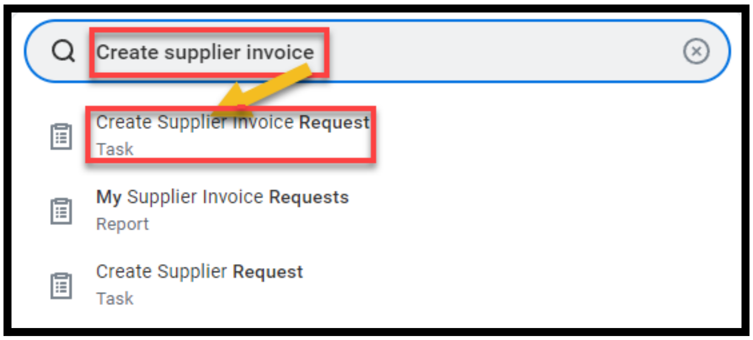
Suppliers: Create Supplier Invoice Request

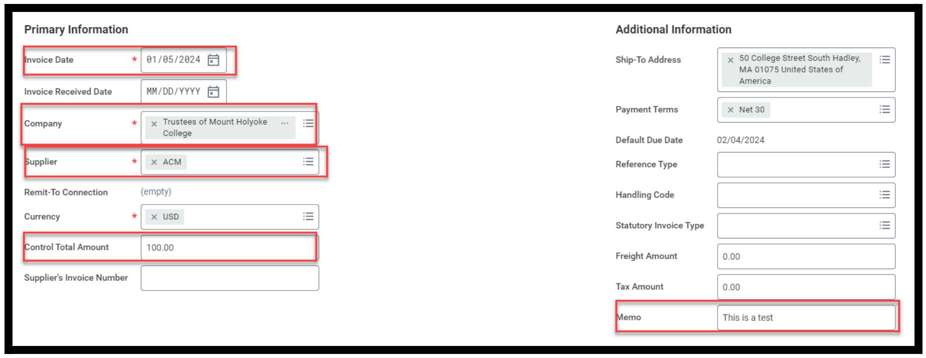
This quick reference guide covers how to create and submit a request to Accounts Payable to add a Supplier Invoice payment into Workday. This is the process you should use when you have received a Supplier Invoice that does not have an associated Purchase Order and needs to be paid by Accounts Payable.

Process

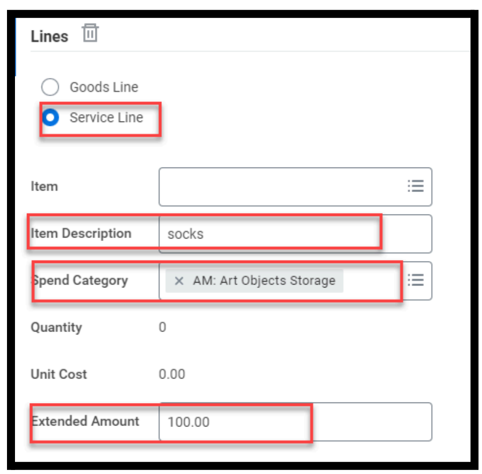
1. Enter **Create Supplier Invoice Request** into the Workday search bar and select the appropriate task.



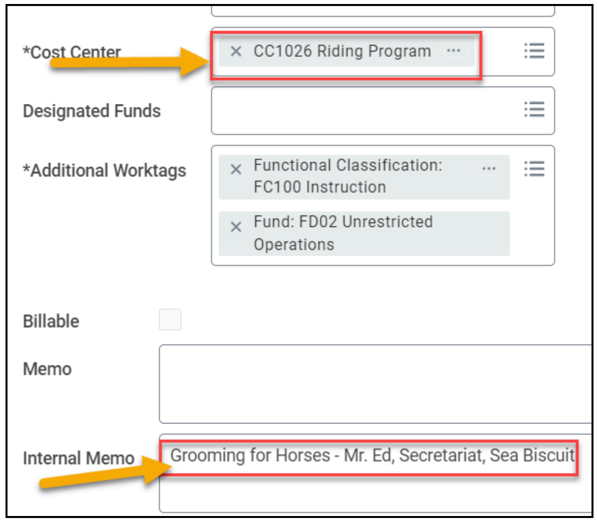
2. Complete the following required fields:
   Note: fields with a red asterisk (*) are required by Workday. Mount Holyoke requires all fields marked as required, below, to be completed.
   - **Invoice Date** (required)**:** The date the service was completed or the date the goods arrived.
   - **Invoice Received Date** (required)**:** Date you received the invoice.
   - **Company** (required)**:** Select the correct company - most requests will be using "Trustees of Mount Holyoke College."
   - **Supplier** (required): This is also known as the vendor. Search by the Supplier name or Supplier number and press Enter. Only the first few letters of the supplier name are needed.
   - **Control Total Amount** (required)**:** Total amount of the invoice
   - **Memo** (required)**:** Displays on the payment remittance sent to the supplier. It should be the customer number or something that helps the Accounts Receivable person at the supplier apply the payment to the correct invoice.
   - **Supplier Invoice Number:** Number printed on the invoice. If no invoice number is listed, enter the date of the invoice



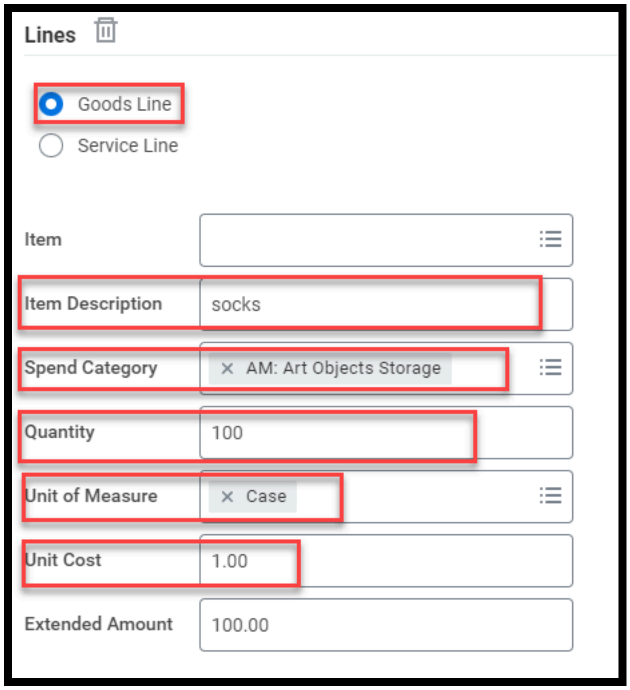
3. On the **Lines** tab, complete the following fields for the invoice line Item. The required fields will vary depending on if you are paying for Goods or a Service.
   - For a **Service** Line, enter the following:
      i. **Item Description** (required)**:** Enter a brief description of your item.
      ii. **Spend Category** (required)**:** Use the dropdown list or use the search feature to assign the applicable Spend Category that corresponds to your item.
      iii. **Extended Amount**(required)**:** Amount of the invoice - same number as Control Total Amount above.



      iv. **Cost Center** (required): Select the correct cost center that will pay for service.
      v. **Internal Memo**: (required)Enter a brief description of goods received or services provided.



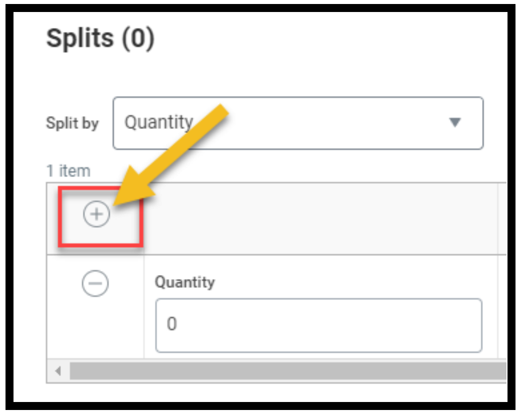
- For a **Goods** Line, enter in the following:
    i. **Item Description** (required)**:** Enter a brief description of the item(s).
    ii. **Spend Category** (required)**:** Use the dropdown list or use the search feature to assign the applicable Spend Category that corresponds to your item.
    iii. **Quantity** (required)**:** Enter the quantity of items
    iv. **Unit of Measure** (required)**:** Choose applicable unit of measure (eg, Each, Job, Case, etc.)
    v. **Unit Cost** (required)**:** Enter the cost of the Item. The Extended Amount will automatically populate.



vi. **Cost Center** (required): Select the appropriate Cost Center.

