

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.

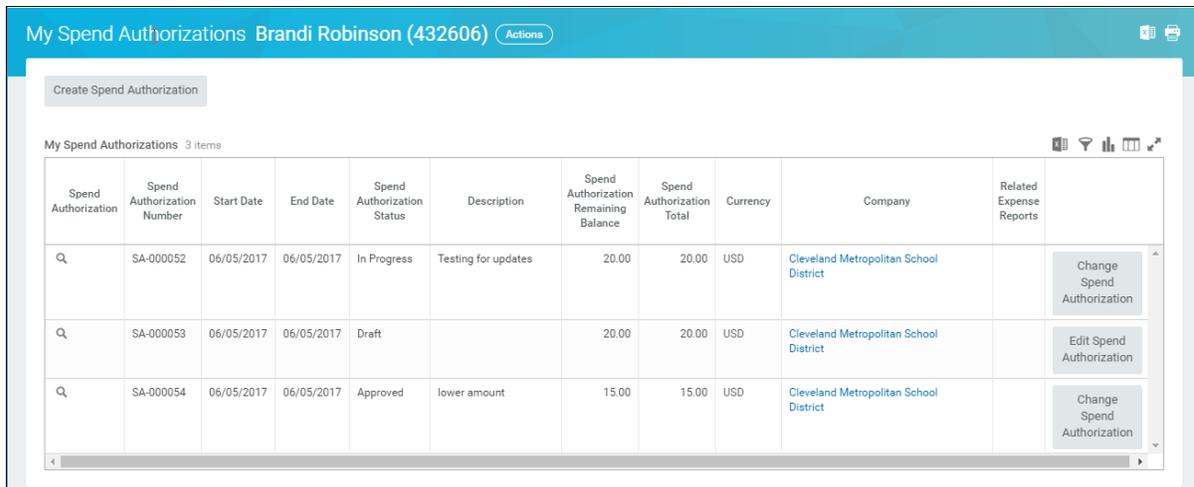
Audience: All employees

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

View Spend Authorization SA-000054
Actions

	Cash Advance Outstanding Balance	0.00 USD	Cash Advance Requested	0.00 USD	Spend Authorization Remaining Balance	15.00 USD	Spend Authorization Total	15.00 USD
--	----------------------------------	----------	------------------------	----------	---------------------------------------	-----------	---------------------------	-----------

Worker Employee: Brandi

Status Approved

Budget Check Status Not Required on 06/05/2017

Spend Authorization Information

Company Cleveland Metropolitan School District

Start Date 06/05/2017

End Date 06/05/2017

Description lower amount

Currency USD

Spend Authorization Details

Reimbursement Payment Type Direct Deposit

Justification (empty)

Expense Report(s) (empty)

Cash Advance Repayments (empty)

Spend Authorization Lines
Attachments
Process History
Balances

Non-Certificated Meeting 15.00
Expense - Conference
Registration

Spend Authorization Line

Expense Item	Non-Certificated Meeting Expense - Conference Registration
Quantity	1
Per Unit Amount	15.00

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  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  to return to your <i>Workday Home</i> screen.	–

Edit / Change Spend Authorization

Change Spend Authorization SA-000054 Actions

	Cash Advance Requested 0.00 USD	Spend Authorization Remaining Balance 15.00 USD	Spend Authorization Total 15.00 USD
--	------------------------------------	--	--

Worker * Employee: Brandi

Status * Approved

Budget Check Status * Not Required on 06/05/2017

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 | Process History

+ Add Viewing:

Non-Certificated Meeting 15.00 Expense - Conference Registration

Spend Authorization Line

Expense Item *

Quantity *

Per Unit Amount *

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 an 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  .	–
Save the Spend Authorization, to finish processing later,	Click  .	Step 14
Finish processing the Spend Authorization,	Click  .	Step 16

Add Spend Authorization Lines

Spend Authorization Lines
Attachments
Process History

[+ Add](#)
Viewing:

