04_Display or Change Spend Authorization

Purpose: The purpose of this task is to view or edit and existing Spend Authorization for expenses.

How to Access: Open the **Expenses** worklet and under the View heading, click **Spend Authorizations** to go to the *My Spend Authorizations* screen.

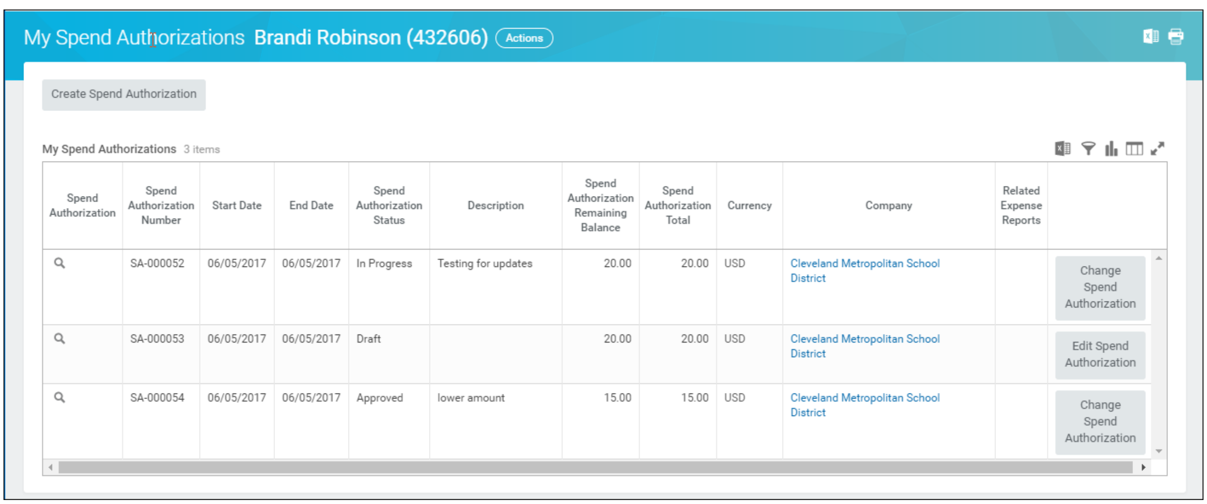
Audience: All employees

Helpful Hints:

- Spend Authorizations with a **Draft** status can only be Edited.
- Spend Authorizations with a **Submitted** or **Approved** status must be Changed, as the **Edit** option is not available.
- 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 **Display** and/or **Change Spend Authorizations**.

