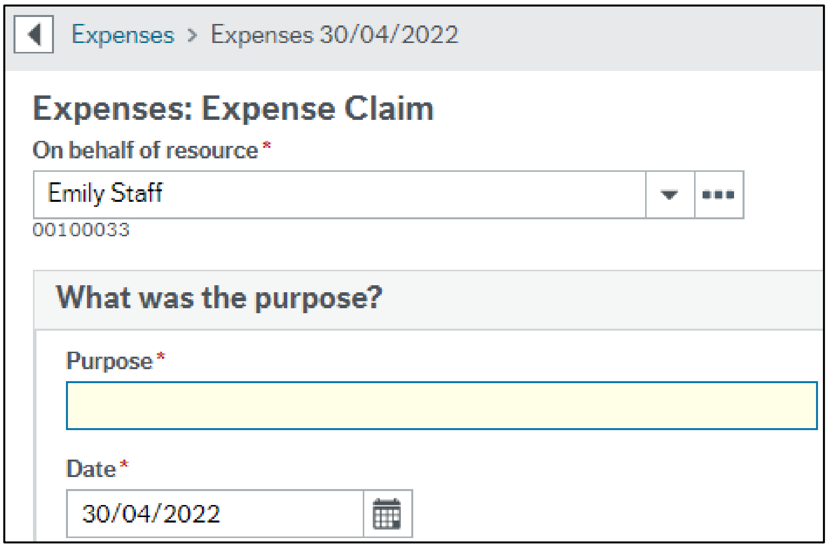
From this screen, users can select to:

- Create a new expense claim
- Open an existing “Draft” claim (i.e. which has not yet been submitted), then update the draft and submit the claim
- Check on status of existing “In Progress” claims
- View “Approved” and also “Completed” (paid) claims

The number below each of the icons in the **Requests Overview** and **Expense Overview** sections denotes how many claims are at each stage of the process (Draft / In Progress / Complete).

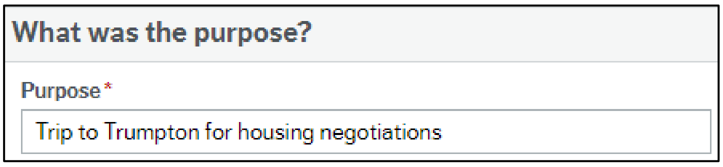
2. Click on the **Expense Claim** button in the **New Expense Claim** subsection.

The **Expenses**: **Expense Claim** screen displays, with the logged in user’s name in the **On behalf of resource*** field. Employees should typically leave this field unchanged.



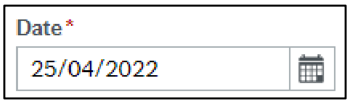
Managers can complete their own expenses and may complete an expense claim on behalf of their reports by selecting a different name from the list. If a manager completes an expense for the employee, it does not need to workflow for approval but will be processed automatically.

3. Enter a **Purpose**. Ensure this is a meaningful description which encompasses the basis of the claim.



The **Date** field auto-populates with today's date (i.e., the date of submitting the claim) and should remain unchanged.

Dates on each individual expense line (see further below) must however match the dates of the corresponding receipts.

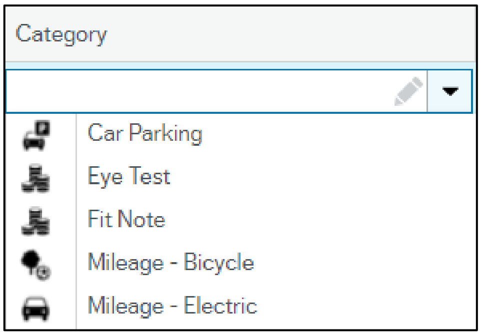


1B – Add Expense Lines and Line Details

1. Click on the **Add Expense** button in the bottom left of the screen.

The **What Did You Spend?** section displays with a blank expense line ready for entry.

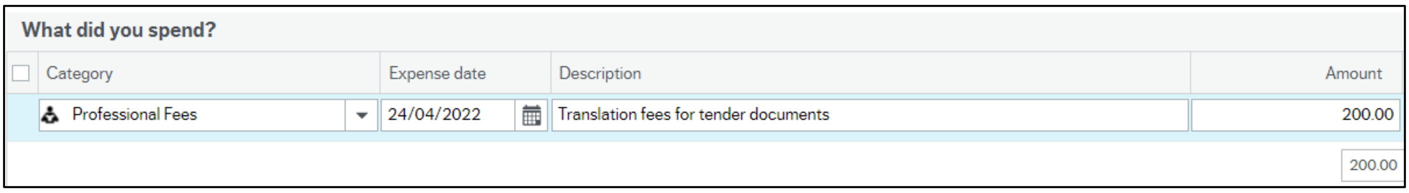
2. Select the **Category** of spending. (There are approximately 20 categories to choose from).



3. Select the **Expense Date** (the date the expense was incurred – which should generally match the corresponding receipt).
4. Enter a suitable **Description**.

