Introduction
This guide explains how to amend the receipts in an expense claim:

A. Attach a missing receipt i.e. you forgot to upload and match the receipt
B. Attach the correct receipt i.e. you uploaded the wrong receipt or incorrectly matched the receipts

If you need to correct the details in an expense claim see EXP02 Amend expense details

Expense claims can have three states. They can be amended while they are Draft or In Progress:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Expense claim has been saved but not yet submitted for approval</td>
</tr>
<tr>
<td>In Progress</td>
<td>Expense claim has been submitted for approval. Covers the period from submission to actual payment. Includes both those awaiting approval (by the Expense Approver or Payments Team), and those that have been approved by the Payments Team but not yet paid.</td>
</tr>
<tr>
<td>Completed</td>
<td>Expense claim fully approved and payment made.</td>
</tr>
</tbody>
</table>

Audience
Any employee who has incurred personal expenses in the course of their work for the College.

A. Attach a missing receipt
(i.e. you forgot to upload and match the receipt first time round)

Step | Action
--- | ---
1. | Click the Task icon in the toolbar and select the relevant task (Claimant to review and correct expense claim TransNo: 30000XXX). The Travel expenses approval window opens.

2. | Click each line in the Expenses section to review the Approver’s comment in the Workflow log.
3. Highlight the line in the **Expenses** section.

   *Note: the Receipt box is unchecked as no receipt is currently attached.*

4. Click the **Documents** icon in the toolbar

5. In the **Documents** window, click **Add a document**.

6. In the **Add a document** window:
   a. Select **Document type** = General Receipts
   b. Click **Upload**, locate the file on your computer and click **Open**.
   c. Click **Save**.

7. In the **Documents** window, the document appears as a thumbnail.

8. Double-click the thumbnail to open the file and check you have uploaded the correct receipt (the receipt amount should equal the line amount)

9. Close the **Documents** window. The **Documents** icon is now blue.

10. In the **Expenses** section, check the box to select the expense line, then click **Approve** (as the line is now correct). The line is marked ‘Approve’
11. Click **Save** at the bottom. A confirmation message is displayed.

12. Click **OK**. The task will disappear from your task list.

**What happens next?**
The revised expense claim is re-submitted to the Expense Approver for approval.

**B. Attach the correct receipt**
*(i.e. you uploaded the wrong receipt, or incorrectly matched the receipts first time round)*

As an end user it is currently not possible to delete receipts from the **Documents** window (you get an error). If you need to correct a receipt, leave the **incorrect** receipt where it is and upload the **correct** receipt. When the revised claim is re-submitted for approval, the Expense Approver will see both receipts.

If you have several ‘floating’ receipts in your Documents window you can submit a query in ASK (Business World Support), to have them deleted by the system administrator.

**Step** | **Action**
--- | ---
1. | Click the **Task** icon in the toolbar and select the relevant task (Claimant to review and correct expense claim TransNo: 30000XXX). The **Travel expenses approval** window opens.

   ![Task Icon](image)

2. | Click each line in the **Expenses** section to review the Approver’s comment in the Workflow log.

   ![Workflow Log](image)

3. | Click the **Documents** icon.
4. The *Documents* window contains **one** document (the incorrect receipt).

5. Click *Add a document*.

6. In the *Add a document* window:
   a. Select **Document type** = General Receipts
   b. Click *Upload*, locate the file on your computer and click *Open*.
   c. Click *Save*.

7. The *Documents* window contains **two** documents - the original (incorrect) receipt and the new (correct) receipt.

8. Double-click the thumbnail of the **correct** receipt to open it in **Detailed** view. Check it is the right one (the receipt amount should equal the line amount).

9. Close the *Documents* window.

10. In the *Expenses* section, check the box to select the expense line, then click **Approve** (as the line is now correct). The line is marked 'Approve'
11. Click Save at the bottom. A confirmation message is displayed.

12. Click OK. The task will disappear from your task list.

What happens next?
The revised expense claim is re-submitted to the Expense Approver for approval. The Expense Approver will see both correct and incorrect receipts in the Documents window. They can ignore the incorrect one.

Where to go for help
Contact the Payments Team in Finance on 020 7380 3140 or email payments@bbk.ac.uk.