

MyView Expenses

Step-by-Step Instructions for Approvers

This document contains step-by-step instructions for the approval or rejection of expense claims in MyView. If you have any other questions that are not covered in this document, you should contact one of the below:

- For queries about your expense claim, contact Fees and Expenses (feesandexpenses@manchester.ac.uk)
- For queries or issues about using the MyView Expenses portal, contact MyView (myview@manchester.ac.uk)

More information about MyView can be found on [StaffNet](#).

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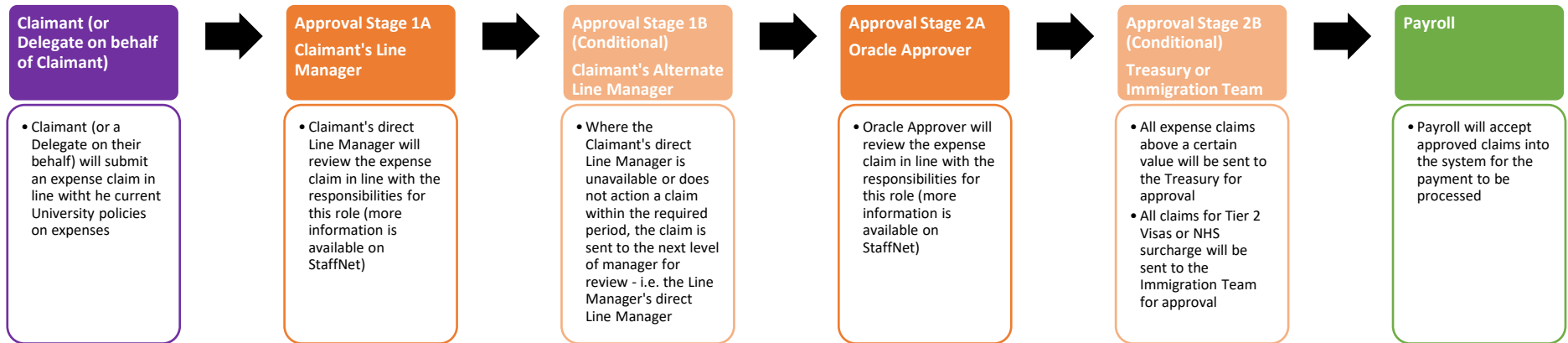
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Methods for reviewing a claim

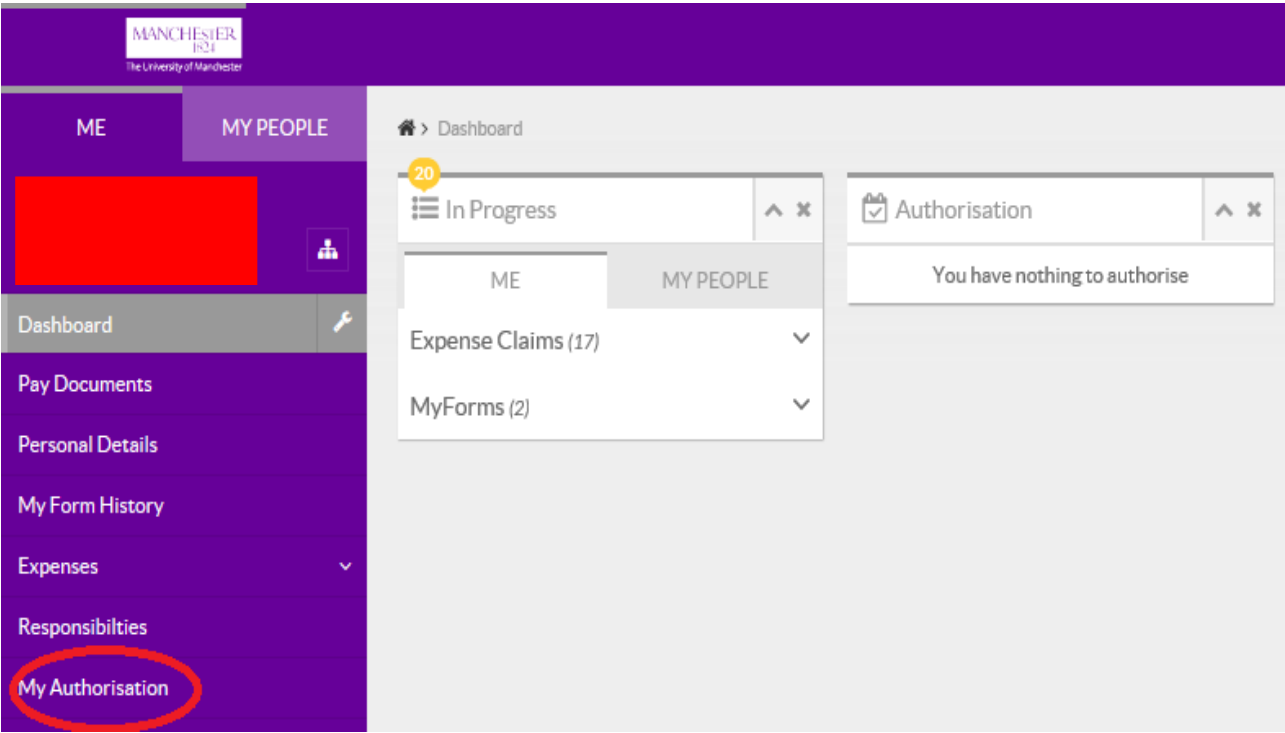
There are two ways that an approver can review an expense claim in MyView:

