Create Supplier Invoice Request Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through the steps to create supplier invoice requests and how to find them 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.
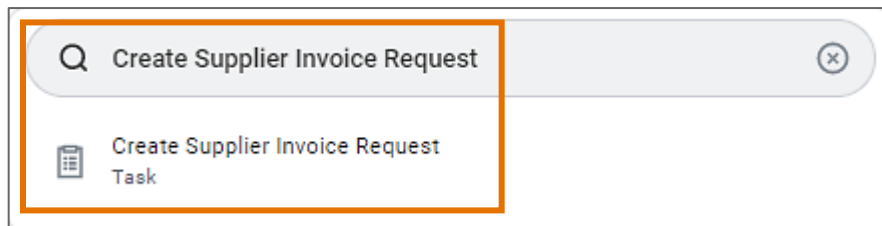
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Procedure: Create Supplier Invoice Request

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 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.

NOTE	The Supplier Invoice Number field is intended for a short, concise, unique supplier invoice number. It is **NOT** intended for a long description. If needed, descriptions should be entered into either the Item Description field or the Internal Memo 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.

NOTE	Hold for Pickup is limited to those transactions in which the payment type is "Check". Before populating the Hold for Pickup Contact you must verify that "Check" is the supplier's default payment type. To do so, click on the **related actions button** (the three dots) next to the **Remit-To Connection**. The Default Payment Type must say "Check". If the Default Payment Type is an electronic payment, and you need the payment to be a check that is held for pickup, you must contact Accounts Payable (via AskFinance) as soon as possible to have the payment type changed for this transaction. The email to AskFinance should be titled "ATTN Accounts Payable: Hold for Pickup Payment".
NOTE	All other fields in the Primary Information and Additional Information sections are optional.

Under the **Lines** tab:

NOTE	Select **(+) Add** to add another Line Item. 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. To view a list of allowable spend categories, refer to the Allowable Spend Categories for Supplier Invoice Requests.
   - **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.

NOTE	Please make sure to have **only one driver worktag** (gifts, grant*, designated, or project) on a line. *Please note: There is one exception. You can have a grant worktag with designated or gift on the same line when the designated/gift worktag is used as a cost share for a grant.*

   - **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 second **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: the recipient of the check cannot be the individual that is picking up the check.

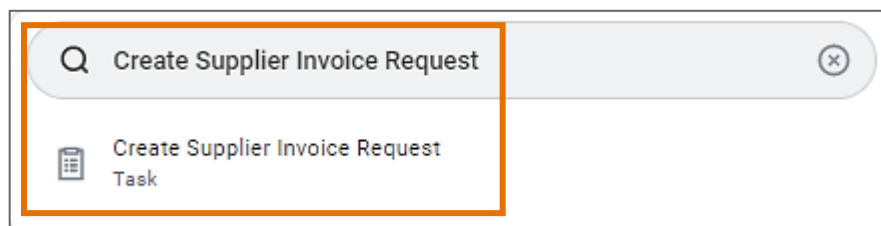|	
NOTE	Hold for Pickup is limited to those transactions in which the payment type is "Check". Before populating the Hold for Pickup Contact you must verify that "Check" is the supplier's default payment type. To do so, click on the **related actions button** (the three dots) next to the **Remit-To Connection**. The Default Payment Type must say "Check". If the Default Payment Type is an electronic payment, and you need the payment to be a check that is held for pickup, you must contact Accounts Payable (via AskFinance) as soon as possible to have the payment type changed for this transaction. The email to AskFinance should be titled "ATTN Accounts Payable: Hold for Pickup Payment".
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.

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

NOTE	Activity Stream is available on the Supplier Invoice Request once it is created. Activity Stream allows you to tag colleagues within your area in comments and see all related business process events and comments. This should NOT be used instead of an AskFinance ticket. Click HERE to learn more about Activity Stream and comments.

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. 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.

NOTE	Hold for Pickup is limited to those transactions in which the payment type is "Check". Before populating the Hold for Pickup Contact you must verify that "Check" is the supplier's default payment type. To do so, click on the **related actions button** (the three dots) next to the **Remit-To Connection**. The Default Payment Type must say "Check". If the Default Payment Type is an electronic payment, and you need the payment to be a check that is held for pickup, you must contact Accounts Payable (via AskFinance) as soon as possible to have the payment type changed for this transaction. The email to AskFinance should be titled "ATTN Accounts Payable: Hold for Pickup Payment".
NOTE	All other fields in the Primary Information and Additional information sections are optional.

Under the **Lines** tab:

NOTE	Select **(+) Add** to add another Line Item. 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. To view a list of allowable spend categories, refer to the [Allowable Spend Categories for Supplier Invoice Requests](#).
- **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.

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.

NOTE	A Gift, Grant, Designated, or Project Worktag type is required on every transaction line. Please make sure to have **only one driver worktag** (gifts, grant*, designated, or project) on a line. *Please note: There is one exception. You can have a grant worktag with designated or gift on the same line when the designated/gift worktag is used as a cost share for a grant.*

- **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: the recipient of the check cannot be the individual that is picking up the check.

NOTE	Hold for Pickup is limited to those transactions in which the payment type is "Check". Before populating the Hold for Pickup Contact you must verify that "Check" is the supplier's default payment type. To do so, click on the **related actions button** (the three dots) next to the **Remit-To Connection**. The Default Payment Type must say "Check". If the Default Payment Type is an electronic payment, and you need the payment to be a check that is held for pickup, you must contact Accounts Payable (via AskFinance) as soon as possible to have the payment type changed for this transaction. The email to AskFinance should be titled "ATTN Accounts Payable: Hold for Pickup Payment".
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.

NOTE	Activity Stream is available on the Supplier Invoice Request once it is created. Activity Stream allows you to tag colleagues within your area in comments and see all related business process events and comments. This should NOT be used instead of an AskFinance ticket. Click HERE to learn more about Activity Stream and comments.

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

Procedure: Find Supplier Invoice Request

After creating a supplier invoice request, you can find this and others you have created through the My Supplier Invoice Requests report in Workday.

On the **Workday Home** screen:

1. Type **My Supplier Invoice Requests** in the search field.
2. Select the **My Supplier Invoice Requests** report from the Search Results.

On the **My Supplier Invoice Requests** screen:

3. Fill out the optional fields to narrow down your selection. If you want to view all your supplier invoice requests, you can leave these fields blank.
4. Click the **OK** button.

On the **My Supplier Invoice Requests** screen:

5. The report will display the following details such as Supplier Invoice Request, Request Number, Company, Request Status, Supplier, Supplier's Invoice Number, Invoice Date, Memo, Due Date, and Request Amount.
6. To view further details of the supplier invoice (such as request lines & worktags), right click on the **magnifying glass** and select **See in New Tab**.
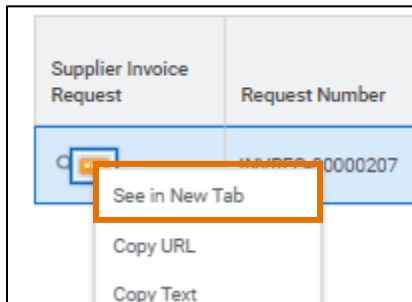
Supplier Invoice Request	Request Number
	INVREQ-00000207
See in New Tab	
Copy URL	
Copy Text	

	You can also type in or copy & paste the **Request Number** (INVREQ-XXXX) directly in the Workday search to find the supplier invoice request.
HINT	

You have successfully completed this task.