After a Reallocation Budget Amendment has been submitted by the Initiator, the next step is for the Cost Center Approver to review and approve the amendment. Once approved, the Budget and Management Office Budget Partner will review and approve or decline the requested amendment.

1. Navigate to your Workday Inbox by selecting the icon on the upper right-hand corner of the Workday homepage. The Inbox contains the action items for you, or the approval pool you are part of, to review.

2. Select a Budget Amendment transaction to approve.

The Review Budget Amendment screen will open.

3. From this screen, you will be able to review all relevant information including amendment type, debits/credits, fund, cost center, and all attachments.

4. Select one of the following action items.
   a. Approve – This approves the transaction and routes to the next approver in the business process. If you are a part of a pool of approvers this will remove the items from the approver’s inbox.
   b. Send Back – This will return the transaction to the Initiator for editing. Two options will be available: Initiator-Revise and Initiator-Review. Choose Revise. Use the Reason to add a comment for the initiator to view.

Note: Budget Amendments do not budget check. It is up to the Initiator and Cost Center Approver to run the CCD Operating Budget to Actuals report to ensure adequate funds are available at the control level (5s, 7s, 8s, and 9s).
c. **Add Approvers** – You can add an Approver before it goes to the next Approver in the business process. You can add any Approver that is in Workday.

![Add Approvers](image1)

d. **Deny** – **Warning!** Denying will change the status to Canceled. This will not send a notification to the Initiator.

The Initiator will not be able to edit and resubmit, they will need to find the transaction, copy, fix the issues, reattach backup, and resubmit. As an Approver, you must enter a reason for denying the transaction.

![Deny](image2)

e. **Cancel** – This action allows you to review the transaction at another time. The transaction will still need approval to move out of your worklist.

![Discard Changes?](image3)

After the Cost Center Approver approves the amendment, Budget and Management Office Partner is the next step in the approval process.