

Expenses Mobile - Assign a Claim

Last Modified on 14/01/2020 4:30 pm GMT

Permissions

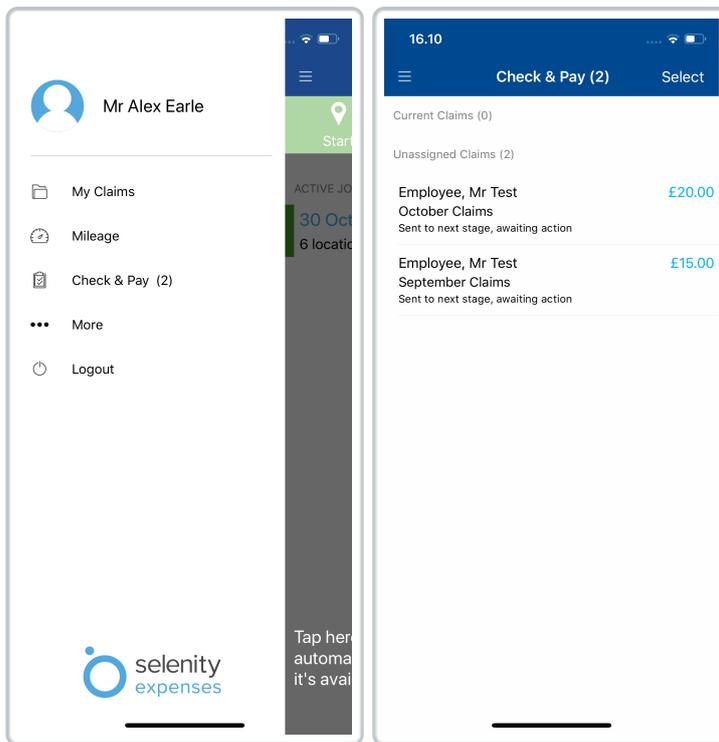
You will require the following permissions:

- You will require an Access Role with active permissions to Check & Pay.

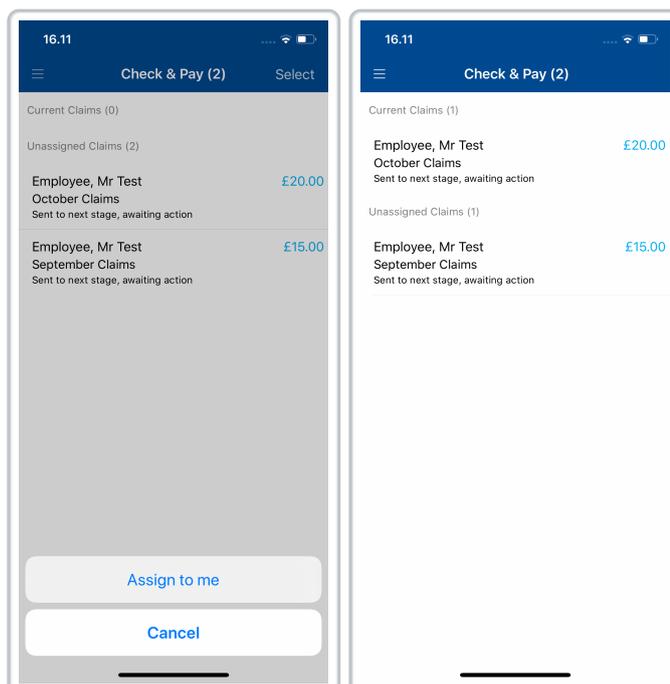
Note: This menu will only be available if you are an approver of expenses. If you are not an approver, the Check and Pay tab will not be visible. An Internet connection is required.

When you have logged into Expenses Mobile, a notification will appear at the top of your screen notifying you of any outstanding claims that need checking. Tapping this notification will take you to the 'Check & Pay' menu.

1. Log into Expenses Mobile. Tap the **Hamburger Menu**  and then tap **Check & Pay**. This will display a list of claims which are awaiting your approval.



2. Claims which have progressed through to your team for approval will be displayed in the **Unassigned Claims** section. You must allocate a claim to yourself before you are able to process it.
 - o Tap the claim and then tap **Assign to me**. This claim will be moved into the Current Claims section.



You can then follow the usual process for checking and approving the claim. For more information on this, view [Approve an Expense Claim](#).

Unassigning a Claim

From within the Current Claims section, tap a claim which you had previously assigned to yourself and then tap **Unassign Claim**. This will return the claim to the Unassigned Claims section so that another member of the approval team can check the claim.

