How to Reprocess a BTE Timesheet or Expense Record

Beeline Time and Expense (BTE) is used to manage online tracking and reporting of resource time and expenses within Beeline VMS. This document provides managers and Program Office staff with the steps necessary to reprocess a BTE timesheet or expense record. This guide was created using standard classic Beeline VMS configuration. Your specific setup is based on your company's configuration/visibility and may vary slightly from what is explained here.

Adjustments to timesheets and/or expense records can be made at any time. Changes to timesheets or expenses with the status of "submitted" or "approved" are handled through the amendment workflow process. Once a timesheet or expense has been invoiced and its status updates to "locked", then adjustments can only be made by reprocessing the timesheet or expense voucher.

BTE streamlines this process for the Program Office by providing easy access to your reprocess options directly from the **Admin** header menu in Beeline VMS. Adjustments to the selected timesheets or expense vouchers are then processed during the following invoice cycle. When the final invoice is complete, the timesheet(s) or expense record(s) will once again have a status of "locked" with an additional displayed status of: (reprocessed).

Common errors that require reprocessing include:

- Incorrect time
- Incorrect cost center
- Incorrect project

To reprocess a timesheet:

1. From the Home dashboard, expand the **Admin** menu in the header.
2. Select **Reprocess Timesheets** listed under the **BTE Management** section.
3. Enter the required search criteria on the **Reprocess Timesheets** screen; then click **Search**.
4. Select the timesheet(s) to be reprocessed by clicking the checkbox to the left of each timesheet in the results list.
5. Select one of the following options displayed above the search criteria fields:
    - **Reprocess - Timesheet Update:** This option places the timesheet in a "non-submitted" status so that corrections can be made. By saving the changes, the timesheet 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 timesheet 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 timesheet so that both records match.

6. Review the information displayed in the **Timesheet Reprocess Confirmation** window to confirm that you have selected the correct reprocess option.
7. Enter a comment in the **Comments** box. **Note:** This is a required field.
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.

To reprocess an expense:

1. From the Home dashboard, expand the **Admin** menu in the header.
2. Select **Reprocess Expenses** listed under the **BTE Management** section.
3. Enter the required search criteria on the **Reprocess Expenses** screen; then click **Search**.
4. Select the expense voucher(s) to be reprocessed by clicking the checkbox to the left of each expense voucher in the results list.
5. Select one of the following options displayed above the search criteria fields:
   - **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 match.
6. Review the information displayed in the **Expense Reprocess Confirmation** window to confirm that you have selected the correct reprocess option.
7. Enter a comment in the **Comments** box. **Note:** This is a required field.
8. Select the **Send Email Notification** checkbox if desired. [optional feature]
9. Click **OK** to authorize the reprocessing of your selected expense voucher(s.) The system will exit and return to the **Reprocess Expenses** screen.