Click here to sort

	0.00
Non-Certificated Meals Per Diem 2017	175.00

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

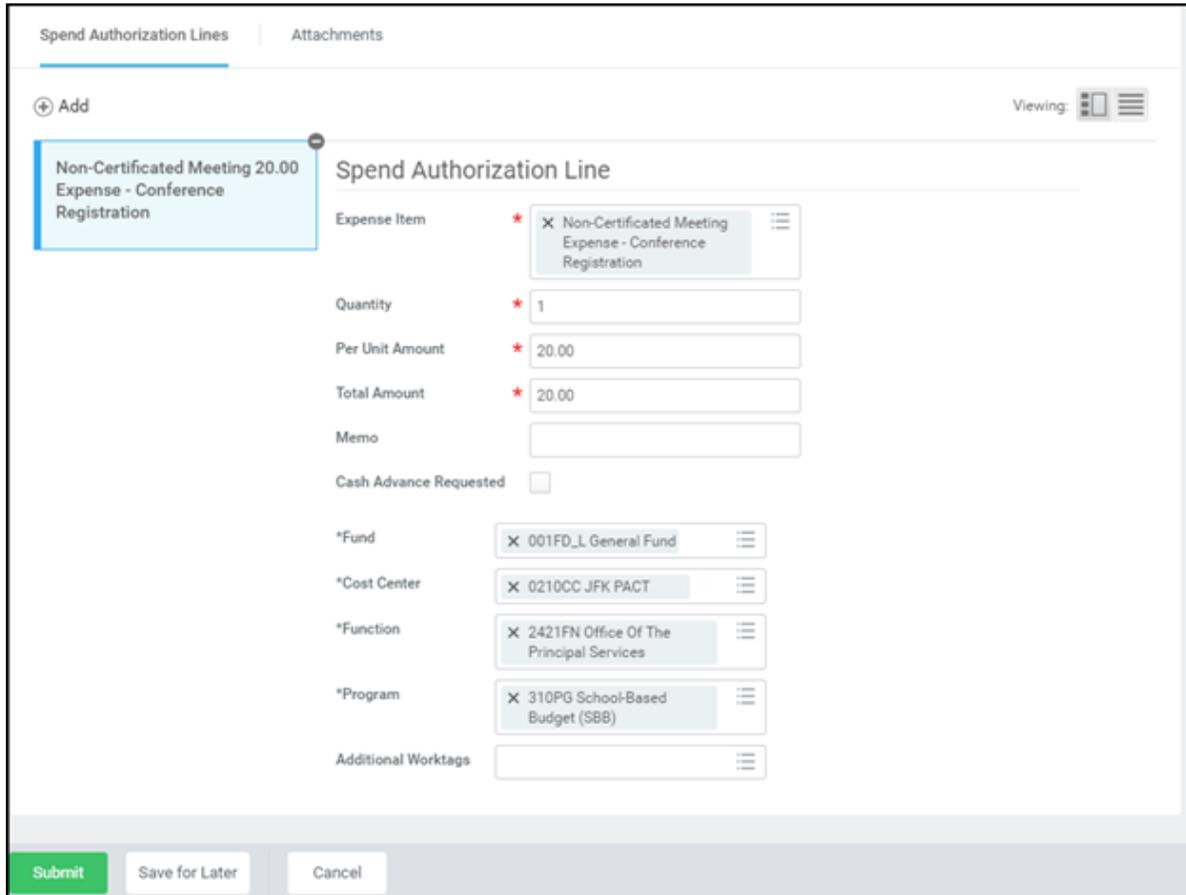
8. Complete the following to add a new Spend Authorization line:

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



The screenshot shows the 'Spend Authorization Lines' interface. At the top, there are tabs for 'Spend Authorization Lines' and 'Attachments'. Below the tabs, there is an 'Add' button and a 'Viewing' dropdown menu. The main form is titled 'Spend Authorization Line' and contains the following fields:

- Expense Item:** A dropdown menu with the selected item 'Non-Certificated Meeting Expense - Conference Registration'.
- Quantity:** A text input field with the value '1'.
- Per Unit Amount:** A text input field with the value '20.00'.
- Total Amount:** A text input field with the value '20.00'.
- Memo:** A text input field.
- Cash Advance Requested:** A checkbox that is currently unchecked.
- *Fund:** A dropdown menu with the selected value '001FD_L General Fund'.
- *Cost Center:** A dropdown menu with the selected value '0210CC JFK PACT'.
- *Function:** A dropdown menu with the selected value '2421FN Office Of The Principal Services'.
- *Program:** A dropdown menu with the selected value '310PG School-Based Budget (SBB)'.
- Additional Worktags:** A text input field.