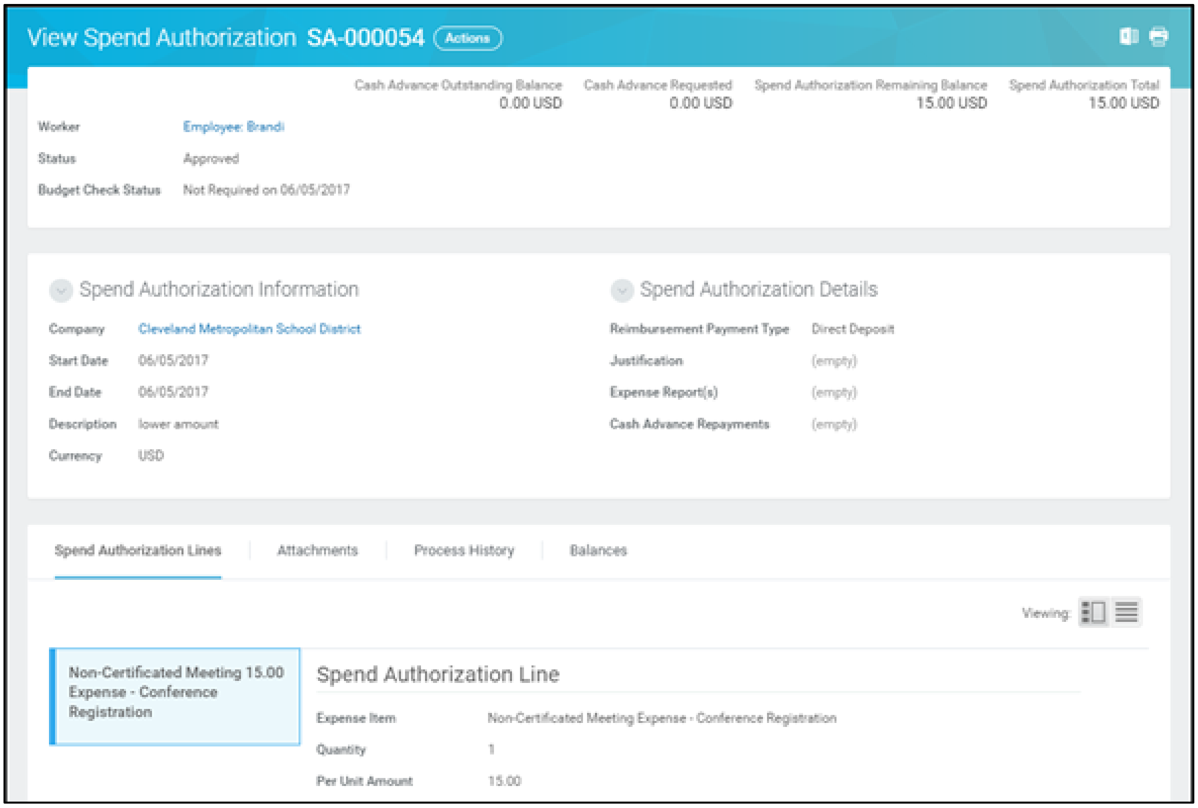
My Spend Authorizations



Spend Authorization	Spend Authorization Number	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Spend Authorization Total	Currency	Company	Related Expense Reports	
	SA-000052	06/05/2017	06/05/2017	In Progress	Testing for updates	20.00	20.00	USD	Cleveland Metropolitan School District		Change Spend Authorization
	SA-000053	06/05/2017	06/05/2017	Draft		20.00	20.00	USD	Cleveland Metropolitan School District		Edit Spend Authorization
	SA-000054	06/05/2017	06/05/2017	Approved	lower amount	15.00	15.00	USD	Cleveland Metropolitan School District		Change Spend Authorization

1. Click 🔍 to the left of the required Spend Authorization number to display it.

View Spend Authorization



Note: The system displays the Spend Authorization in **View** mode, and no changes can be made on this screen.

2. As required, review the following fields:

Field Name	Required / Optional	Description
Status	Required	Identifies the current status of the Spend Authorization.
Spend Authorization Remaining Balance	Optional	Only displays when an Expense report has been created for the Spend Authorization, and displays the outstanding balance.
Spend Authorization Total	Required	Identifies the total employee reimbursable amount.
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.

Field Name	Required / Optional	Description
Justification	Optional	Describes the reason for the Spend Authorization, and include the Total cost and District Paid costs.
Expense Report(s)	Optional	Indicates if Expense reports have been created from the Spend Authorization.

