

Reprocess an Expense




Reprocessing an expense allows you to manage invoiced expenses that are in a locked status.

The following document discusses reprocessing an expense 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 an Expense 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 an Expense** from the list of available Time & Expense Self-Service features to be taken to the **Reprocess Expense** screen.

How to Reprocess an Expense:

Complete steps 1-4 above.

5. Enter the required search criteria on the Reprocess Expenses screen; then click **Search**.
6. Once the expense pulls up, you can click the '**Time period**' date link to review the expense, or you can check the box next to the expense you want to reprocess and select one of the following two buttons:
 - **Reprocess – Expense Update:** This option places the expense voucher in a “non-submitted” status so that corrections can be made. By saving the changes, the expense voucher is updated to a “submitted” status and routes back through the approval process
 - **Reprocess – Assignment Update:** This option changes the status to “approved” and automatically routes the expense voucher for inclusion in the next invoice process. This option is used when an amendment has been made to an assignment record (e.g., cost center change) and the amended information needs to be updated on the expense voucher so that both records matches.
7. Review the information displayed in the **Expense Reprocess Confirmation window** to confirm that you have selected the correct reprocess option.
8. Enter a comment in the **Comments** box. *Note: This is a required field.*
9. Select the **Send Email Notification** checkbox if desired. *(optional feature)*
10. Click **OK** to authorize the reprocessing of your selected expense(s). The system will exit and return to the **Reprocess Expense** screen.

Things to Note:

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