How to Reassign My Workflow in the Expense Module

1. Log into SFS
2. Select Expense WorkCenter

3. Select Reassign My Workflow
4. Click search

5. Select the magnifying glass to search for the approver you want to reassign to
6. Choose **Last Name** for the **Search by** option
7. Select **Look Up**

![Look Up Reassign Work To](image)

8. All approvers will have two choices, choose the one that says **Expense Manager**

![Approver Profile](image)

9. Select the **check box(es)** of the expense report(s) you want to reassign and the select **Reassign**

![Reassign My Workflow to Another](image)

10. If you no longer see the expense report in your list, it has been reassigned