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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.

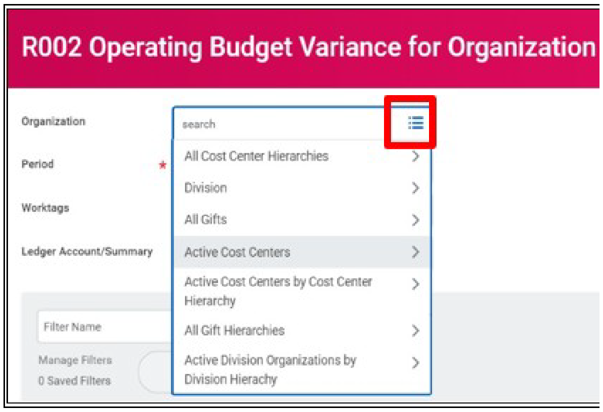
The main steps of the Supplier Invoice are as follows:

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

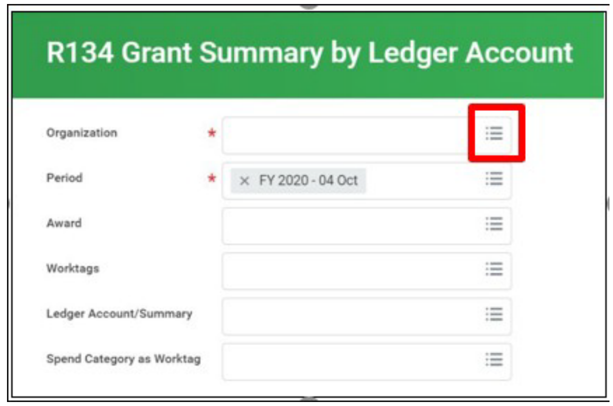
Check Budget

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**

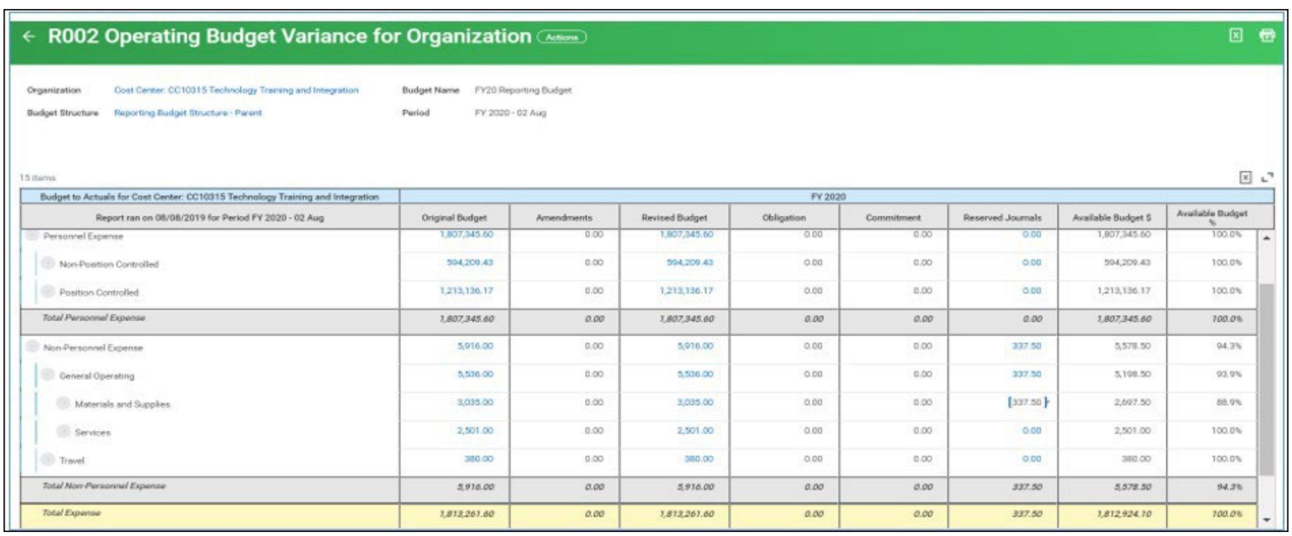


- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.



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

Organization: Cost Center: CC10315 Technology Training and Integration
Budget Structure: Reporting Budget Structure - Parent
Budget Name: FY20 Reporting Budget
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	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	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	*1,807,345.60*	*0.00*	*1,807,345.60*	*0.00*	*0.00*	*0.00*	*1,807,345.60*	*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	*1,813,261.60*	*0.00*	*1,813,261.60*	*0.00*	*0.00*	*337.50*	*1,812,924.10*	*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.

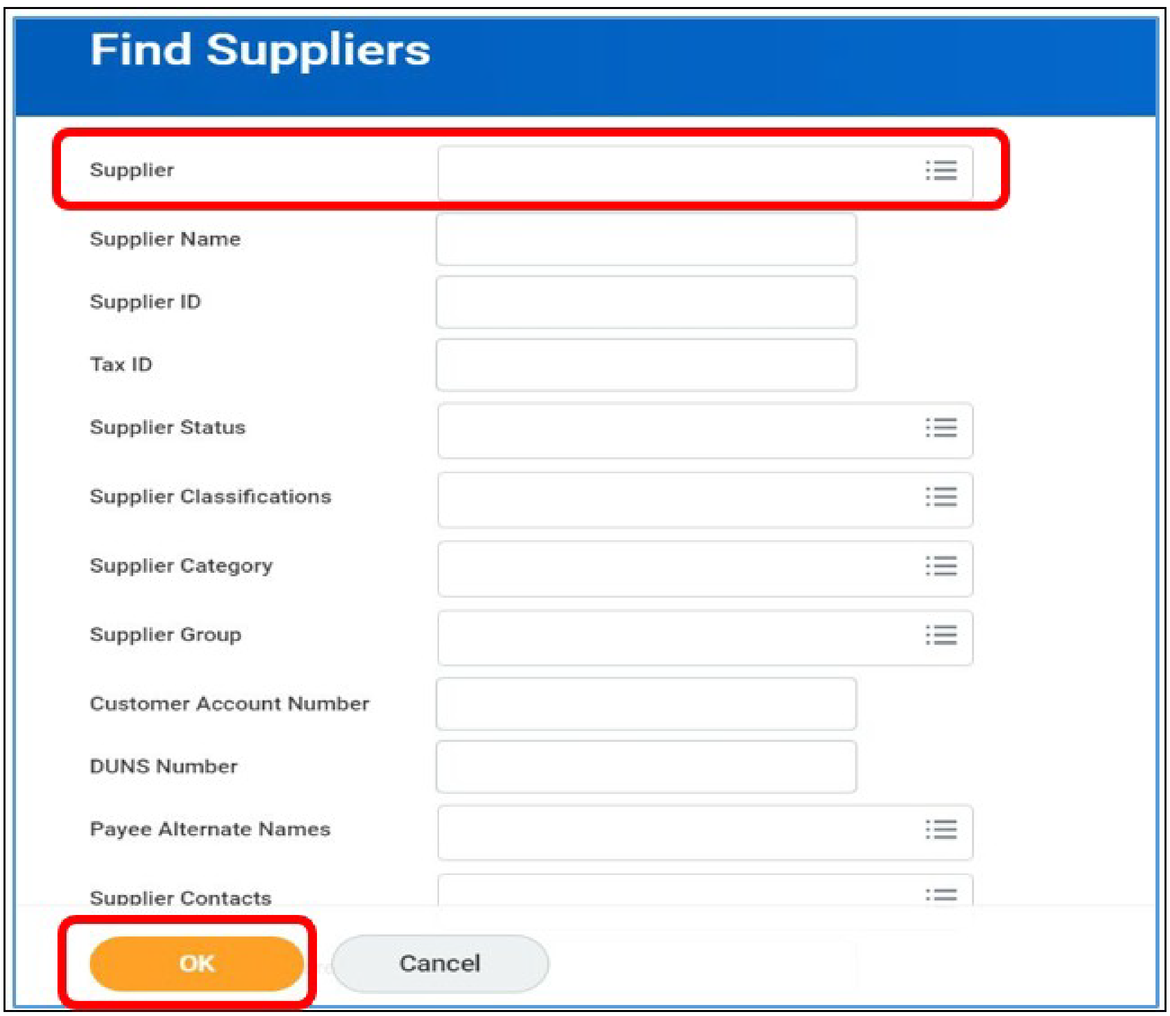
Once confirmed that enough budget exists, begin to build the Supplier Invoice.

