

Reprocess a Timesheet




Reprocessing a timesheet allows you to manage invoiced timesheets that are in a **locked** status.

The following document discusses reprocessing a timesheet via Self-Service, but for additional information, please [click here](#).

Please note that depending on your Beeline Platform settings, this feature may, or may not, be turned on. Reach out to your Beeline Representative to adjust settings.

How to Navigate to Reprocess a Timesheet via Self-Service:

1. Log in to the Beeline Platform using your *username* and *password*. Your Home page appears.
2. Click the **My Preferences** icon  at the top right of your page in the Header Menu.
3. Hover over the **VMS Settings** menu item and click **Time & Expense**.
4. Click **Reprocess a Timesheet** from the list of available Time & Expense Self-Service features, to be taken to the **Reprocess Timesheet** screen.

How to Navigate to Reprocess a Timesheet via Self-Service:

Complete steps 1-4 above.

5. From the Reprocess Timesheets screen, users can search for the timesheet they wish to reprocess by filtering by a number of fields (division, supplier Cost Center, Resource name, Assignment ID, Status, etc.)
6. Once the timesheet pulls up, you can click into the 'Time period' date link to review the timesheet, or you can check the box next to the instance you want to reprocess and then select one of the two buttons:
 - **Reprocess – Timesheet Update:** will unlock the timesheet and leave it in the 'Not Submitted' Status so it can be edited from BTE and re-approved. This is typical for modifying BTE timesheet attributes
 - **Reprocess – Assignment Update:** will unlock the timesheet and place it back in Approved status so re-approval can be bypassed. This is typical for assignment amendments that do not require modification to the BTE timesheet attributes
7. Review the information displayed in the **Timesheet Reprocess Confirmation** window to confirm that you have selected the correct reprocess option.
8. Select the **Send Email Notification** checkbox if desired (optional feature)
9. Click **OK** to authorize the reprocessing of your selected timesheet(s). The system will exit and return to the **Reprocess Timesheets** screen.

Things to Note:

- Common errors that require reprocessing include incorrect time, incorrect cost center or incorrect project.