



Finance: Supplier Invoice



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In order to request a payment without a purchase order, you will need to complete a Supplier Invoice. **Note-** the Supplier Invoice is NOT used for reimbursements or refunds. This process can ONLY be used for the limited spend categories which are listed on the [Spend Categories for Supplier Invoices](#) on the Workday Finance Job Aids.

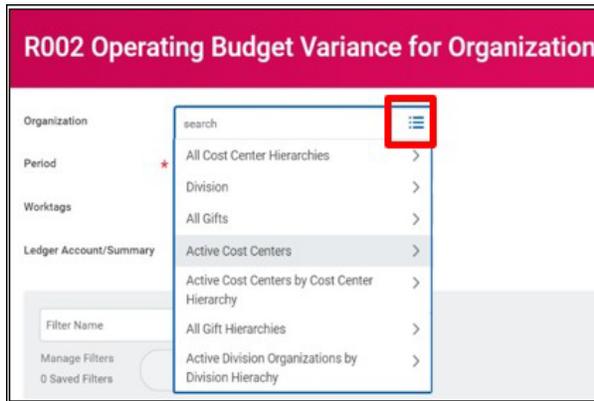
The main steps of the Supplier Invoice are as follows:

- 1) Check funds availability by reviewing the R002 Report
- 2) Confirm Supplier exists in the Workday system
- 3) Confirm Invoice number from Supplier, or create an invoice record using the Supplier Invoice Number Template
- 4) Enter the Supplier Invoice information
- 5) Check the status of the request

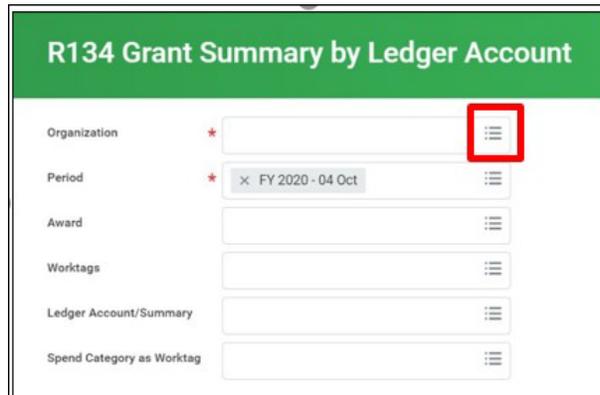
Check Budget

The first step in creating a Supplier Invoice is to check the available budget. For cost center transactions, run the R002 Report. If the transaction is for a grant, then the R134 Report should be run.

- In the *Search* field, enter **R002** to find and run the **Budget Report**



- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.



- 1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
- 2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.
- 3) Click the **OK** button.

The R002 Budget Variance Report.

← R002 Operating Budget Variance for Organization (Actions)								
Organization		Cost Center: CC10315 Technology Training and Integration		Budget Name		FY20 Reporting Budget		
Budget Structure		Reporting Budget Structure - Parent		Period		FY 2020 - 02 Aug		
15 Items								
Budget to Actuals for Cost Center: CC10315 Technology Training and Integration			FY 2020					
Report ran on 08/08/2019 for Period FY 2020 - 02 Aug								
	Original Budget	Amendments	Revised Budget	Obligation	Commitment	Reserved Journals	Available Budget \$	Available Budget %
Personnel Expense	1,807,345.00	0.00	1,807,345.00	0.00	0.00	0.00	1,807,345.00	100.0%
Non-Position Controlled	594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43	100.0%
Position Controlled	1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17	100.0%
Total Personnel Expense	1,807,345.00	0.00	1,807,345.00	0.00	0.00	0.00	1,807,345.00	100.0%
Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
General Operating	5,536.00	0.00	5,536.00	0.00	0.00	337.50	5,198.50	93.9%
Materials and Supplies	3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50	88.9%
Services	2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00	100.0%
Travel	380.00	0.00	380.00	0.00	0.00	0.00	380.00	100.0%
Total Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
Total Expense	1,813,261.00	0.00	1,813,261.00	0.00	0.00	337.50	1,812,924.00	100.0%

Review the appropriate Parent level Available Budget column to ensure that money is available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday Finance Job Aids page <https://www.montclair.edu/finance-and-treasury/workday-resources/budget-amendments/> to access the Budget Amendment Reference Guide.

Once confirmed that enough budget exists, begin to build the Supplier Invoice.