Confirm Supplier in Workday

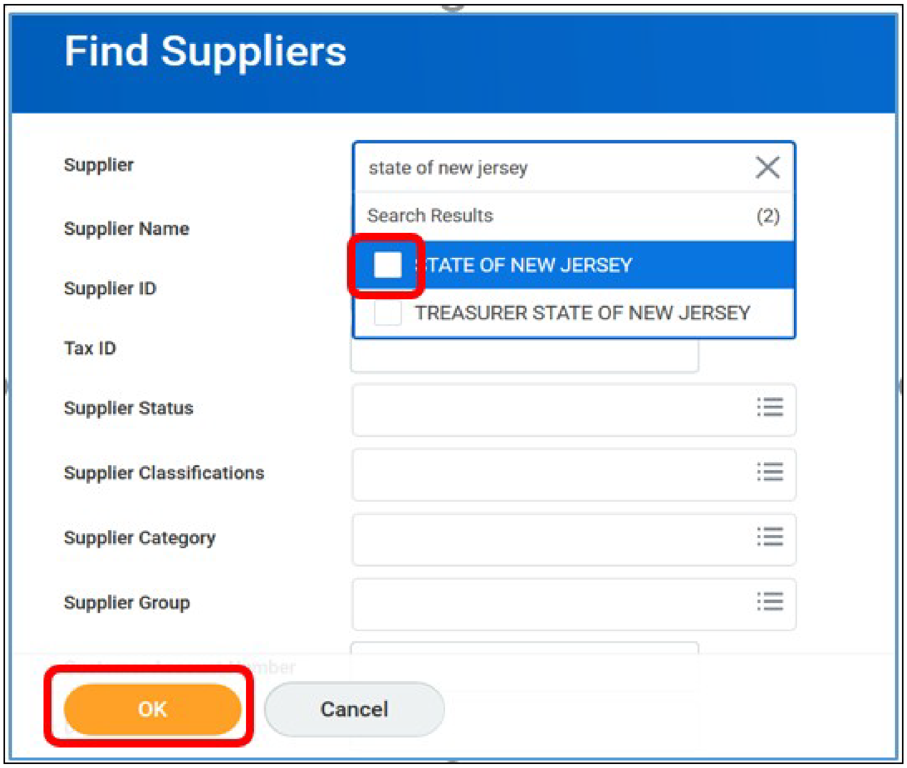
BEFORE beginning the Supplier Invoice process, confirm the Supplier exists in Workday.

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

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



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

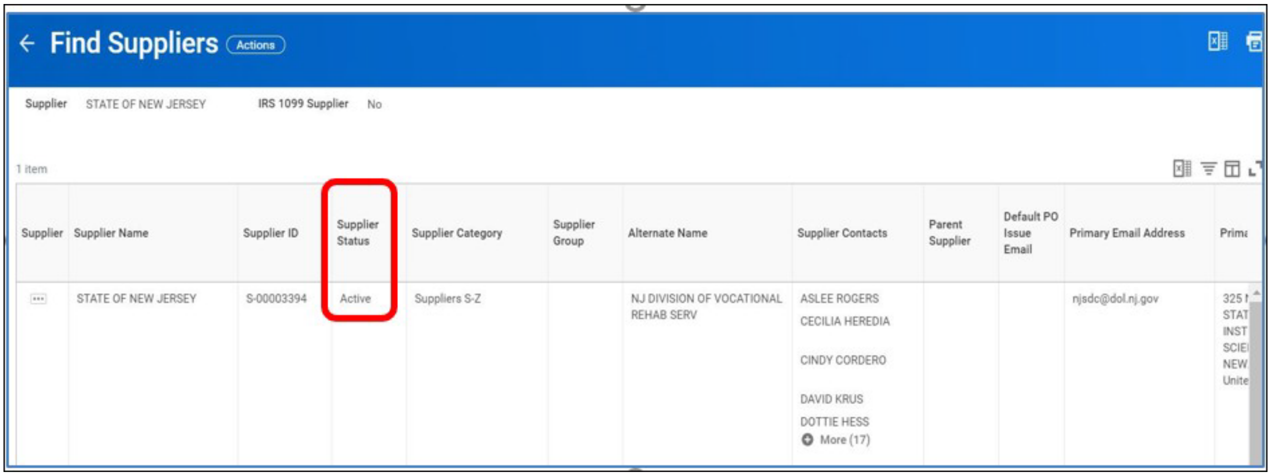


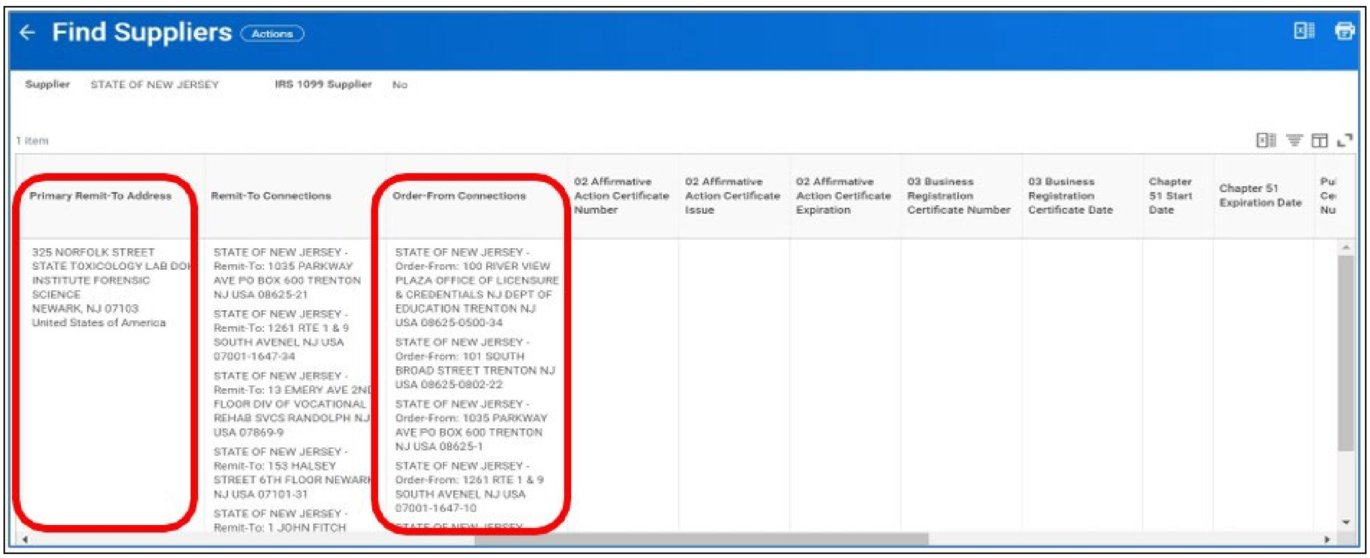
In the supplier report:

- 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.





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.

