

**Step 1** Receive invoice assigned email

Invoice Assigned Inbox x

AutoNotification@concur solutions.com  
to jfuhrman ▾

Jan 2

SAP Concur 

The following invoice has been assigned to you.

**Step 2** Click the link in the email. Scroll down and click the link in the middle

[iBuy+ Concur Portal](#)

**Step 3** Click the Invoices button

<b>+</b> New	<b>09</b> Required Approvals	<b>00</b> Authorization Requests	<b>02</b> Invoices	<b>00</b> Available Expenses	<b>00</b> Open Reports
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**Step 4** Click on the Invoice Name link to open the Invoice

**Step 5** Click Actions -> Unassign

**Step 6** Enter in the Comment box the action you want AP to take (i.e., delete duplicate, the name of the person the invoice should be routed to for processing) and Click the OK button

### Unassign Invoice

Invoices should be unassigned when they don't belong in your queue. They may belong to another employee or be invalid. Unassigning removes the invoice from your queue and allows the backoffice to act on it. Please add a comment to explain why you are unassigning.

Comment: