

Spend Restriction Overview & Instructions

Spend Restrictions

- Define sets of expenditures that are allowed or disallowed by award line based upon sponsor restrictions
- Workday validates spend against these restrictions
- A rule is set to either Allowable or Unallowable
- Restriction can be setup by Object Class Set OR specific Spend Categories, Spend Category Hierarchies, Pay Component Groups
- A default Spend Restriction can be established on Award Header, but optionally overridden on the Line

Spend Restrictions

- Three things to know Spend Restrictions:
 - Assign either **Allowable** or **Unallowable** Spend Restriction to Award Line
 - Users will receive an alert warning if they assign both **Allowable** and **Unallowable** Spend Restrictions on an Award Line; *if they choose to proceed, Workday validates only with the Allowable Spend Restriction*
 - Users cannot assign a Spend Restriction defined as an *Object Class Set* that does not match the Object Class Set attached to the Award Line (per the Rate Agreement selected)
- Use the “Award Spend Restriction Audit Report” to verify that transactions are applied accurately
- Use “Find Award Spend Restrictions” report to see those defined
- Task: *Create Spend Restriction*

Instructions

- To create a Spend Restriction you can create it in two ways:
 - You can search for 'Create Spend Restriction' if you want to create the Spend Restriction first before attaching to the Award Line.
 - Create Spend Restriction while creating an Award Line. (See #2)
- Navigate to an existing award and do Award>Correct. Scroll down to the Award Line to get the Spend Restriction and click as follows:

Click here to sort		Award Lines	
GR00496 Surface Resistivityforconcrete	80,387.00 1 12/29/2018	Award Line	AWD-02-00000100 RC0066 - Grants-Federal (Line 1) Line Number
GR02091 Field Test Of A New Mobile Sys	77,058.00 2 12/29/2018	Line Item Details	
GR02381 Unr:Lv Police Crash Data	59,700.00 3 12/29/2018	Company *	<div style="border: 1px solid blue; padding: 5px;"> <p>All ></p> <p>Create Spend Restriction</p> </div>
GR00446 Unr:Led System Ped Safety	59,700.00 4 12/29/2018	Line Type *	
GR02697 Overseeing Unlv Solaris	52,392.00 5 12/29/2018	Primary	
GR00465 Unr:Freeway Incidents	46,200.00 6 12/29/2018	Grant	
		Line Amount	
		Revenue Category *	<div style="border: 1px solid blue; padding: 5px;"> <p>search</p> </div>
		Award Line Lifecycle Status	
		Spend Restriction	
		Line Item Description	<input type="text"/>
		Deferred Revenue	<input type="checkbox"/>
		Line CFDA Number	<input type="text"/>

3. Create the Spend Restriction in multiple ways (see descriptions on first page). The example below creates a Spend Restriction on the SC0001-Travel-Other Spend Category for Unallowable Costs:

Create Spend Restriction

Spend Restriction Name *

Inactive

Entry Type Allowable Costs Unallowable Costs

Restricted by *

Restrictions

Spend Category Hierarchies

Spend Categories

Pay Component Group

4. Hit OK

- The Spend Restriction is now included on the Award Line and will prevent any expenses being posted to this Spend Category.

Click here to sort		Award Lines	
GR00496 Surface Resistivityforconcrete	80,387.00	Award Line	AWD-02-00000100 RC0066 - Grants-Federal (Line 1)
12/29/2018	1	Line No	
Line Item Details			
GR02091 Field Test Of A New Mobile Sys	77,058.00	Company	* X University of Nevada, Las Vegas
12/29/2018	2	Line Type	* X Cost Reimbursable
GR02381 Unr:Lv Police Crash Data	59,700.00	Primary	<input type="checkbox"/>
12/29/2018	3	Grant	GR00496 Surface Resistivityforconcrete
GR00446 Unr:Led System Ped Safety	59,700.00	Line Amount	80,387.00
12/29/2018	4	Revenue Category	* X RC0066 - Grants-Federal
GR02697 Overseeing Unlv Solaris	52,392.00	Award Line Lifecycle Status	X Available for Spend
12/29/2018	5	Spend Restriction	X Test Spend Restriction
GR00465 Unr:Freeway Incidents	46,200.00	Line Item Description	
12/29/2018	6	Deferred Revenue	<input type="checkbox"/>
GR02822 Unr:High-	44,400.00	Line CFDA Number	
		Line CFDA Description	(empty)

- Hit Submit to accept the change.