# 02_Create a Spend Authorization

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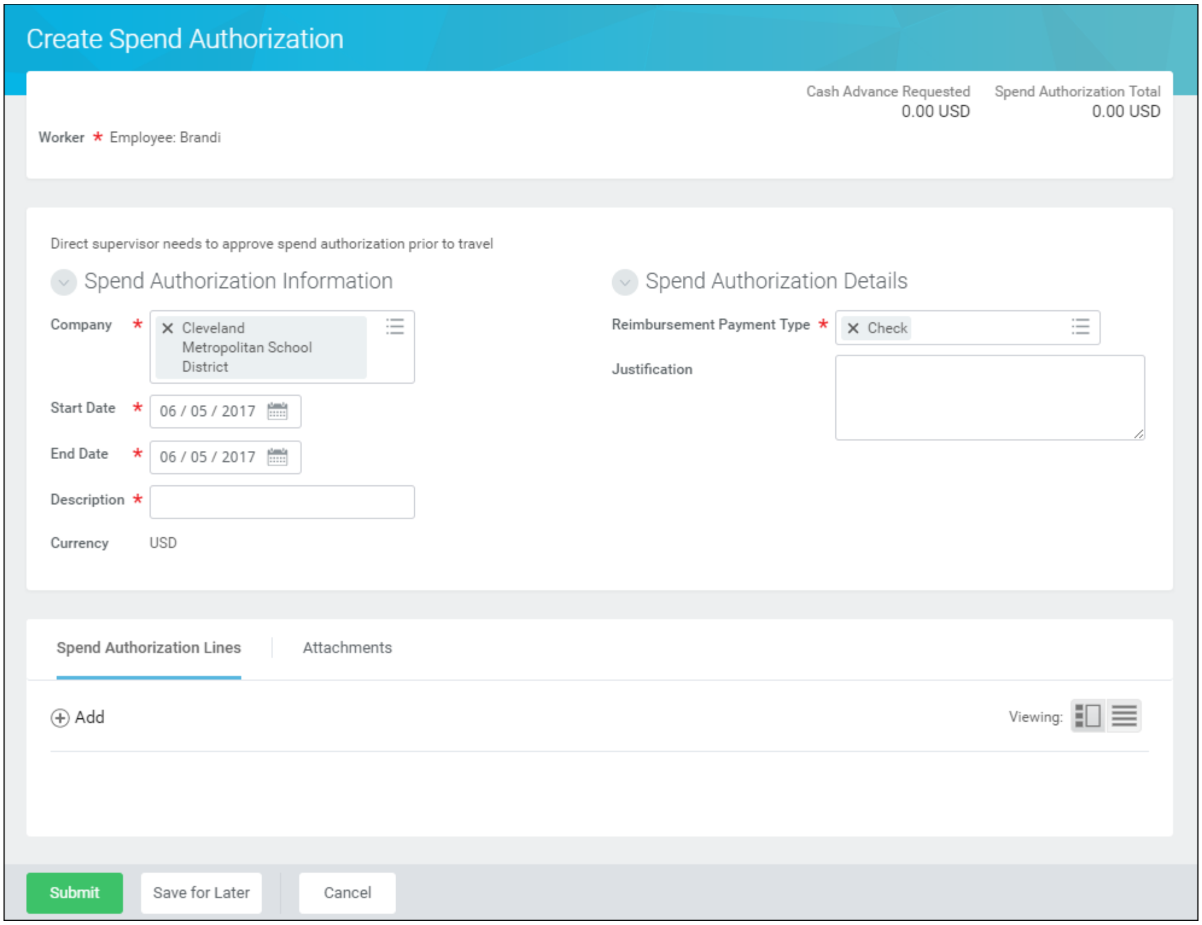
|---|---|
| *Purpose:* | The purpose of this task is to Create a Spend Authorization. You can create spend authorizations and include approved authorizations in expense reports for incurred expenses. |
| *How to Access:* | Open the **Expenses** worklet, click the **Create Spend Authorization** button. |
| *Audience:* | All employees |
| *Helpful Hints:* | • Create Spend Authorizations when paying "out of pocket" for travel related expenses.<br>• Spend Authorizations must be approved prior to making any travel related purchases.<br>• Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update. |
| *Procedure:* | Complete the following steps to **Create Spend Authorization** for expenses. |