Confirm Supplier in Workday

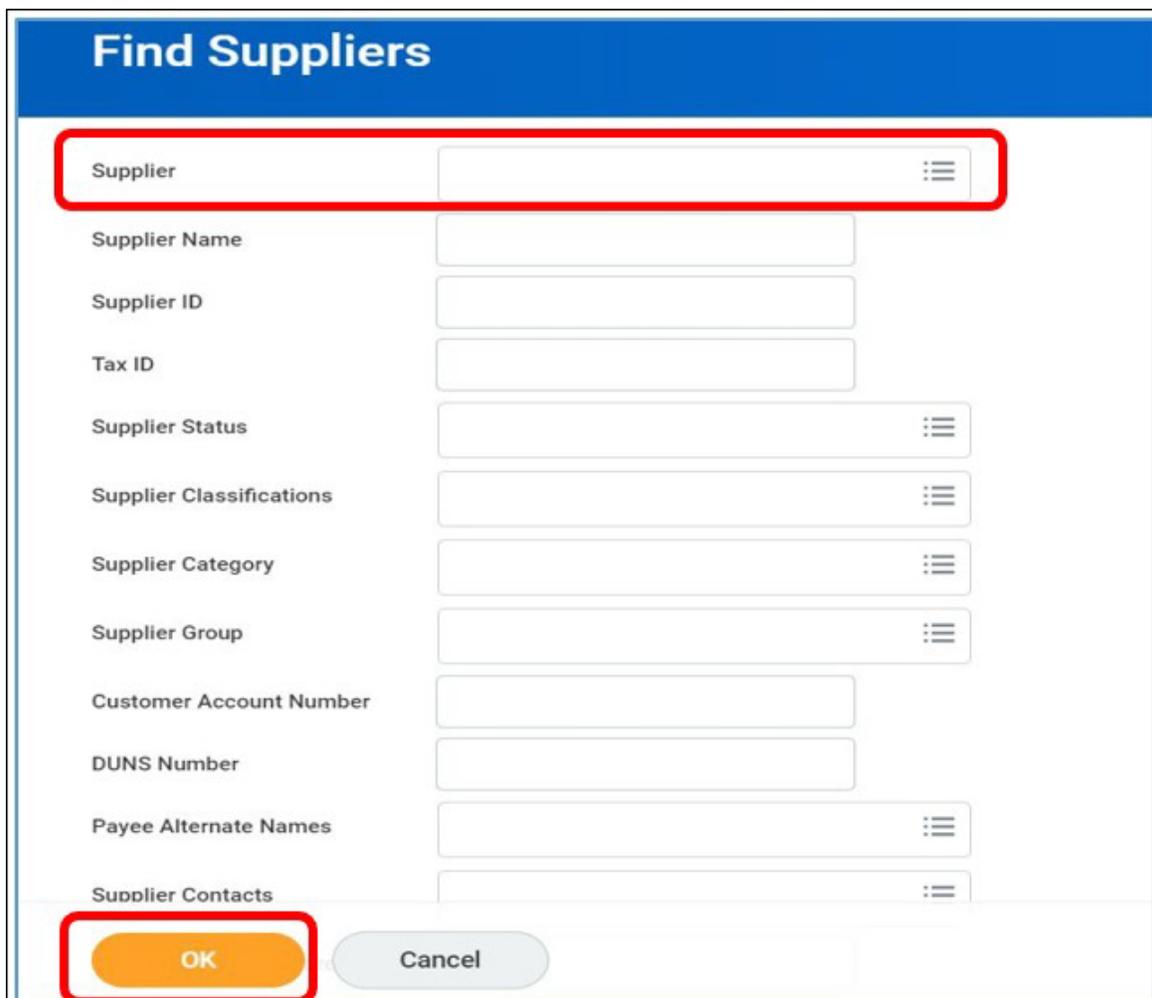
BEFORE beginning the Supplier Invoice process, confirm the Supplier exists in Workday.

- 1) Type **Find Suppliers** in the *Search* field in the upper left corner of the screen and click **Find Suppliers – Report**.



A screenshot of the Workday search interface. The top left corner features the Workday logo (a blue 'W' with a yellow arc above it). To the right is a search bar containing the text 'find supplier'. Below the search bar, a button labeled 'Find Suppliers - Report' is highlighted with a red rectangular border.

- 2) On the *Find Suppliers* screen, enter the supplier name in the **Supplier** field.
- 3) Click **Enter** to process the search.



A screenshot of the 'Find Suppliers' screen. The title 'Find Suppliers' is displayed in white text on a blue header bar. Below the header, there is a list of search criteria, each with an input field and a menu icon (three horizontal lines) on the right. The 'Supplier' field is highlighted with a red rectangular border. At the bottom of the screen, there are two buttons: an orange 'OK' button and a grey 'Cancel' button. The 'OK' button is also highlighted with a red rectangular border.

- 4) From the list of search results, click the **selection box** next to the appropriate Supplier for the request.
- 5) Click the **OK** button.

The screenshot shows a 'Find Suppliers' window. At the top, there's a blue header with the title 'Find Suppliers'. Below it, there's a search bar containing 'state of new jersey'. To the right of the search bar is a close button (X). Below the search bar, it says 'Search Results (2)'. There are two search results listed: 'STATE OF NEW JERSEY' and 'TREASURER STATE OF NEW JERSEY'. Each result has a small square selection box to its left. The selection box for 'STATE OF NEW JERSEY' is highlighted with a red circle. Below the search results, there are several input fields for 'Supplier Name', 'Supplier ID', 'Tax ID', 'Supplier Status', 'Supplier Classifications', 'Supplier Category', and 'Supplier Group'. At the bottom of the window, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red circle.

In the supplier report:

- A status of “Active”, in the *Supplier Status* column, indicates the Supplier is available to use. Other statuses include “Inactive” (Supplier has not been used in a specific period of time), “Hold” (temporarily unavailable if there is an issue with this supplier file), and “Draft” (the file is being created or updated).
- The *Supplier Contacts* column lists the name(s) of the connection(s) within the Supplier that works with Montclair State University.
- The *Primary Remit-To Address* shows the default location of where payments are sent for this Supplier.
- The *Remit-To Connections* displays the alternate addresses on file for where payments can be sent.
- The *Order-From Connections* lists the associated addresses for where the purchase orders should be sent for this Supplier. When checking the status of the Supplier, make note of the preferred address of where your specific purchase order should be sent, as you will need to indicate this on the corresponding requisition.
- The *Affirmative Action, Business Registration Certificate, and Chapter 51* columns indicate which documents are on hand, the ID numbers, issue and expiration dates for the specific Supplier.

If the Supplier does not exist in the system, a Supplier Create/Maintain Form should be sent to the targeted Supplier for completion and submission to the Supplier Create team.

A supplier can be used in a transaction, **ONLY** if their status is “Active”, **AND** there is data in both the “Primary Remit-To Address” and “Order-From Connections” fields.

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Alternate Name	Supplier Contacts	Parent Supplier	Default PO Issue Email	Primary Email Address	Prim
STATE OF NEW JERSEY	STATE OF NEW JERSEY	S-00003394	Active	Suppliers S-Z		NJ DIVISION OF VOCATIONAL REHAB SERV	ASLEE ROGERS CECILIA HEREDIA CINDY CORDERO DAVID KRUS DOTTIE HESS More (17)			njsdc@dol.nj.gov	3251 STAT INST SCIEI NEW Unite

