

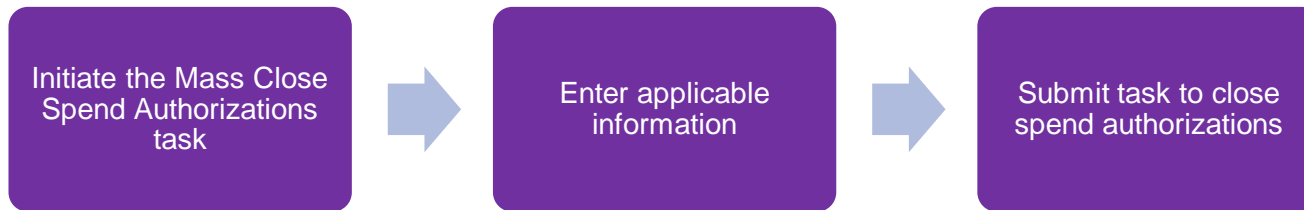
## Mass Close Spend Authorizations

### *Workday Job Aid for Expense Partners & Accountants*

#### Overview

Use this job aid as a resource to mass close spend authorizations in Workday. You can close unused spend authorizations when you no longer need to process downstream activities against them, such as expense reports.

#### Process Flow



### Financial Approvals

1. From the search bar, select the **Mass Close Spend Authorizations**.
2. Enter the **Request Name** in the **Request Name** field.
3. Click on the **Prompt** icon in the **Company or Company Hierarchy** field to select the **Company or Company Hierarchy**.
4. If applicable, select the **Payee Type** in the field.
5. If applicable, select the **Terminated** checkbox.
6. Click on the **Calendar** icon in the **Spend End Date On or After** field to enter the **Spend End Date On or After**.
7. Click on the **Calendar** icon in the **Spend End Date On or Before** field to enter the **Spend End Date On or Before**.
8. Select the **Radio** button to select **All, Associated with Expense Report**, or **Not Associated with Expense Report**.
9. Select the **OK** button at the bottom of the page.
10. Enter the **Memo** in the **Memo** field.
11. Select the **Check Box** in the **Spend Authorization** field to select the necessary Spend Authorizations.
12. When you are ready to submit, click the **Submit** button at the bottom of the page.