

Accent Leave Manager – Administrator guidance



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Getting started

All administrator accounts are created by the local NHS England team. Once your account is created you will receive a login link. If the link in the email has expired, please use the Forgotten Password option on the site (<https://accent.hicom.co.uk/Portal/Live/Web/>).

If you have any issues, please contact england.studyleave.em@nhs.net.

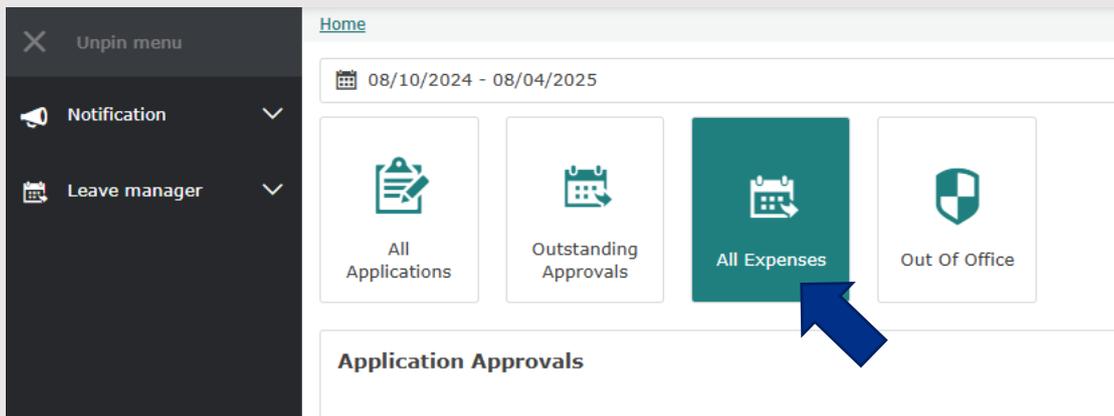
Before processing any expenses, please ensure that you familiarise yourself with the **Study Leave policy** on our [website](#). The policy includes standard rates for expenses and a list of expenses that cannot be processed under the study leave budget.

1. All expenses

Once you are set up on the system, you can access expense records in two ways

- All expenses tab (default filter to pending expenses on approved applications)
- All applications tab (default filter to pending applications)

If you cannot locate a record you are looking for, try removing the default filters set by scrolling across the page to find the application and expense record status columns.



Please note that expenses can only be processed on applications that are approved and the end date has passed.

2. Expense details

For the applicants that have a set budget amounts, the system will only allow them to estimate expenses up to their remaining budget amount. On the right hand side you will see the budget details for the set period of time.

The screenshot shows the 'Expense record' form with the following fields:

- Expense type*: Fees - Courses/Conferences only
- Status*: Active
- Estimated cost*: 100
- Expense authorisation state: Pending
- Claimed amount: 0
- Reference: (empty)
- Claimed date: (empty)
- ESR assignment number: (empty)
- Authorised amount: 0
- Date paid: (empty)
- Expense files uploads: + Add file(s), DROP FILE(S) HERE TO UPLOAD, Select files...
- Comments: (empty)

On the right side, there are two summary panels:

- Leave application summary:**
 - Leave applicant: Study
 - Leave type: Study
 - Status: Approved
 - Start date: 04/04/2025
 - End date: 04/04/2025
 - Link: Leave application
- Budget detail:**
 - Start date: 07/08/2024
 - End date: 05/08/2025
 - Budget amount: £0.00
 - Unlimited: Yes
 - Approved budget used: £0.00
 - Awaiting authorisation: £0.00
 - Budget remaining: £0.00
 - Link to budget: Budget

A blue arrow points to the 'Budget remaining' field in the Budget detail panel.

Once you have input the claimed and authorised amount, click save and add any applicable comments. The claimed date will auto-populate once you click save.

The screenshot shows the 'Expense record' form with the following fields:

- Expense type*: Travel - Mileage
- Status*: Active
- Estimated cost*: 30
- Expense authorisation state: Authorised
- Claimed amount: 24.6
- Reference: (empty)
- Claimed date: 08/04/2025
- ESR assignment number: (empty)
- Authorised amount: 24.6
- Date paid: 08/04/2025
- Expense files uploads: + Add file(s), DROP FILE(S) HERE TO UPLOAD, Select files...
- Comments: (empty)

At the bottom of the form, there are five buttons: Edit, Cancel Expense, Save, Save & Back, and Cancel.

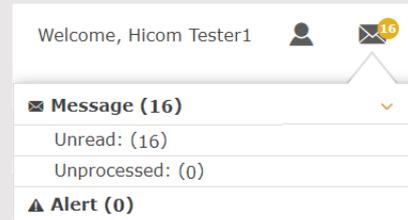
If an expense has not been claimed by the applicant, you will **need to reject** the expense on the expense record.

3. My Notifications

The My Notifications section allows you to access messages and alerts which have been sent to you.

- Notifications related to leave applications
- Notifications related to leave approval or rejection

Most messages in Accent will include a link to the application to which it refers.



Guidance and resources

Further guidance and resources can be found on our website, please ensure that you familiarise yourself with the Study Leave policy before processing expenses www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage