

Amend an Employee's Previous Claim

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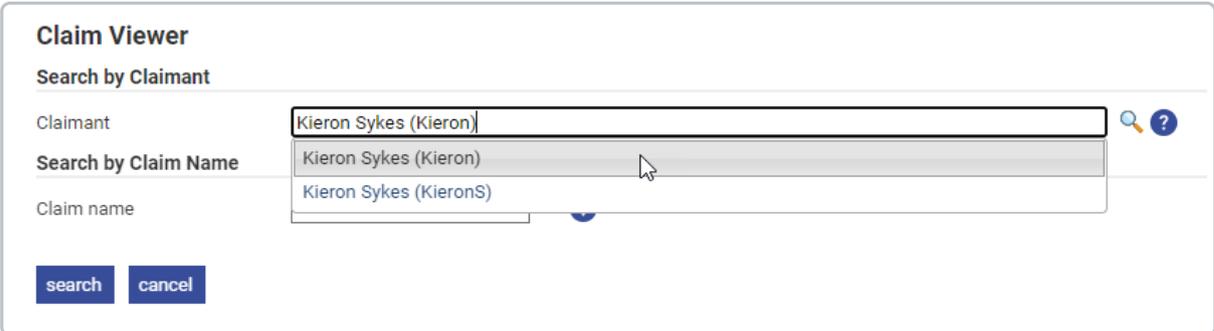
Permissions

You will require an Access Role with the following permissions:

- Claim Viewer

Note: In order to have the ability to edit previous claims, your organisation must have previous claims can be edited turned on within General Options. For information on how to activate this option, view [General Options - General Details](#).

1. Navigate from the **Home** page to the **Claim Viewer**.
2. Search for the employee and then click **Search**. This will return a list of this employee's claims.



The screenshot shows the 'Claim Viewer' search interface. It features a search bar with the text 'Kieron Sykes (Kieron)' entered. Below the search bar, there are two dropdown menus: 'Search by Claimant' and 'Search by Claim Name'. The 'Search by Claimant' dropdown is currently open, showing two options: 'Kieron Sykes (Kieron)' and 'Kieron Sykes (KieronS)'. A mouse cursor is hovering over the first option. At the bottom of the search bar, there are two buttons: 'search' and 'cancel'. To the right of the search bar, there is a magnifying glass icon and a question mark icon.

3. Click the **Claim Name**. This will direct you to the Claim Details page where you can see the general information, claim history and expenses.
 4. Click edit  next to the expense that requires amending.
 5. Make the required change to the expense.
 6. Click **Save**.
 7. Specify the reason that you amended the expense.
 8. You will then be returned to the Claim Details page where you can make any further amendments to other expenses within the claim. The reason that you had specified for amending the previous expense will also display in the Claim History for audit purposes.
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