

Core Expense System – Updates and Changes

❖ How to add a new claimant to the Core Expense Module

Access to the Core Expense Module as a new claimant is granted once an employee joins the University and is commenced with a start date on CoreHR by the HR team. ISS will provide the new employee with a User Name and Password for access to the Core System.

❖ How to remove a new claimant from the Core Expense Module

Access to the Core Expense Module ceases when the employee leaves the University. An employee should not attempt to submit a claim after their left date. The Accounts Payable Team review the employee status for all claims processed through the Core Module and will reject claims that are submitted after the left date.

❖ How to add a new approver to Core Expense Module

To add a new Approver, the **Core Expense Approver Request Form** must be completed on the Finance Systems [Support : Finance Systems Helpdesk \(dcu.ie\)](https://financesystems.dcu.ie/support/home) and the Head of School or equivalent approver, must be cc'd as authorisation of the request.

The screenshot shows the DCU Finance Systems Helpdesk interface. The browser address bar displays <https://financesystems.dcu.ie/support/home>. The page header includes the DCU logo, 'Finance Systems Helpdesk', and a 'Welcome Agent Portal | Edit profile - Sign out' link. A navigation bar contains 'Home' and 'New Ticket' tabs. Below the navigation bar is a search bar with the text 'How can we help you today?' and a 'SEARCH' button. To the right of the search bar are two buttons: '+ New support ticket' and 'Check ticket status'. The main content area is divided into three sections. The left section is titled 'Submit a ticket' and contains a 'Type' dropdown menu, a 'From *' field, a 'Department *' field, and a 'Select Ticket Type *' dropdown menu. The 'Type' dropdown menu is open, showing a list of options including 'General Enquiry / Issue', 'Agresso New User Form', 'Agresso Purchasing Hierarchy update Form 15', 'Agresso Access Update Form', 'Agresso Admin Role Handover Form', 'Agresso Substitute Access Form', 'Agresso De-activate User Access', 'Core Expenses - Queries', 'Core Expense - Approver Query', 'Core Expense Approver request Form', 'Core Expense (Audit) Approver Form', 'Supplier Details Update Request', 'Supplier - New Supplier Enquiry', 'Supplier - General Enquiry', 'Procurement - New Supplier Declaration', 'Payroll Part Time Hourly Claims', 'Tora Access request', 'Relevant Contractors Tax', and 'System Implementation Proposal'. The 'Core Expense Approver request Form' option is highlighted with a green box. The middle section is titled 'Form Guide' and contains a list of bullet points: 'Subject field is automatically filled based on the selection made in General Enquiry/Issue field.' and 'Hover mouse over field description for explanations. (e.g. Subject, Department, General Enquiry/Issue)'. The right section is empty.

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❖ How to remove a new approver to Core Expense Module

Access to the Core Expense Module ceases when the employee leaves the University. The approver however, will still appear on the claimants drop down as an approver as their record still remains on the system for Revenue and Audit purposes. If the approver is mistakenly chosen by the claimant, the claimant will receive an automatic email from CoreHR letting them know that the approver is no longer active on the Core system.

❖ What approvers will I see when I submit an expense claim in the Core Expense Module

The Approver Hierarchy within the Core Expense Module is structured to enable the claimant to only see authorised approvers from the **Department/School they are contracted to work in** ie if an employee holds an employment contract with the Faculty of Science and Health, the employee will only see approvers from the Faculty of Science and Health in the dropdown list of approvers when completing their expense claim. An approver has however the ability to “forward” an expense claim to another authorised approver from another Department/School, provided that approver has already been setup as an authorised approver on the Core Expense Module.

Version Control

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