Primary Remit-To Address	Remit-To Connections	Order-From Connections	02 Affirmative Action Certificate Number	02 Affirmative Action Certificate Issue	02 Affirmative Action Certificate Expiration	03 Business Registration Certificate Number	03 Business Registration Certificate Date	Chapter 51 Start Date	Chapter 51 Expiration Date	Pu Ce Nu
325 NORFOLK STREET STATE TOXICOLOGY LAB DOH INSTITUTE FORENSIC SCIENCE NEWARK, NJ 07103 United States of America	STATE OF NEW JERSEY - Remit-To: 1035 PARKWAY AVE PO BOX 600 TRENTON NJ USA 08625-21 STATE OF NEW JERSEY - Remit-To: 1261 RTE 1 & 9 SOUTH AVENEL NJ USA 07001-1647-34 STATE OF NEW JERSEY - Remit-To: 13 EMERY AVE 2ND FLOOR DIV OF VOCATIONAL REHAB SVCS RANDOLPH NJ USA 07869-9 STATE OF NEW JERSEY - Remit-To: 153 HALSEY STREET 6TH FLOOR NEWARK NJ USA 07101-31 STATE OF NEW JERSEY - Remit-To: 1 JOHN FITCH	STATE OF NEW JERSEY - Order-From: 100 RIVER VIEW PLAZA OFFICE OF LICENSURE & CREDENTIALS NJ DEPT OF EDUCATION TRENTON NJ USA 08625-0500-34 STATE OF NEW JERSEY - Order-From: 101 SOUTH BROAD STREET TRENTON NJ USA 08625-0802-22 STATE OF NEW JERSEY - Order-From: 1035 PARKWAY AVE PO BOX 600 TRENTON NJ USA 08625-1 STATE OF NEW JERSEY - Order-From: 1261 RTE 1 & 9 SOUTH AVENEL NJ USA 07001-1647-10 STATE OF NEW JERSEY - Order-From: 100 RIVER VIEW PLAZA OFFICE OF LICENSURE & CREDENTIALS NJ DEPT OF EDUCATION TRENTON NJ USA 08625-0500-34								

Confirm Invoice from Supplier/Create Invoice Record

The requestor needs an invoice number before the data entry process can be started. If the Supplier has provided an invoice, enter the invoice number in the Invoice Number field.

If no invoice has been provided, a **Supplier Invoice Number Template** must be completed so that an invoice number can be generated for use in the system. The Supplier Invoice Number Template is available on the Finance and Treasury website, under Forms, in the Accounts Payable section. **NOTE- ONLY use the Supplier Invoice Number Template if the Supplier has not provided an invoice with an invoice number included.**

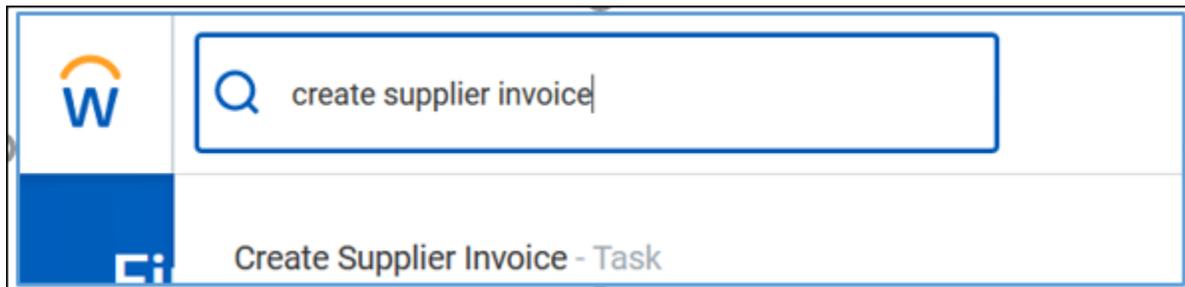
Note – A new Supplier Invoice Number Template must be completed each time a new request is initiated. The completed template cannot be reused for multiple requests, as a unique invoice number will need to be generated each time there is not a supplier

invoice provided. Please start each Supplier Invoice Number Template from the Finance website to ensure the latest version of the form is being used.

Save the completed template as a PDF (print as PDF) in your computer to ensure the entered data is retained within the form. Once saved, attach the request to the Supplier Invoice in Workday, along with any other related backup.

Create Supplier Invoice

- 1) Enter **Create Supplier Invoice** into the *Search* bar and click **Create Supplier Invoice – Task**.



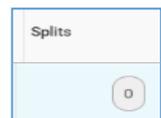
The *Create Supplier Invoice* screen displays.

- 2) Complete the following fields in the header section:
 - **Company** – defaults as Montclair State University
 - **Supplier** – click the **prompt** icon to search and select the appropriate Supplier.
 - **Remit To Connection** – select the delivery location for payment for this Supplier. This is a required field.
 - **Currency** – defaults as USD.
 - **Invoice Date** – defaults in as the current date. This should be changed to reflect the date of the invoice.
 - **Control Total Amount** – the total amount of the payment being requested.
 - **Payment Terms** – defaults in based on the supplier selection. This should NOT be changed.
 - **Handling Code** –select an option if the check is to be picked up by the requester, or if the enclosure needs to be included with the payment.
 - **Supplier's Invoice Number** – This is a required field. Enter the number from the Supplier's invoice or from the Supplier Invoice Template that you created. Please note, if a duplicate invoice number is used for a supplier, the system gives a hard stop.
 - **Supplier Contract** – used ONLY by Facilities for paying building permits.
 - **Memo** – leave this field blank.
 - **Approver** – leave this field blank.

- 3) Scroll down to the *Invoice Lines* section of the screen.
- 4) Complete the following fields on the line:
 - **Spend Category** – Select the appropriate spend category for Supplier invoices. If the user selects a spend category which is not allowed, they will receive a system error. [List of Spend categories for Supplier invoices](#) are available in Workday Finance Job Aids.
 - **Quantity** – Enter the number of items included in the line of the request.
 - **Unit of Measure** – Select the appropriate unit of measure.
 - **Unit Cost** – Enter the cost of one unit of the line request.
 - **Extended Amount** – The total amount of payment for the specific spend category selected.
 - **Cost Center/Division/Additional Worktags** – Enter the specific driver worktag to complete the related fields.

Invoice Lines	Tax	Currency Rate	Prepaid Details	Additional Fields	Attachments
Invoice Lines 1 Item					
+	Order	*Company	Item	Item Description	
+ -	▼ ▼	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> x Montclair State University </div>			

- 5) To split the cost of a line, scroll to the far right of the line and click the zero in the **Splits** column.
- 6) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.



The screenshot shows a 'Split by' dropdown menu set to 'Amount'. Below it, a table displays '1 item' with columns: Percent, Amount, Memo, *Cost Center, *Division, *Additional Worktags, and Billable. The first row contains '0' in the Percent column and '0.00' in the Amount column. At the bottom of the interface, there are two buttons: 'Done' and 'Cancel'.

