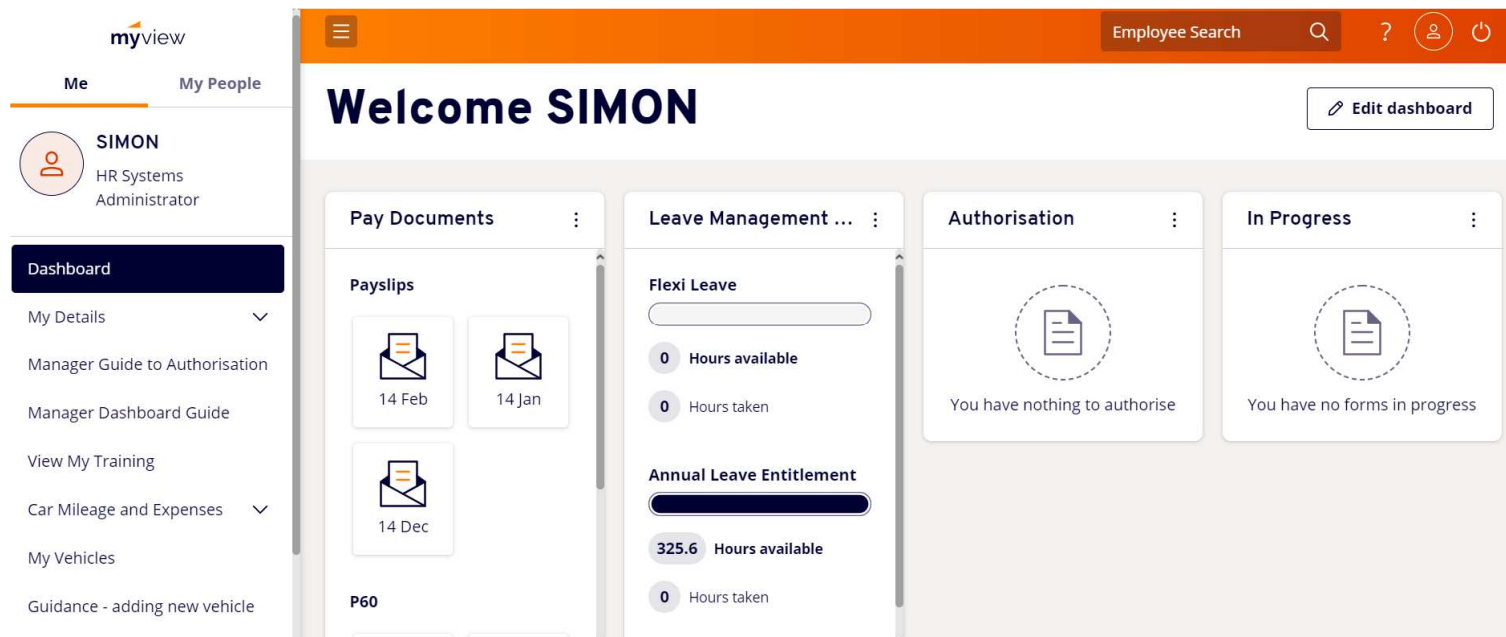


# **Managers guidance notes for MyView - Authorisation**

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## Adding on a widget



- To add a widget if it is missing, click on the Edit Dashboard button at the top right
- Then simply hover over the widget you want to add and then click the plus sign.
- Then that widget will be added to your dashboard

