

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 and select **Expense WorkCenter**. Click on **Reassign My Workflow** in the Expense *WorkCenter*. 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.

UW Travel and Expenses
 Reassign My Workflow to Another

Approver: EXMRG3 Approver, EXMRG 3
 Reassign Work To: EXMRG1 x Q Approver, EXMRG 1

Select All Deselect All

Select	Business Unit	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input type="checkbox"/>	UWPLT	Cash Advance	\$4,440.000	Employee,EXUSER02 A	EXUSER02	0000005003	06/06/2018	Approver
<input type="checkbox"/>	UWMSN	Expense Report	\$96.000	WALDOCH,GREGORY D	00183187	0000537383	04/25/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$38.250	Employee,EXUSER01-Stefanie A	EXUSER01	0000537555	05/21/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$15.000	SCHWARTZ,SHARON A	00798767	0000537576	05/24/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$15.000	SCHWARTZ,SHARON A	00798767	0000537577	05/24/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$101.020	Employee,EXUSER03 A	EXUSER03	0000537606	06/04/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$678.770	Employee,EXUSER01-Stefanie A	EXUSER01	0000537613	06/04/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$777.770	Employee,EXUSER01-Stefanie A	EXUSER01	0000537614	06/05/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$38.250	Employee,EXUSER01-Stefanie A	EXUSER01	0000537619	06/05/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$766.900	Employee,EXUSER01-Stefanie A	EXUSER01	0000537620	06/05/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$15.000	Employee,EXUSER02 A	EXUSER02	0000537640	06/06/2018	Approver
<input type="checkbox"/>	UWPLT	Expense Report	\$15.000	Employee,EXUSER02 A	EXUSER02	0000537641	06/06/2018	Approver
<input type="checkbox"/>	UWMSN	Expense Report	\$6,214.320	SIMS,COLLEEN	00125989	0000537665	06/11/2018	Approver
<input type="checkbox"/>	UWMSN	Travel Authorization	\$610.000	LINTON,RICHARD T	00185532	0000037942	05/11/2018	Approver
<input type="checkbox"/>	UWPLT	Travel Authorization	\$122.000	SCHWARTZ,SHARON A	00798767	0000038003	04/20/2018	Approver

Select All Deselect All

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** link in the *Expense WorkCenter*.
2. Enter the Employee ID of the individual who holds the transaction you wish to receive.
3. 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.
4. Click the box in the *Select* column next to the transaction you wish to reassign. Click the
5. **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 WorkCenter*.