

Campus Organizations Accounting- Correcting Workday Transactions or Requests

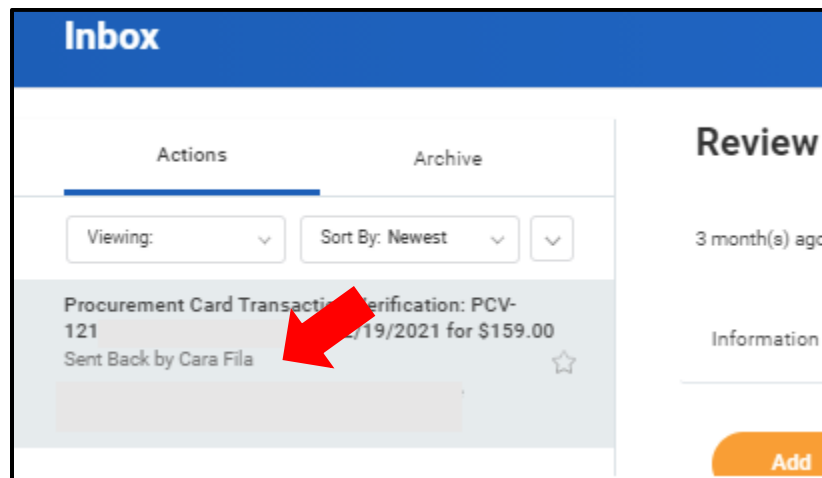
When a Workday transaction, request, or process that you have been initiated needs additional information or correction, that transaction or request will be sent to your Workday inbox.

Treasurers or cardholders should receive email notification from Workday that an item is in your inbox for your review.

Once logged onto Workday, you should see that you have an item in your inbox. Click the inbox.

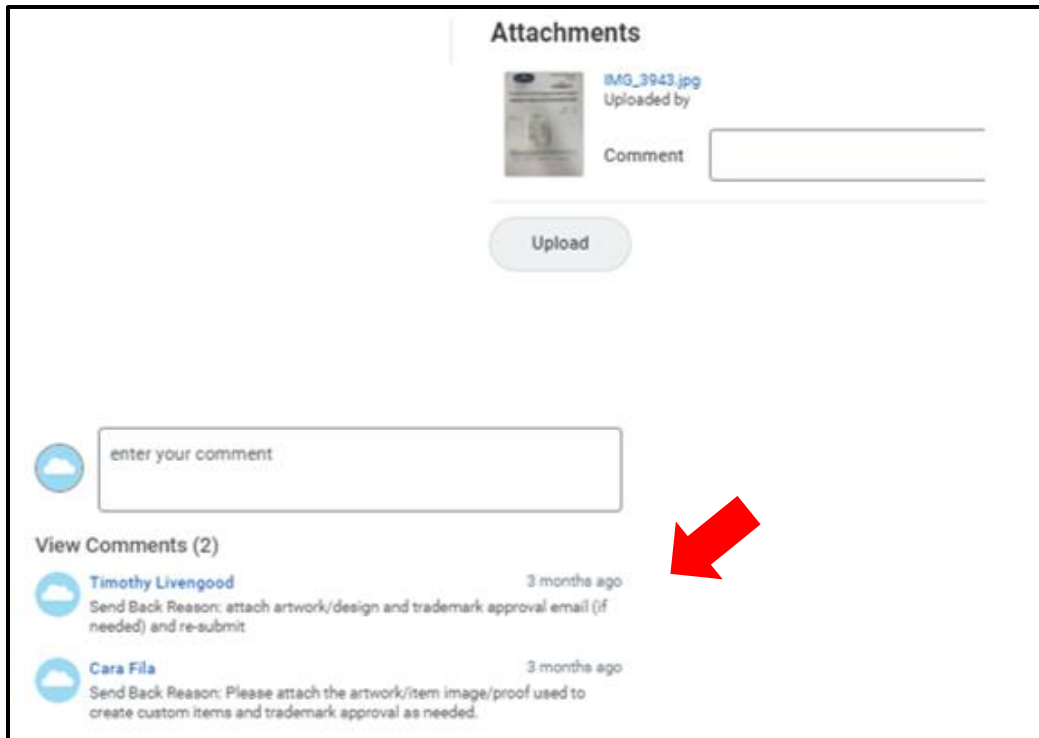


In the inbox list, you will see the list of new or sent back items needing your attention. You can identify a sent back item by the additional “Sent Back by” text:



While the transaction or request is selected, you can see why the item is back in your inbox through the comments. Typically you will need to scroll to the bottom of the transaction or request to locate the comments. This send back message should also give you direction on the next steps to take before resubmitting the transaction.

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The screenshot displays a user interface for managing attachments and comments. At the top, there is an 'Attachments' section with a thumbnail of a document labeled 'IMG_3943.jpg', the text 'Uploaded by', and a 'Comment' input field. Below this is an 'Upload' button. A larger text input field with a placeholder 'enter your comment' is positioned below the upload section. Underneath is a 'View Comments (2)' section. The first comment is from 'Timothy Livengood', dated '3 months ago', with the text 'Send Back Reason: attach artwork/design and trademark approval email (if needed) and re-submit'. The second comment is from 'Cara Fila', also dated '3 months ago', with the text 'Send Back Reason: Please attach the artwork/item image/proof used to create custom items and trademark approval as needed.' A red arrow points to the second comment.

Have questions or believe the transaction was sent back in error? Email coa@iastate.edu! Please reference the P-Card Verification number (PCV-XXXXXXX), Miscellaneous Payment Request number (MPR-XXXXXXXXXX), details of your p-card application or payee request, or other identifying transaction information to help us quickly locate the item you need assistance with.