## Email notification from your employee

### **MyView Expenses awaiting your authorisation**

noreply@mansfield.gov.uk

Sent: Thu 30/03/2017 08:56

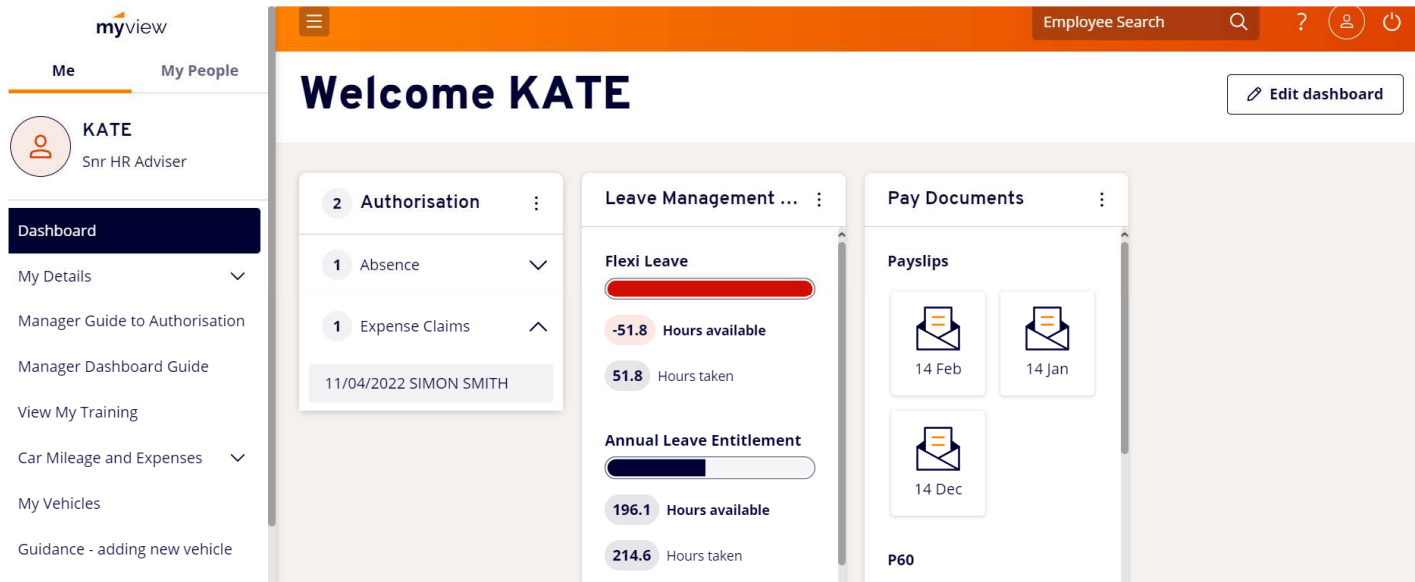
To: Joshua Peck

Please be advised that ERICA NERNIE has submitted an Expenses Claim that requires your approval. Please log on to your Account and either approve or reject the claim.

Systems Administrator

As a line manager, you will receive an email notification once an expenses claim has been submitted by one of your team members (as shown above).

# Checking the authorisation Widget



As shown above, the dashboard will contain a widget called authorisation. It will come up with an grey bubble to show how many expense submissions have been made.

Click the arrow to the right of “Expense Claims” field to show who has made a claim.

## How to do a detailed authorisation

2 Authorisation

1 Absence

1 Expense Claims

11/04/2022 SIMON SMITH

Expense Claims for SIMON SMITH on 11/04/2022

Employee: SIMON SMITH

Form Number: 0000026223

Post: HR Systems Administrator

Claim Total Value: 0.00

Claim Total Mileage: 11

Submitted By: SIMON SMITH On 11 April 2022

The expense claim field will show who has made a claim and what date the claim was submitted.

Click on the employees name to view their claim.

Alternatively, for quick access to the record, click the icon to view the details of the claim.

Please note that it is managers responsibility to check receipts and to make sure they are correct.

