


**Approve Workday Transactions – Cost Center Manager Overview**

This Quick Reference Guide (QRG) is designed to walk a **Cost Center (CC) Manager** through the approval process in Workday. By the end of this QRG, you will know how to review and approve transactions specific to a Cost Center Manager. *To learn more details about My Tasks (Workday Inbox), refer to the [Workday Navigation QRG](#).*

	<p><b>Remember to approve transactions</b> in a timely fashion. To view all tasks that you need to review or approve, you can run the report “Processes Awaiting My Action.” The report shows what tasks you need to act on and how many days it has been since initiation.</p>
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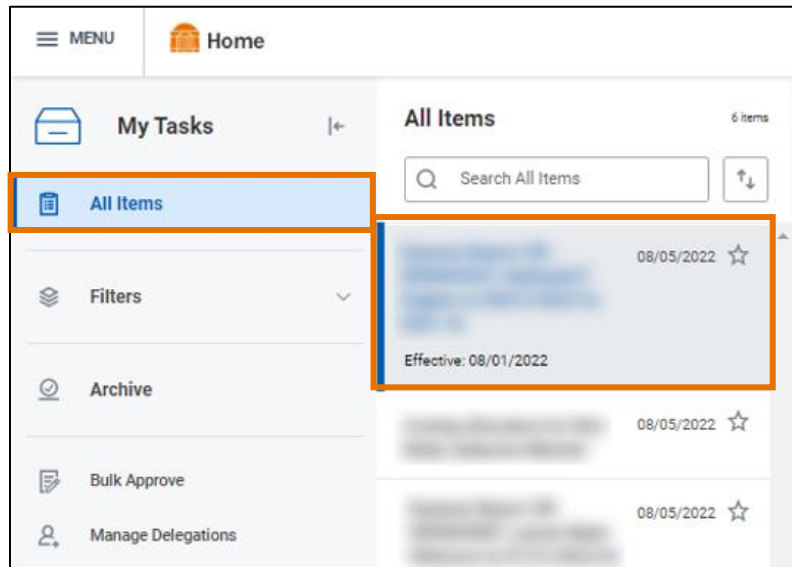
**Approve Workday Transactions**


On the **Workday Home** screen:

1. Click the **Inbox** icon.




2. Click on the applicable inbox task available under the **All Items** tab.





**Did you know?** If you are looking for a specific inbox task, you can type the task or the name of the employee in the inbox search and press enter. For example, search ‘Expense’ to view expense reports you need to review or approve. You can apply this in your All Items and Archive tabs.

3. Scroll down to review all the details related to the task.



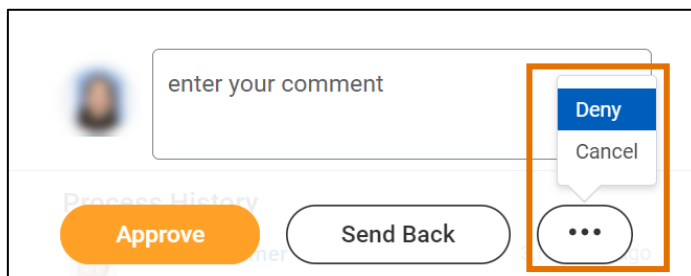
Be sure to pay attention to the following details if included in the task: employees listed, the dates, the worktags provided on each line, the total amount, and any attachments.

4. If needed, enter comments in the comment box. We recommend providing a comment when you are sending back or denying the task.
5. Take appropriate action for the inbox task. Depending on your role, you may see the following options displayed differently:
  - Click **Approve** or **Submit** if the details provided are accurate. This option sends the task to the next approver or if no approvers exist, completes the process.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box. This option sends the task back to the initiator of task.
  - Click **Add Approvers** if you need to forward the transaction to anyone outside of the approval chain. See the Add Approvers section for further details. Not all tasks will have this option.
  - Click **Deny** to reject the task and enter a reason in the pop-up box. Then click **Submit**. The initiator will receive a notification in the Inbox that their request was denied.



