

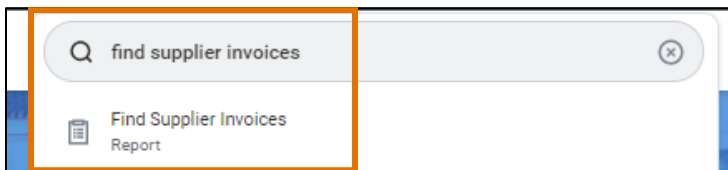
**Find & View Payment Status for a Supplier Invoice Overview**


This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through the steps on how to find and view the payment status on a supplier invoice. This may be helpful in order to determine if the supplier invoice has been paid or not in Workday.

**Find & View Payment Status for a Supplier Invoice**

On the **Workday Home** screen:


1. Type **Find Supplier Invoices** in the search field and select the task.



 <b>HINT</b>	<p><b>Did you know?</b> You can also type the <b>supplier invoice number</b> (e.g., SI-XXXXXXXXXX) directly in the search and press enter to view details immediately. This will directly bring you to the View Supplier Invoice screen (step 6). If you do not see it initially displayed, make sure to click <b>More Categories</b> from your search as it may be in the <b>Procurement</b> category. To avoid this in the future, you can move Procurement to your Saved Categories by clicking <b>Configure Search</b>.</p>
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On the **Find Supplier Invoices** prompt:

2. Complete the fields as needed to narrow down your search results. If you are looking for a specific invoice, it is recommended to fill out the following:
  - **Company** – Select the company.
  - **Supplier** – Type the supplier and press enter or identify the supplier by clicking into the field and select it from the category dropdown.
  - **Invoice Number** – If you know this, type the invoice number (SI-XXXXXXXXXX) to get a direct result.
  - **Invoice Status** – If you are expecting this invoice to be paid, select **Approved**. If you are not sure if this is approved or still in progress, leave this blank.
  - **Invoice Date On or After** – This field will automatically populate to today’s date. Change this to the corrected estimated date of the supplier invoice.
  - **Payment Status** – Leave this field blank unless you want to see supplier invoices that have that particular payment status (Paid, Partially Paid, or Unpaid).

 <b>NOTE</b>	<p>All fields are optional. Fill out as needed to help find the specific supplier invoice you would like to see the payment status of. Make sure to update the <b>Invoice Date On or After</b> field or your results will only display invoices that are of that day or later.</p>
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- Click the **OK** button.

On the **Find Supplier Invoices** screen:

- You will see a list of supplier invoices based on the filters you set from the previous screen. Navigate to the supplier invoice you would like to see the payment status of.

**HINT**

**Did you know?** You can filter the columns as needed to find the specific invoice by clicking directly on the column header.

Supplier Invoice	Invoice Number	Company	Express Document Number	Intercomp
Q	SI-0000000964	<div style="border: 1px solid orange; padding: 2px;">                     ↑ Sort Ascending                      ↓ Sort Descending                      Filter Condition *  <input type="text" value="is"/>                      Value *  <input type="text"/>  <input type="button" value="Filter"/> </div>		
Q	SI-0000000963			
Q	SI-0000000962			
Q	SI-0000000961			
Q	SI-0000000960			
Q	SI-0000000959			

- Once you identified the correct invoice, you will need to see further details in order to find the payment status. Under the **Supplier Invoice** column, right click the magnifying glass and select **See in New Tab**.

Supplier Invoice	Invoice Number	Company
Q	SI-0000000964	The Rector & Visitors of the University of Virginia
<div style="border: 1px solid orange; padding: 2px; display: inline-block;">See in New Tab</div>		
Copy URL		
Copy Text		
View Printable Version		
Export to Excel		

On the **View Supplier Invoice** screen:

- You will find the Payment Status at the top of the page. If the invoice has been paid, you will see **Paid** next to the Payment Status.

View Supplier Invoice							
Supplier Invoice	🔍	Invoice Number	SI-0000000964	Status	Approved	Payment Status	Paid

You have successfully completed this task.