1. Via 'My Authorisation'
2. Via the Authorisation widget

Both methods, including how to add the widget to your MyView dashboard, are outlined in this document. Details about how to access MyView can be found on [StaffNet](#).

Method 1 – Via ‘My Authorisation’

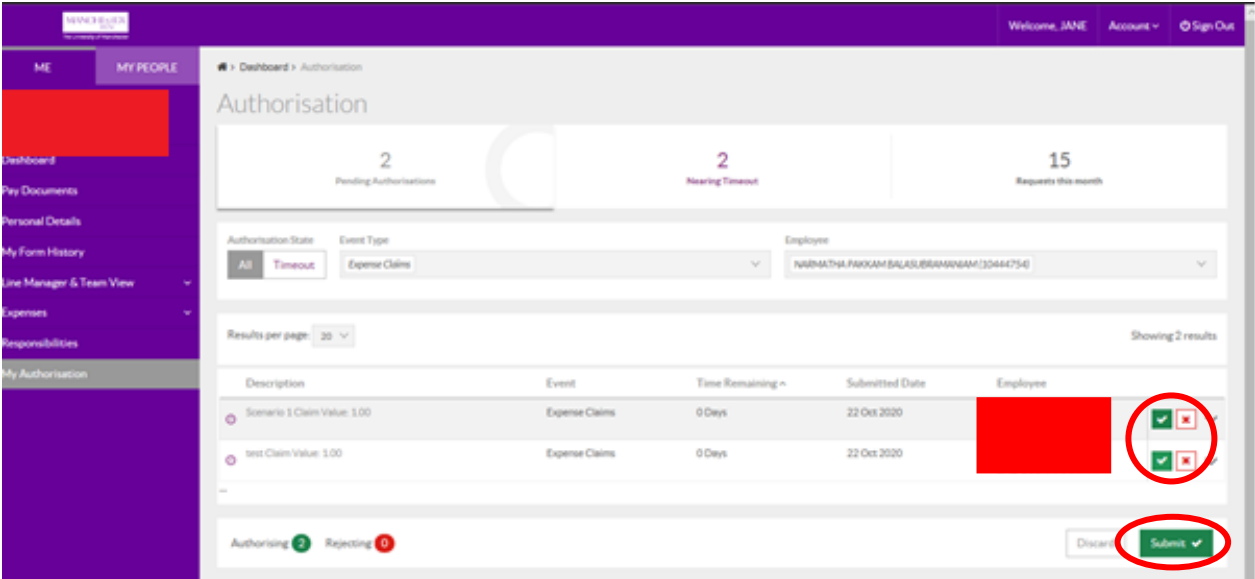
1. Click on ‘My Authorisation’ in the menu panel on the left-hand side of the MyView dashboard (you may need to expand this panel if viewing on a device with a small screen).



