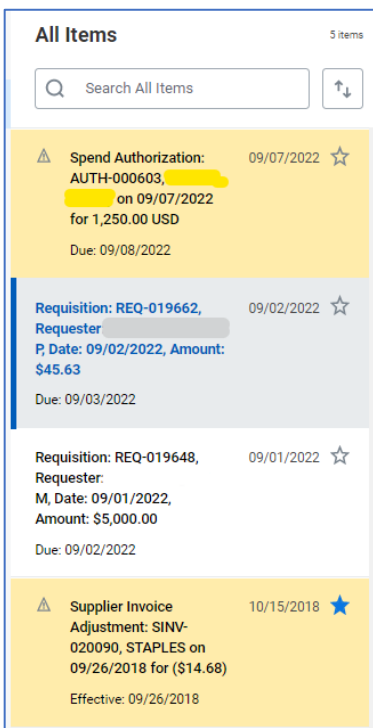


The example below shows the approval process for a requisition. It's important to note that the approvals are similar for travel spend authorization, expense reports, supplier invoice requests or delegation requests.

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. Click to view the item requiring approval.

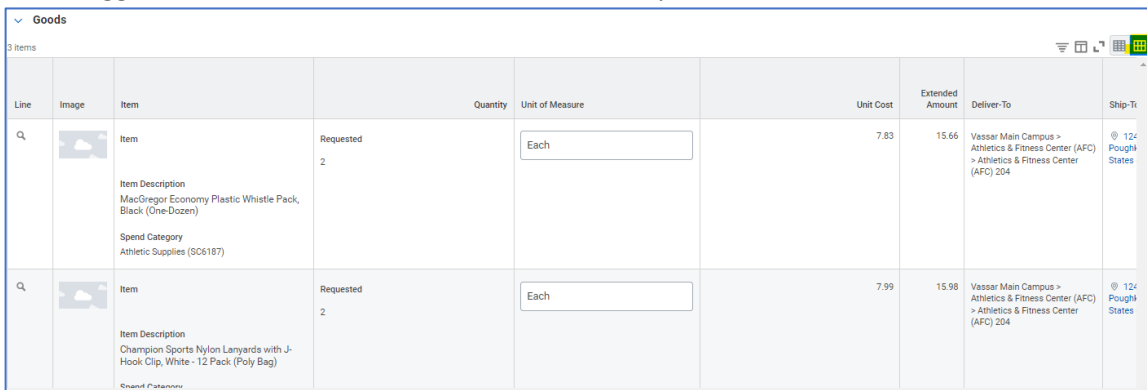


All Items 5 items

Search All Items

- Spend Authorization:** AUTH-000603, [redacted] on 09/07/2022 for 1,250.00 USD
Due: 09/08/2022
- Requisition: REQ-019662,** 09/02/2022
Requester: [redacted]
P, Date: 09/02/2022, Amount: \$45.63
Due: 09/03/2022
- Requisition: REQ-019648,** 09/01/2022
Requester: [redacted]
M, Date: 09/01/2022, Amount: \$5,000.00
Due: 09/02/2022
- Supplier Invoice** 10/15/2018
Adjustment: SINV-020090, STAPLES on 09/26/2018 for (\$14.68)
Effective: 09/26/2018

4. You can toggle between full view, or list if there are multiple line items.



Line	Image	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To
1		Item Item Description MacGregor Economy Plastic Whistle Pack, Black (One-Dozen) Spend Category Athletic Supplies (SC6187)	Requested 2	Each	7.83	15.66	Vassar Main Campus > Athletics & Fitness Center (AFC) > Athletics & Fitness Center (AFC) 204	124 Poughkeepsie, NY
2		Item Item Description Champion Sports Nylon Lanyards with J-Hook Clip, White - 12 Pack (Poly Bag) Spend Category	Requested 2	Each	7.99	15.98	Vassar Main Campus > Athletics & Fitness Center (AFC) > Athletics & Fitness Center (AFC) 204	124 Poughkeepsie, NY

Goods

Items

	Ship-To Contact	Requested Delivery Date	Supplier	Supplier Item Identifier	Fulfillment Source	Memo	*Fund	*Cost Center	*Function	Custom Fin Worktags for Spend	Additional Worktags	Splits
ates of America	Callahan, Michael P		AMAZON.COM	B0000BYRNH	Purchase Order	Supplies for Intramurals	FD1000 Current Operating Fund	CC7044 Recreation	40 Student Services		Program: PG700036 Intramurals	
ates of America	Callahan, Michael P		AMAZON.COM	B004IMYYWQ	Purchase Order	Supplies for Intramurals	FD1000 Current Operating Fund	CC7044 Recreation	40 Student Services		Program: PG700036 Intramurals	
ates of America	Callahan, Michael P		AMAZON.COM	B07KP4RBMP	Purchase Order	Supplies for Intramurals	FD1000 Current Operating Fund	CC7044 Recreation	40 Student Services		Program: PG700036 Intramurals	

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

All Items 5 items

Search All Items

Spend Authorization: AUTH-000603, Graham, Wendy on 09/07/2022 for 1,250.00 USD
Due: 09/08/2022

Requisition: REQ-019662, Requester: Callahan, Michael P, Date: 09/02/2022, Amount: \$45.63
Due: 09/03/2022

Requisition: REQ-019648, Requester: Smith, Margaret M, Date: 09/01/2022, Amount: \$5,000.00
Due: 09/02/2022

Supplier Invoice Adjustment: SINV-020090, STAPLES on 09/26/2018 for (\$14.68)
Effective: 09/26/2018

Supplier Invoice Adjustment: SINV-020089, STAPLES on 09/26/2018 for (\$14.68)
Requires your attention as information has be...
Effective: 09/26/2018

4 day(s) ago - Due 09/03/2022

For: REQ-019662

Overall Process: Requisition: REQ-019662, Requester: Callahan, Michael P, Date: 09/02/2022, Amount: \$45.63

Overall Status: In Progress

Due Date: 09/09/2022

Details to Review

- Shipping Address
- Information

Goods

3 items

Line	Image	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To
Q		Requested	2	Each	7.83	15.66	Vassar Main Campus > Athletics & F
Q		Requested	2	Each	7.99	15.98	Vassar Main Campus > Athletics & F
Q		Requested	1	Each	13.99	13.99	Vassar Main Campus > Athletics & F

enter your comment

Approve **Send Back** **Cancel**