Validation Results - Claimant

Once your receipts have been attached to the correct expense items, the Claim Details page will display 🗒 to indicate that they are awaiting validation/in progress. At this point, your claim will be locked until the approval process is complete. You will only be able to edit an expense if it is returned to you for amendment.

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

Validation of your claim then occurs 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.

Once validation has been completed for an expense, one of the following icons will display:

✅	Completed Passed	Business Checks - Pass There is no further action to take for this expense.
👤	Waiting for Claimant	Business Checks - Fail Click to view comments on why your expense has failed validation. Your claim will be unlocked and you will be able to make amendments to the expense and re-submit for validation. If the expense fails validation again, you will be unable to make amendments and the claim will be sent to the next approver in your Signoff Group.
❌	Completed Failed	Business Checks - Fail Displays when your expense has failed business checks on re-validation (after failing the initial validation). This item will not be returned to you for amendment and will be moved on to the next approval stage in your Signoff Group, with the rest of your claim.

		Business Checks - Pass
⊘	Invalidated Passed	After initial validation, the expense has been edited and therefore the results have been invalidated.
⊗	Invalidated Failed	Business Checks - Fail After initial validation, the expense has been edited and therefore the results have been invalidated.

Within the Claim Details page, click any of the icons shown above to view the validation results for an expense. A dialog box will appear and explain the validation results for that expense.

Note: A validation icon will not be displayed if the expense has skipped validation. Certain expenses may skip validation if your organisation does not require 100% validation of all applicable expenses on your claim.

Receipt Validation Information

▾ 🗀 **Business Validation Passed**   ✓

Receipt validation failures for business checks mean that there is a possibility that an expense might not get approved.

Validation Rules	⚠
Matching date found on receipt	✓
Description of goods or services match your expense item	✓
At least one of the receipt images appears to be an original document	✓
Receipt images contain a receipt that applies to a single expense	✓
Attachment is a receipt	✓
Amount including VAT found and matched	✓

close

Once validation has been completed for your claim, it will continue to the next stage of the approval process.

Note: When checking validation results you may notice a difference in the VAT amount that you entered. The Expedite operator can change the amount to comply with HMRC regulations. This will update on your claim. For more information about which VAT amounts cannot be changed

by the Expedite team, visit Expedite - Expedite Validation Checks.