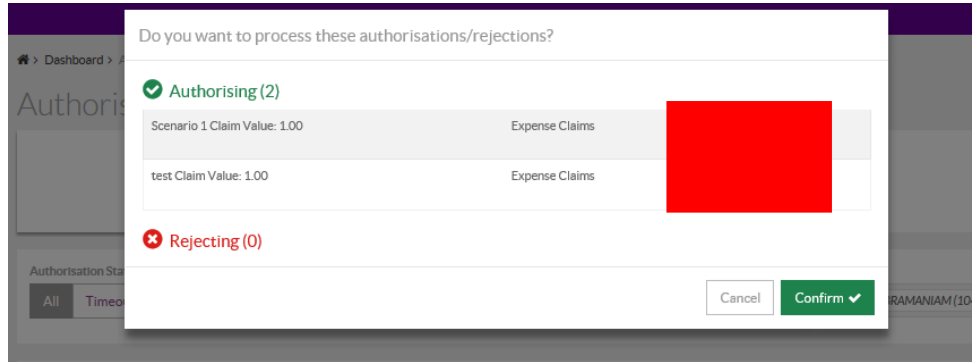
2. Review the claim as per the responsibilities of your approver role (see [here](#) for more details).

3. Approve or reject each claim line as required, and then click on ‘Submit’.

- To approve a claim line, click on the green tick mark
- To reject a claim line, click on the red X mark



4. In the pop-up window, click on 'Confirm' to finalise your approvals/rejections.

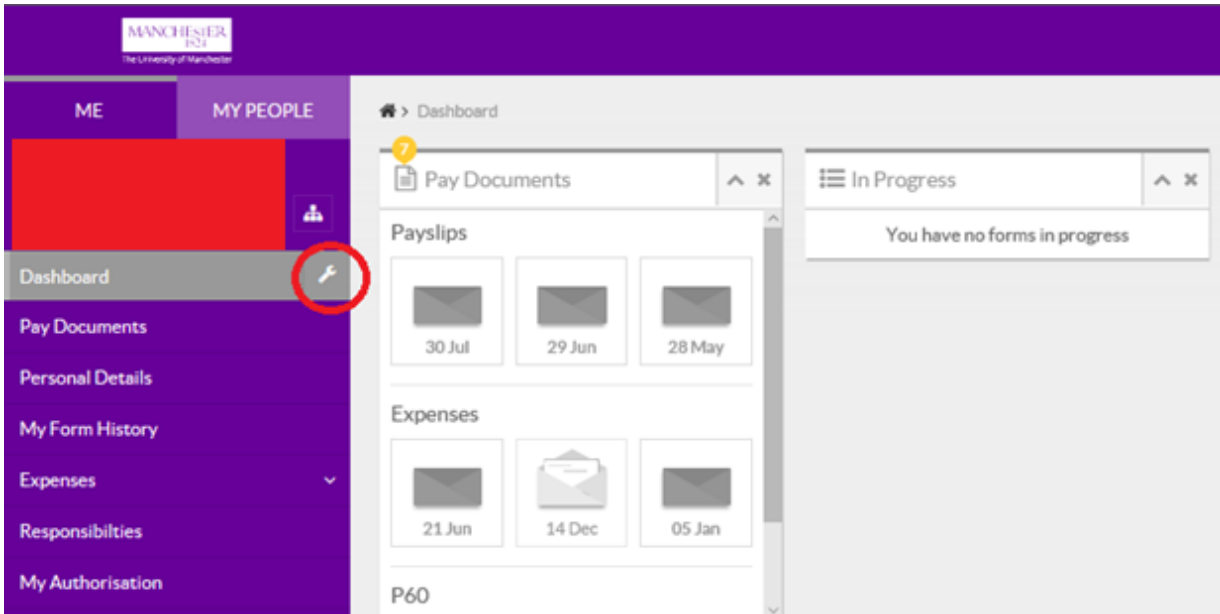


Method 2 – Via the Authorisation widget

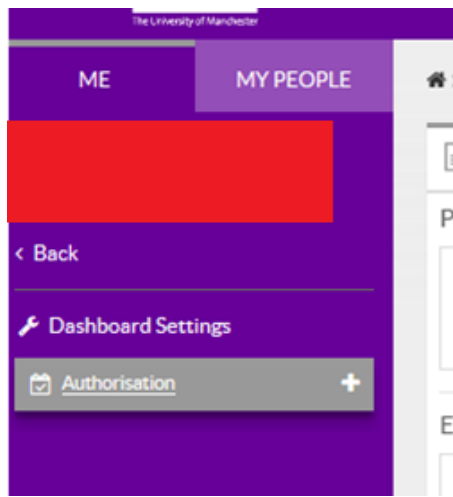
Please note that you may need to add the Authorisation widget to your MyView dashboard – this only needs to be done once. When the widget is set to appear, it will always show when you log in to MyView.