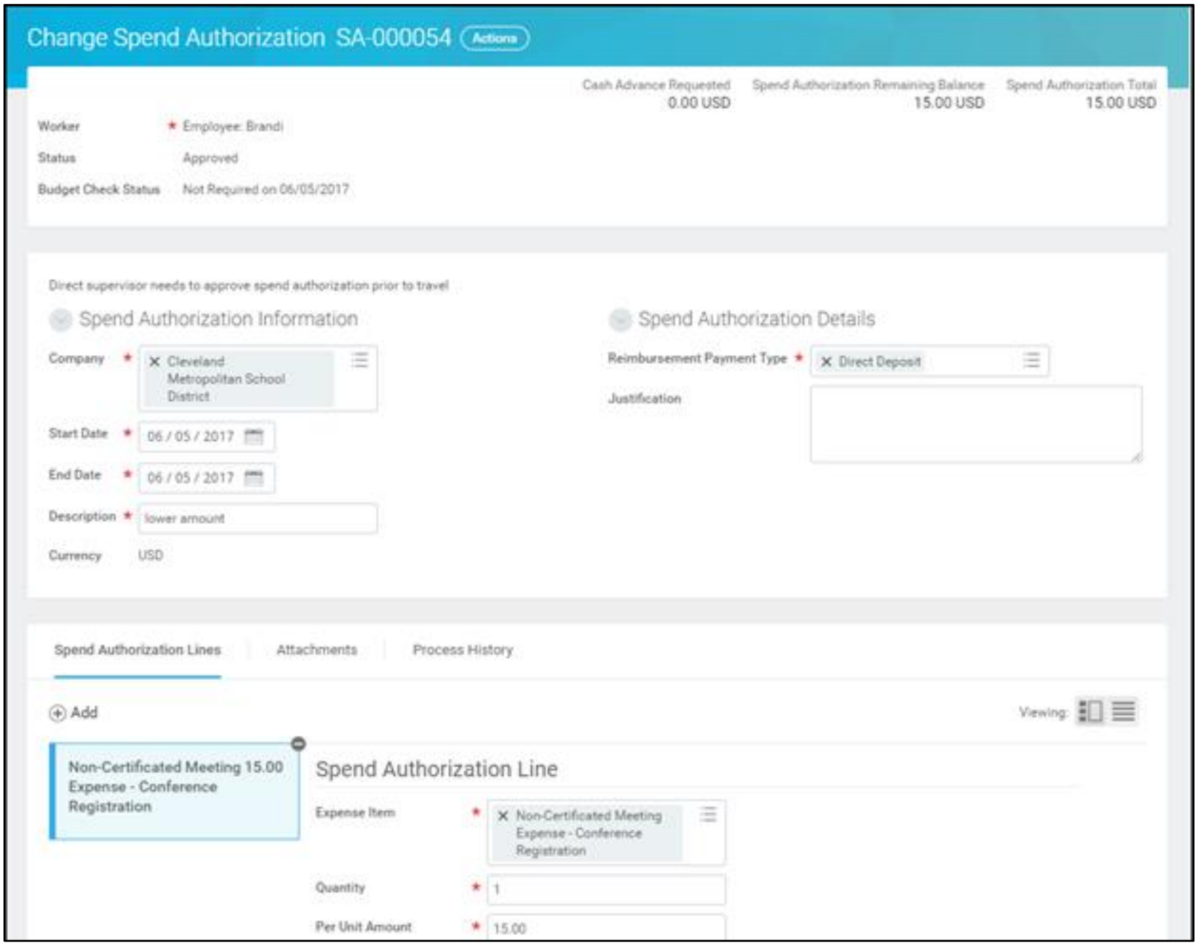
3. Scroll down to the Spend Authorization line items.
4. As required, review the following fields for each line item included in the Spend Authorization:
   Note: It will be necessary to click on each line item to review the following fields.

Field Name	Required / Optional	Description
Expense Item	Required	Indicates the type of expense.
Quantity	Required	Identifies how many items.
Per Unit Amount	Required	Identifies the dollar amount for each item.
Total Amount	Required	Identifies the total cost for the line item.
Memo	Optional	Use to provide additional information to those processing the Spend Authorization.
Fund	Required	Identifies the fund to pay for the line item.
Cost Center	Required	Identifies the location/department to pay for the line item.
Function	Required	Identifies the function to pay for the line item.
Program	Required	Identifies the program to pay for the line item.
Additional Worktags	Optional	Used when the Spend Authorization line item is being paid by a Grant, Gifts, or Projects

5. As required, complete one of the following:

If you want to…	Then…	Go To
Modify the existing Spend Authorization,	Click Actions to the right of the SA number, select **Spend Authorization**, and click **Change** or **Edit**. ***Note:*** You will only see the option to Edit, if the SA has not submitted.	Step 6
Exit this task,	Click workday to return to your *Workday Home* screen.	–

Edit / Change Spend Authorization



Note: The only difference between the Edit and Change screens is the Process History tab, which is only available on the Change screen.