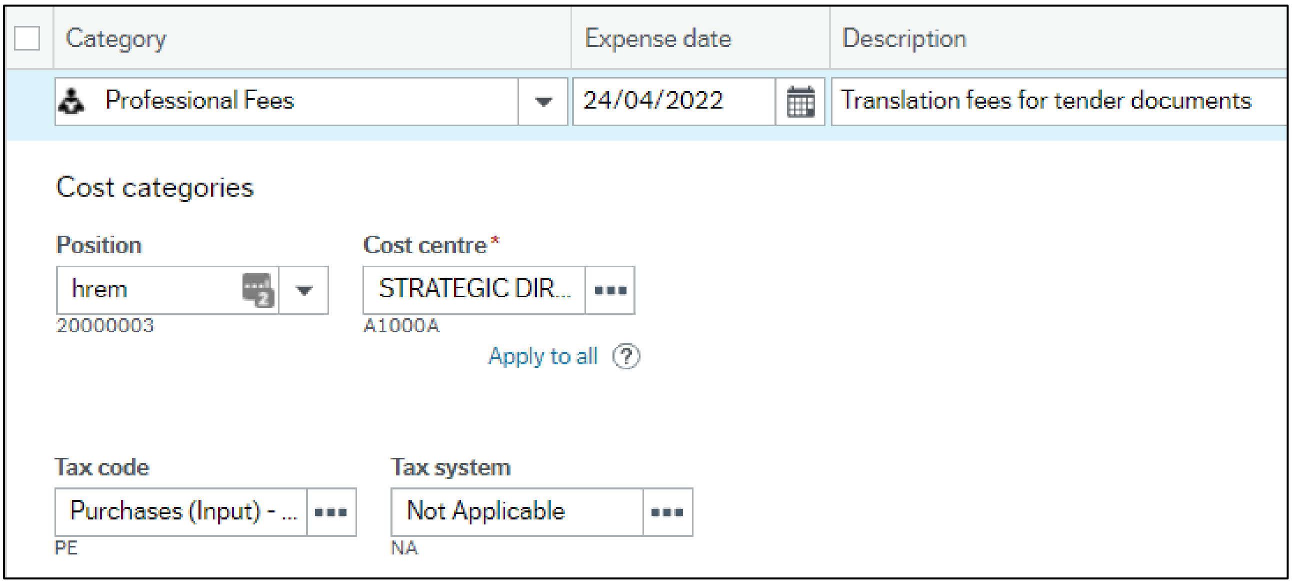
   E.g., for **Professional Fees**, enter the specifics of the service provided.

   E.g., for **Mileage**, describe the journey taken (e.g. start point and destination).
5. Enter the **Amount** for that line item.



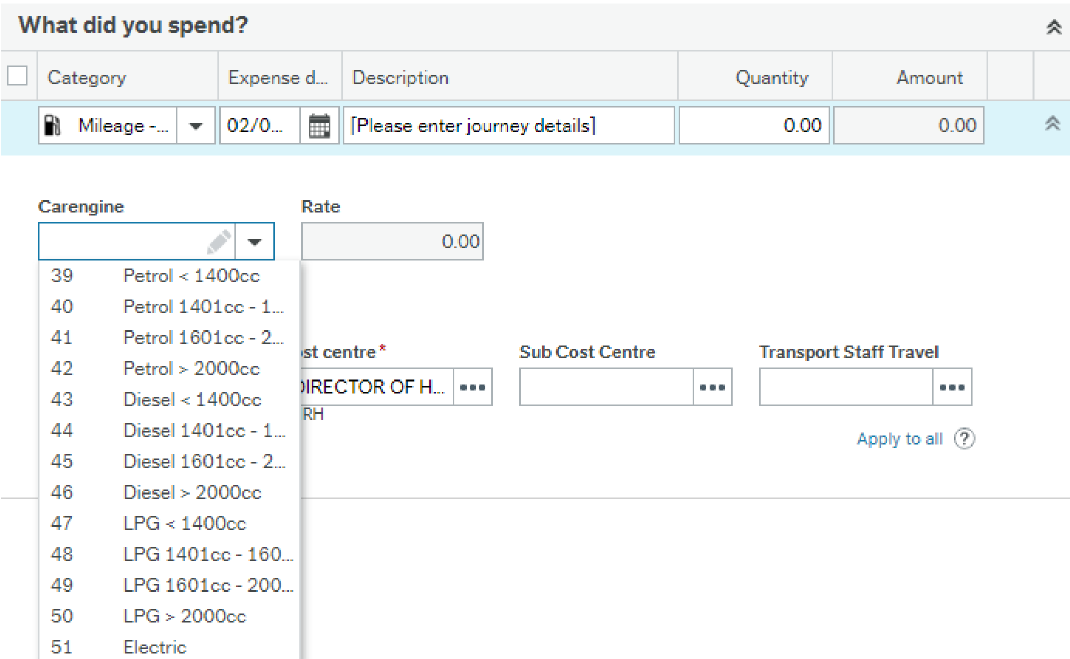
6. Click the double-chevrons at the end of the new expense line to reveal additional fields. 

