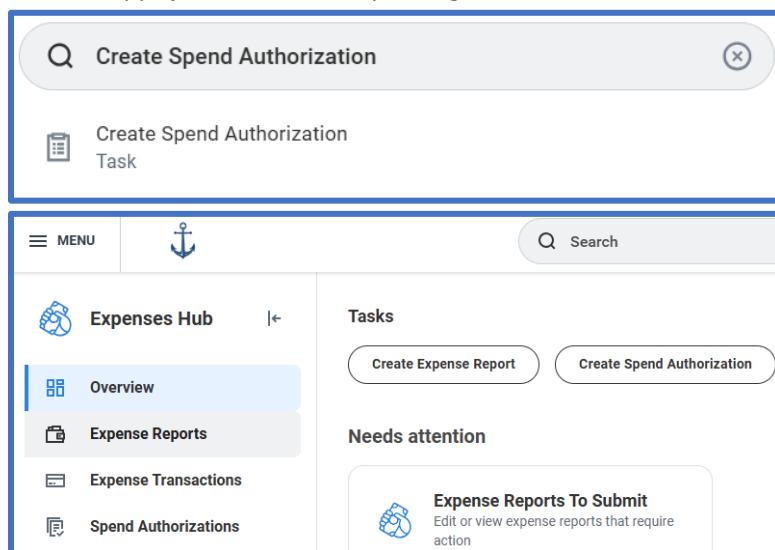




This is a step-by-step guide on how to obtain spend authorization for all reimbursable expenditures in the ERP system.

1. In the ERP system search bar, type *Create Spend Authorization* and then select the **Create Spend Authorization** task.

Note: You can also create a Spend Authorization from the 'Expenses Hub' which can be accessed via the Global Navigation Menu at the top left corner of your screen. Select Expenses Hub > Create Spend Authorization. (If the Expenses Hub is not listed in your Menu, select Add Apps > type 'Expenses Hub' in the Find Apps field > select the plus-sign > select Back to Menu.)



Spend Authorization Information

2. The **Company** automatically populates with your **Company**. If necessary, select a different **Company** by selecting the menu icon, and then making your selection.
3. The **Start Date** defaults to today's date. If necessary, select a different **Start Date**.
4. The **End Date** defaults to today's date. If necessary, select a different **End Date**.

Example: If submitting a spend authorization for Mileage reimbursement, select the start and end dates in 6-month intervals (Jan 1 – June 30, July 1 – Dec 31). If submitting a spend authorization for travel, select the dates of your trip.

5. Type in a **Description** of why you need a **Spend Authorization**.
6. Specify a **Business Purpose** by selecting the menu icon, and making your selection. A description for each business purpose can be found in the above expense policies.

▼ Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

Note: Required fields are indicated by a red asterisk.

Spend Authorization Details

7. The **Reimbursement Payment Type** is automatically populated and should not be changed.
8. You may optionally provide additional details in the **Justification** field to explain the reason for your reimbursement request.

Note: If 'Direct Deposit' is selected, ensure you have a financial institution designated to receive expense reimbursements, i.e., make sure you have a Payment Election set-up for Expenses. Please see the job aid 'Add-Edit Payment Expenses' for step-by-step instructions. (Changes can be made in ERP Payroll)


Spend Authorization Lines

9. On the **Spend Authorization Lines** tab, select **Add**.

Spend Authorization Lines Attachments

⊕ Add

10. To select an **Expense Item**, select the menu icon, select **By Alphabetical Order**, and then make your selection.
 - a. When creating a spend authorization for Mileage reimbursement, the expense item on the Spend Authorization ONLY should be Monthly Mileage.
 - b. The spend authorization will be used as the request for the hotel card.
11. Please read additional information related to the expense item in the **Instructional Text**.
12. The **Quantity** should remain 1.
13. Enter an estimated **Per Unit Amount**.
 - a. The **Total Amount** will populate based on the **Per Unit Amount**.
14. The **Budget Date** defaults to the start date of the spend authorization and should not be changed.
15. To provide information about this **Expense Item**, type a note in the **Memo** field.


Spend Authorization Line 

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Budget Date * 

Memo

Cash Advance Requested

Note: Required fields are indicated by a red asterisk.

- Some expense items require the Item Details section to be filled out. When completing those fields, be sure to press enter to display search results.

Worktags

- To select an **Appropriation**, select the menu icon, select **My Worktags**, and then make your selection.
 Note: My worktags will be blank until HCM Go-Live.
 Note: Alternatively, type in an appropriation and then select enter to search.
 Note: Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an Appropriations Hierarchy, and then continue selecting options to ultimately make your selection. (For example, select Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission.)
- Fund** is automatically populated based on the select **Appropriation**.
- Source of Funds** is automatically populated by the appropriation and should not be changed.
 - When using a **Source of Funds** of 02, the **Grant** and **Project Worktags** must be entered.
- Additional Worktags** is automatically populated by the selected Appropriation. **Note:** To indicate that an Expense Item pertains to one or more projects, for **Additional Worktags**, select the menu icon, select **Projects**, select **Projects** (again), and then make your selection.

Worktags

*Appropriation

*Fund

Cost Center

Grant

Project Task

*Source of Funds

*Additional Worktags

21. To add another **Spend Authorization Line**, under the **Spend Authorization Lines** tab, select **Add** and then repeat the instructional steps above.

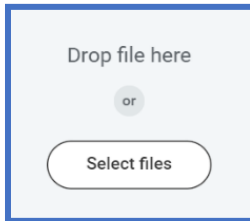
Note: To remove a Spend Authorization Line, select the trash can icon (above the Expense Item.)

Attachments

22. To provide supporting documentation, select the **Attachments** tab.



- a. To upload a saved document from your device, select **Select Files**, and then follow your device's instructions.



- b. Optionally, add a **Comment** that pertains to the attached document.

Note: To attach another document, select **Upload**. To remove an attachment, select the trash can icon (at the far right of the screen.)

23. Select **Submit**. The spend authorization will now route for required approvals.

24. To find your spend authorizations, visit the Expenses Hub shown in Step 1. Or, in the Search bar, type in "My Spend Authorizations".

25. To review your expense report drafts and submissions, navigate back to the **Expenses Hub**. Click on the Spend Authorizations tab. You can view the status of each spend authorization here.

- a. NOTE: The spend authorizations tab may not appear until your first spend authorization in Workday is fully approved.

