## How to Find, View, and Print a Workday Spend Authorization

### There are several ways to FIND your Spend Authorizations:

1. Add the My Spend app and then click on it.



- 2. Type "My Spend" into the search bar
  - o Click on My Spend Authorizations



- 3. Enter FIND SPEND AUTHORIZATIONS in the search bar
  - o In the FIND SPEND AUTHORIZATIONS pop up box
  - o Choose CU0070 Bemidji State University as COMPANY
  - Enter the person you are looking for in the FOR field or enter the appropriate name in the SPEND AUTH CREATED BY WORKER field.
  - SPEND START DATE ON OR BEFORE must be set far enough in advance to include the start date of the trip.
  - o Click OK
  - o A list of Spend Authorizations will appear

	Find Spend Authorizations	
Tasks and Reports	Company	× CU0070 Bernidji State := University
leport	Spend Authorization Status	
Find spend authorization details, which the expense report using this authoriza Required prompt: Company Optional pr	For	
lumber, Spend Authorization Created I	Payee Type	
efore, Approved On or After, Approvec	Document Number	
	Spend Authorization Created by Worker	🛛 × Sabrina Lea Wille \cdots 🛛 🗮
Dight find what you were looking i. Try searching under More Categories. More Categories	Spend Start Date On or After	04/10/2024
	Spend Start Date On or Before	87/89/2824 🛱
	Spend End Date On or After	MM/DD/YYYY
	Spend End Date On or Before	MM/DD/YYYY
	Created On or After	MM/DD/YYYY
	Created On or Before	MM/DD/YYYY
	Approved On or After	MM/DD/YYYY
	Approved On or Before	MM/DD/YYYY
	Filter Name Manage Filters	

# How to Find, View, and Print a Workday Spend Authorization

### \* To VIEW the SPEND AUTHORIZATION of your choice

- > Click on the tiny magnifying glass icon on the far left of the list
  - An individual SPEND AUTHORIZATION will appear

MENU	ŵ				Q Find Spend Authorizati	8	
Find Spen	d Authorizations 🛛 …	016 101					
Company Spend Authori 2 items	Cl zation Created by Worker Sa	J0070 Bemidji State University	Spend Start Date On or After 04/1 Spend Start Date On or Before 07/0	0/2024 19/2024			
Spend Authorization	Spend Authorization Number	Description	For	Payee Type	Company	Spend Start Date	Spend End Date
a	AUTH-000000017	Travel_M24 MNState ASA Conference	Employee: Allen J. Bedford	Employee	CU0070 Bemidji State University	06/25/2024	06 (07 (000 4
							00/27/2024

### ✤ To CREATE a PDF of your SPEND AUTHORIZATION

- Click on the PDF symbol in the far-right upper corner
- Download the PDF

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Create S	Spend Authorization AUTH-000000186				$\rightarrow$	×III	PDF			
For Sab	rina Lea Wille Spend Authorization Tot. 116.00 USD	al								
✓ Spend	<ul> <li>Spend Authorization Information</li> </ul>			<ul> <li>Spend Authorization Details</li> </ul>						
Position	00204310 Office & Admin Special Prin - Sabrina Lea	Wille	Justification	TEST: BSU FLEET MINIVAN REQUESTED: Transporting several admi (fictitious scenario)	nistrators to	local ever	nt			
Company	CU0070 Bemidji State University		Expense Report(s)	(empty)						
Start Date	07/09/2024									
End Date	07/09/2024									
Description	TEST for Fleet Vehicle Request									
Business Purp	pose In State									
Currency	USD									
Spend Auth	Spend Authorization Lines Attachments Balances									