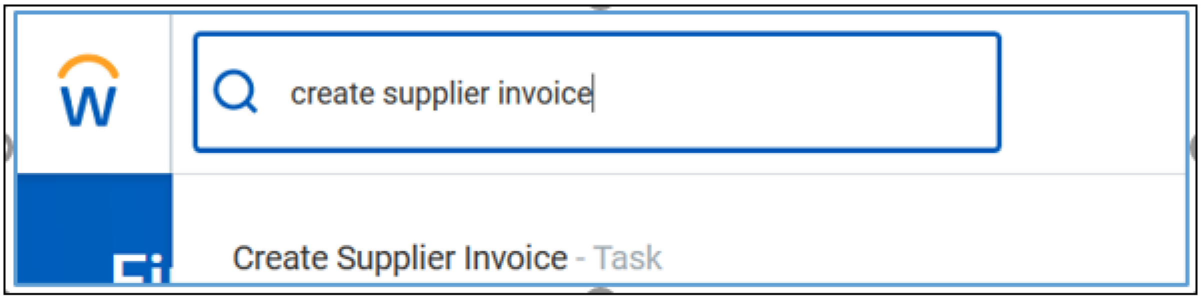
If no invoice has been provided, a ***Supplier Invoice Number Template*** must be completed so that an invoice number can be generated for use in the system. The Supplier Invoice Number Template is available on the Finance and Treasury website, under Forms, in the Accounts Payable section. **NOTE**- 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.

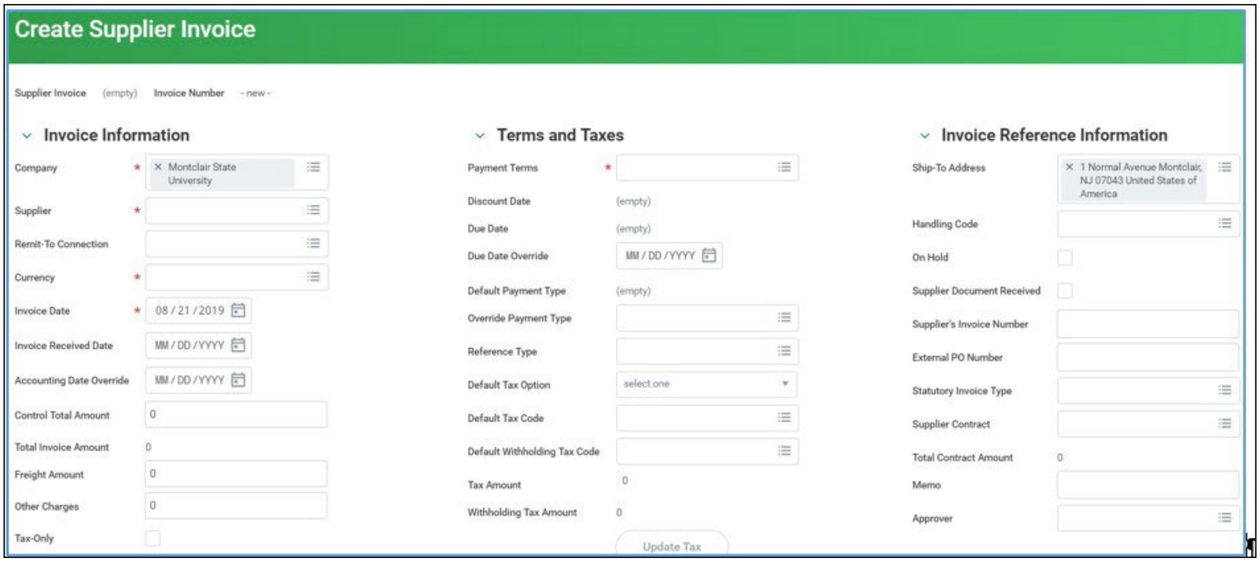
Create Supplier Invoice

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

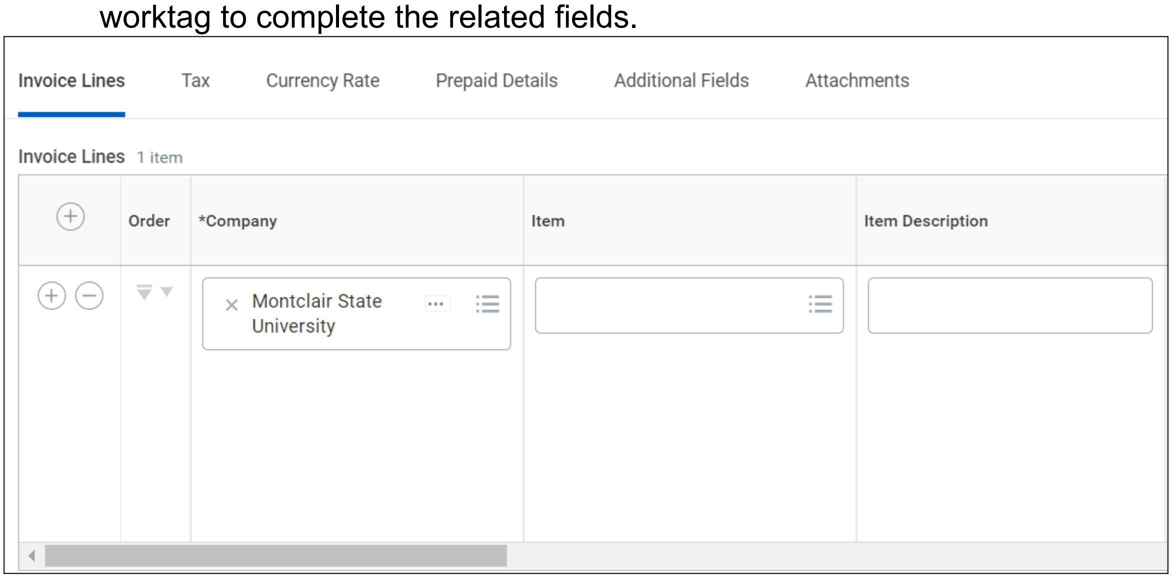


The *Create Supplier Invoice* screen displays.

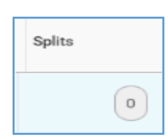
2) Complete the following fields in the header section:
    - **Company** – defaults as Montclair State University
    - **Supplier** – click the **prompt** icon to search and select the appropriate Supplier.
    - **Remit To Connection** – select the delivery location for payment for this Supplier. 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.

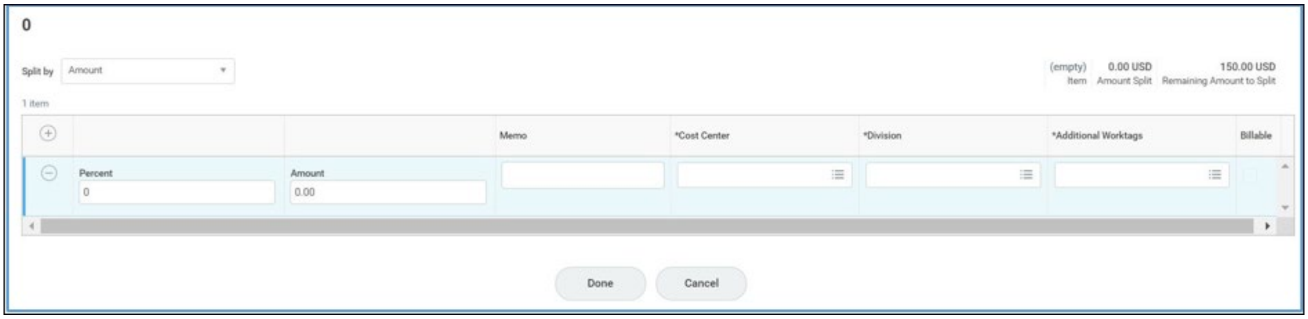


3) Scroll down to the *Invoice Lines* section of the screen.
4) Complete the following fields on the line:
   - **Spend Category** – Select the appropriate spend category for Supplier invoices. If the user selects a spend category which is not allowed, they will receive a system error. [List of Spend 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.



