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.