## Detailed view of the authorisation

Date of Claim	Group	Type	Value
23/03/2022	Car Mileage		11
<b>Mileage Information</b> <b>Description</b> MDC to Brook Street to MDC, Deliver Signed Documents <b>Vehicle</b> FH68BTO <b>Mileage</b> 11 <b>No. of Passengers</b> N/A <b>VAT Receipt</b>			
16/03/2022	Car Mileage		11
<b>Mileage Information</b> <b>Description</b> MDC to Urban Rd to ADC, drop off claims <b>Vehicle</b> FH68BTO <b>Mileage</b> 11 <b>No. of Passengers</b> N/A			

**Your Expense Claim**  
Total Lines 2  
Total Miles 22  
**Authorise All** ✓  
**Reject All** ✗  
**Edit**  
**Cancel**

As you can see, the employee has made 2 claims for mileage.

If you feel that they are both wrong, click

If there is a mistake and you know what it should be, click

Edit

to change the information to suit.

But if you feel that it is correct, select

Authorise All ✓

and the claims will go to payroll for their authorisation.

You can also specifically reject a selected amount and authorise a few too by clicking the



icons.

As you can see, there is an option to add notes and these are to advise the employee if you have a problem with the claim or you want to make a suggestion or you're simply querying it.

## Editing an expenses claim

Submitted Total Lines: 2 Total Miles: 24

Cost Centre:	Date	Group	Type	Value	
Default Cost Centre	09/03/2017	Car Mileage		12	
	01/03/2017	Car Mileage		12	

Attachments:

Your Expense Claim

Total Lines: 2  
Total Miles: 24

Save

Cancel

Edit Expense Line

Claim Information

Date: 09/03/2017 Group: Car Mileage

Description: MDC to ADC Return. Finance Meeting.  
1965 characters remaining

Mileage Information

Mileage: 12 Vehicle: HA110WE

Passengers: 1

Mileage Costs

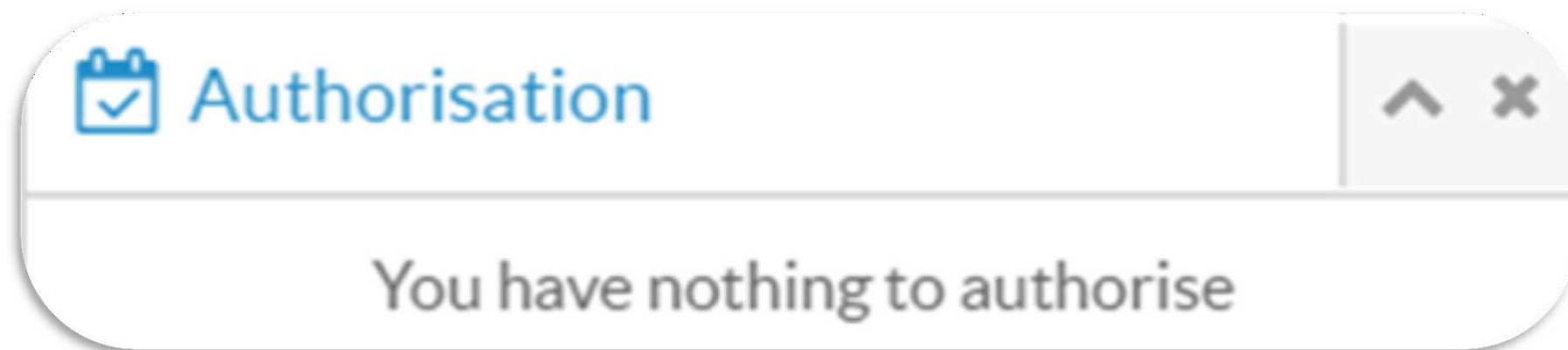
☒ VAT Receipt

Cancel OK ✓

- If you are wanting to edit a expense claim, simply click on the icon and then the details will appear. Type in the correct details and then press OK.
- After all details are changed, click on save and then submit the claim.
- When you have edited the claim, please inform the employee that you have done this action.



After the claims have been dealt with



When you have rejected or authorised the claim, your authorisation box should be empty (Unless you have other claims pending). Authorisations will be sent to payroll and rejections will be sent back to the employee with notes if added.