

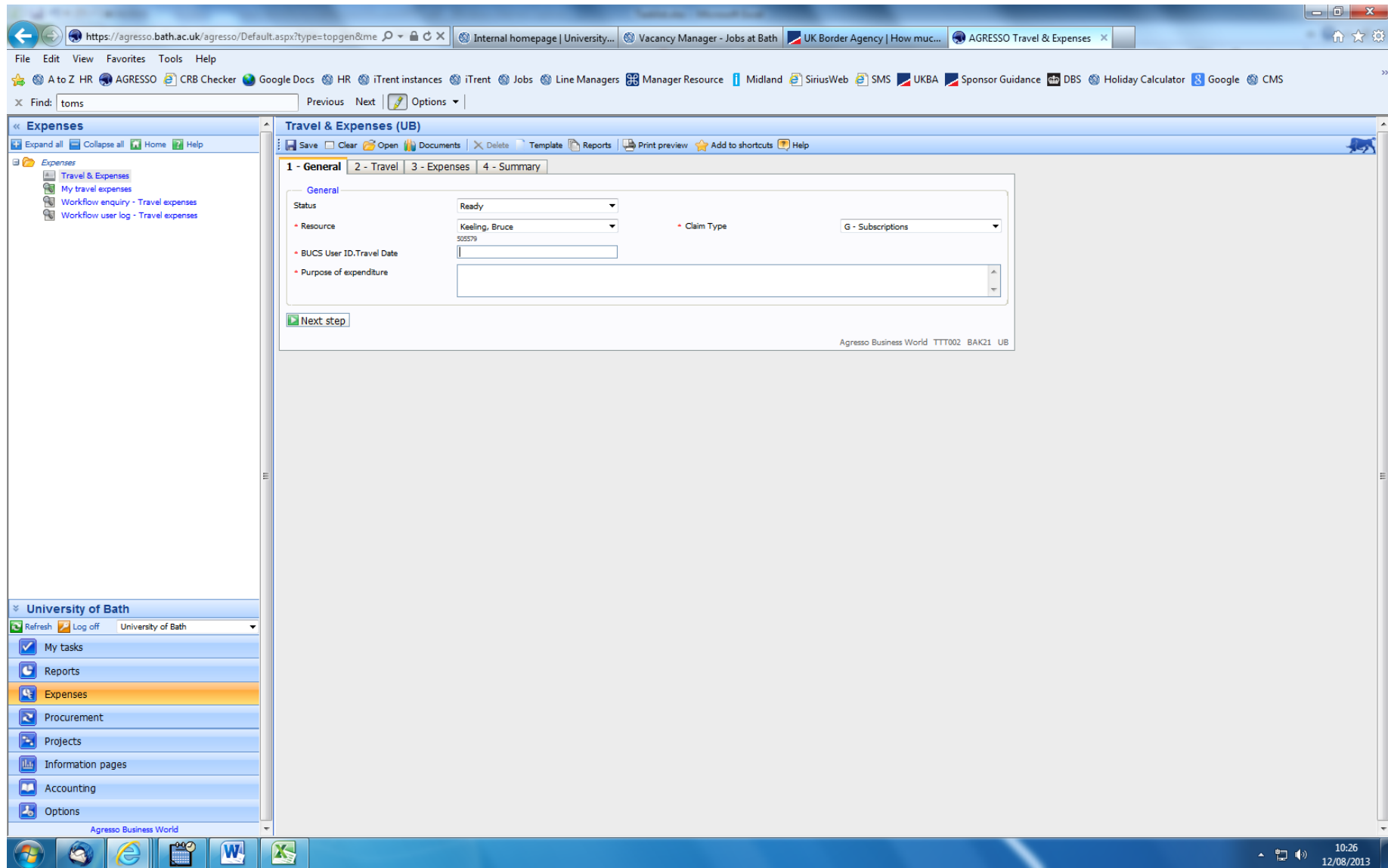
# DBS Fee Claims

Once you have incurred the expense, you may submit a claim for reimbursement via Agresso.

## Login to Agresso

The screenshot shows the University of Bath website interface. At the top, there is a navigation bar with links for 'Home', 'Staff', 'Students', and 'News archive'. Below this, the main content area is divided into several sections: 'Featured items', 'Campus update', and 'News & information'. A yellow box with the text 'Agresso Login' and a large arrow pointing to the right is overlaid on the page, specifically pointing towards the 'Quick links' section on the right-hand side. The 'Quick links' section contains a list of various services and resources, including 'A-Z index', 'Person Finder', 'External home', 'Induction & Freshers', 'A-Z services & facilities', 'Computing Services | News', 'e-Learning tools | Moodle', 'Estates work on campus', 'Library/Catalogue', 'Pure | Opus', 'SAMIS | iTrent', 'Agresso | Marketplace', 'Security', 'Semester dates | Timetables', 'Webmail | Resnet', 'Arts | ICIA | Sport', 'Noticeboard', 'What's on', 'Students' Union', 'Alumni Office', 'Omnibus Staff Society', and 'Transport | Travel | Maps'. At the bottom of the page, there is a footer with social media icons for Twitter, LinkedIn, and YouTube, and a search bar.