6. As required, review and/or update the following fields:

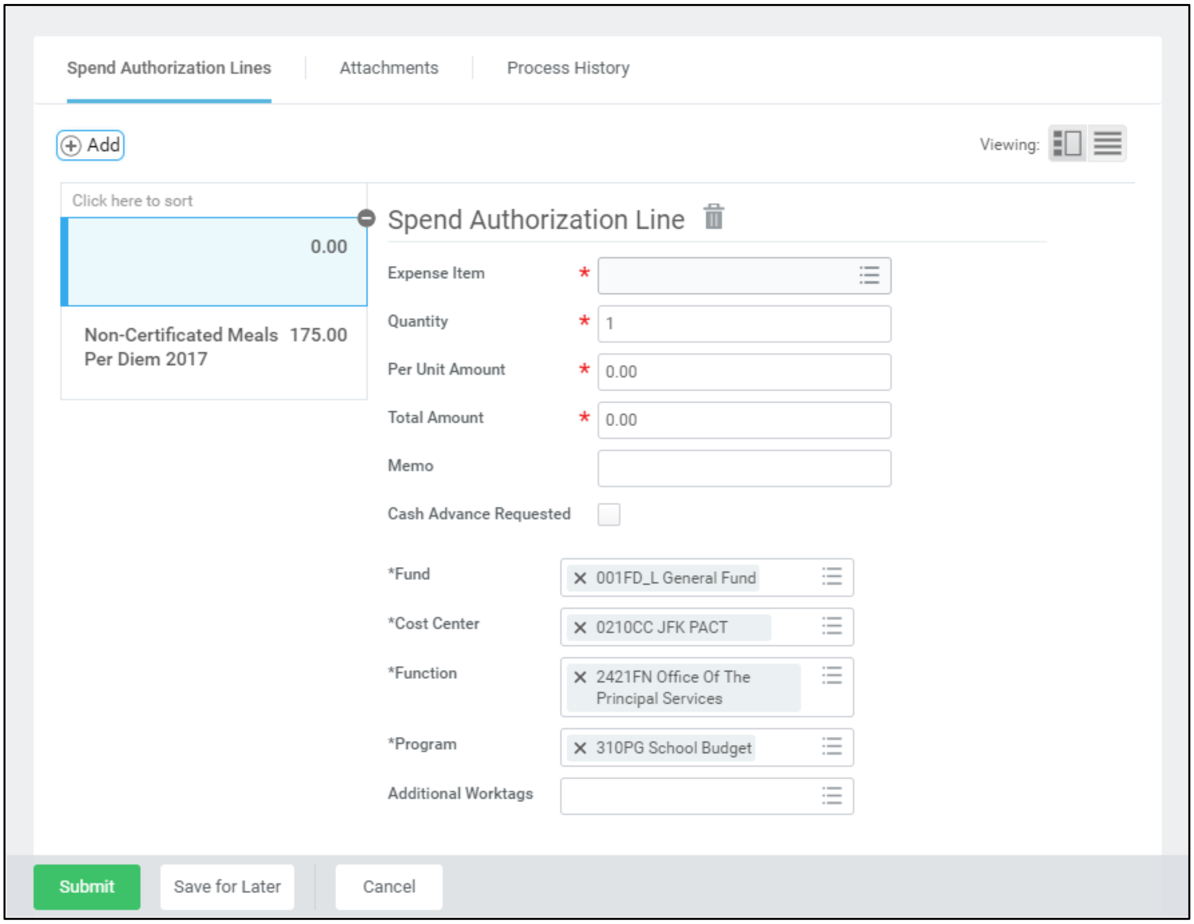
Field Name	Required / Optional	Description
Company	Required	This is always CMSD.
Start Date	Required	Identifies the start date of the Spend Authorization.
End Date	Required	Identifies the end date of the Spend Authorization.
Description	Required	Identifies the purpose for the Spend Authorization.
Currency	Required	Identifies the currency type.

Field Name	Required / Optional	Description
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.
Justification	Optional	Describes the reason for the Spend Authorization.

