
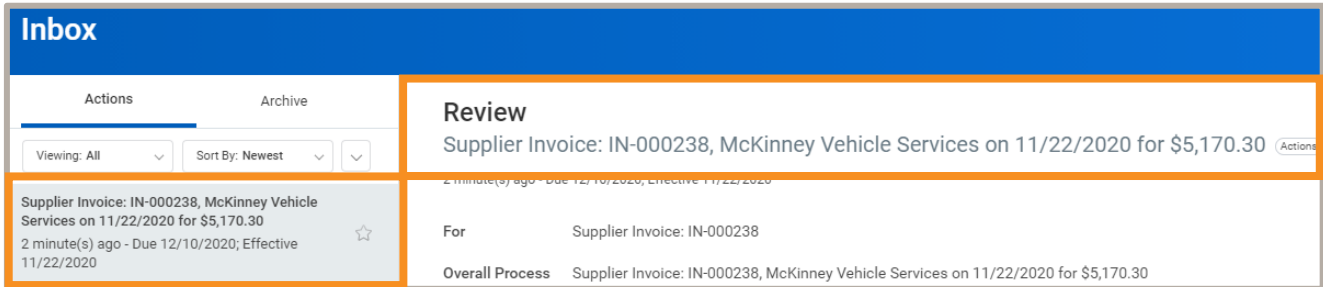


## INVOICE APPROVAL: WITHOUT A PURCHASE ORDER

1. Click on your Workday **inbox**  located on your Home page.
2. Locate the **Supplier Invoice** task from the list on the left.



The screenshot shows the Workday 'Inbox' interface. On the left, there is a list of tasks. One task is highlighted: 'Supplier Invoice: IN-000238, McKinney Vehicle Services on 11/22/2020 for \$5,170.30'. The task details include '2 minute(s) ago - Due 12/10/2020; Effective 11/22/2020'. On the right, a 'Review' panel is open for this task. It displays the same title and amount. Below the title, it shows 'For Supplier Invoice: IN-000238' and 'Overall Process Supplier Invoice: IN-000238, McKinney Vehicle Services on 11/22/2020 for \$5,170.30'. There are also 'Actions' buttons visible in the top right of the review panel.

3. Click on the **Supplier Invoice** task to review and verify details on the right to determine whether this is a legitimate expense. Pay close attention to the fields marked with (\*).
  - a. Invoice number
  - b. Date
  - c. **Dollars \***
  - d. Amount
  - e. **Spend Category \***
  - f. **Cost Center \***
  - g. Attachments
4. Click on one of the options: **Approve**, **Send Back**, **Add Approvers** or **Cancel**.



**Note: Approval authority** in Workday is aligned with the *Purchasing Policy* as outlined in [FIN-PUR-104](#). For details, refer to the policy which can be found on the Policy and Procedure website.

- a. If you approve the request, click **Approve**. The invoice will either move to **Ready to Pay** or **Awaiting Approval** where it will wait for the next approver in the business process.
- b. If you do not approve the request, click **Send Back** and include a reason along with instructions for next steps. The invoice will be returned to the Accounts Payable processor.
- c. If you want to add another approver to the approval process, click **Add Approvers**. The invoice will be sent to the Workday Inbox of the person you identify as an additional approver.
- d. If you want to quit reviewing the invoice, click **Cancel**. The task will remain in your Inbox until you decision the invoice. Invoices require action within 48 hours of receipt.