**How to Reassign Workflow in the Expense Module**

Approvers/Auditors may need to reassign transactions from one approval queue to another in cases when the standard workflow path is not sufficient. Approvers/Auditors have the ability to either reassign a transaction in their approval queue to another Approver/Auditor or

to pull a transaction from someone else’s queue into their own. The instructions below

describe each process.

**Reassign Transaction(s) to Another Approver/Auditor**

1. Sign into the Expense Module. Click on **Reassign My Workflow** in the *Expense Module - Approvals* box. On the following screen, click the **Search** button.

2) Enter the Employee ID of the individual

you would like to reassign the transaction

to in the *Reassign Workflow To* field. Hit the *Enter* key or click the **Reassign** button. Your approval queue will appear.

***Tip:*** *If you do not know the individual’s Employee ID,*

*change the* ***Search By*** *drop-down menu to* ***Description*** *and enter the individual’s last name in the* ***begins with*** *field. Click the Search button and select the individual from the list.*



3) Click the box in the *Select* column next to the transaction you wish to reassign. Click the

**Reassign** button. The selected transaction will disappear from your Approval queue.

***Note:*** *If you are unable to select a transaction in your queue, the desired recipient is not an assigned Approver/Auditor for the Department ID within the transaction.*

**Reassign Transaction(s) from Another Approver/Auditor**

1) Sign into Expense Module. Click on **Reassign Workflow to Me** in the *Expense Module*

*- Approvals* box.

2) Enter the Employee ID of the individual who holds the transaction you wish to receive.

Click the **Search** button. The selected individual’s approval queue will appear. Note that your Employee ID has automatically populated the *Reassign Work To* field.

3) Click the box in the *Select* column next to the transaction you wish to reassign. Click the

**Reassign** button. The selected transaction will disappear from the approval queue and can now be accessed by clicking the **Approve Transactions** link in the *Expense Module - Approvals* box.