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

If you want to…	Then…	Go To
Add a Spend Authorization Line,	Click the ⊕ under the Spend Authorization heading.	Step 8
Modify and existing Spend Authorization line,	Select the required Spend Authorization line.	Step 10
Remove an existing line item,	Click ⊖ in the top right corner of the required line item.	–
Change or Edit attachments,	Click Attachments tab.	Step 12
Cancel the changes to the Spend Authorization,	Click Cancel .	–
Save the Spend Authorization, to finish processing later,	Click Save for Later .	Step 14
Finish processing the Spend Authorization,	Click Submit .	Step 16

Add Spend Authorization Lines



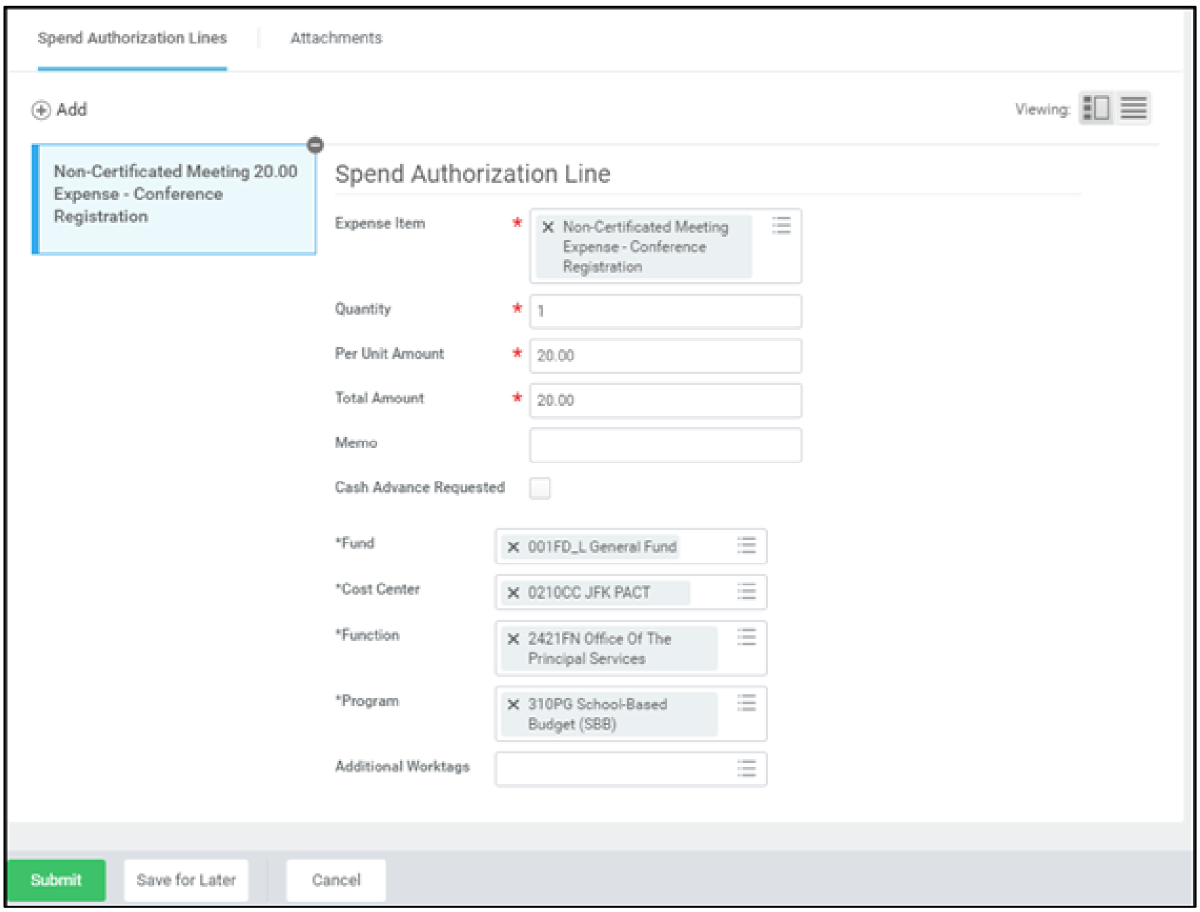
8. Complete the following to add a new Spend Authorization line:

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.
Cost Center	Required	Identifies which cost center will pay for the Spend Authorization.

