



This is a step-by-step guide on how to create a spend authorization for a worker.

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

The screenshot shows a search bar with the text "Create Spend Authorization for Worker" and a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a single result: "Create Spend Authorization for Worker" with a document icon and the word "Task" below it.

Spend Authorization Information

2. Enter the employee name in the **For** field.

The screenshot shows a form section titled "Spend Authorization Information" with a dropdown arrow. Below the title is a label "For" followed by a red asterisk and an empty text input field with a menu icon on the right.

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

Note: A Spend Authorization for Mileage reimbursement may be entered in 6-month intervals. If submitting a Spend Authorization for travel, select the dates of your trip.

6. Type in a **Description** of why you need a **Spend Authorization**.
7. Specify a **Business Purpose** by selecting the menu icon and making your selection. A description of each business purpose can be found on the last page of this job aid for your reference.

Note: Although there is no asterisk, Business Purpose is a required field.

The screenshot shows the "Spend Authorization Information" form with the following fields filled in: "Company" is "068 Department of Administration" with a red asterisk and a menu icon; "Start Date" is "01/07/2025" with a red asterisk and a calendar icon; "End Date" is "01/07/2025" with a red asterisk and a calendar icon; "Description" is "Expenditure is required to attend ABC Coni" with a red asterisk; "Business Purpose" is "Conference" with a red asterisk and a menu icon; and "Currency" is "USD".

Note: Required fields are indicated by a red asterisk.

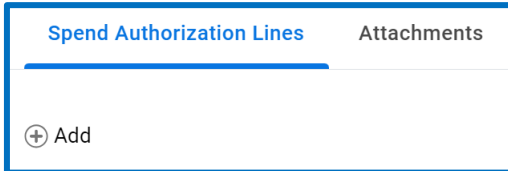
Spend Authorization Details

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

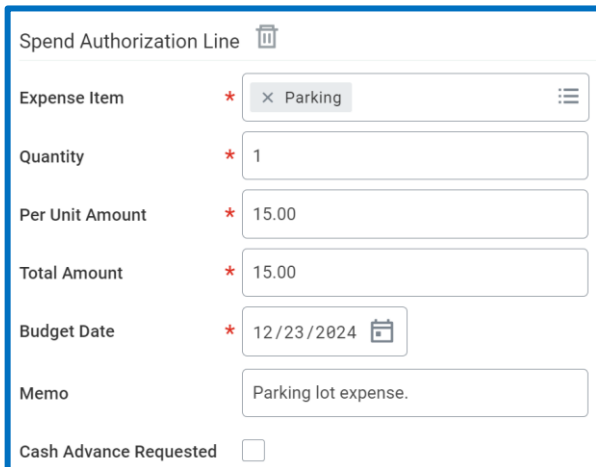
Note: *If 'Direct Deposit' is selected, ensure you have a financial institution designated to receive expense reimbursements, i.e., make sure you have a Payment Election set-up for Expenses. Please see the job aid 'Add-Edit Payment Expenses' for step-by-step instructions. (Changes can be made in ERP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

Spend Authorization Lines

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



- To select an **Expense Item**, select the menu icon, select **By Alphabetical Order**, and then make your selection.
 - When creating a spend authorization for Mileage reimbursement, the expense item on the Spend Authorization ONLY should be Monthly Mileage.
- The **Quantity** should remain 1.
- Enter an estimated **Per Unit Amount**.
 - The **Total Amount** will populate based on the **Per Unit Amount**.
- The **Budget Date** defaults to the start date of the spend authorization and should not be changed.
- To provide information about this **Expense Item**, type a note in the **Memo** field.

A screenshot of a 'Spend Authorization Line' form. The title 'Spend Authorization Line' is at the top left with a trash icon to its right. Below the title are several input fields:

- Expense Item:** A dropdown menu with 'Parking' selected and a menu icon to its right. A red asterisk is to the left of the field.
- Quantity:** A text input field containing '1'. A red asterisk is to the left.
- Per Unit Amount:** A text input field containing '15.00'. A red asterisk is to the left.
- Total Amount:** A text input field containing '15.00'. A red asterisk is to the left.
- Budget Date:** A date picker field showing '12/23/2024' and a calendar icon. A red asterisk is to the left.
- Memo:** A text input field containing 'Parking lot expense.'
- Cash Advance Requested:** A checkbox that is currently unchecked.

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.)

18. **Fund** is automatically populated based on the select **Appropriation**.
19. **Source of Funds** is automatically populated by the appropriation and should not be changed.
 - a. When using a **Source of Funds** of 02, the **Grant** and **Project Worktags** must be entered.
20. **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.