A new subsection displays, for coding of the expense (including which **Position** and **Cost Centre** the expense relates to, and also, for example, which **Tax Code** and/or **Tax System** applies.



Different categories may display additional fields, where additional specific information is required. E.g., **Sub Cost Centre**, **Amber Text** and others

Important Note: When choosing Lease car in order to get the correct mileage rate you need to select Car engine and Fuel type from the dropdown.



1B – Add Expense Lines and Line Details (continued…)

7. Select the **Position** to which the expense applies (most notably if you hold multiple employments with Surrey County Council).
8. Select the relevant **Cost Centre** (the **Cost Centre** related to your employment defaults but can be changed if required).
9. Select the Applicable **Tax Code** and **Tax System**. (The expected options default but can be changed if required.)
10. Enter or select values for any additional information fields that display.

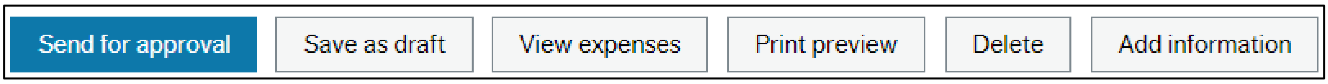
> Having entered the first line of the claim, if there are additional lines, repeat Steps 1-10 above for each – always remembering to click on the double-chevrons and update the coding details for each individual expense line.

1C – Save as Draft

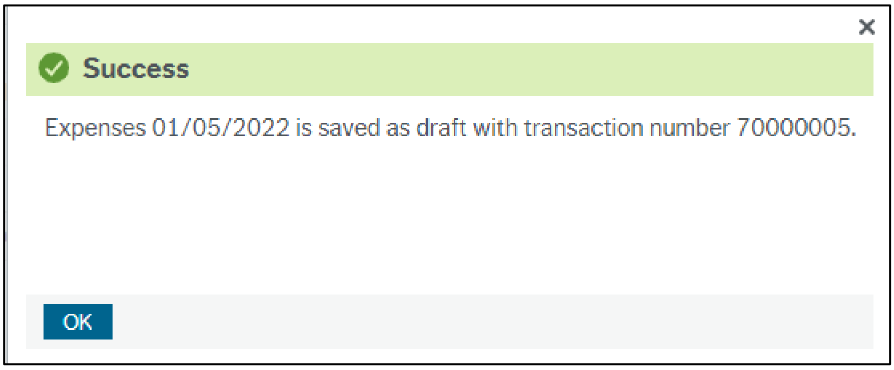
Once all line items have been entered, it is recommended that you save your claim as a draft (to avoid losing work by screen timeouts).

This can be repeated as often as you like throughout the process, especially when there are lengthy multi-line expenses.

1. Click **Save as Draft** in the toolbar at the bottom of the screen.



2. A Transaction number is generated and displayed in the popup message.
3. Click **OK** to the Success message that displays.



4. Proceed with completion of the rest of the claim (Section **1E** below) or else exit and retrieve and update the claim later (starting with Section **1D** below).

1D – Retrieve and Update a Draft Claim

Once a draft claim has been saved, you have the option to leave the screen and complete the claim later.

The claim can be retrieved and saved again as draft multiple times if necessary (e.g., if entering expense items on a daily basis, but only submitting the full claim at the end of the month.

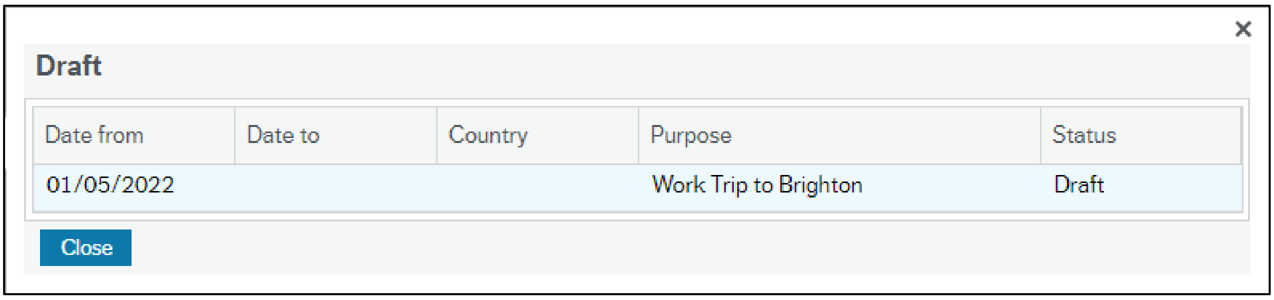
1D – Retrieve and Update a Previously Saved Draft Claim (continued…)

