Review and Approve Spend Authorizations

The Review and Approve Spend Authorizations tip sheet is for Managers.

Workday allows Managers to review and approve team spend authorizations from their location, increasing efficiency and streamlining the overall approval process.

1. Beginning on your Workday home page, select the Workday Inbox **.**
2. Select a submitted **Spend Authorization** from the left-hand panel.
3. The spend authorization report will default in the **Grid View**. If you are reviewing multiple lines, use the **List Default View.**
4. On the right-hand panel, review the **Spend Authorization** by viewing spend authorization line items for reasonableness, coding, and details on each proposed expense.
5. Once your review is complete, scroll down and enter any comments if applicable (e.g. reason(s) for sending back to requester).
6. Select one of the following options.
   - Select **Approve** if the spend authorization is approved.
   - Select **Send Back** if further changes need to be made by the requester. The requester will get a notification in the Workday Inbox.
   - Select **Deny** to disallow the request.
   - Select **Cancel** to exit out of the request and move to the next task in the Workday Inbox. The Spend Authorization request remains in the Workday Inbox to address later.