Background

Workday provides a more dynamic approval process than previously existed in eRequest and eTravel. This results in requisitions, spend authorizations and expense reports routing to one, two or in some instances, three individuals for approval. The process below outlines how to view where a transaction is in the approval process.

How to View Process History

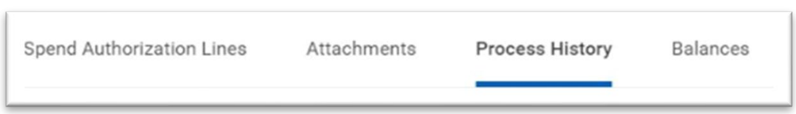
After submitting a Requisition, Spend Authorization or Expense report, follow the steps below for each type of transaction to check the process history to view where the transaction is currently in the approval process.

Requisitions (BuckeyeBuy or Non-Catalog)

- Search "My Requisitions" in the search bar, click on "My Requestions" on the next screen
- To ensure all of your requisitions entered in Workday appear, adjust the **Document Date** to 01/01/2021 and click **OK**
- Click the requisition number in the left-most column next to the requisition in question
- Scroll down to the bottom of the page and click **Process History**. This table provides the name and approval status of each approver.

Spend Authorizations

- Search "My Spend Authorizations" in the search bar, click on "My Spend Authorizations" on the next screen
- A table should appear with all of your created spend authorizations
- Click the magnifying glass in the right-most column next to the spend authorization in question
- Click the **Process History** tab. This table provides the name and approval status of each approver.



Expense Reports (Travel Reimbursements)

- Search "My Expense Reports" in the search bar
- To ensure all of your expense reports entered in Workday appear, adjust the **Report Date On or After** field to 01/01/2021 and click **OK**
- Click the magnifying glass in the left-most column next to the expense report in question
- Click the **Business Process** tab. This table provides the name and approval status of each approver.