1. Go to: **Your Employment > Start Pages > Expenses**

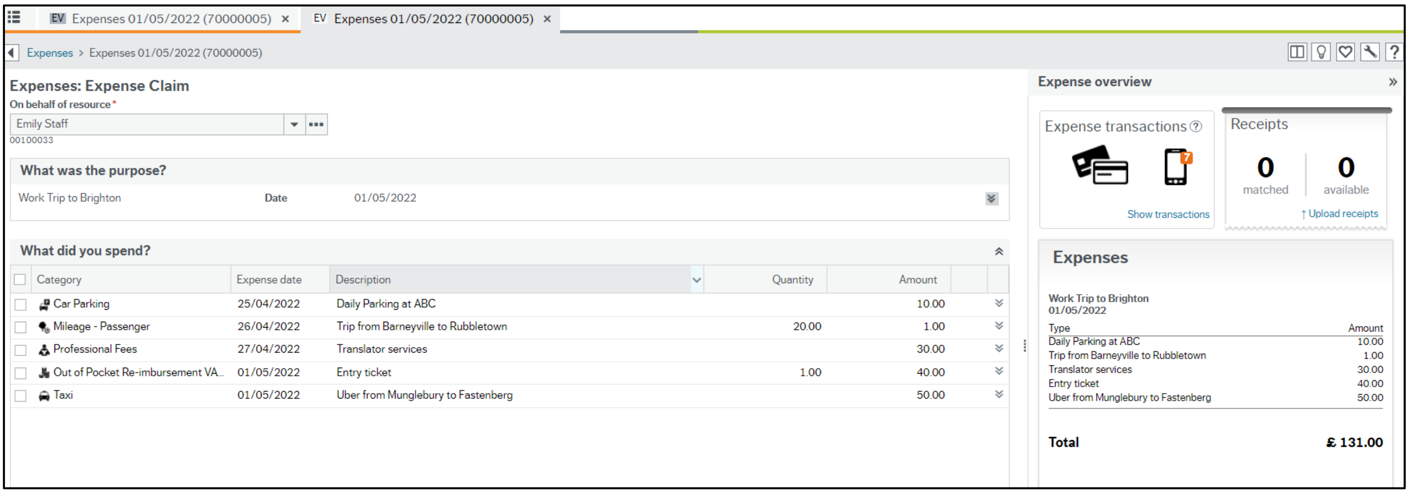
The **Expenses** screen displays.

2. Click on the **Draft** icon (the number indicates how many draft claims there currently are..

3. Click on the relevant draft claim in the list that you wish to continue entering.

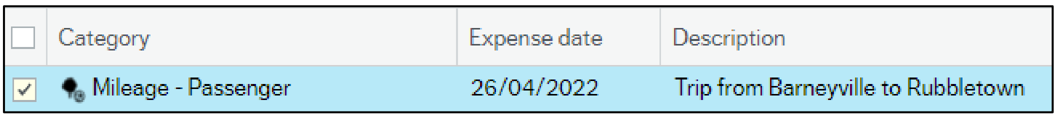


4. The previously created draft claim displays:



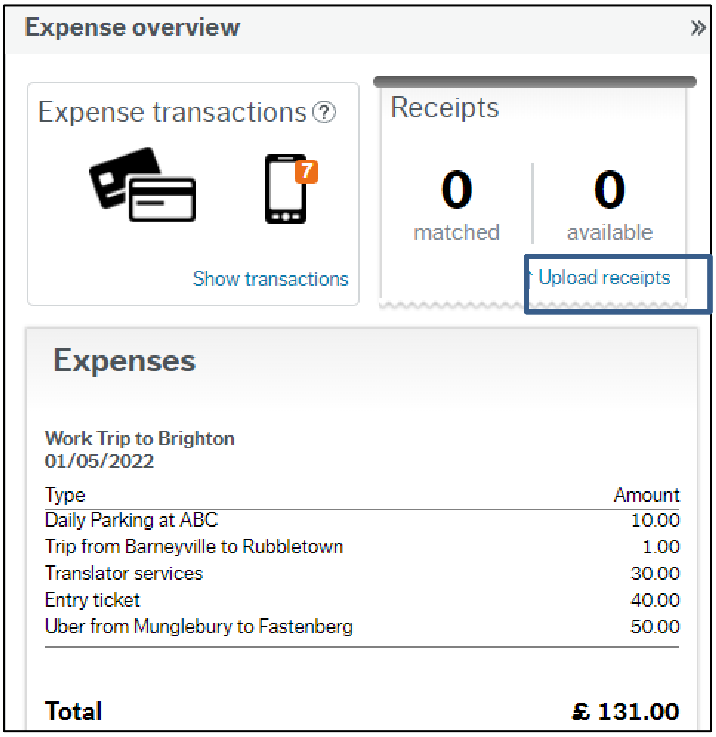
5. Proceed with completion of the rest of the claim (Section **1E** below), whether amending / adding lines, or attaching/matching receipts to expense lines.

Note that to delete an expense line, you can tick the checkbox to the left of the line and click the **Delete Expense** button.



