# Assure Expenses Expedite - Edit a Failed Validation Item

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Edit a Failed Validation Item

**Reasons for Failure** 

- After receiving notification of an expense item that has failed validation and that has been returned, you will need to navigate to My Claims | Submitted Claims and then click the claim which contains the returned expense item(s).
- 2. Locate the returned expense item(s) under the 'Expense Items' section. Returned expense items will be highlighted in red.

Please Note: Once a return yourself.	ned item has been edited, deleted or disputed your approver	will be automatically notified and no further actio	n is required by					
ense Items								
X 🖬 🎽 🔺	🔎 🧾 🚜 🛛 Date of Expense 🔺	Expense Item	Normal Receipt	VAT Receipt	NET	VAT	Amount Payable	Reference Number
/ 🗙 🗢 🕹 💡	05/03/2019				£25.00	£0.00	£25.00	21419-000098
	18/03/2019	Air Fares	2	ø	£567.00	£113.40	£680.40	21419-000095
	18/03/2019	Air Fares	Ø	×.	£567.00	£113.40	£680.40	21419-000096
🗙 🗢 🖕	19/03/2019	Taxi			£12.00	20.03	£12.00	21419-000087
	J9/03/2019	Taxi	2		£25.00	£0.00	£25.00	21419-000086
	19/03/2019	Parking no VAT	2		£120.00	£0.00	£120.00	21419-000088
🗙 🗢 🕹	19/03/2019	Hotel Room			£62.50	£12.50	£75.00	21419-000089
	19/03/2019	Taxi	×.		£25.00	£0.00	£25.00	21419-000090
	19/03/2019	Parking no VAT	Ø		£120.00	£0.00	£120.00	21419-000091
	🎩 🚘 19/03/2019	Mileage	2	✓	£115.64	£5.18	£120.82	21419-000093
🗙 🔿 🕹 👘	19/03/2019	Fuel Receipt			£46.67	69.33	£0.00	21419-000094
					£1,685.81	£253.81	£1,883.62	

3. Click **a** on the returned expense item to view the validation results and the reason(s) that is has been returned to you by validation team.



4. Once you have this information you can either manage the receipts, change the expense item details, dispute the returned expense items or delete the expense items.

**Note:** You will be required to action each returned item in order for your claim to be progressed to the next stage.

#### Add/Replace/Delete Receipts

- 1. Click **[**] on the returned item that you want to manage the receipts for. This will display the 'Receipt Management' page where you will be able to manage the receipts for any of your returned expense items.
  - Expense items which have not been returned to you will be locked and therefore the cannot be amended.

EClaimant35	11 items	19/03/2019	£1,939.62
Header			
Clair			
Parking no VAT	21419-000088	19/03/2019	£120.00
	Items w	hich have not been returned are locked and cannot be edited	
Fuel Receipt	21419-000094	19/03/2019	£56.00
Air Fares	21419-000095	18/03/2019	£680.40
Air Fares	21419-000096	18/03/2019	£680.40
🗾 Taxi	21419-000098	05/03/2019	£25.00
ave cancel			

2. You can then do the following:

Action	Description
Add Receipt	Click 🚅 and then select a new receipt to upload to the returned expense item.
Delete Receipt	Click $\mathbf{X}$ to remove the receipt from the expense item.

- 3. Once you have finished managing the receipts, click **Save**. At this point, the following scenarios can occur:
  - Any items which you have added or replaced receipts for will be automatically returned to the validation team for revalidation.

 If you have deleted receipts for one or more items, you will receive a prompt explaining that if you click OK, your claim will progress with those items missing receipts. If you have any outstanding returned items which you have not yet actioned, you will be returned to the Claim Details page but the claim will not yet progress automatically as you still have items which need to be actioned.

### Edit Expense Item Details

1. Click 📝 on the returned item that you want to edit. This will display the Edit Expense page.

Edit Expense				
General Details				
Date:	19/03/2019	?		
Reason:	Customer Training	?	Country: United Kingdom 🔻 🝞	
Currency:	Pound Sterling 🔻	0		
Branch / Cost Code Break	down			
billinen / cost code break	Pranch		Cart Cada	Darcantare
	branch	-		r er centrage
SALES		*	EXPENSES	100
Specific Details				
Expense Category:	Accommodation 🔻	Expen	se Item: Hotel Room V	
Hotel room in relation to	business trips where the journey i	s over 1	50 miles 1 way or you would need to leave home before 5.30am	
		~		
Number of Nights:	1			
Number of Rooms:	1	0		
Does it include a VAT number and VAT rate:	Yes No	0		
VAT:	12.50	0		
Total (Gross):	75.00	0		
save cancel				

- 2. Edit the details required for revalidation.
- 3. Click **Save**. The expense item will then automatically be sent back to the validation team for revalidation.

#### **Dispute Returned Expense Items**

1. Click → on the returned expense item. This will display a new page where you can enter the reason for the dispute.

General Deta	ails			
Dispute:			 	

- 2. Enter the reason why you are disputing the returned expense item.
- 3. Click Save. The expense item will then automatically be sent back to the validation team for

revalidation.

## Delete Expense Items

1. Click 🗙 on the returned expense item. This will delete the returned expense item. If this is the last returned item to be actioned, the claim will automatically progress to the next stage.