

02_Create a Spend Authorization

- 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.
 - Spend Authorizations must be approved prior to making any travel related purchases.
 - 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

Create Spend Authorization

Cash Advance Requested
0.00 USD Spend Authorization Total
0.00 USD

Worker * Employee: Brandi

Direct supervisor needs to approve spend authorization prior to travel

Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Currency USD

Spend Authorization Details

Reimbursement Payment Type *

Justification

Spend Authorization Lines | Attachments

Viewing:

- 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. 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  . 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  .	Step 7
Finish processing the Spend Authorization,	Click  .	Step 9

Create Spend Authorization- Add Spend Authorization Lines

Spend Authorization Lines
Attachments

+ Add
Viewing: ☐ ☰

0.00
Spend Authorization Line 🗑️

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Memo

Cash Advance Requested

*Fund

*Cost Center

*Function

*Program

Additional Worktags

Submit
Save for Later
Cancel

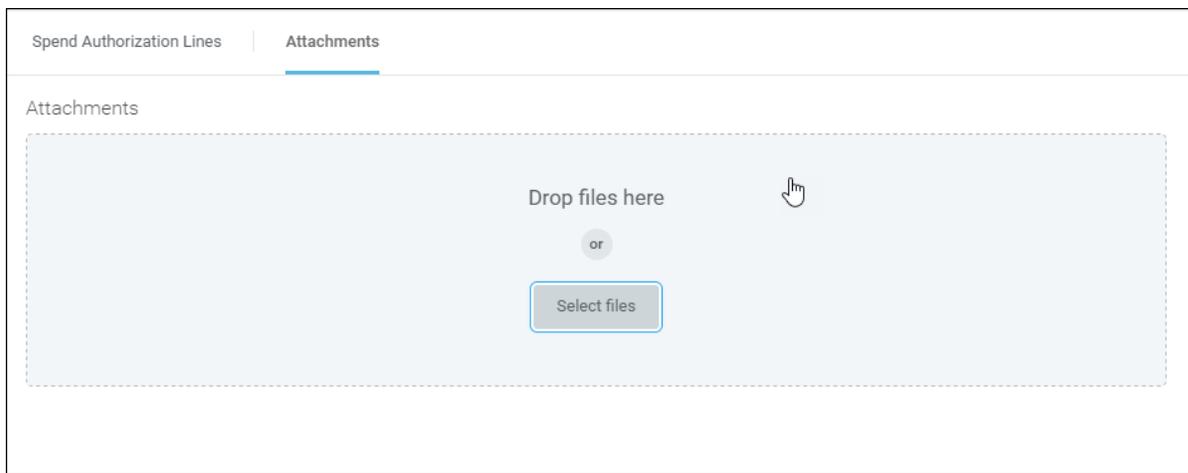
3. As required, complete and/or update the following fields to add the Spend Authorization line item details:

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. Note: Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

- Return to [Step 2](#) and make next decision.

Create Spend Authorization – Attachments



Spend Authorization Lines | Attachments

Attachments

Drop files here

or

Select files

- Click **Select Files**, navigate to and select the required file, and click **Open**.
- Return to [Step 2](#) and make next decision.

Edit Spend Authorization

Edit Spend Authorization SA-000052 Actions

	Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Total
	0.00 USD	0.00 USD	20.00 USD

Widener Employee: Brandi

Status Draft

Spend Authorization Information

Company Cleveland Metropolitan School District

Start Date 06/05/2017

End Date 06/05/2017

Description Test

Currency USD

Spend Authorization Details

Reimbursement Payment Type Direct Deposit

Justification test

Expense Report(s) (empty)

Cash Advance Repayments (empty)

Spend Authorization Lines
Attachments
Balances

Viewing: 

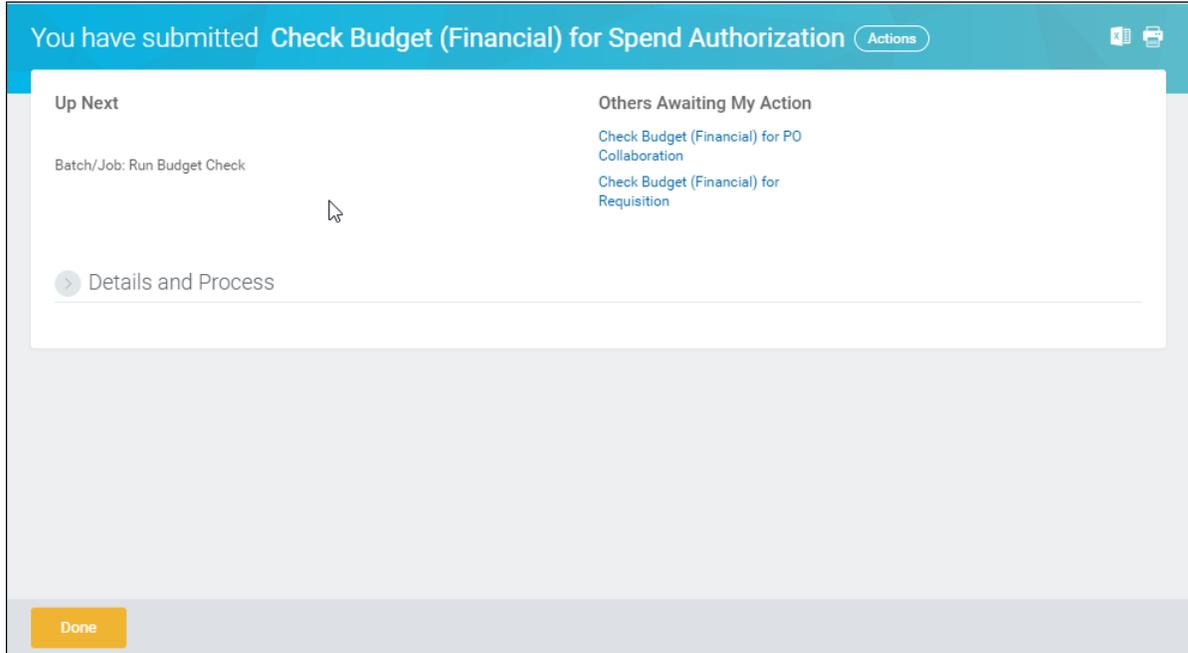
Edit Spend Authorization
Done
Spend Authorization Line

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.

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