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.





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.

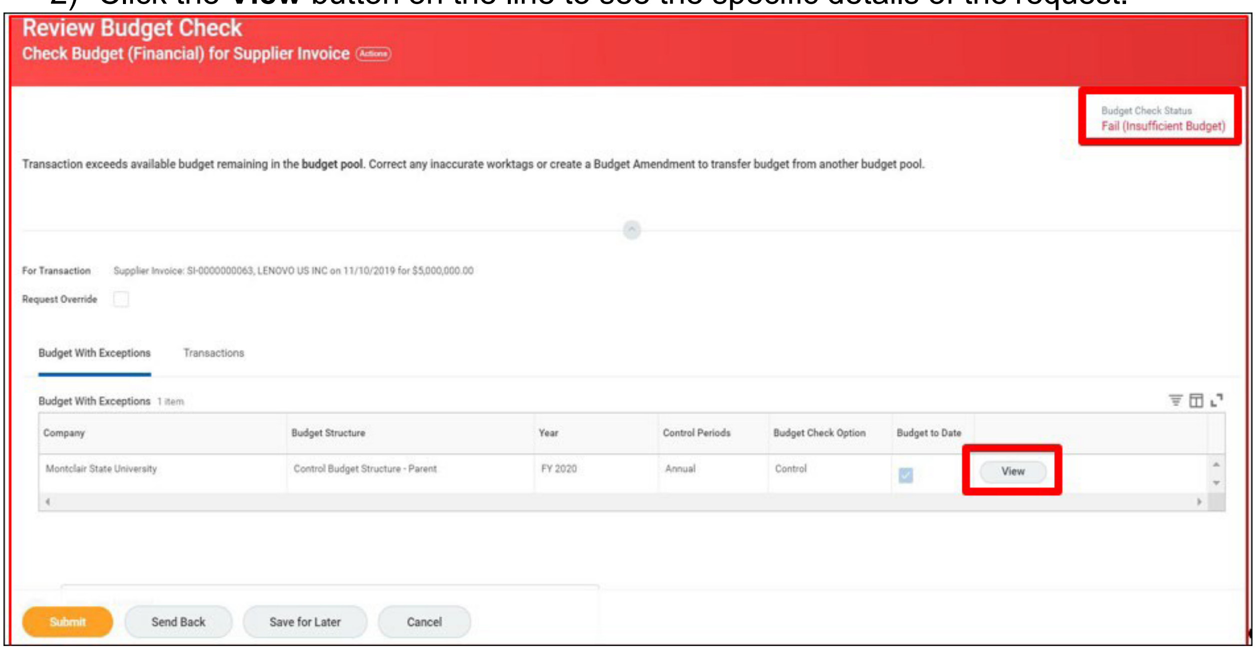
Review Budget Check

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.**

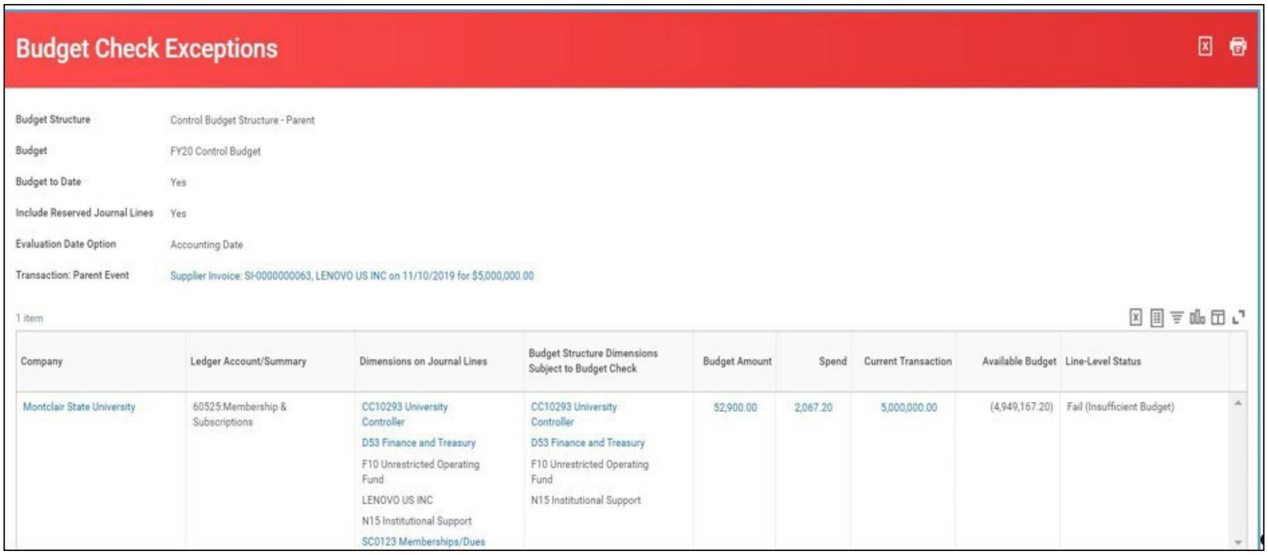
1) Click the **Review** button to drill into the request in order to find the issue.

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.



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



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

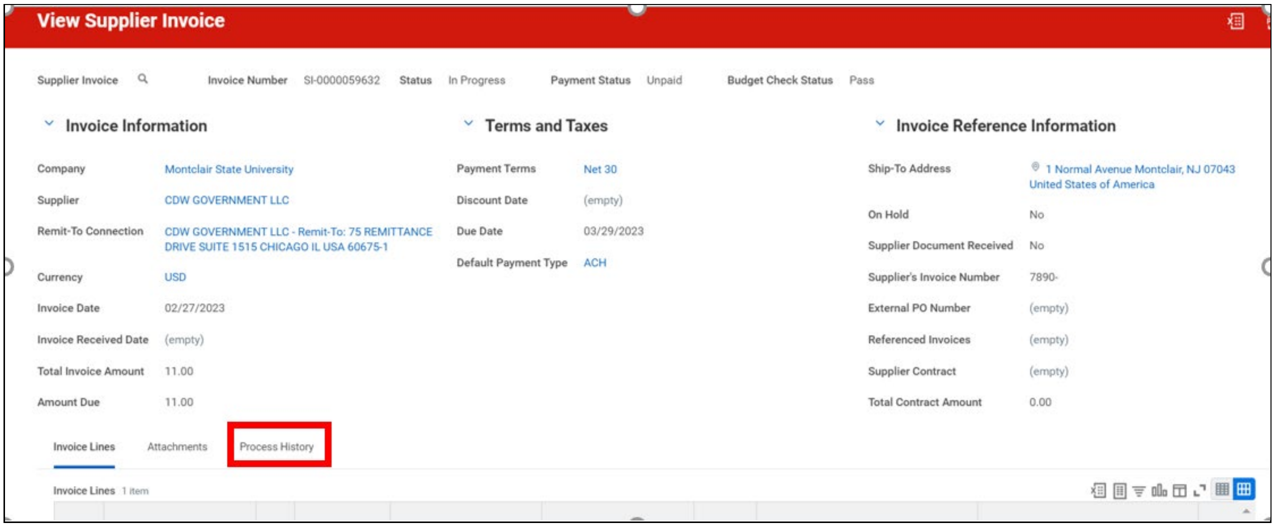
The process moves forward for additional reviews and approvals to the list below.

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.

