JWA Workday Training

Approving Expense Reports - Desktop
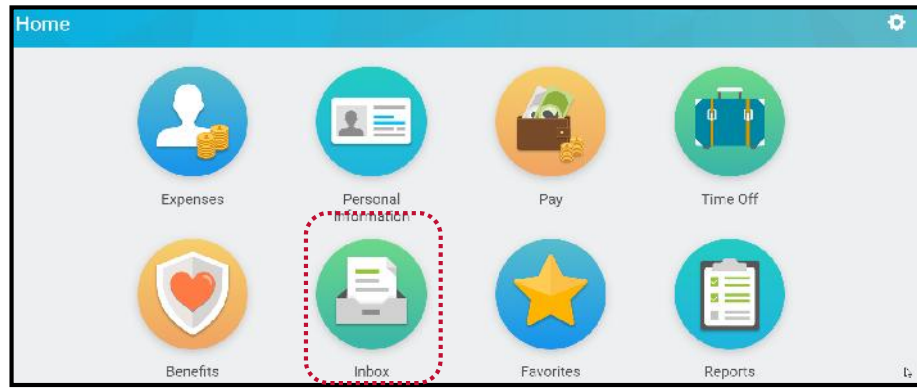
Approving Expense Report via Desktop

This module covers:

• Accessing Submitting Expense Report

• Reviewing Expense Report
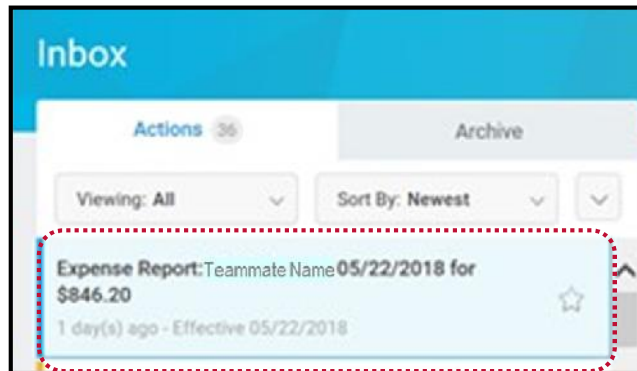
• Approving or Sending Back

Expense Worklet on Home Page

After Logging In, on the Home Page, select the "**Inbox**" Worklet or select "**Inbox**" via your Profile Menu.

Accessing Inbox Message

In the "**Inbox**" "**Actions**" Tab, click on the inbox message for the submitted expense report.

Expense Report – Main Page

Clicking on the "**Actions**" line item opens the Expense Report in the main section of the screen. **Review the Expense Report**.

Expense Report Details

Scroll down to review the individual expenses and attachments. You can click on any attachment for a deeper review.
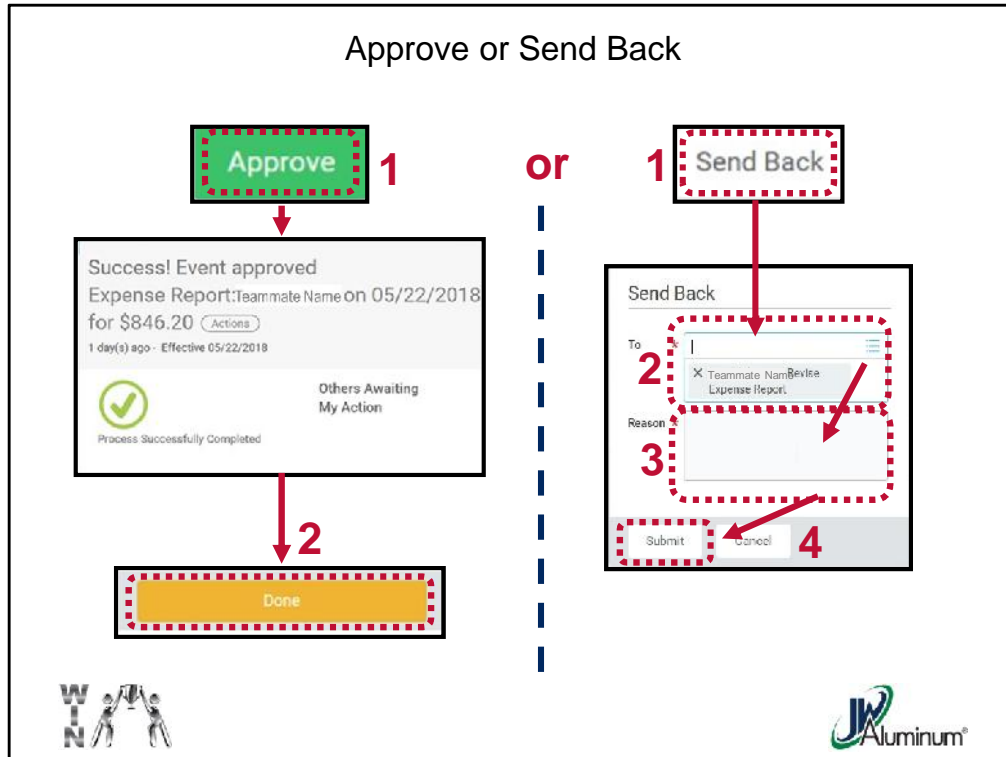
After Review there are two basic options, to "**Approve**" or "**Send Back**" for further information.

If Approving:

1. Click "**Approve**." A confirmation screen will appear indicating Success.

2. Click "**Done**" to close the session.

OR

If Sending Back:

1. Click "**Send Back**."

2. In the "**To**" section, click the **Dropdown** menu and **select the recipient(s).**

3. State the "**Reason**" for the Send Back.

4. Click "**Submit**."