

Assure Expenses Expedite - Edit a Failed Validation Item

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Edit a Failed Validation Item

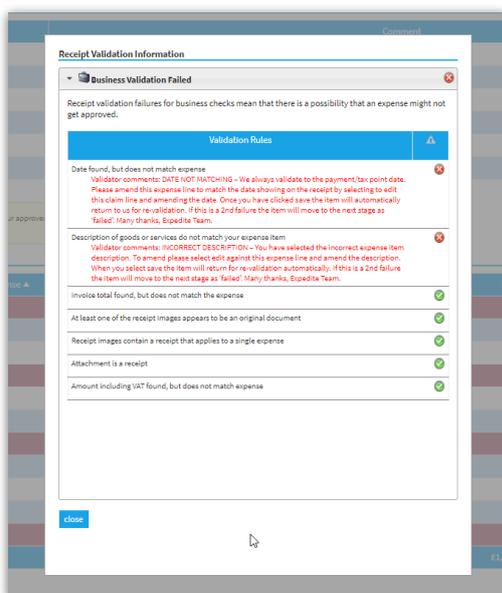
Reasons for Failure

1. 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 returned item has been edited, deleted or disputed your approver will be automatically notified and no further action is required by you.

Expense Items									
		Date of Expense	Expense Item	Normal Receipt	VAT Receipt	NET	VAT	Amount Payable	Reference Number
		05/03/2019	Taxi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£25.00	£0.00	£25.00	21419-000098
		18/03/2019	Air Fares	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£567.00	£113.40	£680.40	21419-000095
		18/03/2019	Air Fares	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£567.00	£113.40	£680.40	21419-000096
		19/03/2019	Taxi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£12.00	£0.00	£12.00	21419-000087
		19/03/2019	Taxi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£25.00	£0.00	£25.00	21419-000088
		19/03/2019	Parking no VAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£120.00	£0.00	£120.00	21419-000088
		19/03/2019	Hotel Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£62.50	£12.50	£75.00	21419-000088
		19/03/2019	Taxi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£25.00	£0.00	£25.00	21419-000090
		19/03/2019	Parking no VAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£120.00	£0.00	£120.00	21419-000091
		19/03/2019	Mileage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£115.64	£5.18	£120.82	21419-000093
		19/03/2019	Fuel Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£46.67	£9.33	£56.00	21419-000094
						£1,895.81	£253.81	£1,883.62	

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

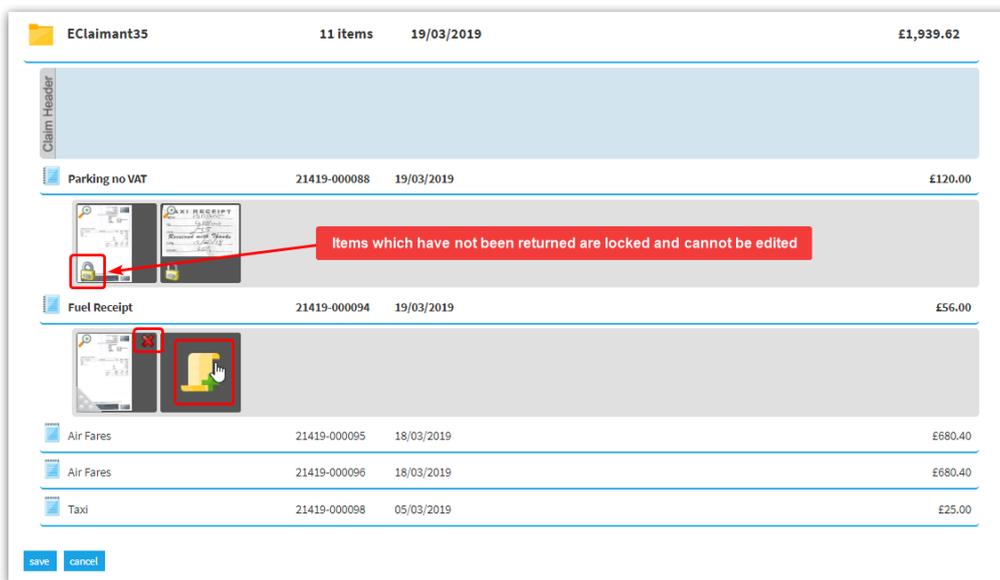


4. Once you have this information you can either manage the receipts, change the expense item details, dispute the returned expense items or delete the expense items.

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

- 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.



- You can then do the following:

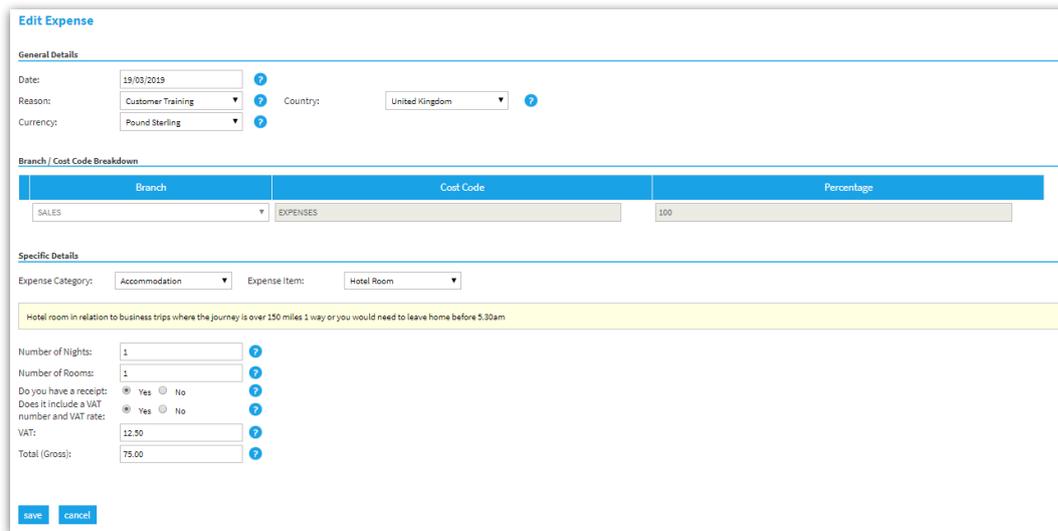
Action	Description
Add Receipt	Click  and then select a new receipt to upload to the returned expense item.
Delete Receipt	Click  to remove the receipt from the expense item.

- 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.



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.

Dispute Returned Expense

General Details

Dispute:

save

cancel

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.
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