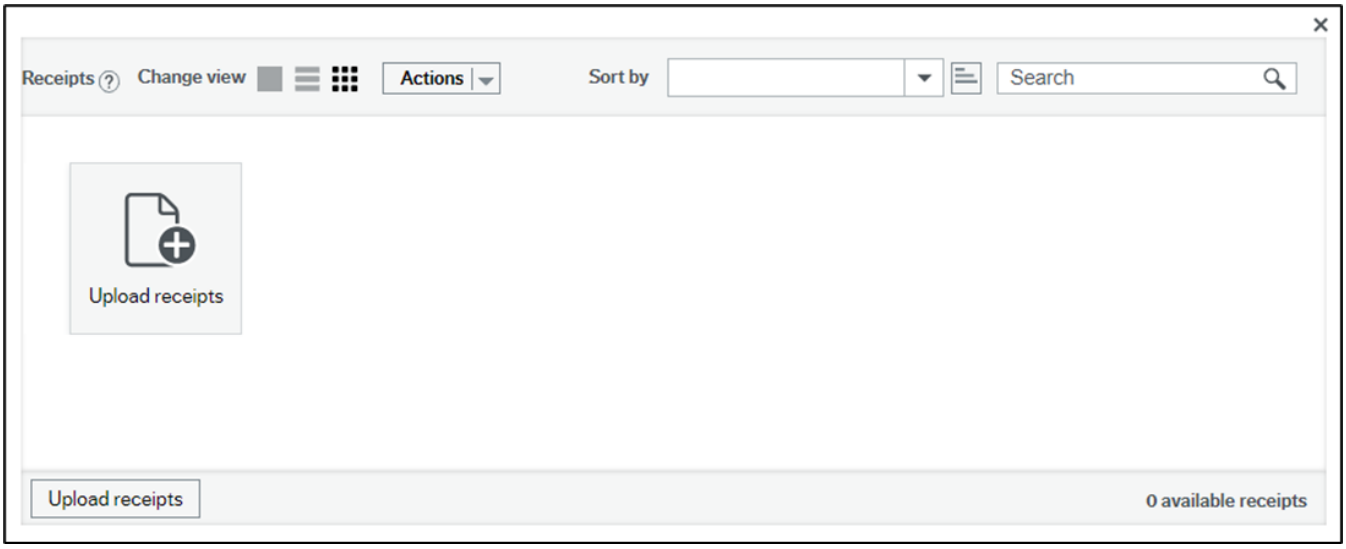
1E – Upload Receipts (and/or Show Receipts)

1. On the right-hand side of the screen, the **Expenses Overview** is displayed, showing the Header (**Purpose**), **Date**, **Itemised Expense Descriptions** and **Amounts** – as well as the **Total** of the current claim.



Before submitting a claim for approval, all corresponding receipts (and/or other supporting documentation) should be attached to **each** relevant line of the claim.

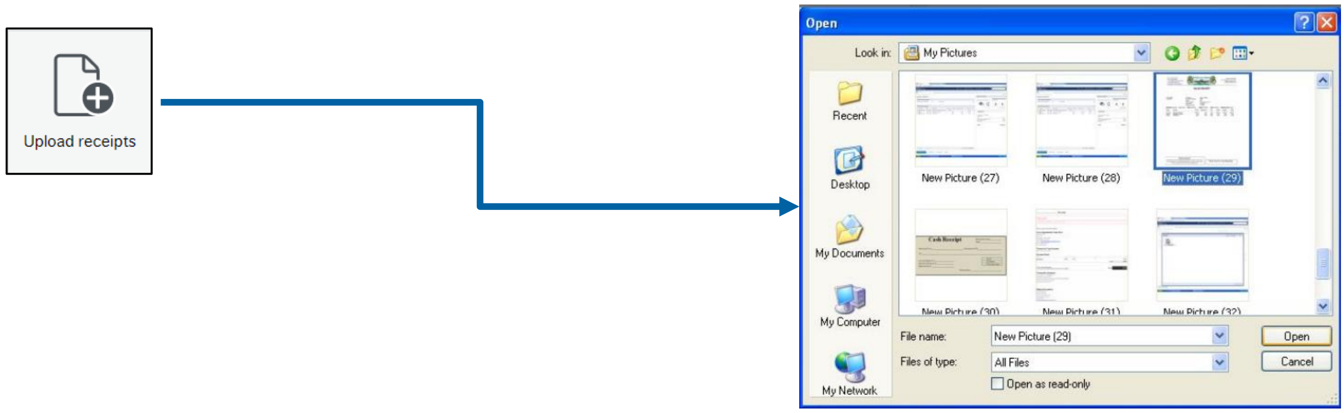
2. Click on the **Upload Receipts** link in the **Receipts** subsection of the **Expense Overview** section.
3. The **Receipts** screen displays.