4. Click **Add** to enter information for additional Line Items on the invoice.

5. If a Line Item should be charged to multiple funding sources, click **Splits** and complete the following for each line of the split (e.g. use when splitting between two or more Cost Centers, Grants, Programs, etc.).
   - Enter the **Quantity** or **Amount.**
   - Enter a **Memo**, if needed.
   - Enter the correct funding source (Cost Center, Grant, Gift, etc.).
   - Click the **Plus** icon in the top left of the table to add lines and split table.



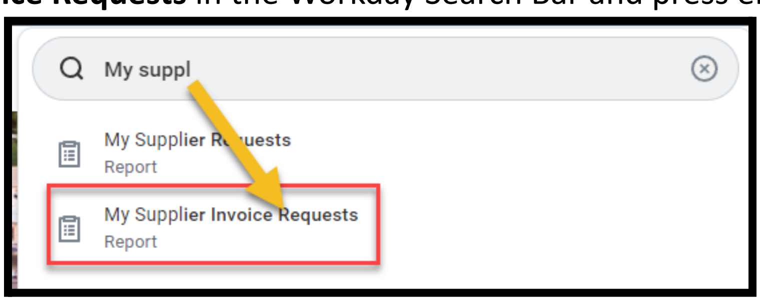
- Once you have added the appropriate information in the table, click **Done**.

6. **Attachments** (required): Click the Attachment tab to upload the Supplier Invoice documentation. Click on **Select Files** and select the invoice that you have saved. An Attachment is required to complete this form.

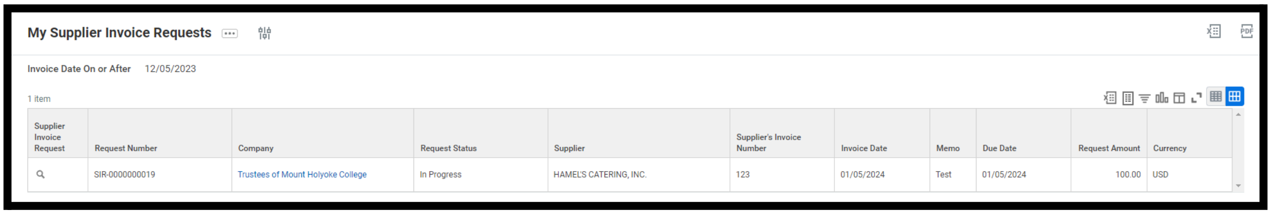
7. When all of the information on the invoice request is complete and accurate, click **Submit**.
    - The Supplier Invoice will route to the appropriate Cost Center manager for approval.

Reviewing Status of Supplier Invoice Request

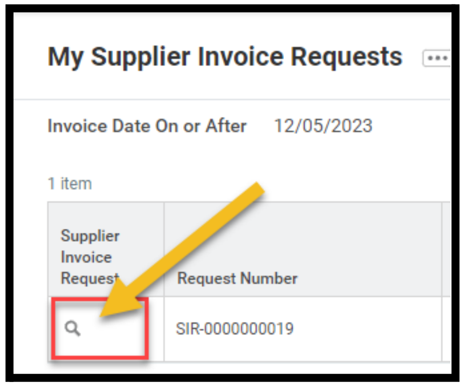
1. Use **My Supplier Invoice Requests** Report to monitor its status. Enter **My Supplier Invoice Requests** in the Workday Search Bar and press enter.



2. Click **OK** to view all Supplier invoice Requests or use the filters to select a specific Supplier.



3. Use the magnifying glass icon to open the Supplier Request.



4. Under **Additional Information**, the **Process History** tab will show you the remaining steps in the process.