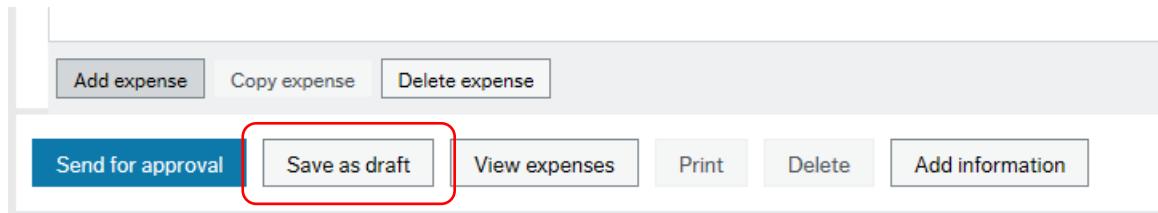
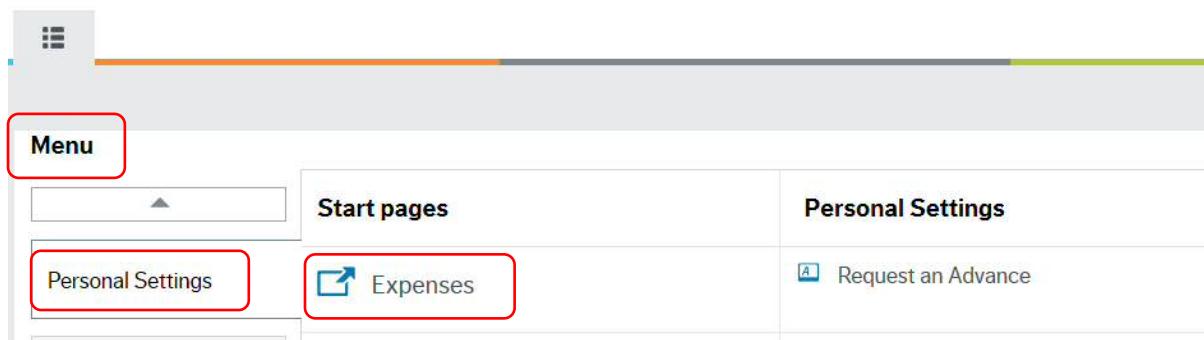


Saving, Opening and Re-savings Draft

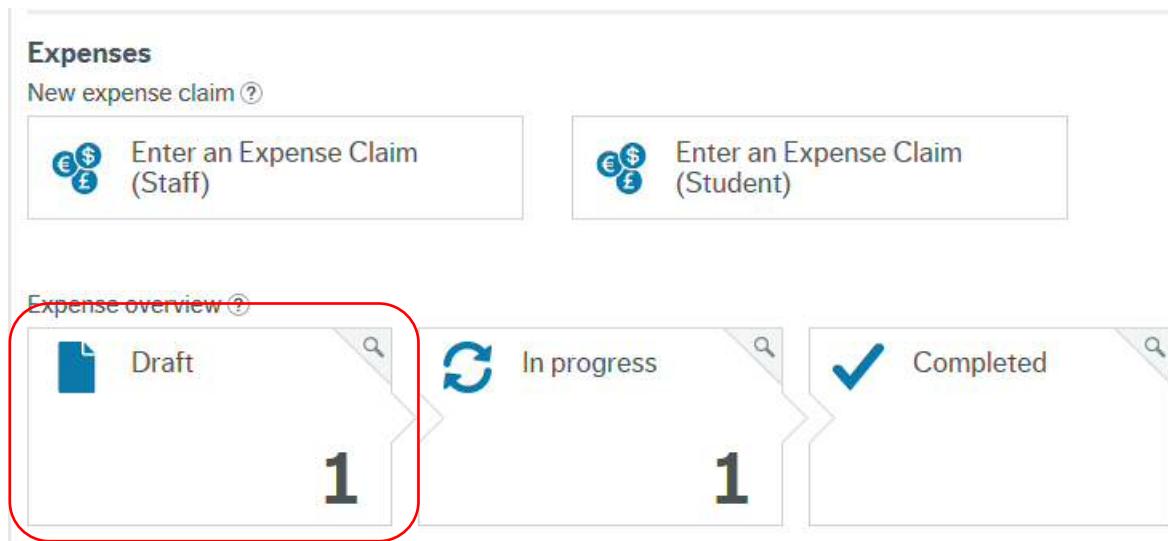
Claim can be entered and saved as a draft. This allows you to review or amend before submitting your claim for approval.



To re-open claim saved previously as a draft log into Agresso on the web using your BUCS username and password. From the **Personal Settings** menu, select **Expenses**. Do not use the **Expenses Admin Toolkit** option; this is for proxy expenses entry only.



On the subsequent page select **Draft**.



In pop up screen choose the draft you would like to continue with amending and amend as required. Please note that Purpose of expenditure can not be changed once the claim is saved as draft. Continue as usual with adding or deleting lines and when you are happy send it for approval, print, number all original receipts according to Line No and take it to your Faculty Finance office or Finance office.



| Date from | Date to | Country | Purpose of Expenditure | Status |
|------------|---------|---------|------------------------|--------|
| 27/09/2017 | | | sgfag | Draft |

Deleting Draft

For closing expense claims or drafts please contact your Faculty Finance Office / Finance office.