Be sure to review the task carefully before selecting **Deny** as this completely cancels the task and will no longer be able to be edited or viewed.

- Click **Save for Later** to save any edits you have applied to the transaction and keep the task in your inbox to review later.
- Click **Cancel** to close out the task without saving any edits you have applied to the transaction and keep the task in your inbox to review later.
- Click the **More** icon (...) to view additional actions that are not displayed. Not all tasks will have this option.



**Transactions a Cost Center Manager Approves**

Below are the tasks that a Cost Center Manager can approve in Workday:

Task	Approval Description
Accounting Adjustment	This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is not OSP.
Accounting Journal	This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is an Accountant or Payroll Accounting Adjustment Specialist (and not OSP).
Accounting Journal Intercompany	This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is an Accountant or Payroll Accounting Adjustment Specialist (and not OSP).
Accounting Journal Unpost Intercompany	This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is an Accountant or Payroll Accounting Adjustment Specialist (and not OSP).
Accounting Journal Unpost-Reverse	This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is an Accountant or Payroll Accounting Adjustment Specialist (and not OSP).

<b>Ad Hoc Bank Transaction</b>	This task will always route to the CC Manager if there is a Designated or Gift worktag and the purpose is Expenditure Credit, Medical Benefit Payment, Payroll Vendor or Retirement Benefit Vendor.
<b>Ad Hoc Payment</b>	This task will always route to the CC Manager if it is not an Endowment Template transaction.
<b>Billing Schedule</b>	This task will always route to the CC Manager if it is a Non-Sponsored Billing Schedule.
<b>Create Payroll Accounting Adjustment</b>	This task will always route to the CC Manager if a Gift or Designated worktag is getting Impacted and the initiator is not a Grants Compliance Reviewer.
<b>Customer Contract Amendment</b>	This task will always route to CC Manager for approval.
<b>Customer Contract</b>	This task will always route to CC Manager for approval.
<b>Customer Invoice</b>	This task will always route to CC Manager for approval if the invoice has an Expenditure Credit as a Revenue Category.
<b>Internal Service Delivery</b>	This task will always route to CC Manager if the ISD Amount is greater than \$250k and has a Gift or Designated worktag.
<b>Miscellaneous Payment Request</b>	This task will always route to the CC Manager if it is a Petty Cash Misc Category.
<b>Period Activity Pay</b>	This task will always route to the CC Manager if a Cost Center Worktag is being impacted and the initiator is not in a Fast Track User-Based Security Group.
<b>Request One-Time Payment</b>	This task will always route to the CC Manager when a Cost Center worktag is selected and a Grant worktag is not used for multiple OTP. The Initiator is not in Fast Track User-Based Security Group and OTP is not Education Benefits Centrally Funded, Hoos Well Reimbursement, or Employee Resource Program.

Let's walk through how to **review** and **approve** some example transactions as a Cost Center Manager such as Accounting Adjustment, Accounting Journal, Customer Invoice, Miscellaneous Payment Request, and Period Activity Pay.

## Approve Accounting Adjustment

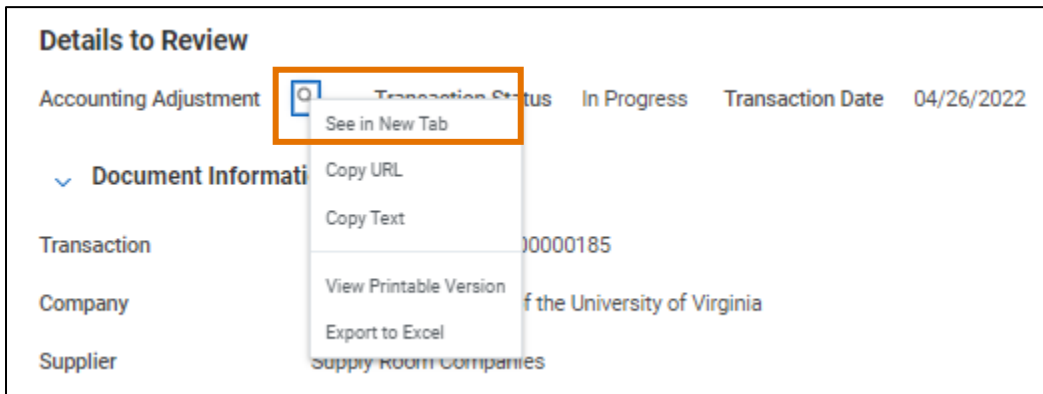
On the **Workday Home** screen:

