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.

Inbox 1 item		
Accounting Adjustment: 1 for 08/29/2018 19 second(s) ago		
Go to Inbox		

2) Review the transaction by scrolling down.

Inbox	
Actions (1) Archive	Review Accounting Adjustment: 1 for 08/29/2018 Actions
Viewing: All Viewing: Newest Viewing:	3 minute(s) ago
Accounting Adjustment: 1 for 08/29/2018 3 minute(s) ago	For Adjustment 1 for Supplier Invoice: 18080048-SINV - 2018 08 29

 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.

enter your comment	
Process History	
Approve Send Back Add Approvers ····	Gue 08/31/2018