## Create Supplier Invoice Request Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through the steps to create a supplier invoice request in Workday. By the end of this QRG, users will be able to successfully create a payment request in Workday by adding payment information to the request.

While creating the supplier invoice request you can:

- Request multiple payments using multiple line sub-tabs.
- Attach all the costs in a sub-tab to a single combination of Worktags.
- Split the cost by Amount in a sub-tab to multiple combinations of Worktags using the Split button.

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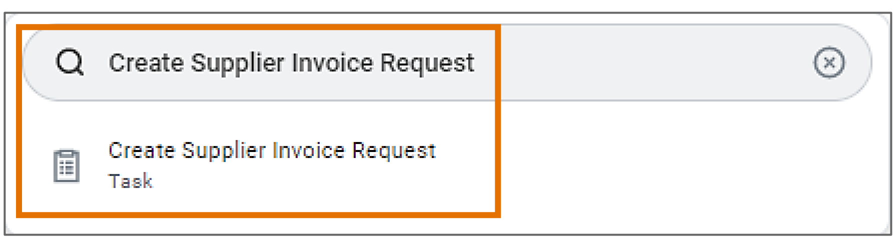
## Procedure: Create Supplier Invoice Request

On the Workday **Home** screen:

1. Type **Create Supplier Invoice Request** in the search field.
2. Select the **Create Supplier Invoice Request** from the Search Results.




On the Create Supplier Invoice Request screen:

3. Complete the following required fields under the Primary Information section:
   - **Invoice Date** – auto-populates to today's date.
   - **Invoice Received Date** – enter today's date.
   - **Company** – select the **Company** responsible for invoice payments.
   - **Supplier** – select the **Supplier** for which the supplier invoice request is being created.

- **Remit-To Connection –** auto-populates based on Supplier.
- **Currency –** auto-populates based on the Supplier**.**
- **Control Total Amount** – Not a required field. However, if a total is entered in this field, it must match the total amount of the invoice lines, as shown in the Extended Amount field. Using this field may be a good cross-check that you entered the amounts on the invoice lines correctly.
- **Supplier Invoice Number –** this is a free form field used for departmental tracking purposes. The supplier invoice number should be a unique departmental tracking number. The supplier invoice number must not be a duplicate for that particular supplier, so develop a supplier invoice numbering system that has unique supplier numbers, using such items as name, department, date, etc. If a duplicate number is used, you will receive an on-screen validation notice that this supplier invoice number has already been used and that a unique number is required. This is a required field.

4. Additional Information section:
   - **Ship-To Address** – auto-populates based on the Company
   - **Payment Terms** – auto-populates based on the Supplier
   - **Default Due Date** – auto-populates based on Payment Terms and Invoice Date (ex: If the Payment Terms are Net 30, the Due Date field is 30 days after the Invoice Date)
   - **Handling Code** – If the check should be held for pickup, click on **PMT_HNDL_HOLD FOR PICKUP.** Otherwise leave blank.

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| NOTE | All other fields in the Primary Information and Additional Information sections are optional. |

Under the **Lines** tab:

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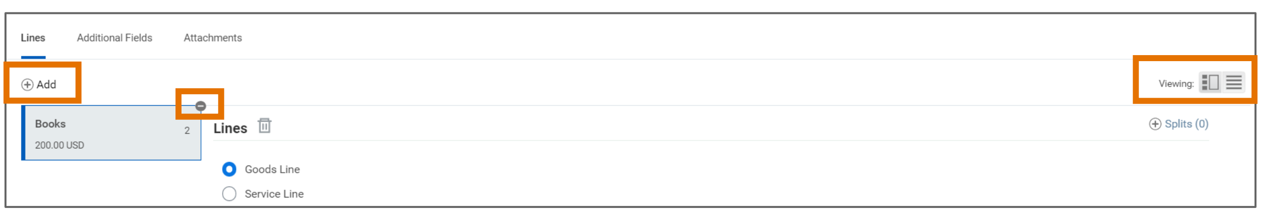
| NOTE | Select **(+) Add** to add another Line Item.<br>Select the **(-)** icon to remove a Line Item. |




5. Select the **Service Line** radio button
6. Complete the following required fields:
   - **Item Description** – type the appropriate **Item Description.**

| NOTE | Both Item and Item Description fields are optional. However, it is best practice to populate the Item Description to help suppliers and approvers identify specific items. |
|---|---|