1. Click the **Inbox** icon.

2. Click on the **Accounting Adjustment** available under the **All Items** tab.
3. Scroll down to view all the details related to the Accounting Adjustment. You may see an adjustment for an Expense Report, Supplier Invoice, or Supplier Invoice Request.

Under the **Details to Review** section:

4. Review the invoice number and the related details to identify the invoice that is being adjusted.
  - For further information, right click on the **magnifying glass** next to Accounting Adjustment and select **See in New Tab**.



- In the new tab, select the hyperlinked transaction to see further details on the original Expense Report, Supplier Invoice, or Supplier Invoice Request.



- Once you are done reviewing, go back to the original tab you were on to continue reviewing the Accounting Adjustment.

In the **Adjusted Lines** table:

5. Review the adjusted lines details and pay special attention to the following columns:
  - **Adjusted Line** – Right click on the adjusted line and select **See in New Tab** to view further details.
  - **Change Reason** – Review the change reason.

- **Original Worktags, Current Worktags, and Proposed Worktags** – Review the original, current, and proposed worktags. Identify (if any) worktags were changed and which ones. Specifically, you will see Designated and/or Gift worktags being impacted.

Proposed Budget Date	Original Spend Category	Current Spend Category	Proposed Spend Category	Change Reason	Original Worktags	Current Worktags	Proposed Worktags
03/07/2022	Supplies Office (SC0258)	Supplies Office (SC0258)	Supplies Office (SC0258)	Worktags in Error	Cost Center: CC0263 CP-Administrative Services Designated: DN000054 CP-Auxiliary Operations Local Function: FN050 Stores and Shops (Aux) Fund: FD002 Unrestricted Local Fund	Cost Center: CC0263 CP-Administrative Services Designated: DN000054 CP-Auxiliary Operations Local Function: FN050 Stores and Shops (Aux) Fund: FD002 Unrestricted Local Fund	Cost Center: CC1313 WS-Wise F&A Designated: DN000316 WS-Education and General Function: FN001 Instruction General Academic Fund: FD001 Unrestricted Operating Fund (State 03000)

You can view more details on different areas of the task by right clicking on the related actions (...) button and selecting **See in New Tab**.

6. Scroll down to review the comments section for more details or context related to the task.
7. If there are any attachments, select the hyperlink to open and review the related documents.
8. Take the appropriate action:
  - Click **Approve** if the details provided are accurate.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.

You have successfully completed this task.

## Approve Accounting Journal

On the **Workday Home** screen:

1. Click the **Inbox** icon.
2. Click on the **Accounting Journal** available under the **All Items** tab.
3. Scroll down to view all details related to the Accounting Journal.

Under the **Journal Entry Information** section:


4. Review and confirm the journal entry information such as the **initiator, accounting date, period, ledger, journal source** and **balancing fund** selected in the journal entry.

In the **Journal Entry Lines & Journal Lines** tables:

5. Review the journal entry lines and journal lines details and pay special attention to the following columns:
  - **Worktags** – Review the various worktags that are getting impacted. Specifically, you will see the Designated and/or Gift worktag being impacted.

Journal Entry Lines 3 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Gift	Grant	Designated	Project	*Fund	*Cost Center
The Rector & Visitors of the University of Virginia	6010:Administrative Supplies		1,000.00					DN000150 DA-Local Operations		FD002 Unrestricted Local Fund	CC0307 DA-Darden Online Studios
The Rector & Visitors of the University of Virginia	6010:Administrative Supplies	500.00						DN000150 DA-Local Operations		FD002 Unrestricted Local Fund	CC0312 DA-Deans Office
The Rector & Visitors of the University of Virginia	6010:Administrative Supplies	500.00						DN000150 DA-Local Operations		FD002 Unrestricted Local Fund	CC0352 DA-Student Affairs



You can view more details on different areas of the task by right clicking on the related actions (...) button and selecting **See in New Tab**.