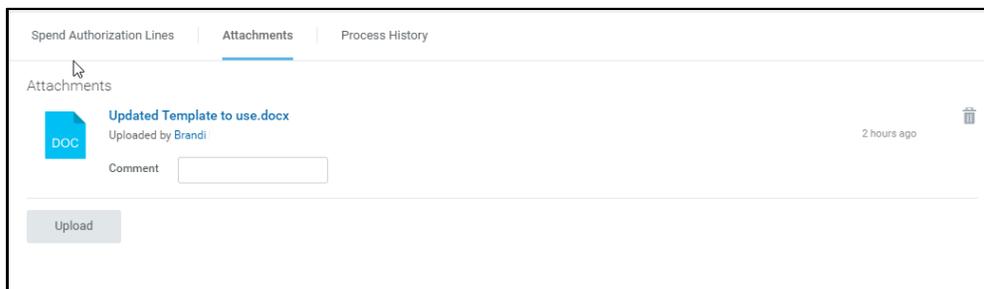
At the bottom of the form, there are three buttons: 'Submit' (green), 'Save for Later', and 'Cancel'.

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

Edit Spend Authorization SA-000052 Actions

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

Worker 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:

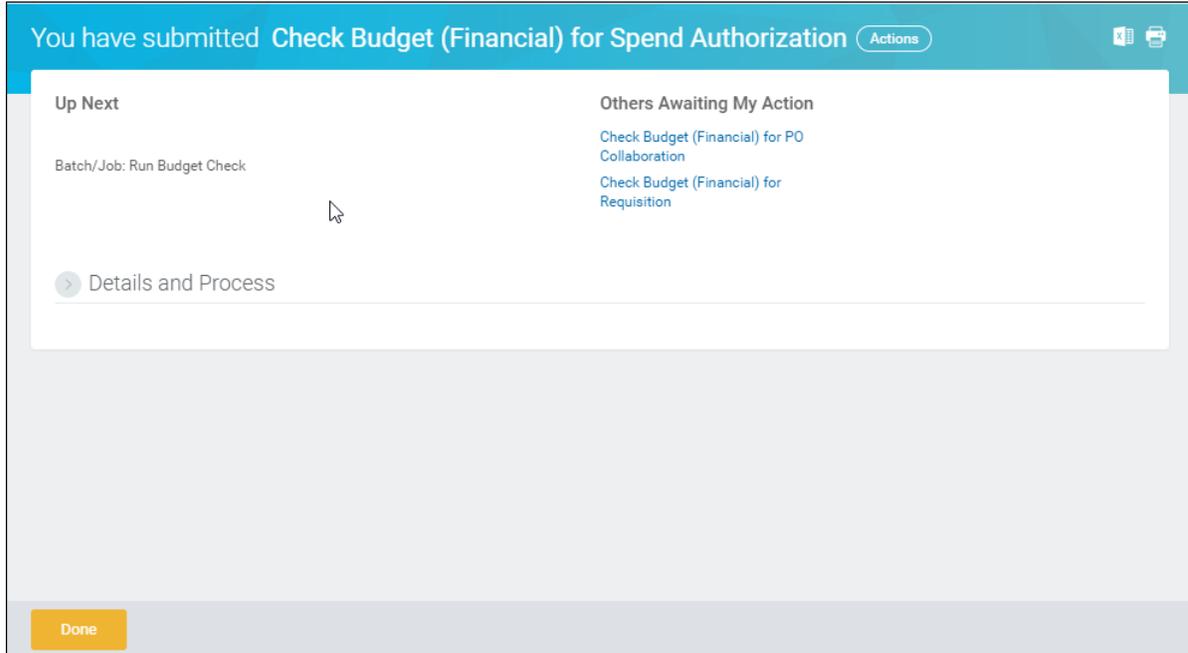
Edit Spend Authorization
Done
Spend Authorization Line

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



The screenshot shows a web application interface with a teal header bar. The header text reads "You have submitted Check Budget (Financial) for Spend Authorization" followed by an "Actions" button and two icons. Below the header is a white content area with two columns. The left column is titled "Up Next" and contains the text "Batch/Job: Run Budget Check" and a "Details and Process" link with a right-pointing arrow. The right column is titled "Others Awaiting My Action" and lists two items: "Check Budget (Financial) for PO Collaboration" and "Check Budget (Financial) for Requisition". At the bottom of the white content area is an orange "Done" button.

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**.