1E – Upload Receipts and/or Show Receipts (continued…)

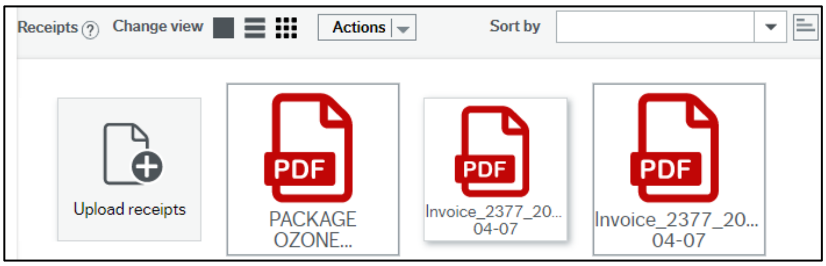
3. If the receipt you wish to match to the line has not yet been uploaded, then select **Upload Receipts** and select the receipts from wherever they are stored on your laptop / tablet / network.

If some receipts were previously uploaded (as above), you can use the arrows left and right to scroll through them and match the receipt to the relevant expense line (covered in **1F**).



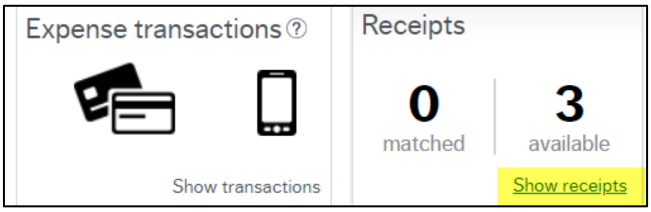
Receipts can only be uploaded one at a time. This is intentional, so as to minimise potential for erroneous attachments, which would result in rejection (and therefore delayed payment) of an expense claim.

Attached receipts display as icons (or listed items, depending on the view you are in) on the **Receipts** popup screen.



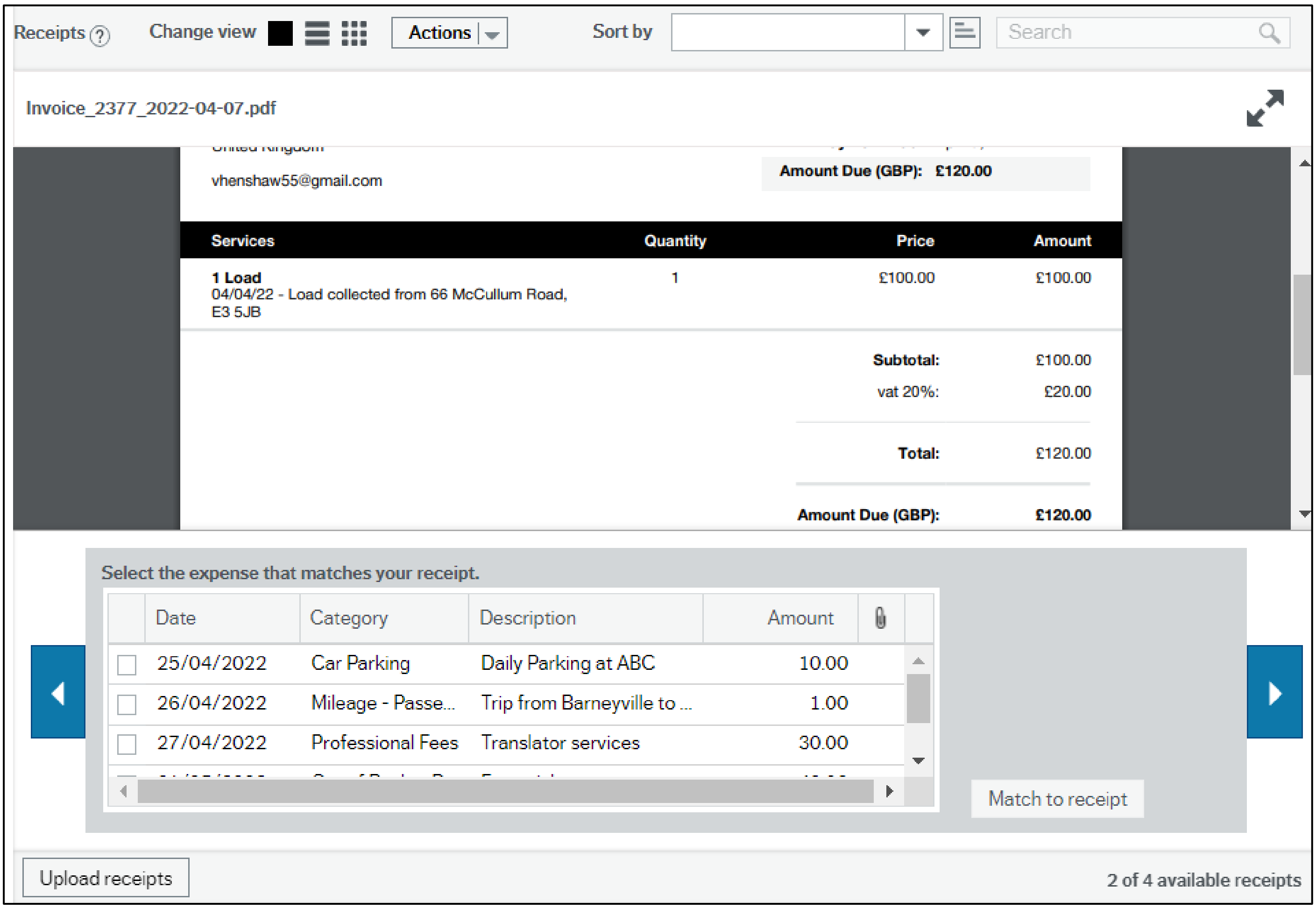
5. Close the **Receipts** screen after all relevant receipts have been uploaded.

