



Procurement Services

Campus News Flash

July 2023

CTA Transactions in Workday

Central Travel Account transactions are now visible in Workday when the account holder creates an expense report.

IMPORTANT:

Approvals for Expense Credit Reports (and ProCard transaction verifications) are going to the Workday inbox of all Workday approvers. ***Do NOT send back, deny, approve, etc. transactions that don't belong to your Shared Environment.*** Set up your inbox filter so you can select what is visible in the inbox and work from that list.

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