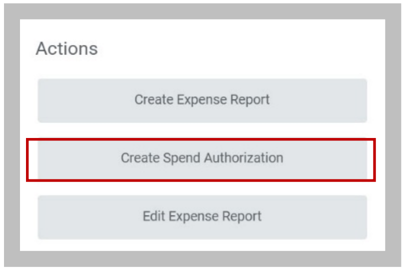
CREATE SPEND AUTHORIZATION REQUEST

Spend authorizations are used to grant permission for future expenses. These authorizations are initiated by faculty, staff or student workers. Selecting the **Cash Advance Requested** box is the only way to request a cash advance in Workday.

1. Click the **Expenses** worklet.

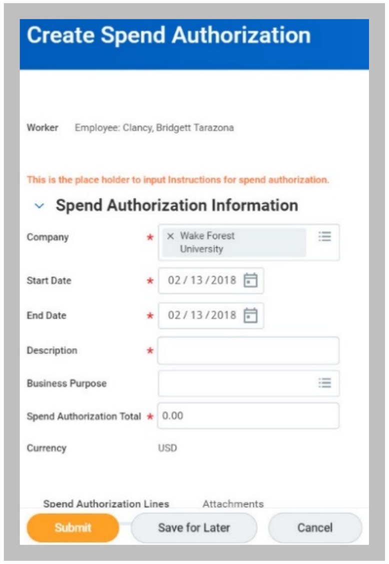
2. Select **Create Spend Authorization** under **Actions**.



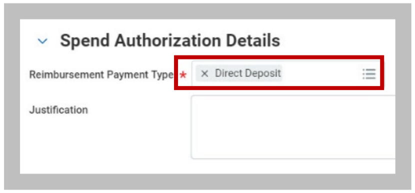
Note: You can also type **Create Spend Authorization** in the Search field at the top of the screen and select **Create Spend Authorization** from the task results.

The **Create Spend Authorization** window opens. You will need to complete all fields marked with a red asterisks (*).

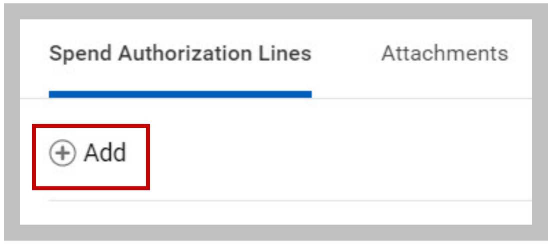
3. In the **Spend Authorization Information** section, complete the following:
   - **Company:** This field defaults to your WFU company.
   - **Start Date:** Select the start date of the **Spend Authorization.**
   - **End Date:** Select the end date of the **Spend Authorization.**
   - **Description:** Enter the purpose for the **Spend Authorization.**
   - **Business Purpose**: Select the worktag associated to the Spend Authorization. This field is searchable by typing the name of the worktag.



4. In the **Spend Authorization Details** section, complete the following:
   - **Reimbursement Payment Type:** Faculty and staff must select direct deposit.
   - **Justification:** Business purpose.



5. On the **Spend Authorization Lines** tab, click the **Add** button to create a line for each expense, including cash advance requests.

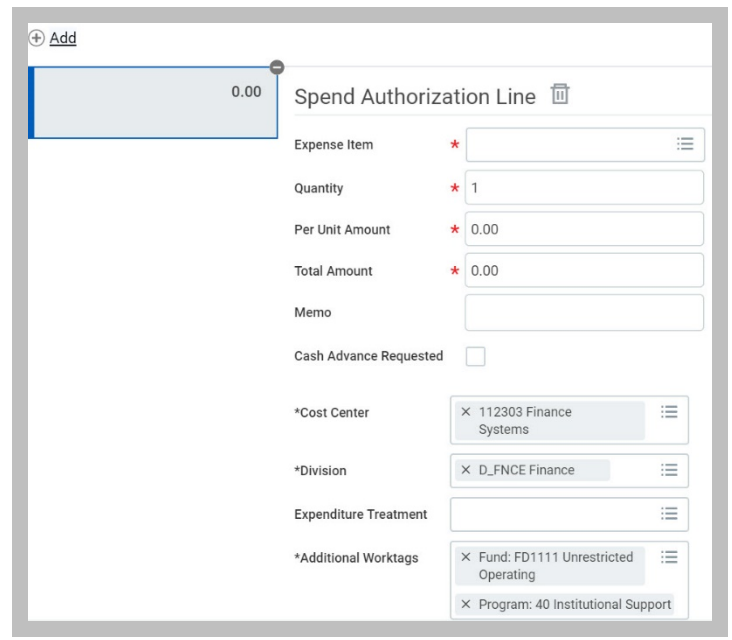


6. The Spend Authorization Line section will open for you to enter the following details about the expense:

- **Expense Item:** (Required) Enter the name of the expense item or service. This field is searchable by typing the name of the item.
- **Quantity:** Identifies the quantity of items or services.
- **Per Unit Amount:** Identifies the dollar amount for each item or service.
- **Total Amount:** (Required) Enter the dollar amount for each item or service.
- **Memo:** Enter additional information to those processing the **Spend Authorization**. This is field is optional.
- **Cash Advance Requested:** Check the box if a cash advance is requested.

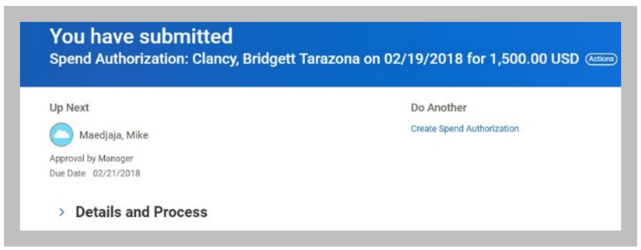
Note: Selecting the **Cash Advance Requested** box is the only way to request a cash advance in Workday.

- **Cost Center:** Identifies which cost center will pay for the item or service. This field defaults in with the users **Cost Center**.
- **Division:** Identifies the cost center that will pay for the item or service. This field defaults in with the users **Division**.
- **Expenditure Treatment:** This field will be required and if Domestic or International travel is selected.
- **Additional Worktags:** Identifies what Fund and Program the item or good is being charged to. This field defaults in with the worktags associated to the user.



7. You do not need to add attachments because they are not required.
8. Drag and Drop attachment files from your desktop, or click **Select Files** to upload.
9. To include additional attachments, click **Upload**.
10. Click **Submit**

A Confirmation page will be displayed that shows who is next in the routing process to approve. A process tab is also available to view the entire routing process.



11. Click **Done**

VIEW AND EXISTING SPEND AUTHORIZATION

1. Type “**My Spend Authorizations**” in the Workday search field.
2. Select **My Spend Authorizations Report** from the list.
3. Click the **Change Spend Authorization** button to modify an existing spend authorization.
4. Click **Submit**
5. Click **Done**