

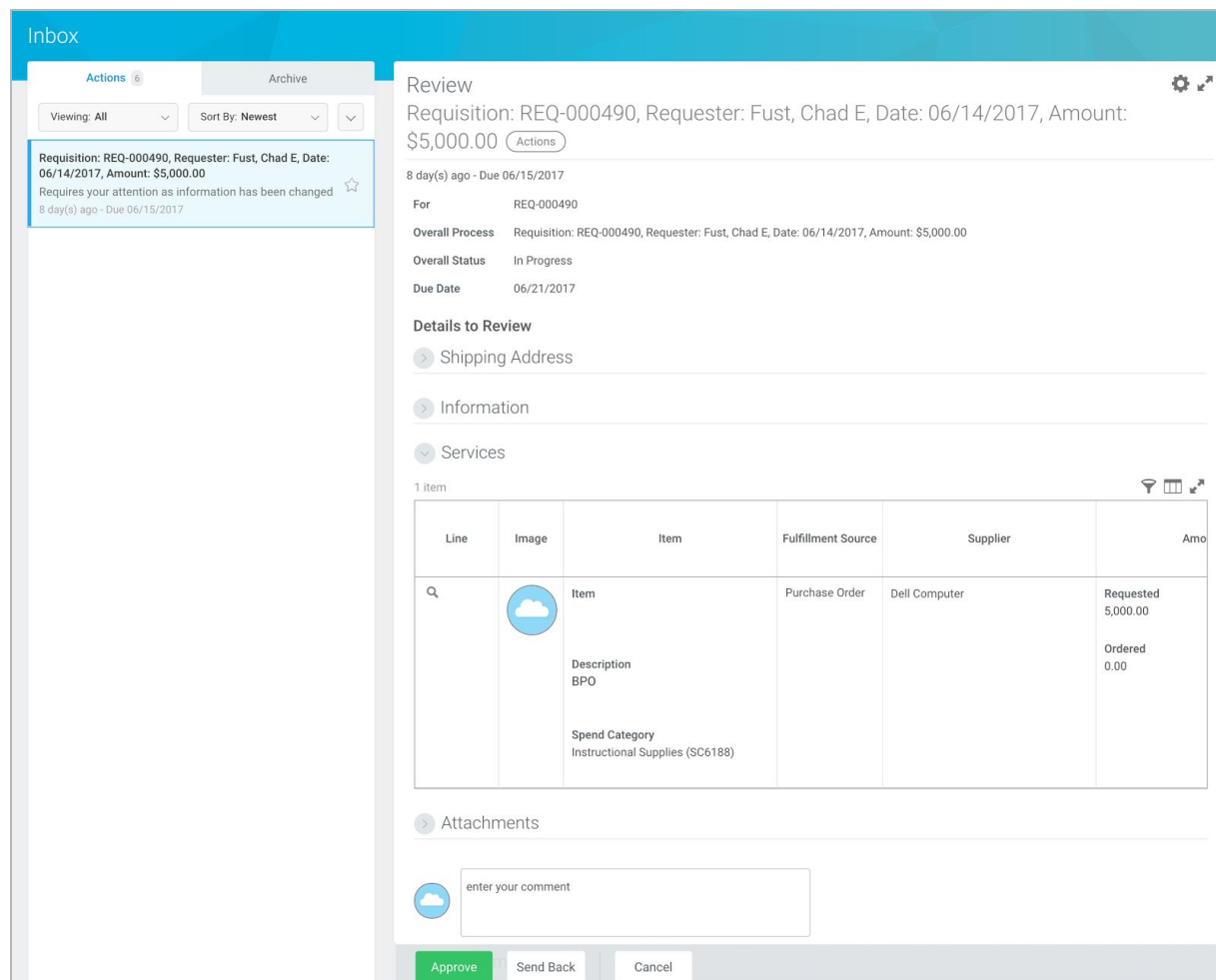
The example below shows the approval process for a requisition. It's important to note that the approvals are similar for travel spend authorization, expense reports, supplier invoice requests or delegation requests.

To Approve an Inbox Item


1. Login to **Workday**.
2. Click the **cloud icon** in the upper right to access your inbox.
3. Your inbox will display a list of items requiring your attention on the left.
4. Click to view one of the items requiring approval.
5. Scroll to the right inside the services window to see the details of the expenditure (below).

*Fund	*Cost Center	*Function	Custom Fin Worktags for Spend	Additional Worktags	Splits
FD1000 Current Unrestricted Fund	CC8006 User Services	32 Academic Support	Blanket PO		

6. If the request is valid, add comments, if necessary, and click **Approve**. If not, click on "Send Back" and explain what needs to be corrected.



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of items. One item is highlighted: 'Requisition: REQ-000490, Requester: Fust, Chad E, Date: 06/14/2017, Amount: \$5,000.00'. On the right is the 'Review' page for this requisition. It shows details like 'Overall Process', 'Overall Status', and 'Due Date'. Below that is a 'Details to Review' section with expandable items like 'Shipping Address', 'Information', and 'Services'. The 'Services' section shows a table with 1 item:

Line	Image	Item	Fulfillment Source	Supplier	Amo
Q		Item Description BPO Spend Category Instructional Supplies (SC6188)	Purchase Order	Dell Computer	Requested 5,000.00 Ordered 0.00

At the bottom of the review page, there is a comment box with the placeholder text 'enter your comment' and three buttons: 'Approve', 'Send Back', and 'Cancel'.