*Create Spend Authorization*




1. As required, complete and/or update the following fields:

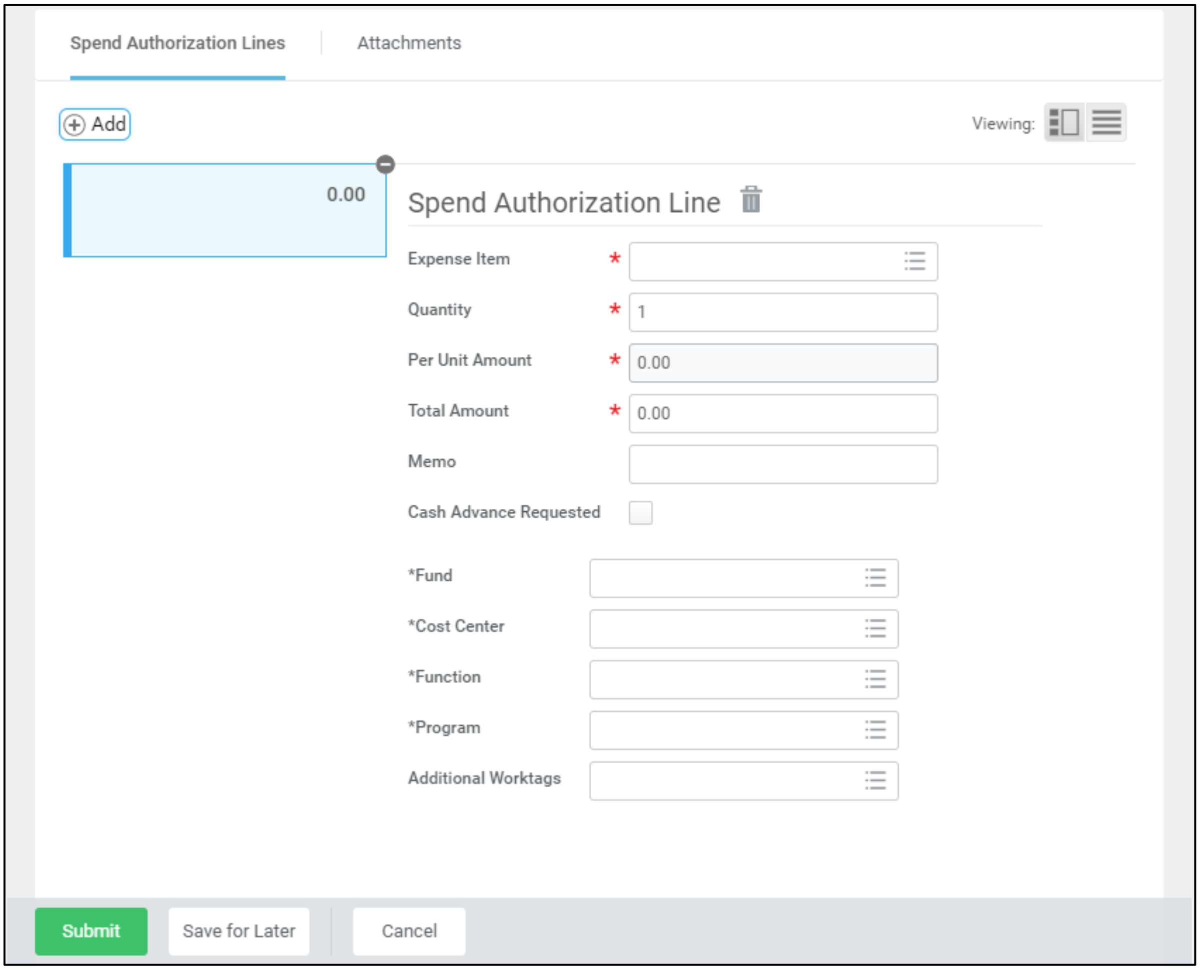
| Field Name | Required / Optional | Description |
|---|---|---|
| **Company** | Required | This is always CMSD. |
| **Start Date** | Required | Identifies the start date of the Spend Authorization. |
| **End Date** | Required | Identifies the end date of the Spend Authorization. |
| **Description** | Required | Identifies the purpose for the spend authorization. |
| **Currency** | Required | Identifies the currency type. |
| **Reimbursement Payment Type** | Required | Identifies the payment type for reimbursement.<br>***Note:*** Payment elections for employees must be in place to receive payments for expense against a spend authorization. This field is always direct deposit. |

| Field Name | Required / Optional | Description |
|---|---|---|
| **Justification** | Optional | Describes the reason for the spend authorization, and include the Total cost and District Paid costs. |

2. As required, complete one or more of the following:

| If you want to… | Then… | Go To |
|---|---|---|
| Add a Spend Authorization line item, | Click the ⊕ under the Spend Authorization heading. | Step 3 |
| Add attachments, | Click the **Attachments** tab. | Step 5 |
| Cancel the Spend Authorization, | Click Cancel . ***Note:*** If canceling before Saving for Later, the Spend Authorization is deleted. If canceling after Saving for Later, only the submission is canceled, and the Spend Authorization can be accessed using the **Edit Spend Authorization** task. | – |
| Save the Spend Authorization, to finish processing later, | Click Save for Later . | Step 7 |
| Finish processing the Spend Authorization, | Click Submit . | Step 9 |