6. Scroll down to review the comments section for more details or context related to the task.
7. If there are any attachments, select the hyperlink to open and review the related documents.
8. Take the appropriate action:
  - Click **Approve** if the details provided are accurate.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.
  - Click **Deny** if the details are incorrect and it is not appropriate for the initiator to make changes. This will notify the initiator that their request was denied and will stop the task process.

You have successfully completed this task.

## Approve Customer Invoice

On the **Workday Home** screen:

1. Click the **Inbox** icon.
2. Click on the **Customer Invoice** available under the **All Items** tab.
3. Scroll down to view all details related to the Customer Invoice.

Under the **Details to Review** section:


4. Review the following sub-sections:
  - **Invoice Information** – Review the company, invoice type, invoice date, delivery type, sold-to-customer, bill-to-customer and effective date of the contract.
  - **Additional Information** – Review the payment type, payment terms, due date and other information under this section.

- **Amount Information** – Verify the total invoice amount and other amounts under this section.

In the **Invoice Lines** table:

5. Review the invoice lines details and pay special attention to the following columns:
  - **Line** – Right click on the line and select **See in New Tab** to view further details.
  - **Revenue Category** – Review the revenue category and confirm it is the proper Expenditure Credit.
  - **Worktags** – Review to confirm the impacted worktags.

Line	Company	Sales Item	Revenue Category	Line Item Description	Quantity	Unit of Measure	Quantity 2	Unit of Measure 2	Unit Price
1	The Rector & Visitors of the University of Virginia		Expenditure Credit Classified Salaries (RC0132)	test	1	5 Pack	0		0.00



**NOTE** You can view more details on different areas of the task by right clicking on the related actions (...) button and selecting **See in New Tab**.

6. Scroll down to review the comments section for more details or context related to the task.
7. If there are any attachments, select the hyperlink to open and review the related documents.
8. Take the appropriate action:
  - Click **Approve** if the details provided are accurate.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.
  - Click **Deny** if the details are incorrect and it is not appropriate for the initiator to make changes. This will notify the initiator that their request was denied and will stop the task process.

You have successfully completed this task.

## Approve Miscellaneous Payment Request

On the **Workday Home** screen:

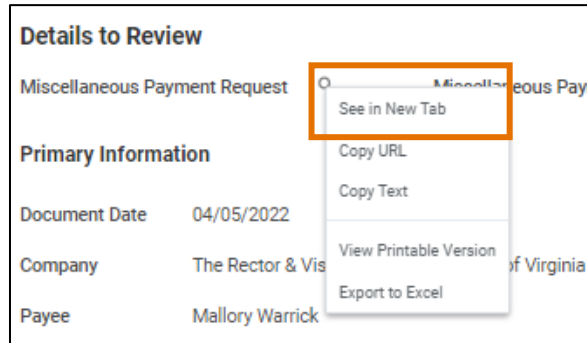
1. Click the **Inbox** icon.
2. Click on the **Miscellaneous Payment Request** available under the **All Items** tab.
3. Scroll down to view all details related to the **Miscellaneous Payment Request**.

Under the **Details to Review** section:

4. Review the Miscellaneous Payment Request and the related details to identify the invoice that is being adjusted.



- For further information, right click on the **magnifying glass** next to Miscellaneous Payment Request and select **See in New Tab**.



In the **Lines** table:

5. Review the lines details and pay special attention to the following columns:
  - **Request Line** – Right click on the magnifying glass and select **See in New Tab** to view further details.
  - **Spend Category** – Review to confirm it is the appropriate **Spend Category** (i.e., Petty Cash).
  - **Worktags** – Review to confirm the impacted worktags.