Field Name	Required / Optional	Description
Function	Required	Identifies which function will pay for the Spend Authorization.
Program	Required	Identifies which program authorizes the Spend Authorization.
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.

9. Return to [Step 7](#) and make next decision for changing a Spend Authorization.

Change Spend Authorization Lines

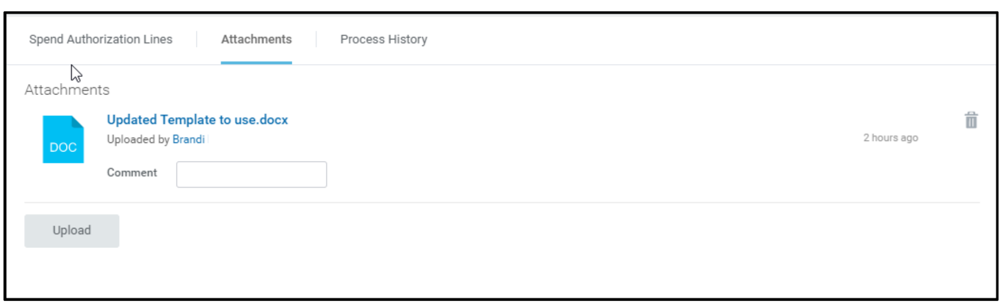


10. Complete the following when changing or editing Spend Authorization lines:

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 expenses listed in the Spend Authorization.
Cost Center	Required	Identifies which cost center will pay for the expenses listed in the Spend Authorization.
Function	Required	Identifies which function will pay for the expenses listed in the Spend Authorization.
Program	Required	Identifies which program will pay the Spend Authorization.
Additional Worktags	Optional	Used when paying for the expenses listed in the Spend Authorization by a Grant, Gifts, or Projects. ***Note:*** Workday overwrites or defaults in the correct Fund matching the Grant entered in this field.