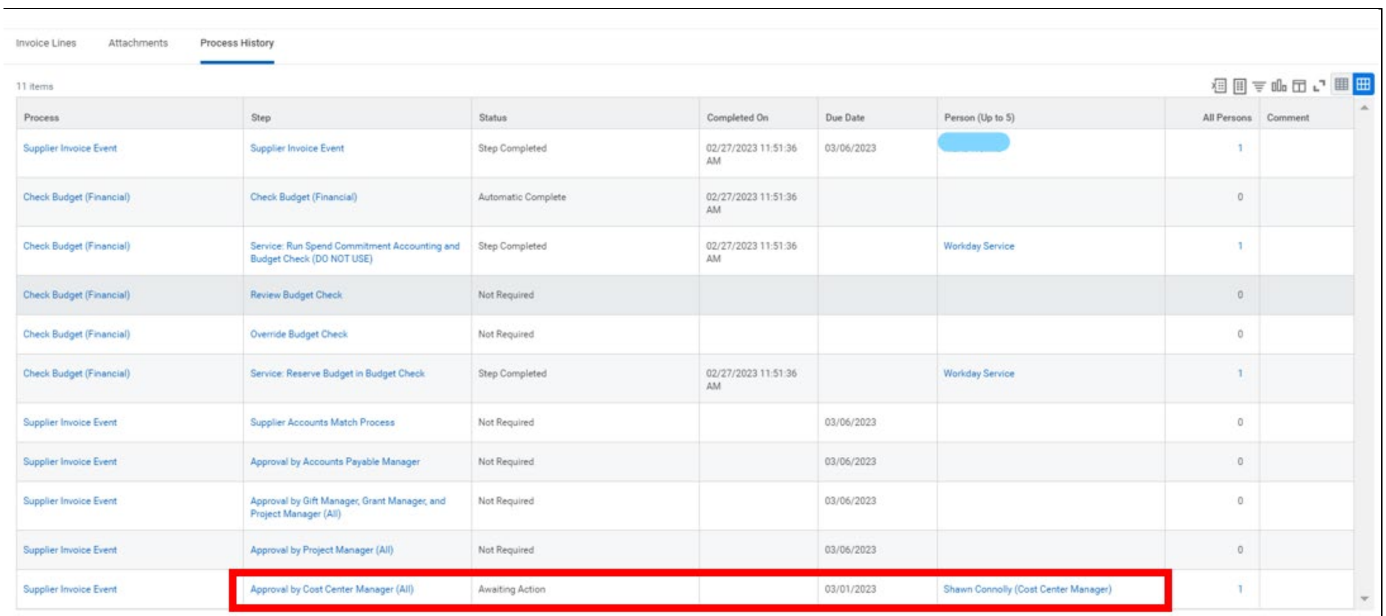
- Cost Center Manager for each department involved
- Grant or Gift Manager, if applicable

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.

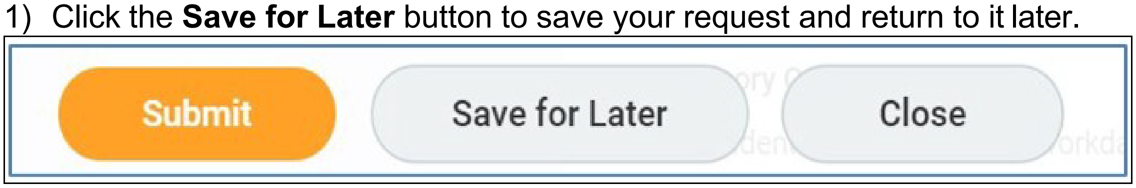


This will allow you to see who is next in the business process awaiting action.



Save for Later

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

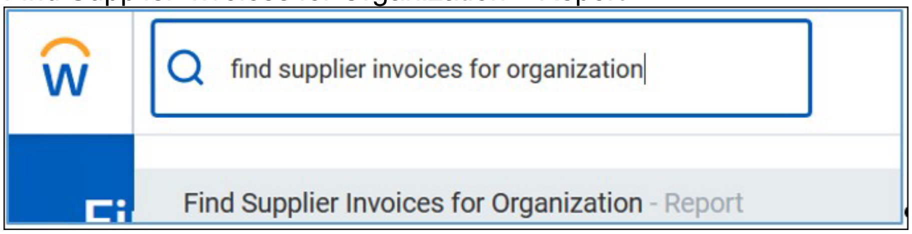


2) Follow the steps in the Find Supplier Invoices for Organization to locate those items in Draft status.

Find Supplier Invoices for Organization

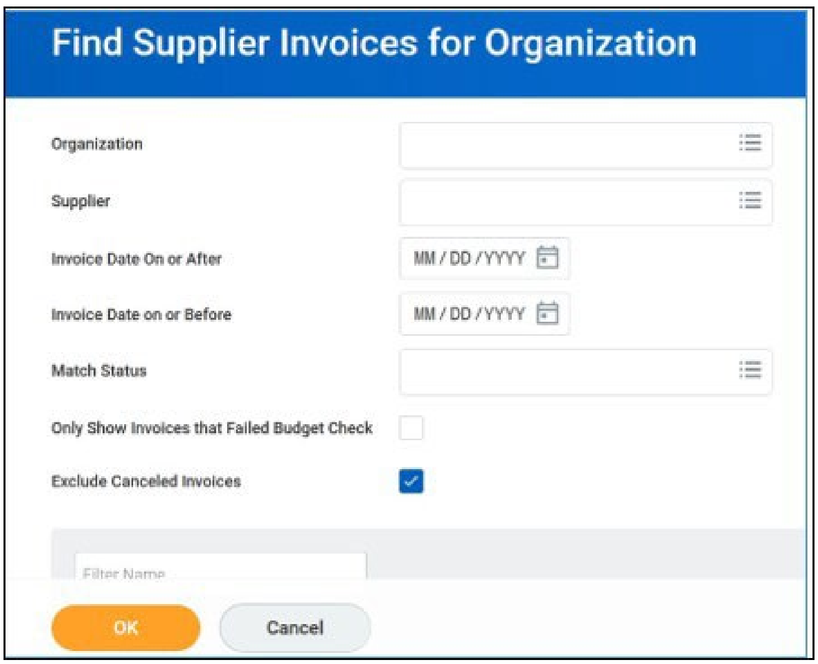
To view a list of all Supplier Invoices and their statuses for Cost Centers to which you have access, run the Find Supplier Invoices for Organization report.

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



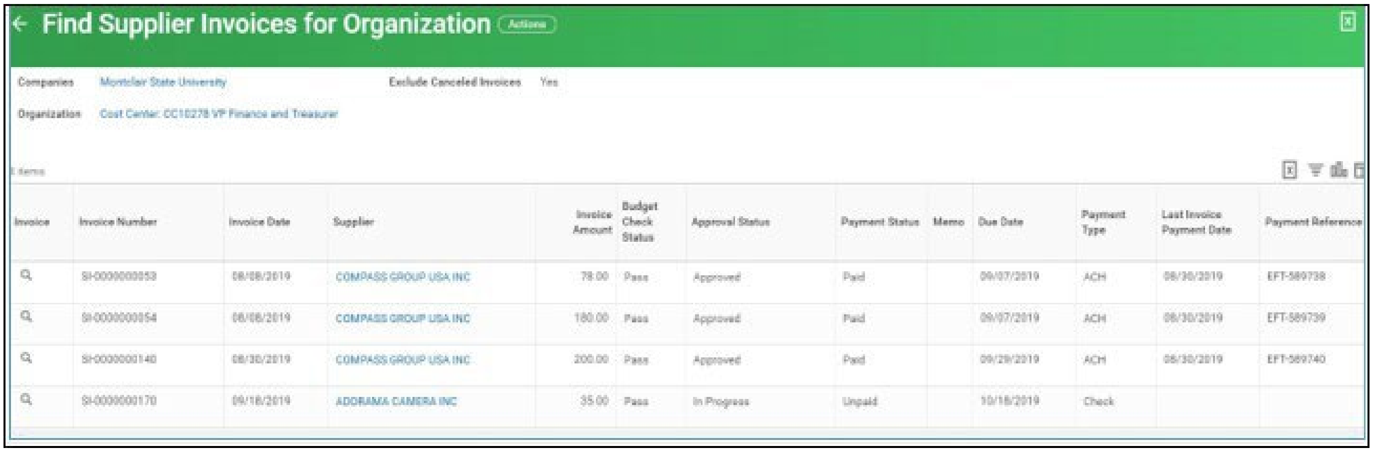
The *Find Supplier Invoices for Organization* screen displays.

