Validation Results - Approvers

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Permissions

You will require an Access Role with the following permissions:

- Check & Pay
- Claim Viewer

Receipt validation will occur based on the rules that have been set and agreed to by your organisation. Depending on the receipt type and what is required to be checked, a '16 Point Compliance Check' is performed.

As an approver, you have the ability to view validation results for your claimants, using the Check & Pay Expenses menu. Validation results can also be viewed by using the Claim Viewer, but no approval action can be taken.

- 1. Navigate from the Homepage to the Check & Pay Expenses menu.
- 2. Locate the claim that you want to view validation results for and then click**Check Expenses**. For more information on using the Check & Pay Expenses menu, view Approve a Claim.
- 3. The Claim Details page will display the expenses on this claim which are awaiting your approval. The validation results will be displayed in the Validation Progress column .

Note: If an expense is not applicable for receipt validation, there will be no icon displayed within the Validation Progress column \triangle .

Items Waiting Approval															
	2	×	۳	▲	,0	5	J	-	Date of Expense	Expense Item 🔺	Normal Receipt	VAT Receipt	VAT	Amount Payable	Reference Number
	2	×		0			2		25/09/2017	Parking with vat	8		£0.00	£10.00	529-001869
													£0.00	£10.00	

Status	Description
0	Business Checks - Pass Validation status is set to 'Validated'.
8	Business Checks - Fail Validation status is set to 'Fail'.

Status	Description
•	Business Checks - Pass Validation status is set to 'Completed'. The expense will not be returned to the claimant despite the fraud indication.
Ø	Business Checks - Pass After initial validation, the expense has been edited and therefore the results have been invalidated.
8	Business Checks - Fail After initial validation, the expense has been edited and therefore the results have been invalidated.
G	Business Checks - Pass After initial validation, the expense has been edited and therefore the results have been invalidated.

4. Click any of the icons shown above to view the validation results for an expense. The sections can be extended to show view further details of validation results, including any comments which have been added by the validation operator.

Business Validation Failed	6		
eceipt validation failures for business checks mean that there is a possibility that an expense might not get approved.			
Validation Rules	Δ		
Vo invoice total present on the receipt Validator comments: OVER CLAIMING – Based on the value of the receipt we can see, you are over claiming the value of the receipt. Please click to edit this expense line and reduce the amount claimed to be matching or below the value shown. Many thanks, Expedite Team.	8		
No amount including VAT present on the receipt	8		
No date present on the receipt	0		
Description of goods or services was not found on the receipt	0		
None of the receipt images appear to be an original document	0		
Receipt images contain multiple receipts	0		
Attachment is not actually a receipt	0		
A Parcible Fraud Indication Validated for VAT raciain reasons			

Validation Type	Description
Business Rule Validation	The Business Rule checks will verify that the receipt matches what is being claimed on the expense. If any of these checks are failed, it will result in the expense being returned to the claimant for further information. After an initial business rule fail, an expense can only be re-validated one more time. If it fails again, it will be marked as a 'Fail' and will progress to the next signoff stage with the rest of the claim.
Possible Fraud Indicators	 This section will display any failed checks which indicate there is the possibility of fraudulent activity. In most cases, this will be entirely innocent, but it allows for trends to be easily identified across one or numerous claimants. The 3 fraud indicator checks are as follows: Receipt is actually a receipt Receipt is a single receipt Receipt is an original. Note: The fraud indicator check will not cause an expense to fail business checks. Fraud indicators are generally accompanied by comments from the

5. Clicking on either of these sections will expand the modal and display the status of each check that has been performed within that category. The status of each check will determine the overall result for each category.