

Adding Bank Details for the Expenses Claims Reimbursement

Please use this form for adding or changing bank details for advances and expense claims ONLY. For payroll bank details, please contact the Payroll office.

If the Bank details are left blank you will be contacted by Payments office to provide them.

Log in to the Web Agresso. In Menu choose Personal setting. In personal Setting column click on **Bank Details**.

The screenshot shows the Web Agresso interface. On the left, a 'Menu' box contains 'Personal Settings' and 'Expenses Admin Toolkit'. The main area is divided into three columns: 'Start pages' with an 'Expenses' link, 'Personal Settings' with a 'Request an Advance' link, and a third column with 'Bank Details' and 'Activate your substitutes' links. Red boxes highlight the 'Menu', 'Personal Settings' in the first column, and 'Bank Details' in the third column.

Voucher Number will auto populate once the form is saved. In brief **Description** write **Bank details for Expenses**.

The screenshot shows the 'Bank Details' form. It has a title 'Bank details form' with an expand/collapse icon. Below the title, there are two dropdown menus for 'Voucher number (will autopopulate)*', both showing '[NEW]'. A text input field for 'Brief description*' is highlighted with a red box. Below this, the 'Form owner' is listed as 'Vyletalova, Katarina' with the ID '505243'.

Fill in the new Bank Details: Sort code, Account no, Account Holder and Bank names are the mandatory fields.

The screenshot shows the 'New bank details' form. It has a title bar 'Bank details' and a message: 'Please use this form for changing bank details for advances and expense claims ONLY. For payroll bank details, please contact the Payroll office.' Below the message, the form is divided into two columns. The left column contains 'Sort code*', 'Account no.*', 'Account holder*', and 'Bank postcode'. The right column contains 'Bank name*', 'Bank address line 1', 'Bank address line 2', and 'Bank address line 3'. Red boxes highlight the 'Sort code*' and 'Bank name*' fields.

Once you are happy **Submit form**.

The screenshot shows the bottom of the form with five buttons: 'Clear', 'Print', 'Submit form' (highlighted with a red box), 'Save as draft', and 'Export'.