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



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

Companies: Montclair State University — Exclude Canceled Invoices: Yes

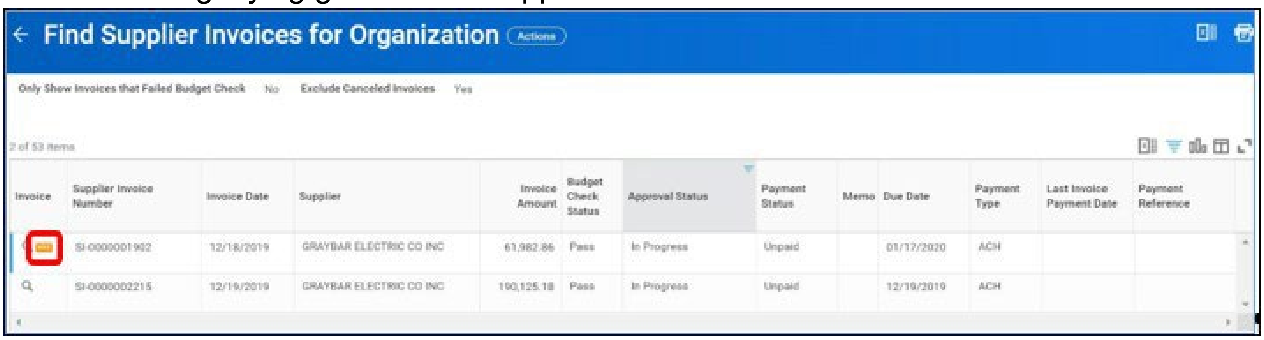
Organization: Cost Center: CC10278 VP Finance and Treasurer

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
	SI-0000000053	08/08/2019	COMPASS GROUP USA INC	78.00	Pass	Approved	Paid		09/07/2019	ACH	08/30/2019	EFT-589738
	SI-0000000054	08/08/2019	COMPASS GROUP USA INC	180.00	Pass	Approved	Paid		09/07/2019	ACH	08/30/2019	EFT-589739
	SI-0000000140	08/30/2019	COMPASS GROUP USA INC	200.00	Pass	Approved	Paid		09/29/2019	ACH	08/30/2019	EFT-589740
	SI-0000000170	09/18/2019	ADORAMA CAMERA INC	35.00	Pass	In Progress	Unpaid		10/18/2019	Check		

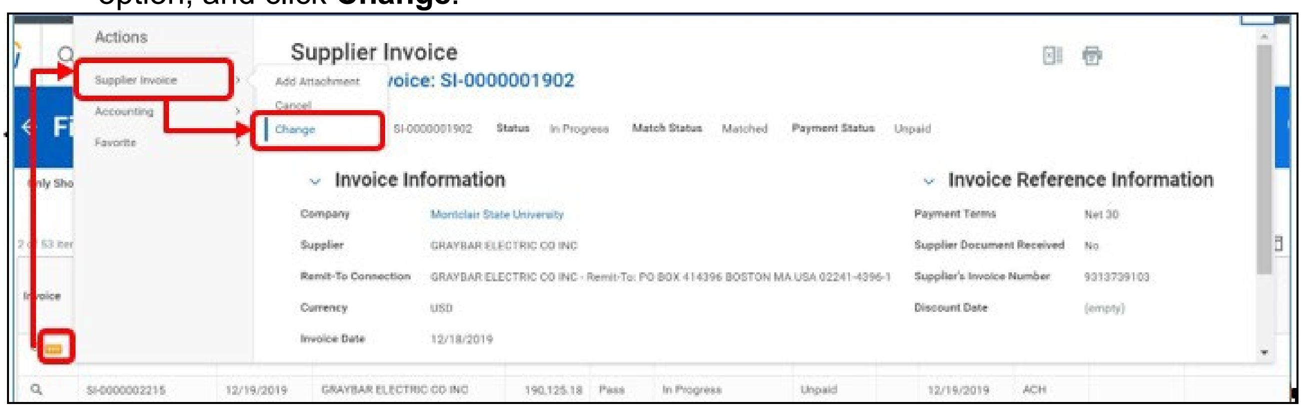
Change a Supplier Invoice

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.

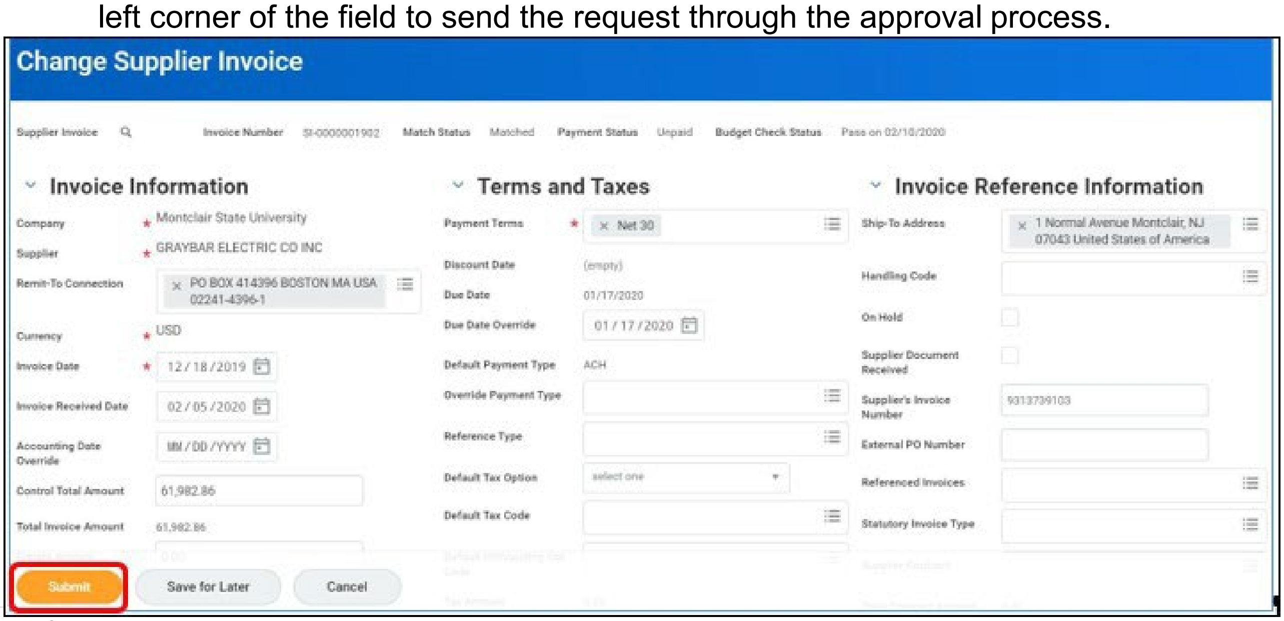
1) From the *Find Supplier Invoices for Organization* report, click the **twinkie** next to the magnifying glass of the supplier invoice to edit.



