

How To Reassign Expense Reports (Fluid PeopleSoft)

This job aid is designed to help first level approvers reassign expense reports to the second level approver, if the second level approver is the traveler.

1. Log into **PeopleSoft Financials**.
2. Click the **Compass**, select **Navigator** and **Travel and Expenses** in the menu.
3. Under **Manage Expenses Security**, select **Reassign Approval Work**.
4. Enter your user ID.
5. Identify the expense report that needs to be reassigned and check mark it on the left and put in the user id for the person who needs to review/approve the expense report. You can utilize the search function (magnifying glass) if you do not know the user id of the person you are reassigning the expense report to.
6. Then click Reassign.

Define Security

Reassign Work

Approver: Robert, Christy J

Reassign Work To:

Select All Deselect All

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input type="checkbox"/>	Expense Report	1343.35 USD	,Rod	0116642	0000609067	12/05/2017	EXP APPROVER
<input type="checkbox"/>	Expense Report	135.00 USD	,Brent	0115643	0000609618	12/04/2017	EXP APPROVER
<input type="checkbox"/>	Expense Report	53.50 USD	Jami P	0225748	0000610617	12/06/2017	EXP APPROVER
<input type="checkbox"/>	Expense Report	365.66 USD	Richard H	0116081	0000610778	12/07/2017	EXP APPROVER
<input type="checkbox"/>	Expense Report	151.74 USD	,Lindsey	0222747	0000610851	12/07/2017	EXP APPROVER

Select All Deselect All