

HOW TO CLOSE A SPEND AUTHORIZATION (SA) IN WORKDAY

This process guide supports processors that need to:

- Close a Spend Authorization in Workday because no additional expenses will be claimed/reconciled.
- Close a Spend Authorization in Workday as part of end of year procedures.

- Once a Spend Authorization is closed, it **cannot** be reopened.
- Be sure all expenses for the trip have been claimed on an Expense Report before closing an Spend Authorization.
- If there is an Expense Report In Progress, the option to close a Spend Authorization will **not** be available.
- All Expense Reports against the Spend Authorization must be completed before a Spend Authorization can be closed.

INSTRUCTIONS: CLOSING A SPEND AUTHORIZATION

1. Click the Related Actions button (...).
2. Click Close.

The screenshot displays the 'View Spend Authorization' interface in Workday. At the top, there is a 'MENU' icon, the 'UAMS' logo (University of Arkansas for Medical Sciences), and a search bar. The main heading is 'View Spend Authorization SA-00000'. Below this, there are several fields: 'For' (Traveler Name), 'Status' (Approved), and 'Budget Check Status' (Not Required). A 'Cash Ad' field shows '0.00 US\$'. A 'Spend Authorization Information' section is partially visible. On the right side, there is an 'Actions' dropdown menu. A red arrow points to the 'Related Actions' button (three dots) next to the authorization ID. Another red arrow points to the 'Close' option in the 'Actions' dropdown menu.