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



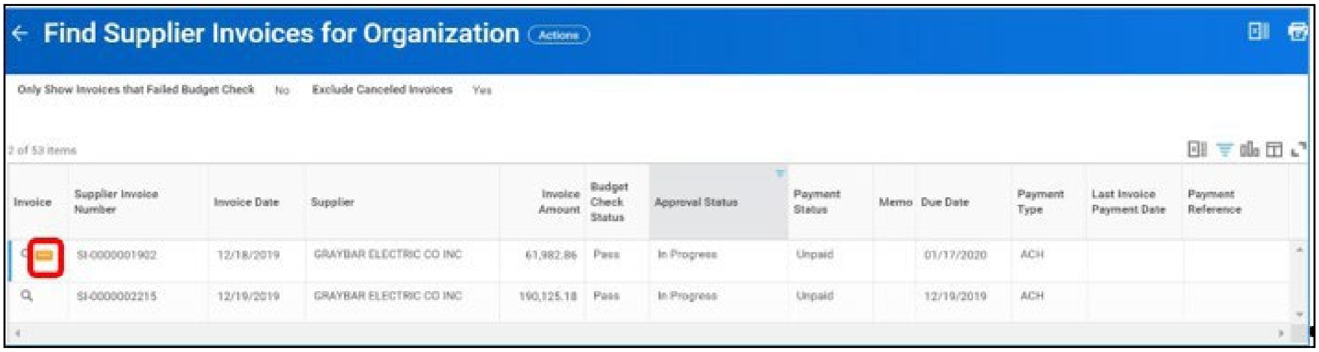
3) When the Change Supplier Invoice screen displays, scroll down to the **invoice lines** and make the necessary changes.
4) Once the changes have been made, click the **Submit** button in the lower-left corner of the field to send the request through the approval process.



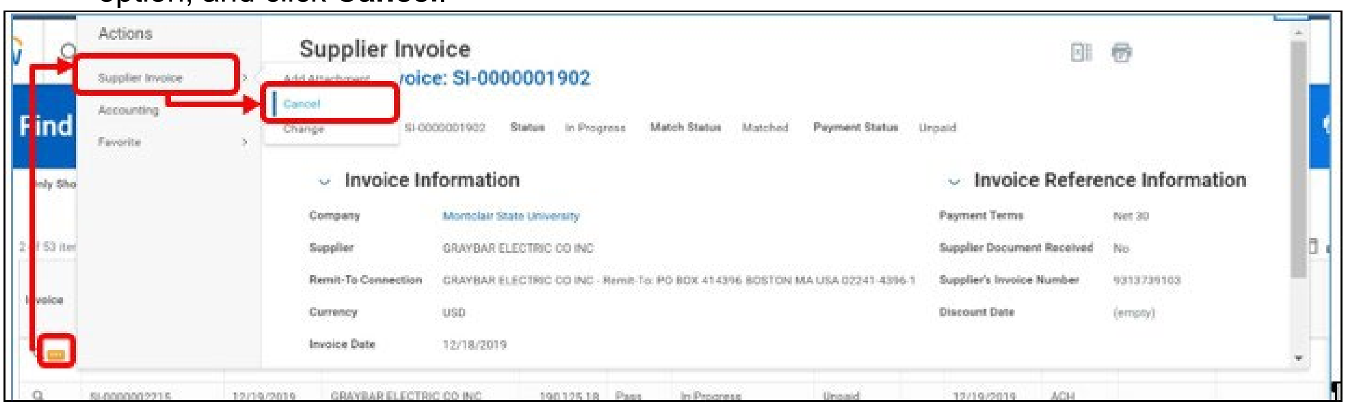
Cancel a Supplier Invoice

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 **twinkie** next to the magnifying glass of the supplier invoice to edit.

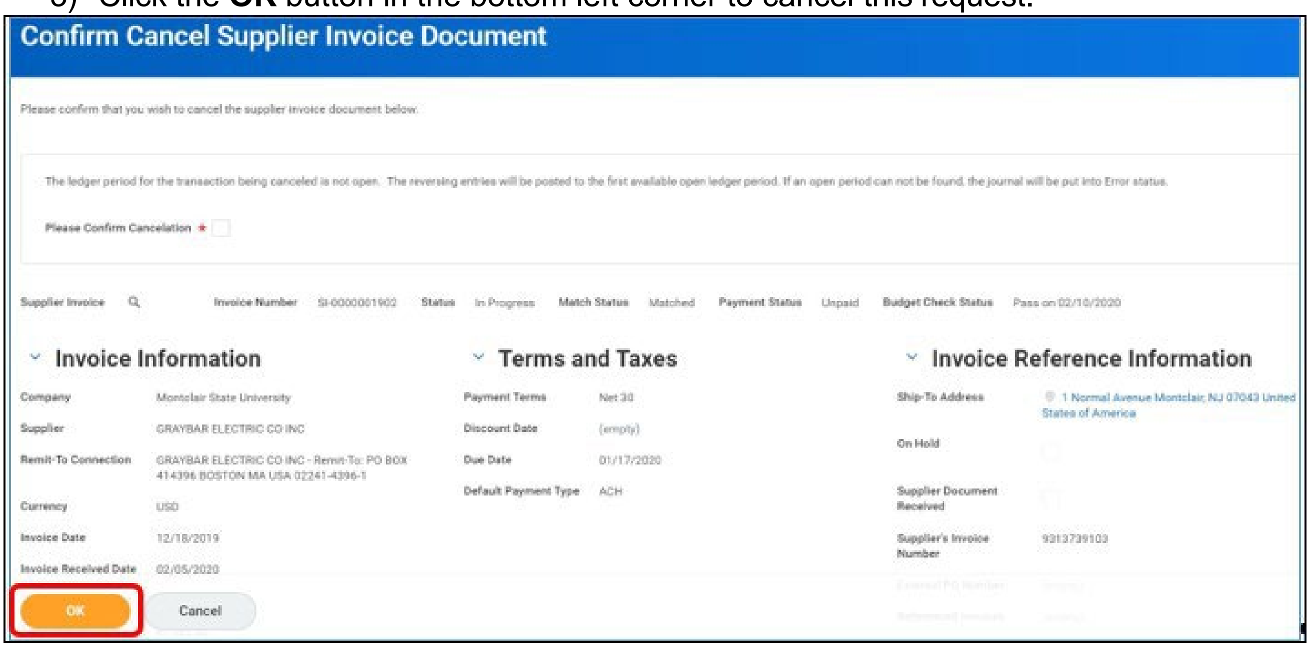


2) In the left column of the pop-up window, hover over the **Supplier Invoice** option, and click **Cancel**.



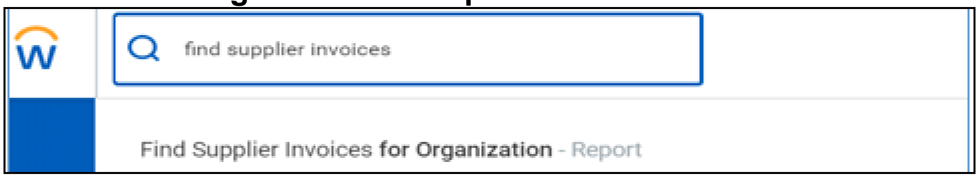
The *Confirm Cancel Supplier Invoice Document* screen displays.