- **Spend Category** – Select the appropriate Spend Category based on your transaction. Please note in some rare cases a Spend Category may auto-populate based on the Worktags used on this transaction. Additionally, the Supplier Invoice Request restricts the allowable Spend Categories. If an unallowable Spend Category is chosen, you will receive an error that will prevent submission.
- **Quantity** – auto-populates to 0 and cannot be edited.
- **Unit Cost** – auto-populates to 0 and cannot be edited.
- **Extended Amount** – enter the appropriate total amount.
- **Gift**, **Grant**, **Designated,** or **Project** – enter Worktag in one of the four options.
- **Fund** – auto-populates based on the entered Grant, Gift, Designated, or Project Worktag.
- **Cost Center** – may auto-populate based on the entered Grant, Gift, Designated, or Project Worktag. Select the appropriate **Cost Center** if it does not auto-populate.
- **Function** – auto-populates based on the entered Grant, Gift, Designated, or Project Worktag
- **Additional Worktags**– auto-populates based on the Cost Center.
- **Memo** – leave this field blank
- **Internal Memo** – internal memo that can be seen/reviewed by the approvers. This is also a place to document internal notes that can be referred to later.

If the check should be held for pickup, continue to **Step 7**. If not, continue at the **Note**

Under the **Additional Fields** tab:

7. Populate the following required fields:
   - **Hold for Pickup Contact** – if the check should be help for pickup, type the name, phone and/or email of the contact picking up the check.

| NOTE | Adding an attachment under the Attachments tab is optional. However, certain transaction types, such as honoraria, non-employee reimbursement, etc. may require an attachment. |
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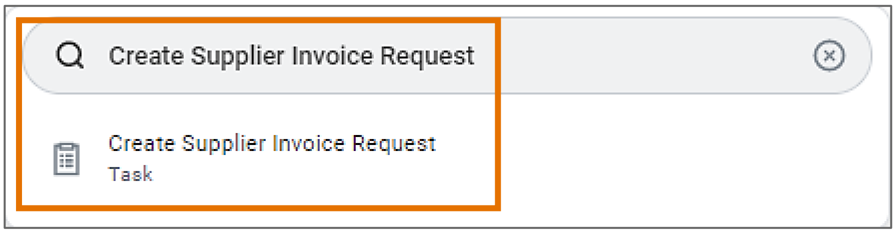
8. Select **Submit** to submit the request.

You have successfully completed this task. It will now be routed based on the configuration.

## Procedure: Create Supplier Invoice Request with Splits

On the Workday **Home** screen:

1. Type **Create Supplier Invoice Request** in the search field.
2. Select the **Create Supplier Invoice Request** from the Search Results.




On the **Create Supplier Invoice Request** screen:

3. Complete the following required fields under the Primary Information section:
   - **Invoice Date** – auto-populates to today's date.
   - **Invoice Received Date** – enter today's date
   - **Company** – select the **Company** responsible for invoice payments.
   - **Supplier** – select the **Supplier** for which the supplier invoice request is being created.
   - **Remit-To Connection** – auto-populates based on Supplier.
   - **Currency** – auto-populates based the Supplier.
   - **Control Total Amount** – Not a required field. However, if a total is entered in this field, it must match the total amount of the invoice lines, as shown in the Extended Amount field. Using this field may be a good cross-check that you entered the amounts on the invoice lines correctly.
   - **Supplier Invoice Number** – this is a free form field used for departmental tracking purposes. The supplier invoice number should be a unique departmental tracking number. The supplier invoice number must not be a duplicate for that supplier, so develop a supplier invoice numbering system that has unique supplier numbers, using such items as name, department, date, etc. If a duplicate number is used, you will receive an on-screen validation notice that this supplier invoice number has already been used and that a unique number is required. <u>This is a required field.</u>
4. Additional Information section:
   - **Ship-To Address** – auto-populates based on the Company
   - **Payment Terms** – auto-populates based on the Supplier
   - **Default Due Date** – auto-populates based on Payment Terms and Invoice Date (ex: If the Payment Terms are Net 30, the Due Date field is 30 days after the Invoice Date)
   - **Handling Code** – If the check should be held for pickup, click on **PMT_HNDL_HOLD FOR PICKUP.** Otherwise leave blank.

