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.

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).

   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 Invoice Date On or After field or your results will only display invoices that are of that day or later.

3. Click the OK button.
On the **Find Supplier Invoices** screen:

4. 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.

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

5. 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**.

On the **View Supplier Invoice** screen:

6. 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.

You have successfully completed this task.