*Create Spend Authorization- Add Spend Authorization Lines*



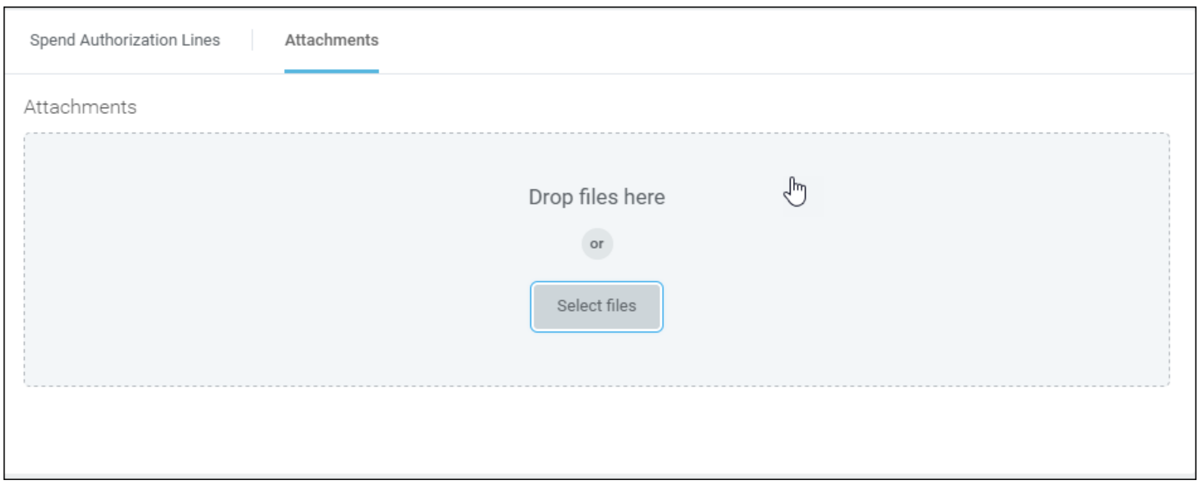

3. As required, complete and/or update the following fields to add the Spend Authorization line item details:

| Field Name | Required / Optional | Description |
|---|---|---|
| **Expense Item** | Required | Identifies the name of the expense item or service. |
| **Quantity** | Required | Identifies how many items or services. |
| **Per Unit Amount** | Required | Identifies the dollar amount for each item or service. |
| **Total Amount** | Required | Identifies the total cost based on the quantity and per unit amount. |
| **Memo** | Optional | Provides additional information to those processing the spend authorization. |
| **Fund** | Required | Identifies which fund will pay for the spend authorization. |

| Field Name | Required / Optional | Description |
|---|---|---|
| **Cost Center** | Required | Identifies which cost center will pay for the spend authorization. |
| **Function** | Required | Identifies which function will pay for the spend authorization. |
| **Program** | Required | Identifies which program authorizes the spend. |
| **Additional Worktags** | Optional | Used when a spend authorization is paid for by Grant, Gifts, or Projects.<br>***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field. |

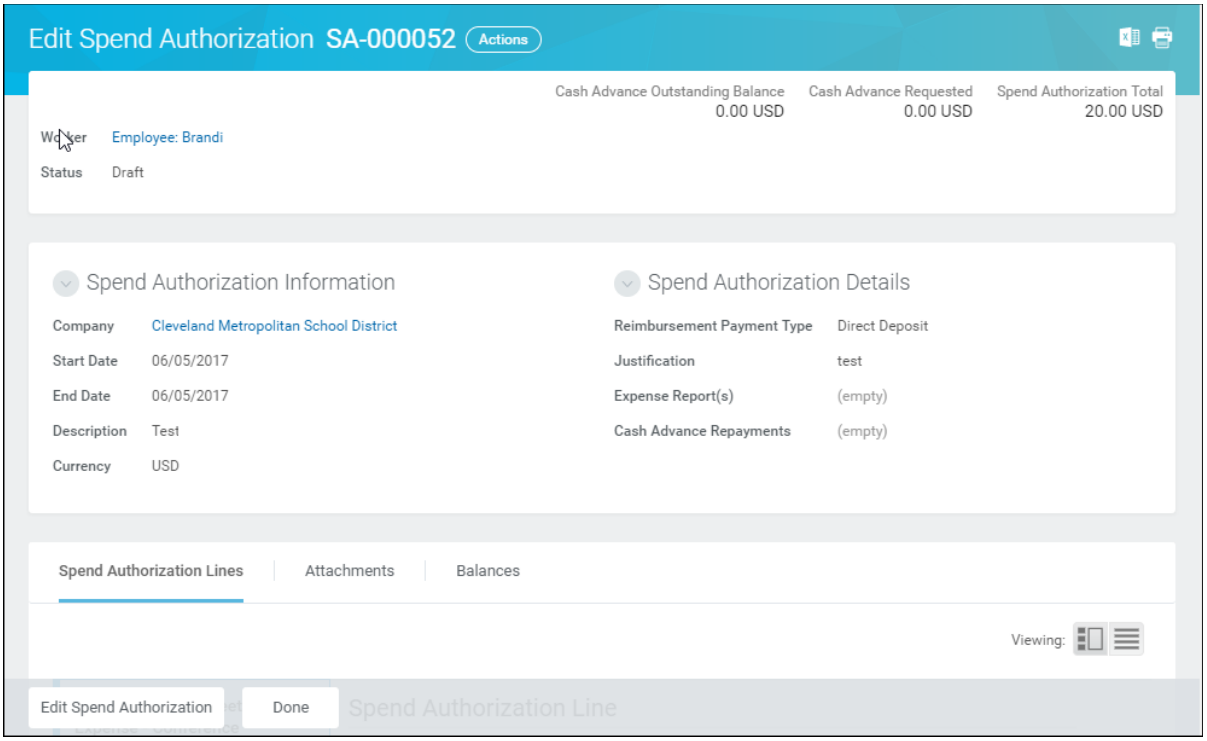
4. Return to Step 2 and make next decision.