The receipts loaded will now be listed as **Available** items (in this example, there are 3).



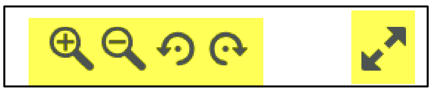
6. Click on **Show Receipts**.

The **Receipts** screen opens, with the first receipt displayed, and the list of expense lines displayed at the bottom of the screen (see below).



Using the image controls in the top right corner, you can:

- **Zoom in** to see more clearly
- **Zoom out** to see more of the receipt
- **Rotate** receipt image 90* left
- **Rotate** receipt image 90* right
- Make the image the full size of the screen (press [ESC] to return to normal view)



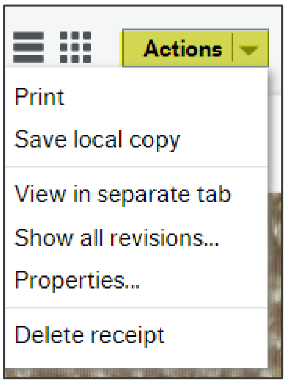
1E – Upload Receipts and/or Show Receipts (continued again…)

The **Change View** options and **Actions** dropdown are also available from this screen if needed.

Change View enables you to view receipts as either a list, a set of tiles or else the default (each individual receipt image).

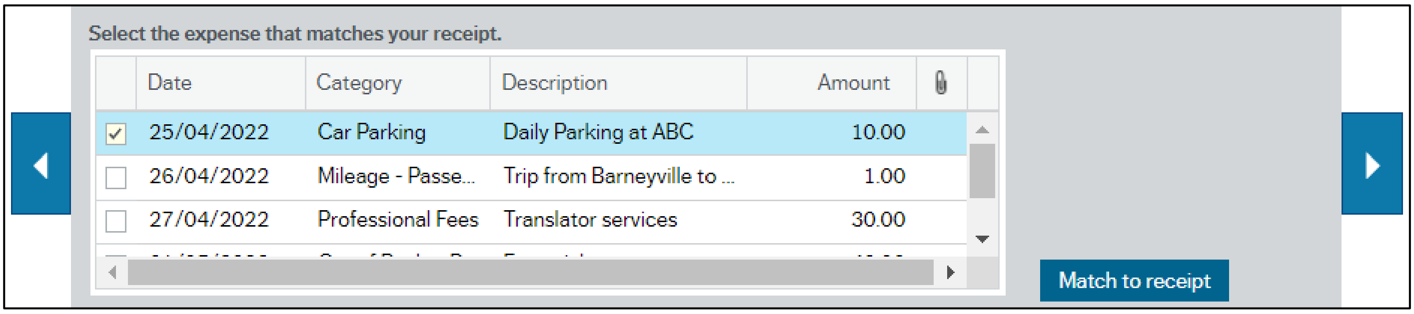
Viewing each individual image is recommended, to ensure the correct receipt is attached to the correct expense line.

Available options in the **Actions** menu include:

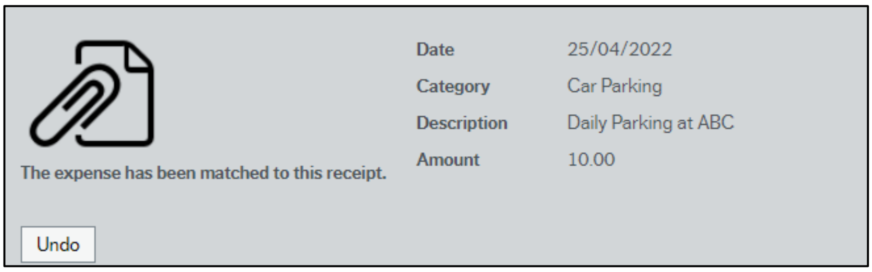


1F – Match Expense Lines to Uploaded Receipts

1. To match the receipt to an expense line, tick the box on the left for the relevant row, and click the **Match to receipt** button on the right.



A confirmation displays, indicating that the expense has been matched to the receipt.



1F – Match Expense Lines to Uploaded Receipts (continued …)

If you had mistakenly attached the wrong receipt to an expense line, you could click the **Undo** button. This “un-matches” the receipt from the expense line, making it available for matching to other lines.

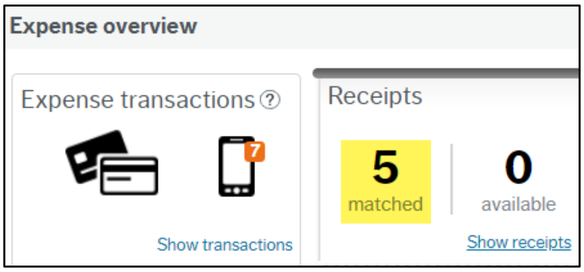
2. Use the **Arrow** buttons on the left and right of the expenses table to scroll through other available receipts and match them in the same way.
3. When all receipts have been matched to expense lines, close the **Receipts** pop up screen.
4. A Paper Clip icon displays next to the **Amount** column on each matched expense line.

