Create Supplier Invoice Requests

The Create Supplier Invoice Requests tip sheet is for Managers and Accounts Payable staff.

Business Process

- Initiation: Approvals: See the steps below.
- Results: Business Process Approvals:
- Grant Transaction with Validate Worktag: Project Transaction with Validate Worktag
- Project Transaction with Validate Worktag-Gift Transaction with Validate Worktag: Not a Grant, Gift, or Project: Create Supplier Invoice Requests

Create Supplier Invoice Requests

This process is for requesting a direct pay from a department to Accounts Payable:

1. In the Workday Search bar, type "**Create Supplier Invoice Request**" and select the task.
2. In the Primary Information section, complete the required fields.
    - **Invoice Date** (Required): When processing an invoice for direct pay, the current date is auto populated.
    - **Invoice Received Date**: Enter the date received. This populates the **Payment Terms** and **Default Due Date** fields.
    - **Company** (Required): Enter the company responsible for the invoice payments.
    - **Supplier** (Required): Select the supplier for the invoice. Workday displays suppliers available for use within the selected company. You can type in the first few letters of the supplier's name to search or simply type in the supplier name.
    - **Currency** (Required): This field defaults based on the Supplier details.
    - **Control Total Amount**: Line items need to be entered for shipping and tax. Spend categories are already setup.
    - **Supplier's Invoice Number**: Enter invoice number, if available.
3. In the Additional Information area, enter optional information.
    - **Ship-To-Address**: If something is being shipped, the address will need to be entered. Leave blank if the item will be picked up.
    - **Payment Terms**: Select **Due on Receipt**.
    - **Reference Type**: Not currently using this field.

- **Handling Code**: If the invoice payment request is urgent, and you need the check returned to you, mark this field as Rush. Accounts Payable will notify you when the check is available for pick up or where to deliver it. Add special instructions in the **Memo** field below. If the requester wishes to pick up the check instead of having it mailed to the vendor, select **Pickup**. Enter contact information for the individual picking up the check in the **Memo** field.

4. Enter required information in the **Lines** tab.

NOTE: Many of these fields may be left blank.

- **Goods Line** or **Service Line**: Select the appropriate option based on the supplier invoice.
- **Item**: Workday list auto populates; data cannot be manually entered.
- **Item Description** (Required): Enter the description of the item. If left blank, an error states *Business Document Line Description is Missing*.
- **Spend Category**: Enter the name of the spend category (e.g., office supplies).
- **Quantity**: Enter the quantity from the supplier invoice.
- **Unity of Measure**: Select the type of unit being purchased.
- **Unit Cost**: This field is optional.
- **Extended Amount**: Enter the total amount for each cost center line.
- **Entity** (Required): Enter the Company associated with the invoice.
- **Cost Center** (Required): Enter the cost center that will incur the expense. Lines can be added for multiple cost centers. If your cost center breakdown includes an Excel sheet, you may assign your department cost center, and the Accounts Payable department will update the breakdown.

NOTE: The following dimensions of a cost center are the drivers of additional worktags.

- **Gift**: Enter if there is a Gift code associated with the expense. Select **All Gifts** to search or type the first 2 characters of the Gift's name to shorten the search.
- **Grant**: Enter if there is a Grant code associated with the expense. Select **All Grants** to search or simply type in the first 2 characters of the Grant's name to shorten the search.
- **Project**: Enter if there is a Project code associated with the expense. Select **Projects** to search or simply type in the Project's name to shorten the search.
- **Additional Worktags**: Enter if a specific worktag is associated with the expense (e.g., Legal).

NOTE: **Additional Worktags** also contains Fund and State Exhibit which default from the main cost center driver. Defaults may need to be changed on cost centers that have more than one Fund or State Exhibit.

- **Memo**: Enter a short general description of the expense.
- **Internal Memo**: Enter notes for Accounts Payable, as needed (e.g., *Please leave at front desk for pick up*).

5. Select the **Attachments** tab to upload files such as the supplier invoice or other supporting documents. If you have an Excel sheet that accompanies the supplier invoice, please include it as an attachment.
6. When complete, select **Submit.** Once submitted, Workday assigns a Supplier Invoice Request Number. This notification will be in your Workday Inbox, within the Archive folder, for reference.

Approvals

After submission, the information automatically routes to the Cost Center Manager for approval, then forwarded to the Accounts Payable Department for processing.

NOTE: At CNM approvals may route to Program Managers or Program of Study Managers, where specified.