How to cancel a business process

1. From the home page, click on the cloud icon and click on your inbox.

2. Click the “Archive” tab in the inbox.

3. Click the business process you wish to cancel. Click cancel in the bottom of the right hand window.

NOTES

- This is only for business processes already in progress
- Only the “initiator” of the process can cancel

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Question? email workday@montclair.edu or call 7971 option 4
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STEP 4

Use the scroll bar to scroll down until you see the comments box.

Please type an explanation of why you are canceling.

Click submit.

Note: You can cancel most transactions in process. When canceling a “Hire,” remember to choose the main process that starts with “Hire.” You cannot and do not need to cancel the sub-processes such as, “Costing Allocation for Hire.” Once you have canceled the “Hire” process and sub-processes will be automatically canceled.

FINAL

You will see canceled under the business process (bp).