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

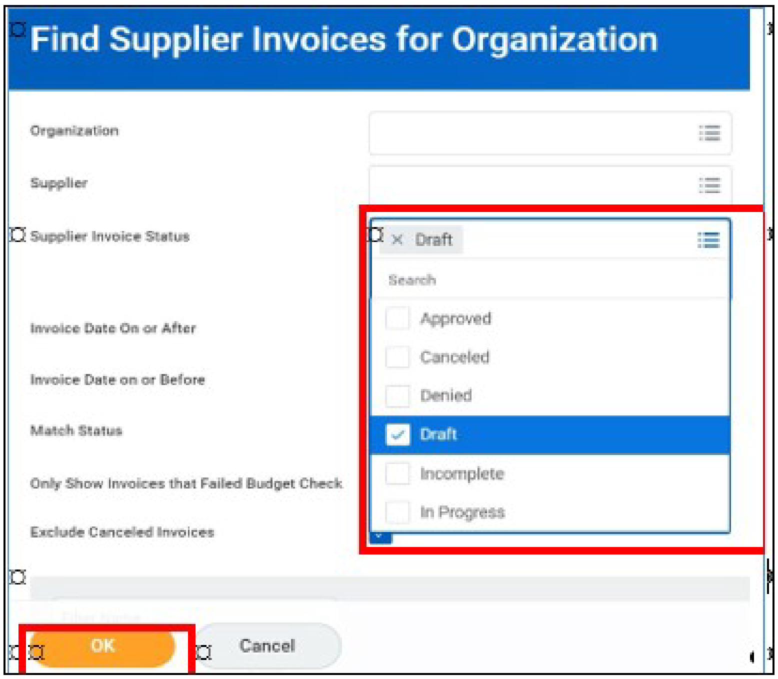


System Drafts

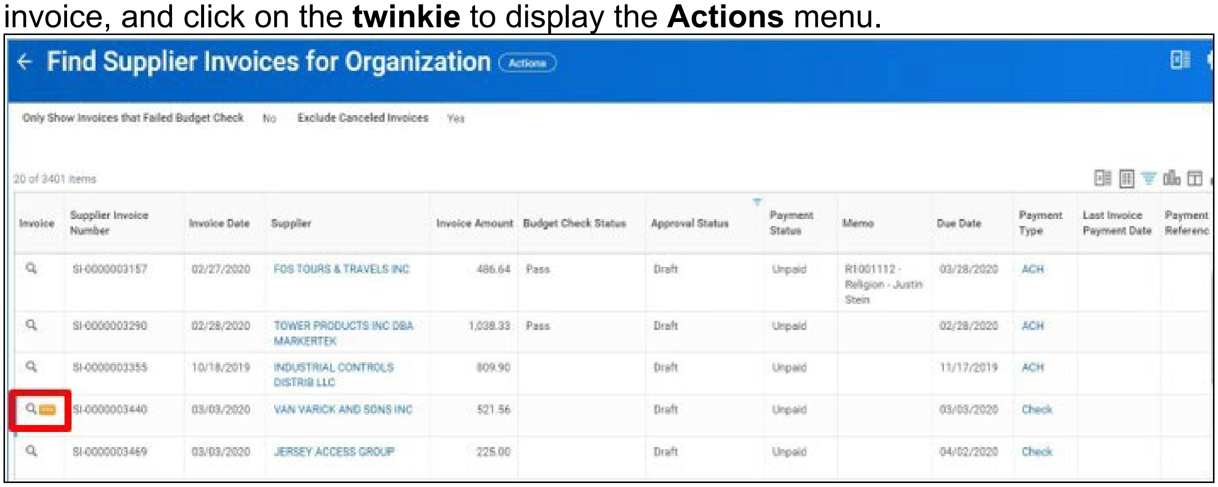
1) Enter **Find Supplier Invoice** into the *Search* bar and select **Find Supplier Invoices for Organization – Report** from the search results.



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.

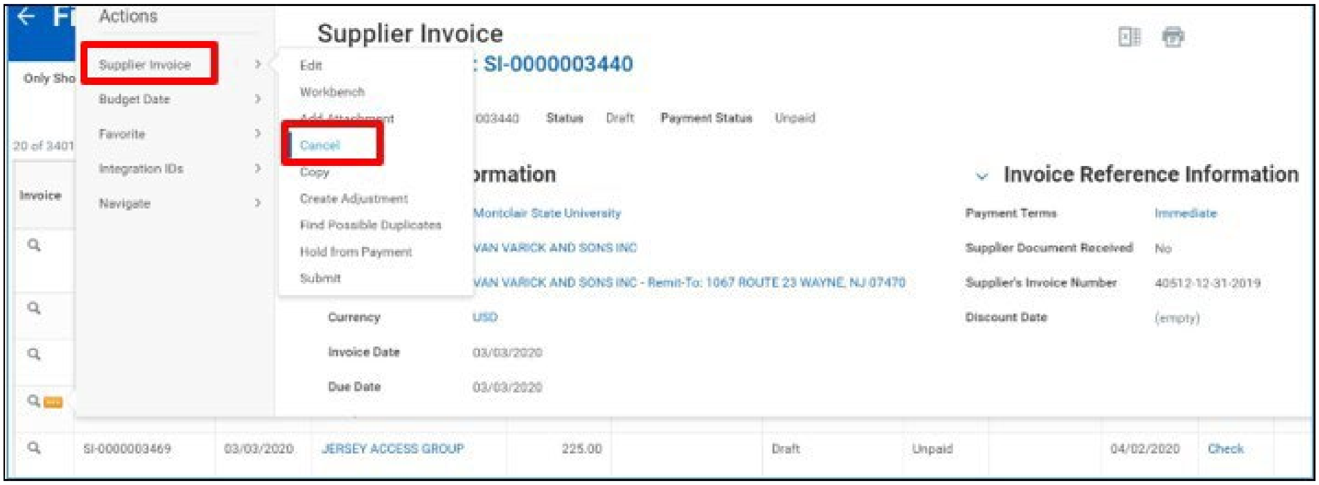


3) Click **OK**.
4) Hover over the magnifying glass in the first column of the corresponding supplier invoice, and click on the **twinkie** to display the **Actions** menu.



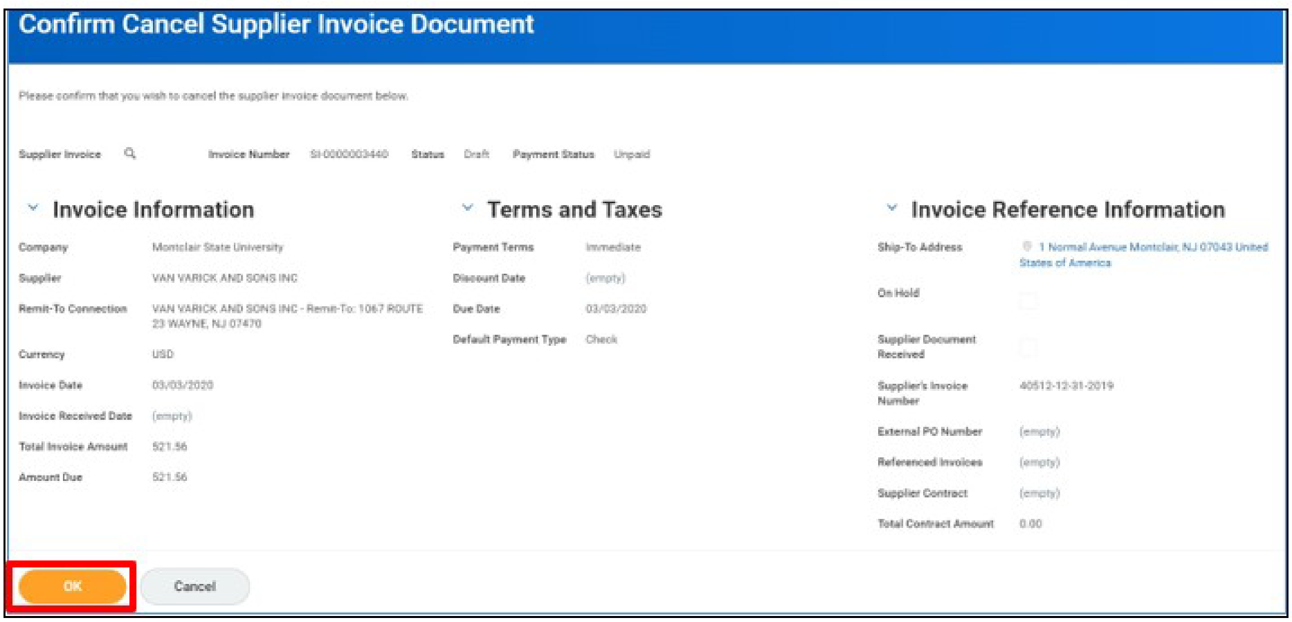
Updated: **March 2023**

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.