11. Return to Step 7 and make next decision for changing a Spend Authorization.

Change Spend Authorization – Attachments

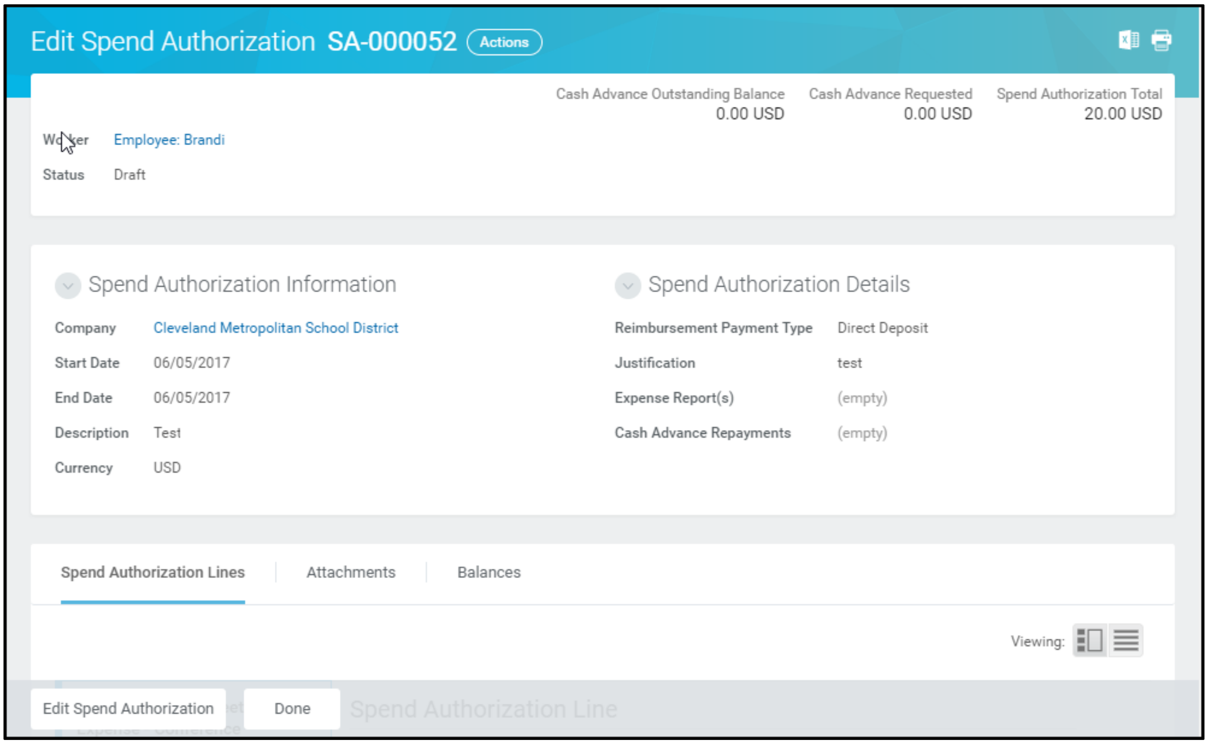


12. Click the attachment to open and review the attachment.

Note: If required, click to delete the attachment. Since an attachment must be uploaded before submission, click **Upload**, navigate to the new attachment, and click **Open** to replace the deleted attachment.

13. Return to Step 7 and make next decision for changing a Spend Authorization.

Save Spend Authorization

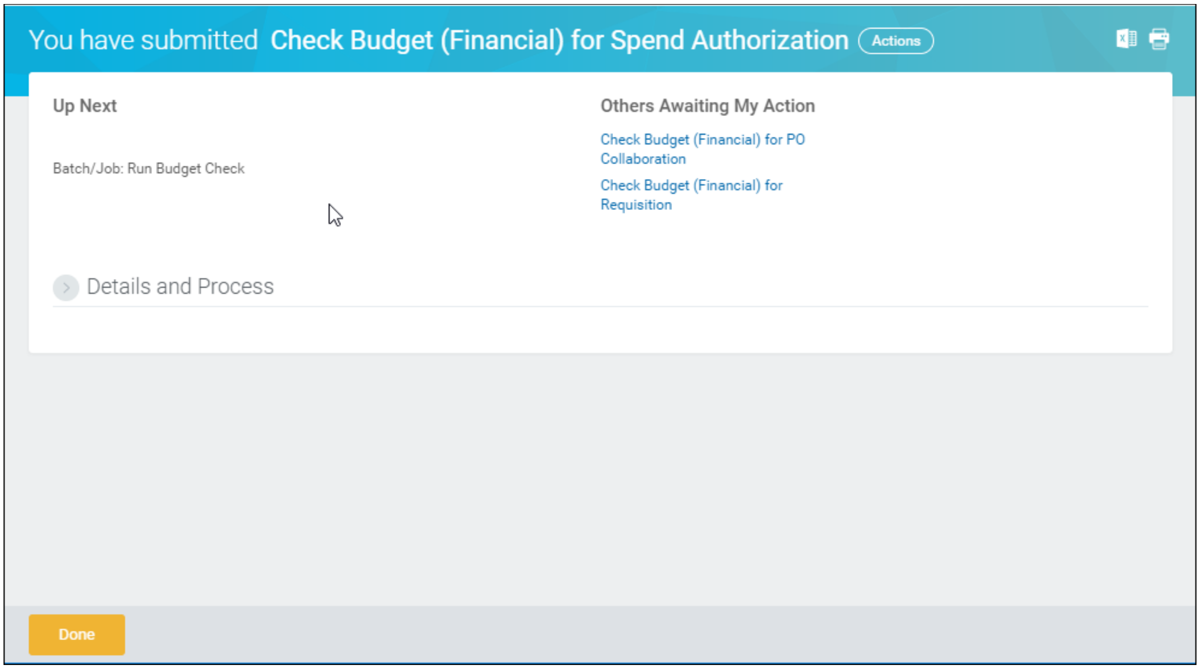


14. Review the displayed information.

Note: To continue modifying the Spend Authorization at this time, click Edit Spend Authorization and return to Step 7.

15. Click **Done** to exit this task, and go to the **Results** section in this document.

You have submitted



16. Review the displayed information.
17. Click **Done** to exit the screen.

Result:

You have successfully displayed and/or changed 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**.