

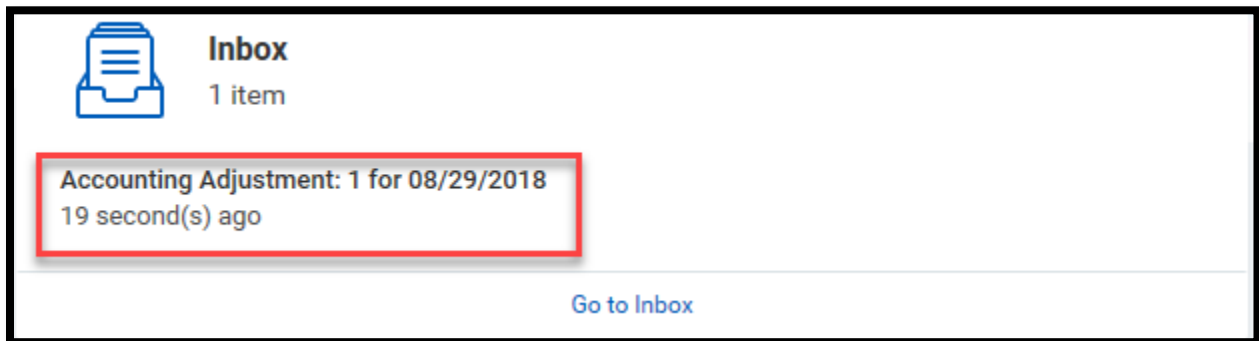
APPROVING JOURNAL ENTRIES IN WORKDAY

INSTRUCTIONS FOR WORKTAG MANAGERS

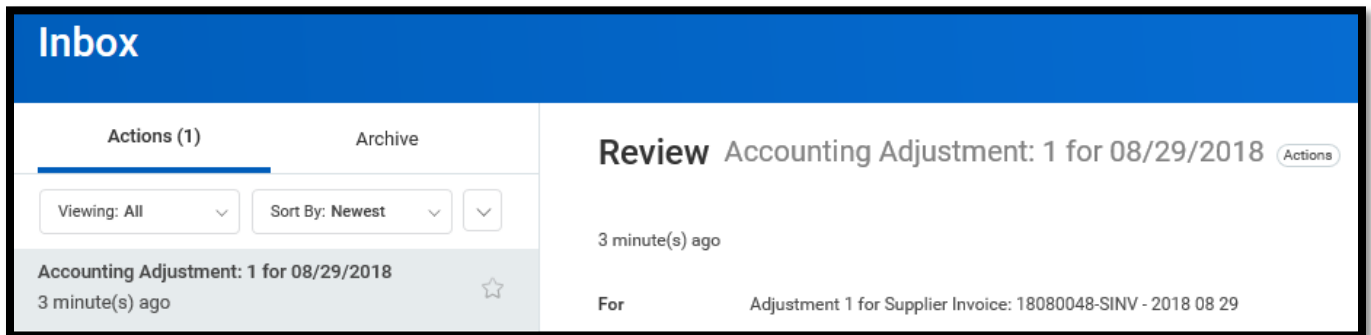
When an **Accounting Adjustment** or **Interdepartmental Transfer** is submitted in Workday, it will go through the approval process to a worktag manager. This could be a cost center manager, a gift manager, a designee manager, etc. The transaction must be approved to post in Workday.

To approve a journal entry, follow the instructions below:

- 1) An action item will be sent to your Workday Inbox. Click on the action item or on your Inbox icon.



- 2) Review the transaction by scrolling down.



- 3) If the journal entry is correct, click on the **Approve** button. Click on **Send Back** if a correction is needed. Click on **Add Approvers** if someone else should also approve the transaction.

