



Using the Send Back Button (Approvers)

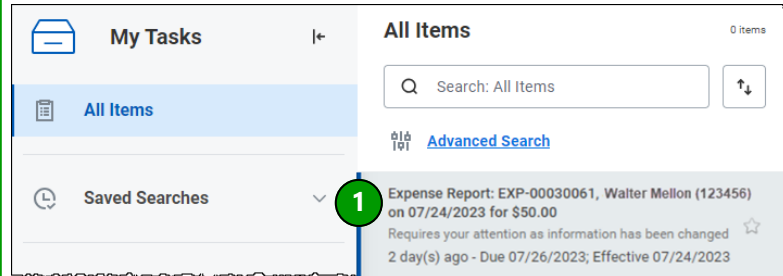
In Workday, Approvers can use the Send Back button to return a business process to an Initiator if additional information is needed. When selecting Send Back, there may be more than one person as an option for you to send it back to. In this instance, it is important to choose the Initiator of the business process. In the example below, the Initiator has created an Expense Report on behalf of their Manager (Pay To Employee). The Approver that received the Expense Report in their Workday Tasks needs to send it back for additional information, and must choose the Initiator (not the Manager) from the Send Back selection.

Using the Send Back Button (Approvers)

Example Business Process: Sending Back an Expense Report

1. Select the Expense Report from your **Tasks**.
2. Select the **Business Process** tab to identify the **Initiator** of the Expense Report.
3. Select the **Send Back** button.
4. In the **To** field, choose the **Initiator** as the send back recipient to make changes.
5. Choose a **Reason** and select **Submit**.

The Expense Initiator will receive the Expense Report in their Workday Tasks to make the necessary changes.



Approve Expense Report EXP-00030061

2 day(s) ago - Due 07/26/2023; Effective 07/24/2023

Pay To Employee: **Walter Mellon (123456)** Status: In Progress Personal: 0.00 USD Prior Balance Applied: 0.00 USD Reimbursement: 50.00 USD

Header Attachments **Business Process** Expense Lines

Business Process 7 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Expense Report Event	Expense		07/24/2023 04:01:23 PM		Anita Knapp (Initiator)
Expense Report Event	Review Expense Report		07/24/2023 04:30:25 PM		Walter Mellon (Pay To Employee)
Expense Report Event	Approval Manager			07/26/2023	Tina See (Approver)

Send Back

To: Anita Knapp (Initiator) Anita Knapp (Initiator)

Reason: Revise Expense Report

Walter Mellon (Pay To Employee) Review Expense Report

Submit Cancel

Approve **Send Back** Add Approvers ...

QUESTIONS?

Please email BusinessEducation@vumc.org.