Supplier Accounts: Create Supplier Invoice Request

Workday User Guide

Intended Audience: All Workday Users who need to request Supplier Invoice payments

Overview

Dickinson Workday users complete a Create Supplier Invoice Request to initiate a payment to a supplier.

Key Terminology:

Term	Definition
Supplier Invoice	The invoice a vendor sends after the receipt of a good or service.
Supplier Invoice Request	Initiates a request in Workday for a Supplier invoice to route to Accounts Payable for payment.

Task: Create Supplier Invoice Request

1. Beginning on the Workday homepage, use the search bar to locate and select the task, **Create Supplier Invoice Request**.
2. Under the **Primary Information** section enter needed information.
    a. **Invoice Date:**(Required) Enter the date listed on supplier invoice. All suppliers have specific payment terms, and the invoice date controls the due date.
    b. **Company:**(Required) This should be DC101 Dickinson College
    c. **Supplier:** (Required) Select the supplier for the invoice. Workday displays the suppliers that are available for use with the selected company. If the supplier is not displayed, refer to the Create Supplier Request guide.
    d. **Currency:** (Required) Should default to USD.
    e. **Control Total Amount**: Enter the invoice total amount to be paid to the supplier.
    f. **Supplier's Invoice Number:** Enter the invoice number that is provided on the invoice. If the supplier does not provide an invoice number, please leave the field blank.
3. Under the **Additional Information** section, enter the required information.

   a. **Ship To Address:** This will automatically populate based on the Company you select.

   b. **Payment Terms: Will default in based on the supplier, please do not change this field.**

   c. **Memo:** Enter a description for the invoice. This information will be provided to the supplier. OK to leave it blank.

4. Under the **Lines** tab, enter the relevant information.

   a. **Item:** OK to leave blank.

   b. **Item Description:** OK to leave blank.

   c. **Spend Category:** (Required) Enter the name of the spend category (e.g.: Office Supplies).

   a. **Quantity**: OK to leave blank.

   d. **Unit of Measure:** OK to leave blank.

   e. **Unit Cost:** OK to leave blank.

   f. **Extended Amount:** Enter the total amount for each Cost Center line.

   g. **Gift, Grant, Program, or Project -** To link the invoice to a specific gift, grant, program, or project, enter the relevant details. This will ensure the invoice is routed to the appropriate manager.

      TIP: *Grants can be found by typing in the principal investigator's (PI) name into the data field.*

   h. **Cost Center:** If a grant, gift, program, or project is selected, this field will update automatically. Multiple worktags and cost centers can be added on separate lines by clicking +Add.

   i. **Additional Worktags:** These will automatically populate if there is a specific work tag associated with the expense.

   j. **Memo:** (Required) Enter a short general description of the line expense. This description will be available on Workday reports.

   k. **Internal Memo:** OK to leave blank or leave notes for AP as needed.

5. Under the **Attachments** tab, upload or drag and drop necessary files like supplier invoice and supporting documents. Attachment is mandatory. Do not include W-9 information.

6. Select **Submit** for approval.

   NEXT STEPS:

   - Once submitted, the Supplier Invoice request will be routed for review to the Accounts Payable Data Entry Specialist.
   - Invoices will then be routed for approval by the applicable gift, grant, program, project, or cost center manager.
   - Invoices over $15,000 will be routed through additional approval.
   - Invoices over $50,000 will be routed through the Vice President and the Finance Executive.

   TROUBLESHOOTING: The Workday business process contains validation conditions. **Critical Errors (red)** must be resolved before submitting the process. Workday will not allow you to submit the process until the errors are resolved. **Alert (yellow)** messages will appear for data that must be reviewed for accuracy before submitting.

Support: Still have questions?

For technical support, please contact the HelpDesk at 717-245-1000 or helpdesk@dickinson.edu.

For additional support, reach out to accountspayable@dickinson.edu.