- 7) On the displayed line, enter the percent or amount of the first portion of the split.
- 8) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.
- 9) Click the **plus sign** immediately under the Item counter, and complete the split information on the inserted line.
- 10) Continue to add lines until 100% of the total line amount has been allocated.
- 11) Click **Done**.
- 12) To add another line to the overall invoice, click the plus sign below the Invoice Lines tab.
- 13) Once all lines have been completed, click the **Attachments** tab to upload the required supporting documentation (supplier invoice, or completed template).
- 14) Scroll back up to the header section of the screen to check that the **Control Total Amount** field equals the **Total Invoice Amount** field. This will confirm that all line totals were included in the amount of the payment.
- 15) Click the **Submit** button to save this request and send it to the approver for review and processing.

A confirmation banner displays confirming the request invoice has been successfully submitted. If an Alert indicator displays on the banner regarding the Prepaid Transaction process, ignore it (for subscriptions and memberships).

Note – if a disallowed spend category has been selected, the system will display the error message at this point. The Initiator will need to revise and resubmit the request for approval.

Review Budget Check

If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**

You have submitted
 Supplier Invoice: SI-000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00 [Actions](#)

Up Next

 **Your-name-here!**

Review Budget Check
 Due Date 11/11/2019

Review

> **Details and Process**

1) Click the **Review** button to drill into the request in order to find the issue. In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.

Review Budget Check
 Check Budget (Financial) for Supplier Invoice [Actions](#)

Budget Check Status
 Fail (Insufficient Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction: Supplier Invoice: SI-000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00
 Request Override

Budget With Exceptions Transactions

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date	
Montclair State University	Control Budget Structure - Parent	FY 2020	Annual	Control	<input checked="" type="checkbox"/>	View

Submit **Send Back** **Save for Later** **Cancel**

3) Review the columns of the Report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Check Exceptions								
Budget Structure	Control Budget Structure - Parent							
Budget	FY20 Control Budget							
Budget to Date	Yes							
Include Reserved Journal Lines	Yes							
Evaluation Date Option	Accounting Date							
Transaction: Parent Event	Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00							
1 item								
Company	Ledger Account/Summary	Dimensions on Journal Lines	Budget Structure Dimensions Subject to Budget Check	Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
Montclair State University	60525 Membership & Subscriptions	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund LENOVO US INC N15 Institutional Support SC0123 Memberships/Dues	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund N15 Institutional Support	52,900.00	2,067.20	5,000,000.00	(4,949,167.20)	Fail (Insufficient Budget)

4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Approval Process

The process moves forward for additional reviews and approvals to the list below.

Note- any of the approvers can Approve, Send Back the request to the Initiator with a comment on any changes to be made, or Deny which terminates the invoice.

- Cost Center Manager for each department involved
- Grant or Gift Manager, if applicable

Check Status of the Supplier Invoice

To view where in the approval process the Supplier Invoice is sitting, type the Supplier Invoice in the search bar. You can scroll down and click the Process History tab.

View Supplier Invoice

Supplier Invoice Invoice Number SI-0000059632 Status In Progress Payment Status Unpaid Budget Check Status Pass

Invoice Information

Company: Montclair State University

Supplier: CDW GOVERNMENT LLC

Remit-To Connection: CDW GOVERNMENT LLC - Remit-To: 75 REMITTANCE DRIVE SUITE 1515 CHICAGO IL USA 60675-1

Currency: USD

Invoice Date: 02/27/2023

Invoice Received Date: (empty)

Total Invoice Amount: 11.00

Amount Due: 11.00

Terms and Taxes

Payment Terms: Net 30

Discount Date: (empty)

Due Date: 03/29/2023

Default Payment Type: ACH

Invoice Reference Information

Ship-To Address: 1 Normal Avenue Montclair, NJ 07043 United States of America

On Hold: No

Supplier Document Received: No

Supplier's Invoice Number: 7890-

External PO Number: (empty)

Referenced Invoices: (empty)

Supplier Contract: (empty)

Total Contract Amount: 0.00

Invoice Lines Attachments **Process History**

Invoice Lines 1 item

This will allow you to see who is next in the business process awaiting action.

Invoice Lines Attachments **Process History**

11 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Supplier Invoice Event	Supplier Invoice Event	Step Completed	02/27/2023 11:51:36 AM	03/06/2023		1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	02/27/2023 11:51:36 AM			0	
Check Budget (Financial)	Service: Run Spend Commitment Accounting and Budget Check (DO NOT USE)	Step Completed	02/27/2023 11:51:36 AM		Workday Service	1	
Check Budget (Financial)	Review Budget Check	Not Required				0	
Check Budget (Financial)	Override Budget Check	Not Required				0	
Check Budget (Financial)	Service: Reserve Budget in Budget Check	Step Completed	02/27/2023 11:51:36 AM		Workday Service	1	
Supplier Invoice Event	Supplier Accounts Match Process	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Accounts Payable Manager	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Gift Manager, Grant Manager, and Project Manager (All)	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Project Manager (All)	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Cost Center Manager (All)	Awaiting Action		03/01/2023	Shawn Connolly (Cost Center Manager)	1	

Save for Later

- 1) Click the **Save for Later** button to save your request and return to it later.

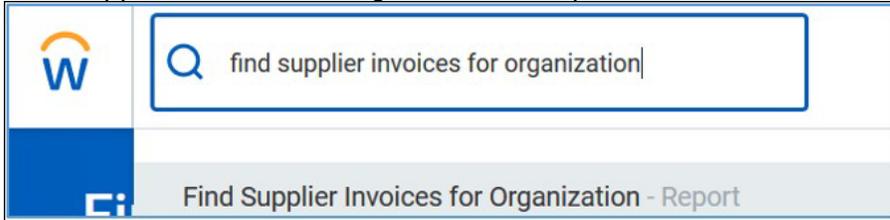


- 2) Follow the steps in the Find Supplier Invoices for Organization to locate those items in Draft status.

Find Supplier Invoices for Organization

To view a list of all Supplier Invoices and their statuses for Cost Centers to which you have access, run the Find Supplier Invoices for Organization report.

- 1) Enter **Find Supplier Invoices for Organization** into the *Search* bar and click Find Supplier Invoices for Organization – Report.