What did you spend?

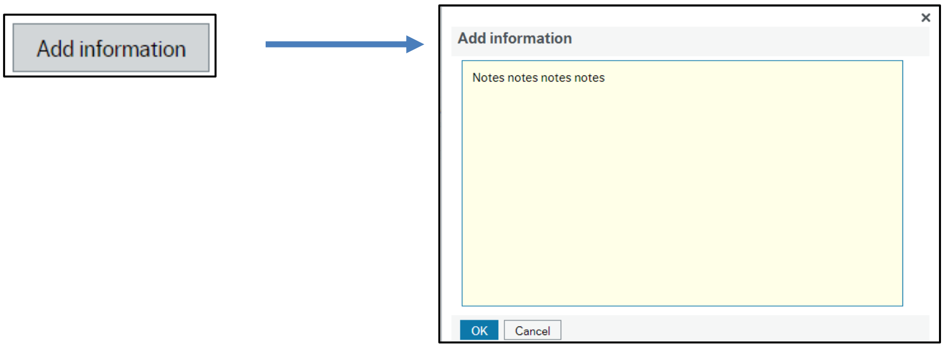
Category	Expense date	Description	Quantity	Amount
Car Parking	25/04/2022	Daily Parking at ABC		10.00
Mileage - Passenger	26/04/2022	Trip from Barneyville to Rubbletown	20.00	1.00
Professional Fees	27/04/2022	Translator services		30.00
Out of Pocket Re-imbursement VA...	01/05/2022	Entry ticket	1.00	40.00
Taxi	01/05/2022	Uber from Munglebury to Fastenberg		50.00

Important Note: Even if the receipt has multiple expenses it will need to be uploaded numerous times to match the expenses it is being matched to? e.g., A receipt with fuel and lunch would need to be uploaded twice to match to the two expenses.

The **Expense Overview > Receipts** section now shows that all receipts have been matched.



5. If you wish to include some additional information for the approver, click the **Add Information** button and add some notes, then click **OK**.

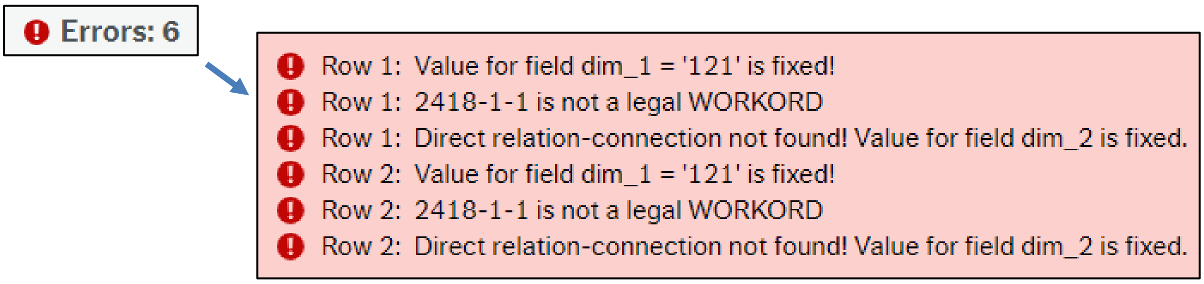


1G – Employee submits the form

1. Once satisfied that all relevant details have been correctly entered / selected / attached / matched, then click **Send for Approval** in the toolbar at the bottom of the screen.

If there are issues that prevent you from sending the expense claim for approval, then an **Error** message displays in the bottom left.

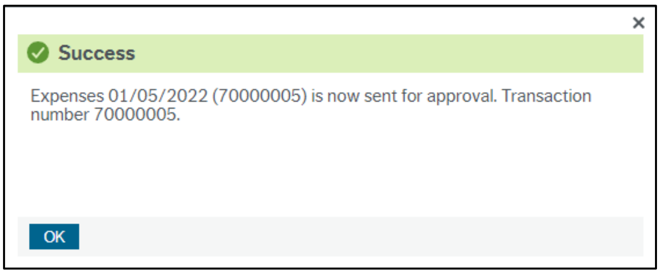
In the example below, there are multiple errors. To view details, click on the **Errors** message and an explanation displays.



While many errors are obvious, other *MySurrey* error messages can occasionally be a little technical, but in most cases can be deciphered without too much effort.

If you experience difficulty resolving the errors, contact myhelpdeskhr@surreycc.gov.uk.

If there are no issues with a submission, a **Success** message displays, confirming the Transaction Number and that the Expense Claim has been sent for approval. Click **OK** to close the Success message.



It is then up to the approver(s) to check the details and approve/reject. Only after a claim has been approved can it be processed for payment.