How to add the Authorisation widget to your MyView dashboard

1. Click on the spanner symbol next to ‘Dashboard’ in the menu panel on left-hand side of the MyView dashboard (you may need to expand this panel if viewing on a device with a small screen).



2. You will see a list of available widgets – click on the ‘plus’ symbol next to ‘Authorisation’.

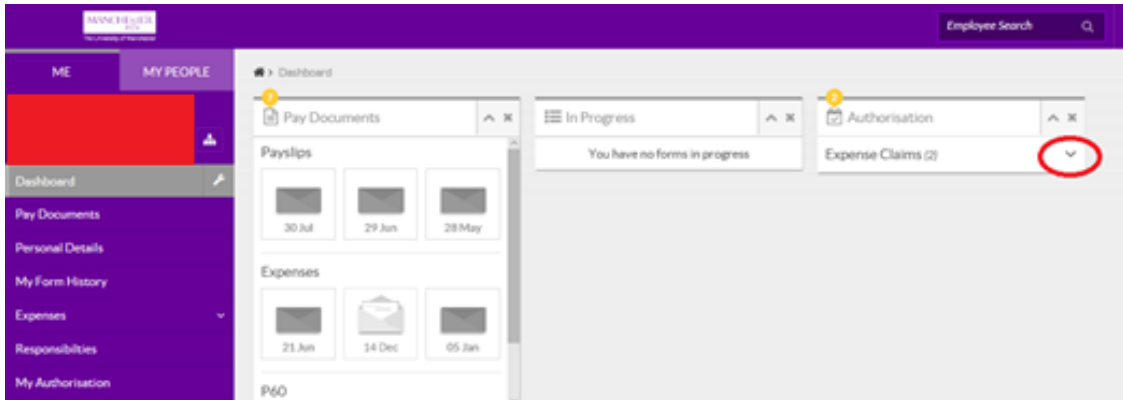


N.B. if you cannot see the list of widgets, please contact MyView for advice (details at the beginning to this document).

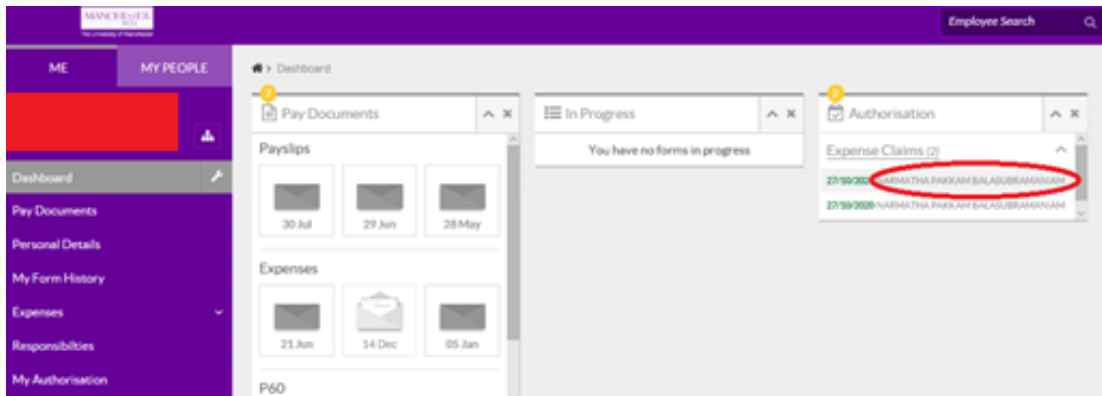
3. You will now be able to see the Authorisation widget on your dashboard.

Review and action a claim via the Authorisation widget

1. In the widget, click on the downward arrow next to 'Expense Claims'.



2. Click on the name of the employee whose claim you want to review (this is a hyperlink to open the claim details).



3. Review the claim as per the responsibilities of your approver role (see [here](#) for more details).
4. Approve or reject the claim line as required.
 - To approve a claim line, click on 'Authorise'
 - To reject a claim line, click on 'Reject'