The *Find Supplier Invoices for Organization* screen displays.

- 2) In the **Organization** field, enter the **cost center** to run the Report.
- 3) Click the **OK** button.

A screenshot of the 'Find Supplier Invoices for Organization' report form. The title bar is blue with white text. Below the title bar are several input fields: 'Organization', 'Supplier', 'Invoice Date On or After' (with a date picker), 'Invoice Date on or Before' (with a date picker), 'Match Status', 'Only Show Invoices that Failed Budget Check' (checkbox), and 'Exclude Canceled Invoices' (checkbox, checked). At the bottom, there is a 'Filter Name' field and two buttons: 'OK' (orange) and 'Cancel' (grey).

The system displays a report with the following columns:

- Invoice Number
- Invoice Date
- Supplier
- Invoice Amount
- Budget Check Status
- Approval Status
- Payment Status
- Memo
- Due Date
- Payment Type
- Last Invoice Payment Date
- Payment Reference

← Find Supplier Invoices for Organization Active

Companies Montclair State University Exclude Canceled Invoices Yes

Organization Cost Center: CC10278 VP Finance and Treasurer

Items

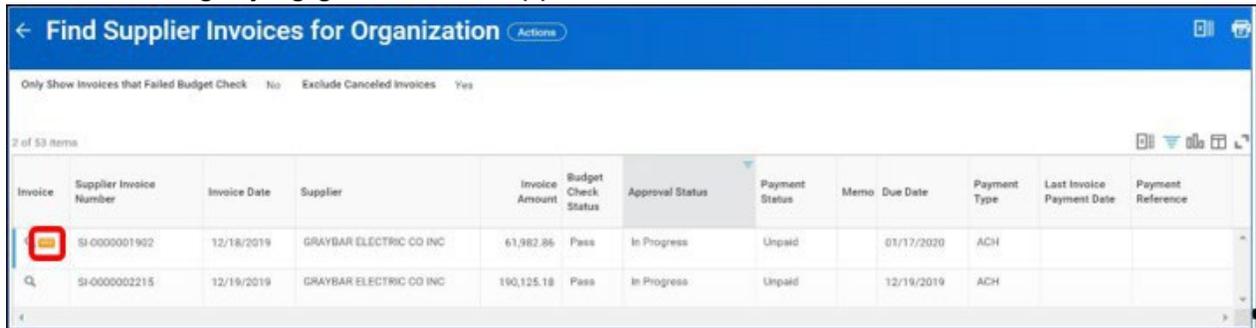


Invoice	Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
Q	SI-0000000353	08/08/2019	COMPASS GROUP USA INC	78.00	Pass	Approved	Paid		09/07/2019	ACH	08/30/2019	EFT-589738
Q	SI-0000000354	08/08/2019	COMPASS GROUP USA INC	180.00	Pass	Approved	Paid		09/07/2019	ACH	08/30/2019	EFT-589739
Q	SI-0000000140	08/30/2019	COMPASS GROUP USA INC	200.00	Pass	Approved	Paid		09/29/2019	ACH	08/30/2019	EFT-589740
Q	SI-0000000170	09/18/2019	ADORAMA CAMERA INC	35.00	Pass	In Progress	Unpaid		10/18/2019	Check		

Change a Supplier Invoice

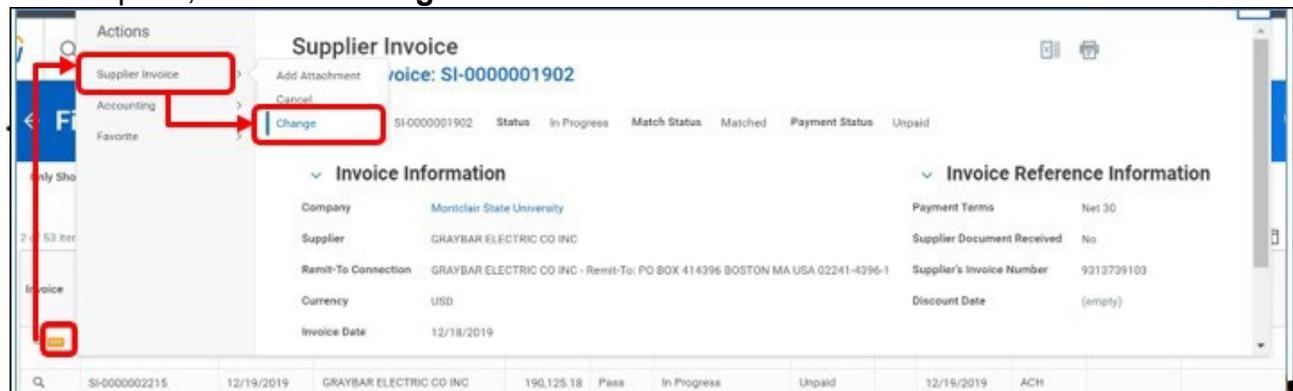
Edits can only be made to the Supplier Invoice by the Initiator while the status is “In Progress” or when an approver sends it back to the Initiator, and the Payment Status is Unpaid.

- 1) From the *Find Supplier Invoices for Organization* report, click the **twinkie** next to the magnifying glass of the supplier invoice to edit.



Invoice	Supplier Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
	SI-000001902	12/18/2019	GRAYBAR ELECTRIC CO INC	61,982.86	Pass	In Progress	Unpaid		01/17/2020	ACH		
	SI-000002215	12/19/2019	GRAYBAR ELECTRIC CO INC	190,125.18	Pass	In Progress	Unpaid		12/19/2019	ACH		

- 2) In the left column of the pop-up window, hover over the **Supplier Invoice** option, and click **Change**.