The screenshot shows a form titled "Worktags" with the following fields:

- *Appropriation: [Empty field]
- *Fund: [x 010 General Fund ...]
- Cost Center: [Empty field]
- Grant: [Empty field]
- Project Task: [Empty field]
- *Source of Funds: [x 01 General Revenue ...]
- *Additional Worktags: [Program: 0102068, x Financial Management - Central Management - DOA ...]

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.

The screenshot shows a tabbed interface with "Spend Authorization Lines" and "Attachments". The "Attachments" tab is selected and highlighted with a blue underline.

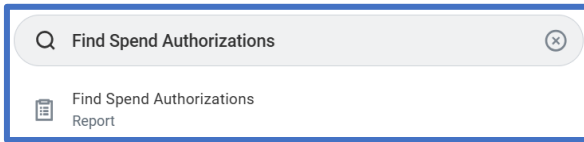
- a. To upload a saved document from your device, select **Select Files**, and then follow your device's instructions.

The screenshot shows a file upload interface with the text "Drop file here" and a small "or" button below it. At the bottom, there is a rounded rectangular button labeled "Select files".

- 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.

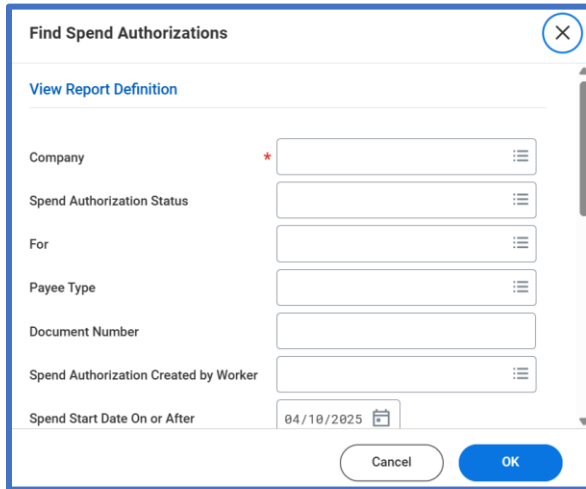
24. To find spend authorizations for your company, in the search bar, type Find Spend Authorizations.



Find Spend Authorizations

Find Spend Authorizations Report

25. Enter your **Company** and any additional information and select **OK**.



Find Spend Authorizations

[View Report Definition](#)

Company *

Spend Authorization Status

For

Payee Type

Document Number

Spend Authorization Created by Worker

Spend Start Date On or After 04/10/2025

Cancel OK

Business Purpose Definitions:

Business Purpose	Description
Audits	Visits to business partners, grant recipients, businesses or any other entity for the purpose of conducting an analysis of compliance with agreements or appropriate laws.
Conference	A gathering of individuals who meet at an arranged place and time in order to discuss or engage in some common interest within an industry or profession, may also be referred to as a convention.
Court Ordered Travel	A requirement to travel out of state based on a formal order from a Judge or Magistrate of the Judiciary. Usually requires immediate compliance and, therefore, unable to create appropriate paperwork prior to travel. This is limited to employees within "081 Department of Public Safety."
Disaster Response	A situation arises which is a threat to life or safety of the people of Rhode Island. May result in an exception to standard state policy.
External Meeting/Event	A gathering of individuals consisting of agency and non-agency staff to discuss issues for the betterment of the people of Rhode Island.
Internal Meeting/Event	A gathering of individuals from within an agency at one location to discuss services to the people of Rhode Island.
Legislature Monthly Mileage Reimbursement	To allow bulk processing of Legislator's mileage on a monthly basis at the rate dictated by the RI Constitution. This is limited to Legislators within "011 Legislature".
On-Site Visit	A trip to an entity for the purpose of verifying compliance with a plan of action, grant or project.
State Required Safety Equipment	Items purchased by a State Employee for the purpose of their safety. There is an agreement reimbursement will be provided for the items. This usually relates to a Union agreement and additional approvals outside of the ERP system may be required.
Training	Attendance at a meeting to enhance one's ability to perform their duties or increase knowledge in their field of expertise.
Tuition Reimbursement	As allowed by various Unions, reimbursement for courses taken at an institution of higher learning. Additional approvals outside of the ERP system are required and should be attached to the Spend Authorization/Expense Report.
Damaged Personal Property	Personal items damaged during the performance of one's duties requiring replacement. Must follow the procedures dictated by State Policy A-49 prior to submission.