### *Create Spend Authorization – Attachments*



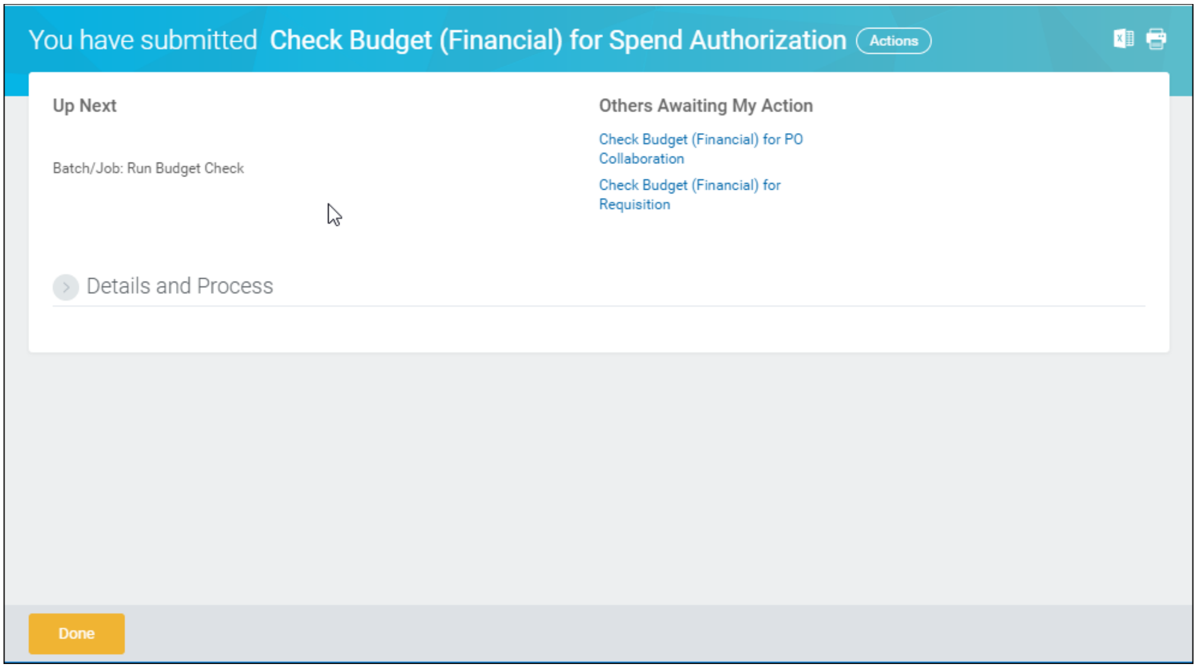

5. Click **Select Files**, navigate to and select the required file, and click **Open**.
6. Return to Step 2 and make next decision.

*Edit Spend Authorization*




7. Review the displayed information.
   ***Note:*** The system displays the created Spend Authorization in view mode. To change the Spend Authorization information or lines at this time, click **Edit Spend Authorization** and return to Step 2 to make your next decision. If no additional changes are required at this time, click **Done** to exit this task.
8. Return to Step 2 and make next decision.

*You have submitted*




9. Review the displayed information.
10. Click **Done** to exit the screen.

## *Result:*

You have successfully created a Spend Authorization. You can now link this spend authorization to multiple expense reports until the remaining balance is zero.

***<u>Note:</u>*** For additional information on this Spend Authorization, click to the left of **Details and Process** and review the available details, prior to clicking **Done**.