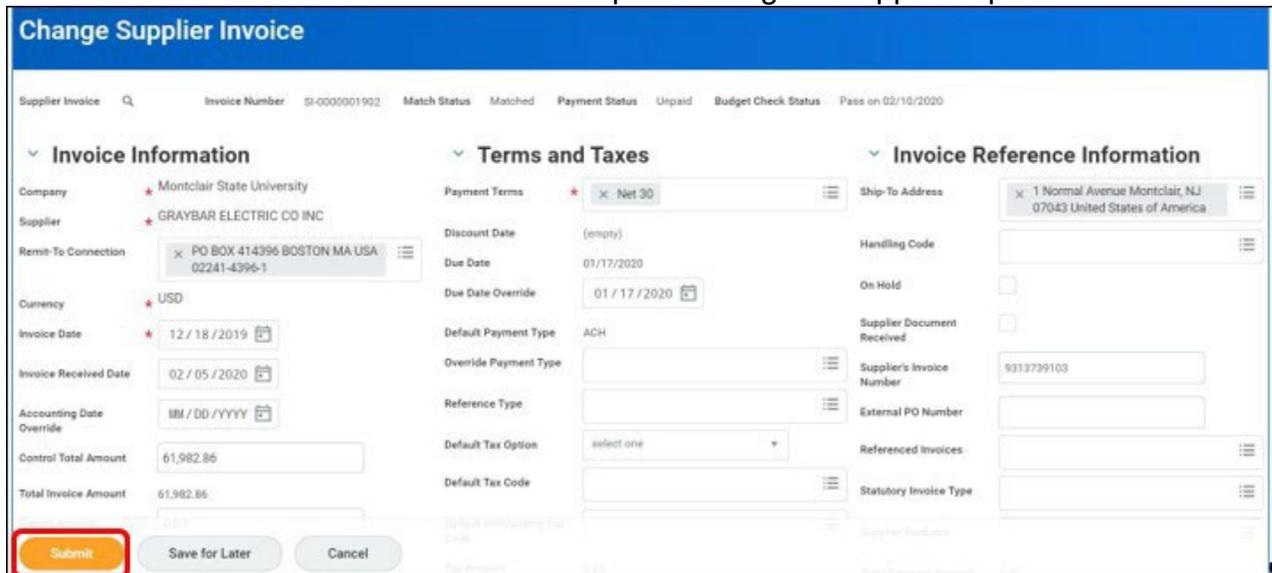


Supplier Invoice: SI-000001902

Company: Montclair State University
Supplier: GRAYBAR ELECTRIC CO INC
Remit-To Connection: GRAYBAR ELECTRIC CO INC - Remit-To: PO BOX 414396 BOSTON MA USA 02241-4396-1
Currency: USD
Invoice Date: 12/18/2019

Payment Terms: Net 30
Supplier Document Received: No
Supplier's Invoice Number: 9313739103
Discount Date: (empty)

- 3) When the Change Supplier Invoice screen displays, scroll down to the **invoice lines** and make the necessary changes.
- 4) Once the changes have been made, click the **Submit** button in the lower-left corner of the field to send the request through the approval process.



Supplier Invoice: SI-000001902

Company: Montclair State University
Supplier: GRAYBAR ELECTRIC CO INC
Remit-To Connection: PO BOX 414396 BOSTON MA USA 02241-4396-1
Currency: USD
Invoice Date: 12/18/2019
Invoice Received Date: 02/05/2020
Accounting Date Override: MM/DD/YYYY
Control Total Amount: 61,982.86
Total Invoice Amount: 61,982.86

Payment Terms: Net 30
Discount Date: (empty)
Due Date: 01/17/2020
Due Date Override: 01/17/2020
Default Payment Type: ACH
Override Payment Type: [empty]
Reference Type: [empty]
Default Tax Option: select one
Default Tax Code: [empty]

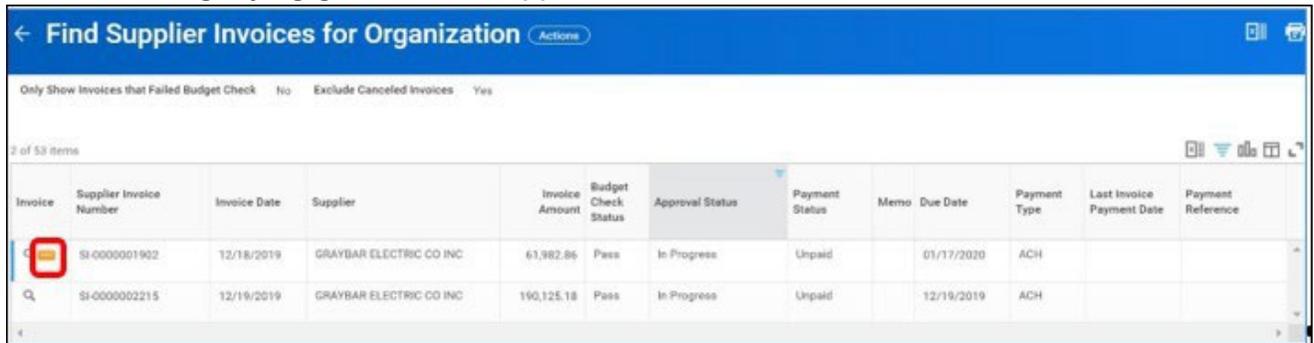
Ship-To Address: 1 Normal Avenue Montclair, NJ 07043 United States of America
Handling Code: [empty]
On Hold: [checkbox]
Supplier Document Received: [checkbox]
Supplier's Invoice Number: 9313739103
External PO Number: [empty]
Referenced Invoices: [empty]
Statutory Invoice Type: [empty]

Buttons: Submit, Save for Later, Cancel

Cancel a Supplier Invoice

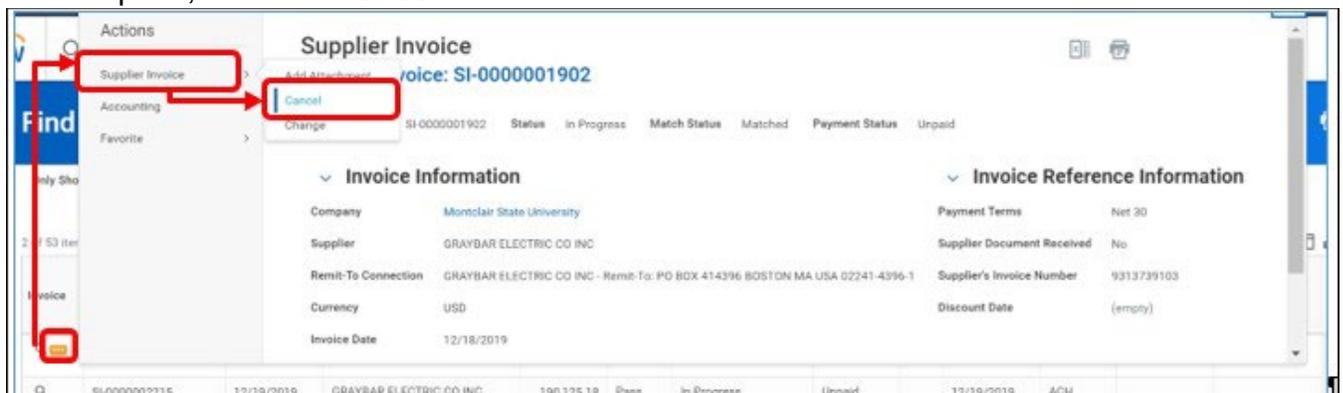
Supplier Invoices can be canceled up to the point of being Approved and with a Payment Status of Unpaid.