Request Line	Company	Item	Spend Category	Quantity	Unit Cost	Extended Amount	Memo	Gift	Grant	Designated	Project	*Fund	*Cost Cen
Q	The Rector & Visitors of the University of Virginia		Petty Cash (SC0562)	0	0.00	500.00	IRB 1234 Hum...more			DN000382 DA-Education and General		FD001 Unrestricted Operating Fund (State 03000)	CC0346 D Summer S

**NOTE** You can view more details on different areas of the task by right clicking on the related actions (...) button and selecting **See in New Tab**.

6. Scroll down to review the comments section for more details or context related to the task.
7. If there are any attachments, select the hyperlink to open and review the related documents.
8. Take the appropriate action:
  - Click **Approve** if the details provided are accurate.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.

You have successfully completed this task.

**Approve Period Activity Pay**

On the **Workday Home** screen:

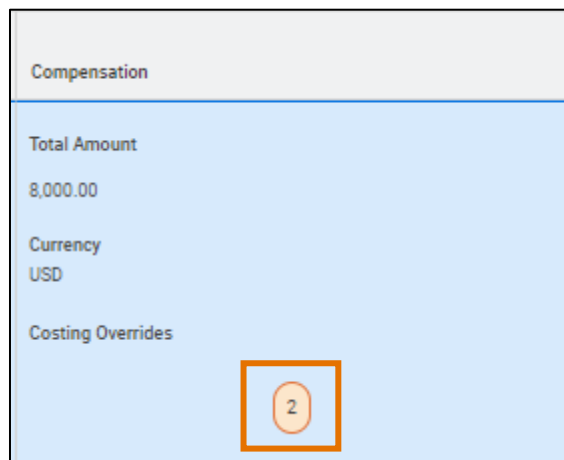
1. Click the **Inbox** icon.
2. Click on the **Period Activity Pay** available under the **All Items** tab.
3. Scroll down to view all details related to the Period Activity Pay.

Under the **Details to Review** section:

4. Review the following fields:
  - **Effective Date** - Review and confirm the Effective Date of the PAP transaction.
  - **Employee** – Confirm the employee for which the transaction is being performed.
  - **Position** – Confirm the position of the employee.
  - **Academic Period** – Review the academic period when the PAP transaction is being performed.
  - **Rate Matrix** – Review the rate matrix as per the requirements.
  - **Reason** – View that the reason for initiating a period activity pay.

In the **Assignments** table:

5. Review the **Activity, Activity Dates, Units, Compensation** and **Payments** columns and confirm that the information is valid.
6. To view the impacted worktags, select the **highlighted number** in the **Compensation** column.



In the pop-up window:

7. Review the table and confirm the appropriate worktags were selected. Specifically, you will see the Cost Center worktag being impacted.
8. Click the **Done** button to close out of the pop-up.

2 items

Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Accounting String	Department	Gift	Grant	Designated	Project	Fund	Cost Center	Function	Program	Additional Worktags	Percent	Amount
Company: The Rector & Visitors of the University of Virginia Location: Remote - North Carolina							DN000382 DA-Education and General		FD001 Unrestricted Operating Fund (State 03000)	CC0312 DA-Deans Office	FN001 Instruction General Academic		Business Unit: BU33 DA-Darden	90.00%	7,200.00
Company: The Rector & Visitors of the University of Virginia Location: Remote - North Carolina							DN000382 DA-Education and General		FD001 Unrestricted Operating Fund (State 03000)	CC0294 DA-Admissions Office	FN001 Instruction General Academic		Business Unit: BU33 DA-Darden	10.00%	800.00

**NOTE** You can view more details on different areas of the task by right clicking on the related actions (...) button and selecting **See in New Tab**.

9. Scroll down to review the comments section for more details or context related to the task.
10. If there are any attachments, select the hyperlink to open and review the related documents.
11. Take the appropriate action:
  - Click **Approve** if the details provided are accurate.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.
  - Click **Deny** if the details are incorrect and it is not appropriate for the initiator to make changes. This will notify the initiator that their request was denied and will stop the task process.

You have successfully completed this task.