Select the option for Travel & Expenses within the Expenses folder. Select claim type Subscriptions,



BUCS User ID. Travel Date, Purpose of Expenditure: This could be **DBS Basic Check OR Update Service Fee**

## On the Expenses tab

Enter the Project Code for your Department (You may need to contact your department's Finance Administrator for this code)

Add a line

https://agresso.bath.ac.uk/agresso/Default.aspx?type=topgen&me...

Internal homepage | Univ... | Vacancy Manager - Jobs ... | UK Border Agency | How ... | AGRESSO Travel & Ex... | UK Border Agency | Enqu... | New Tab

File Edit View Favorites Tools Help

A to Z HR AGRESSO CRB Checker Google Docs HR iTrent instances iTrent Jobs Line Managers Manager Resource Midland SiriusWeb SMS UKBA Sponsor Guidance DBS Holiday Calculator Google CMS

Find: toms Previous Next Options

Expenses

Travel & Expenses (UB)

Save Clear Open Documents Delete Template Cost distribution Reports Print preview Add to shortcuts Help

1 - General 2 - Travel 3 - Expenses 4 - Summary

Keeling, Bruce

Default GL analysis

Project

Update all items

Expense items

Expense type	PD	Description	No/Base	Amount
This table is currently empty				

Add Delete

Expense details

Please select a row in the corresponding table to populate this section

Previous step Next step

Agresso Business World TTT002 BAK21 UB

University of Bath

Refresh Log off University of Bath

My tasks

Reports

Expenses

Procurement

Projects

Information pages

Accounting

Options

Agresso Business World

10:38 12/08/2013

# Select Subscriptions - Individual

https://agresso.bath.ac.uk/agresso/Default.aspx?type=topgen&me

Internal homepage | Univ... | Vacancy Manager - Jobs ... | UK Border Agency | How ... | AGRESSO Travel & Ex... | UK Border Agency | Enqu... | New Tab

File Edit View Favorites Tools Help

A to Z HR AGRESSO CRB Checker Google Docs HR iTrent instances iTrent Jobs Line Managers Manager Resource Midland SiriusWeb SMS UKBA Sponsor Guidance DBS Holiday Calculator Google CMS

Find: toms Previous Next Options

**Expenses**

Expand all Collapse all Home Help

- Expenses
  - Travel & Expenses
  - My travel expenses
  - Workflow enquiry - Travel expenses
  - Workflow user log - Travel expenses

**Travel & Expenses (UB)**

Save Clear Open Documents Delete Template Cost distribution Reports Print preview Add to shortcuts Help

1 - General 2 - Travel 3 - Expenses 4 - Summary

Keeling, Bruce

Default GL analysis

Project

Update all items

Expense items

	Expense type	PD	Description	No/Base	Amount
<input type="checkbox"/>				0.00	0.00
Σ				0.00	0.00

Add Delete

Expense details

Expense type

- Subscriptions - corporate
- Subscriptions - individual

Previous step Next step

Agresso Business World TTT002 BAK21 UB

University of Bath

Refresh Log off University of Bath

- My tasks
- Reports
- Expenses
- Procurement
- Projects
- Information pages
- Accounting
- Options

Agresso Business World

10:41 12/08/2013

Update the description, with the reason for the expenditure

The screenshot displays the Agresso Business World interface for 'Travel & Expenses (UB)'. The browser address bar shows the URL <https://agresso.bath.ac.uk/agresso/Default.aspx?type=topgen&me>. The application has a navigation menu on the left with 'Expenses' selected. The main content area is titled 'Travel & Expenses (UB)' and contains a form for editing an expense item. The form includes fields for 'Project', 'Expense type', 'Date', 'Description', 'Currency', 'Amount', and 'GL Analysis'. The 'Description' field contains the text '[Please provide information to assist Head of Dept approval]'. The 'Amount' field is set to 0.00. The 'GL Analysis' section shows 'Account' 4133, 'Product' P-RNB-00, 'Vat\_recovery' PR, 'Tax code' 0, and 'Tax system' NTX. The interface also includes a table of 'Expense items' and a 'Previous step' button.

Expense type	PD	Description	No/Base	Amount
Subscriptions - individual	EXSIN	[Please provide information to assist Head of Dept approval]	0.00	0.00
			0.00	0.00

Expense details

Expense type: Subscriptions - individual  
Date: 12/08/2013  
Description: [Please provide information to assist Head of Dept approval]  
Currency: GBP  
Amount: 0.00  
Receipt:

GL Analysis

Account: 4133  
Project:   
Product: P-RNB-00  
Vat\_recovery: PR  
Tax code: 0  
Tax system: NTX

Subscriptions - Individual  
Subscriptions - Individual  
Partially recoverable  
No Tax  
No Tax

Previous step Next step

Agresso Business World TTT002 BAK21 UB

Click Save