- 1) From the *Find Supplier Invoices for Organization* report, click the **twinkle** next to the magnifying glass of the supplier invoice to edit.



Invoice	Supplier Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
	SI-0000001902	12/18/2019	GRAYBAR ELECTRIC CO INC	61,982.86	Pass	In Progress	Unpaid		01/17/2020	ACH		
	SI-0000002215	12/19/2019	GRAYBAR ELECTRIC CO INC	190,125.18	Pass	In Progress	Unpaid		12/19/2019	ACH		

- 2) In the left column of the pop-up window, hover over the **Supplier Invoice** option, and click **Cancel**.



Supplier Invoice: SI-0000001902

Company: Monclair State University

Supplier: GRAYBAR ELECTRIC CO INC

Remit-To Connection: GRAYBAR ELECTRIC CO INC - Remit-To: PO BOX 414396 BOSTON MA USA 02241-4396-1

Currency: USD

Invoice Date: 12/18/2019

Payment Terms: Net 30

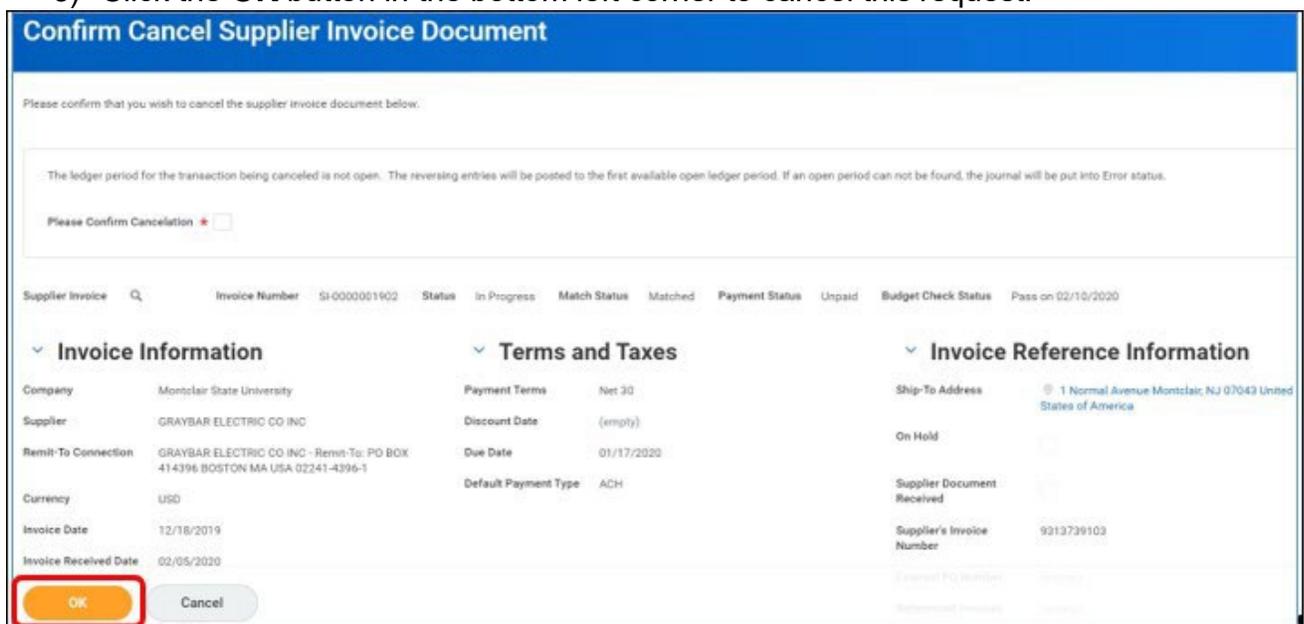
Supplier Document Received: No

Supplier's Invoice Number: 9313739103

Discount Date: (empty)

The *Confirm Cancel Supplier Invoice Document* screen displays.

- 3) Click the **OK** button in the bottom left corner to cancel this request.



Please confirm that you wish to cancel the supplier invoice document below.

The ledger period for the transaction being canceled is not open. The reversing entries will be posted to the first available open ledger period. If an open period can not be found, the journal will be put into Error status.

Please Confirm Cancellation

Supplier Invoice: SI-0000001902 Status: In Progress Match Status: Matched Payment Status: Unpaid Budget Check Status: Pass on 02/10/2020

Company: Monclair State University

Supplier: GRAYBAR ELECTRIC CO INC

Remit-To Connection: GRAYBAR ELECTRIC CO INC - Remit-To: PO BOX 414396 BOSTON MA USA 02241-4396-1

Currency: USD

Invoice Date: 12/18/2019

Invoice Received Date: 02/05/2020

Payment Terms: Net 30

Discount Date: (empty)

Due Date: 01/17/2020

Default Payment Type: ACH

Ship-To Address: 1 Normal Avenue Montclair, NJ 07043 United States of America

On Hold:

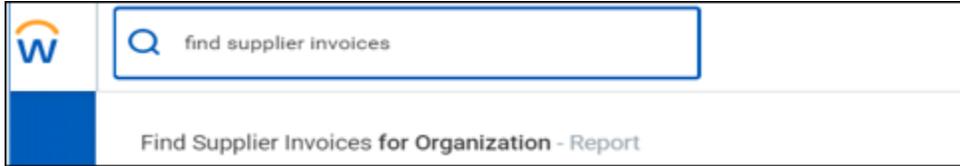
Supplier Document Received:

Supplier's Invoice Number: 9313739103

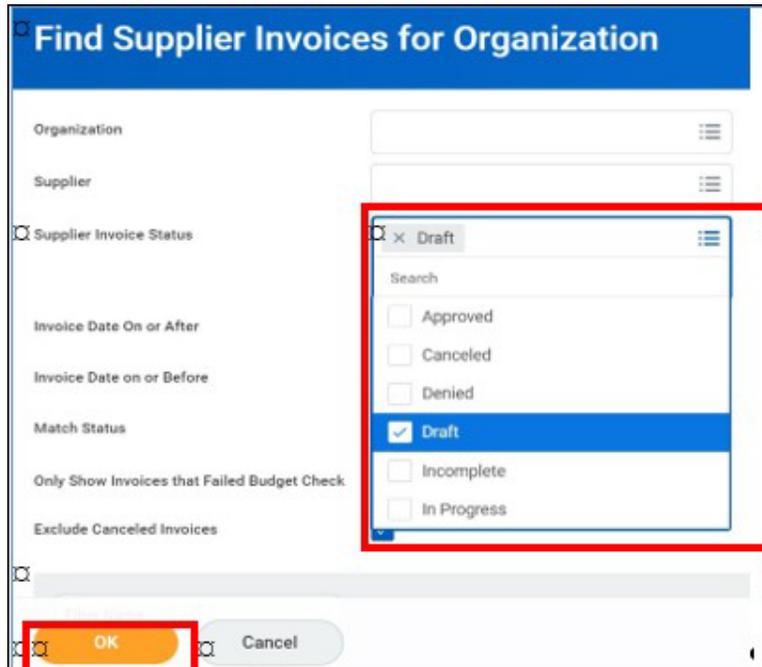
OK Cancel

System Drafts

- 1) Enter **Find Supplier Invoice** into the *Search* bar and select **Find Supplier Invoices for Organization – Report** from the search results.



- 1) In the **Organization** field, enter the Cost Center, Gift, Grant, or Project code.
- 2) In the Expense Report Status field, click the prompt icon and select draft from the list of statuses available.



- 3) Click **OK**.
- 4) Hover over the magnifying glass in the first column of the corresponding supplier invoice, and click on the **twinkie** to display the **Actions** menu.

The screenshot shows the 'Find Supplier Invoices for Organization' report table. The table has columns for Invoice, Supplier Invoice Number, Invoice Date, Supplier, Invoice Amount, Budget Check Status, Approval Status, Payment Status, Memo, Due Date, Payment Type, Last Invoice Payment Date, and Payment Reference. The first column of the table has a magnifying glass icon highlighted over the first row.

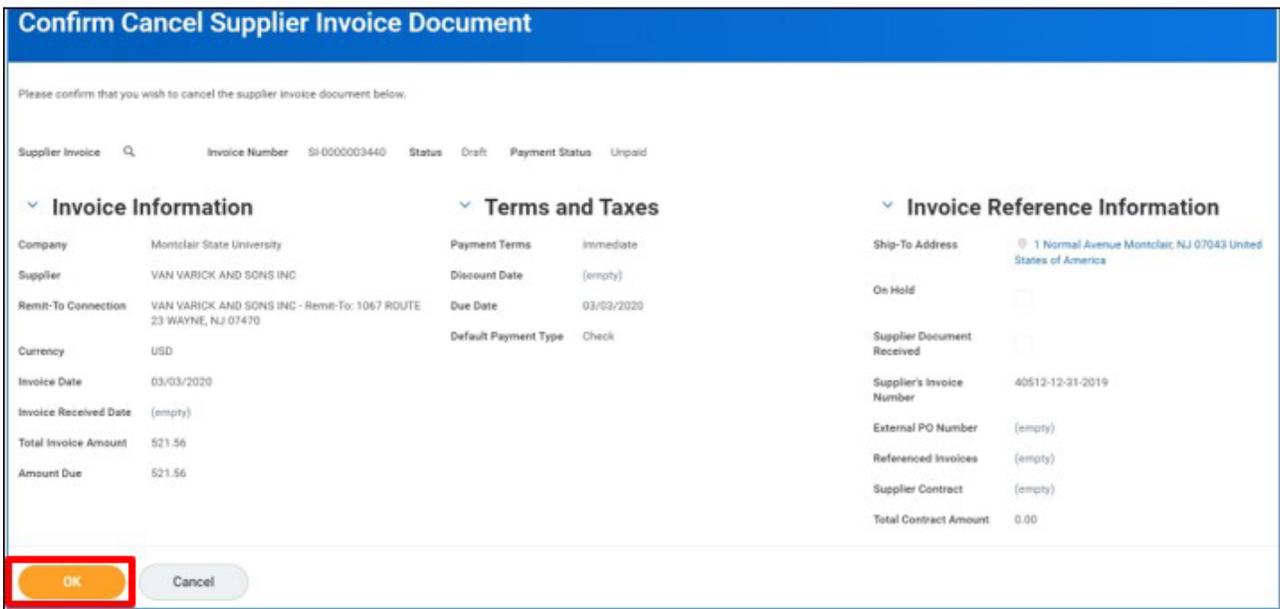
Invoice	Supplier Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
Q	SI-0000003157	02/27/2020	FOS TOURS & TRAVELS INC	486.64	Pass	Draft	Unpaid	R1001112 - Religion - Justin Stein	03/28/2020	ACH		
Q	SI-0000003290	02/28/2020	TOWER PRODUCTS INC DBA MARKERTEK	1,038.33	Pass	Draft	Unpaid		02/28/2020	ACH		
Q	SI-0000003355	10/18/2019	INDUSTRIAL CONTROLS DISTRIB LLC	809.90		Draft	Unpaid		11/17/2019	ACH		
Q	SI-0000003440	03/03/2020	VAN VARICK AND SONS INC	521.56		Draft	Unpaid		03/03/2020	Check		
Q	SI-0000003469	03/03/2020	JERSEY ACCESS GROUP	225.00		Draft	Unpaid		04/02/2020	Check		

5) From the Related Actions menu, hover over **Supplier invoice** and then click **Cancel**.



The system asks for confirmation regarding the cancelation of the supplier invoice.

6) Click the **OK** button to confirm to cancel the draft.



The system displays a confirmation that the draft has been canceled.