| NOTE | All other fields in the Primary Information and Additional information sections are optional. |
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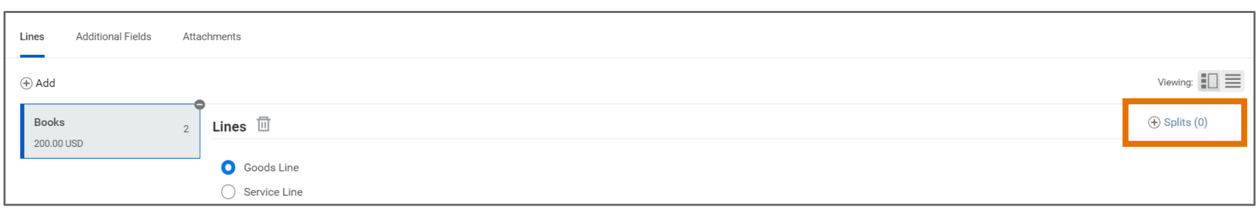
Under the **Lines** tab:

| NOTE | Select **(+) Add** to add another Line Item.<br><br>Select the **(-)** icon to remove a Line Item. |
|---|---|

5. Select the **Service Line** radio button
6. Complete the following required fields:
   - **Item Description** – type the appropriate **Item Description.**

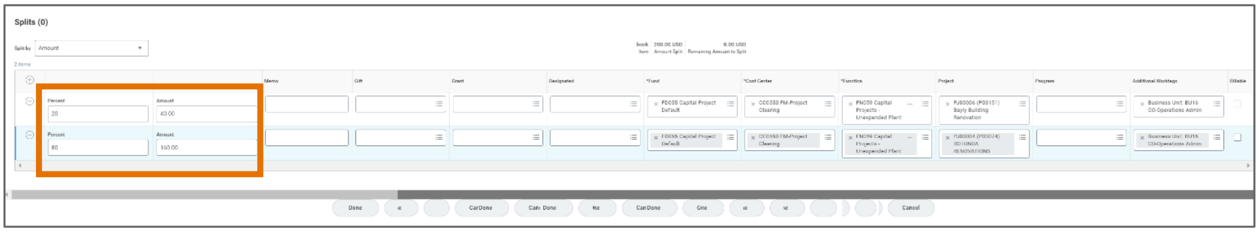
| NOTE | Both **Item** and **Item Description** fields are optional. However, it is best practice to populate the **Item Description** to help suppliers and approvers identify specific items. |
|---|---|

   - **Spend Category –** may auto-populate based on the Company**.** Select the appropriate **Spend Category** if it does not auto-populate.
   - **Quantity –** auto-populates to 0 and cannot be edited.
   - **Unit Cost –** auto-populates to 0 and cannot be edited**.**
   - **Extended Amount –** enter the appropriate total amount**.**
7. Select the **Split** button to split the selected Line Item which will tag the line item to more than 1 Worktag**.**




In the Splits pop-up:

8. Select **(+) Add** to add another line in the Split table. (To remove the line from the Split table, select the **(-)** icon)
9. For each line, complete the following required fields in the table:
   - **Percent or Amount** – split the total percentage/amount of the Line Item into the required number of lines.



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| NOTE | The total amount must be accounted for to proceed, as shown in the Amount Split and the Remaining Amount to Split lines. |

- **Gift**, **Grant**, **Designated,** or **Project**- enter Worktag in one of the four options.

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| NOTE | A Gift, Grant, Designated, or Project Worktag type is required on every transaction line. |

- **Fund** – auto-populates based on the entered Grant, Gift, Designated, or Project Worktag.
- **Cost Center** – auto-populates based on the entered Grant, Gift, Designated, or Project Worktag. Select the appropriate **Cost Center** if it does not auto-populate.
- **Function** – auto-populates based on the entered Grant, Gift, Designated, or Project Worktag
- **Additional Worktags**– auto-populates based on the Cost Center.
- **Memo** – leave this field blank
- **Internal Memo** – internal memo that can be seen/reviewed by the approvers. This is also a place to document internal notes that can be referred to later.

10. Select **Done** to return to the Lines tab.

If the check is to be held for pickup, continue to **Step 11.** If not, continue at the **Note.**

Under the **Additional Fields** tab:

11. Populate the following required field:
    - **Hold for Pickup Contact** – if the check should be held for pickup, type the name, phone and/or email of the contact picking up the check

| | |
|---|---|
| NOTE | Adding an attachment under the Attachments tab is optional. However, certain transaction types, such as honoraria, non-employee reimbursement, etc. may require an attachment. |

12. Select **Submit** to submit the request.

You have successfully completed this task. It will now be routed based on the configuration.