# BUSINESS OFFICE:

## Create Supplier Invoice

**This document explains how to create a Supplier Invoice in Workday.**

**The recommended browser for accessing Workday is Google Chrome.  Mozilla Firefox and Apple Safari may also be used.**

**For assistance or training using these procedures, contact the FHSU Business Office, Sheridan Hall 106, at 785-628-5948 or visit [www.fhsu.edu/bus-off/](www.fhsu.edu/bus-off/).**

## Steps:

1. **Go to [https://www.myworkday.com/fhsu](https://www.myworkday.com/fhsu)** and **sign in** to Workday using your TigerNetID username and password.

2. Access the *Create Supplier Invoice* task in one of two ways:

   a. From the Workday home page, click the **Menu icon** or **View All Apps**, and then click the **Supplier Accounts** app, then under *Actions*, click **Create Supplier Invoice** *(Figure 1)*.

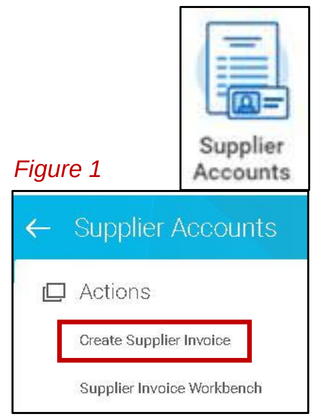


*Figure 1*

   OR

   b. Type **Create Supplier Invoice** in the *Search* bar and select the task *(Figure 2)*.

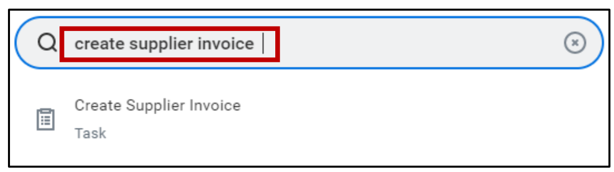


*Figure 2*

3. Complete the following under *Invoice Information* *(Figure 3)*:

   a. **Company** = Select the correct company option:
      - FH Fort Hays State University
      - SA Student Activities
      - AT Athletics Association

   b. **Supplier** = Supplier to be paid

   c. **Currency** = Must always be USD

   d. **Invoice Date** = Date of invoice being paid

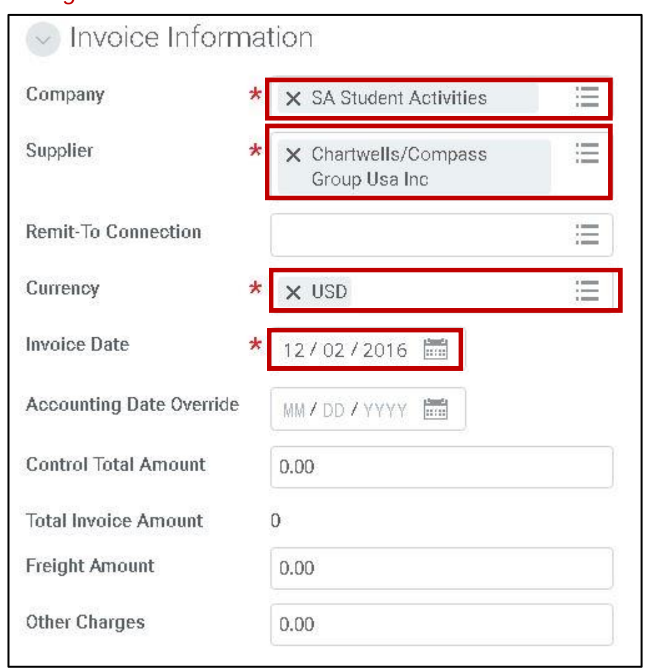


*Figure 3*

4. Under *Terms and Taxes* *(Figure 4)*:
   - **Payment Terms** = Must be **Immediate**.
   - **Override Payment Type** = If default payment type is not correct, select the correct payment type

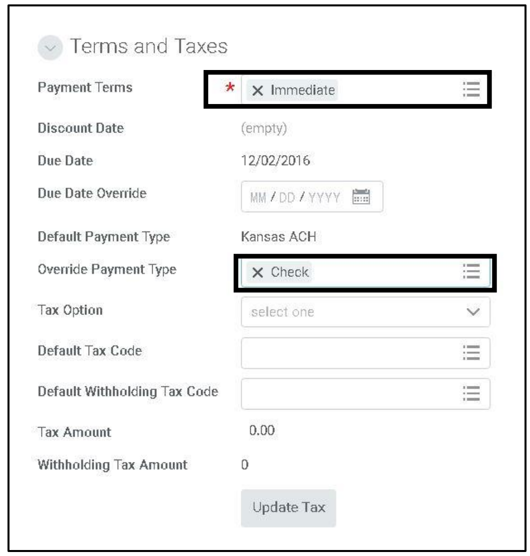


*Figure 4*

5. Under *Invoice Reference Information*, complete these fields *(Figure 5)*:
   a. **Supplier Reference Number** = Invoice Number.
      - If no invoice number is available, leave blank.

   b. **External PO Number** = Customer Account Number
      - If Supplier being paid provides a customer account number, it should be listed here.
      - If customer account number is not applicable, other key information to help identify the payment for the Supplier should be included here.
      - Avoid using space dash space ( - ) when entering information in this field.

   c. **Memo** = Special processing/mailing instructions, for example:
      - *Mail remittance stub with payment*
      - *Send registration forms with check*
      - *Contract states check is due to speaker on day of service being provided. Call Sue at 9999 to pick up check.*
      - *If attachments need to be sent with check, deliver to the Business Office in the **Business Office Supplier Invoice Attachments** envelope. Write the supplier invoice number on the attachment(s).*

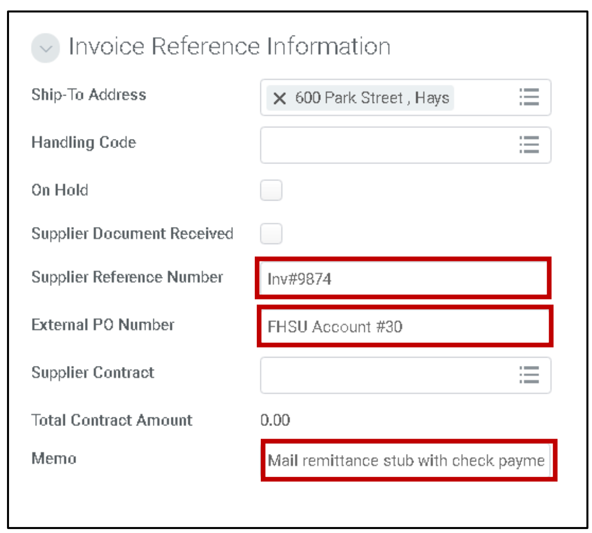


*Figure 5*

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6. Under the *Invoice Lines* tab, **complete the following worktags** *(Figure 6)*:

   a. **Company** = Will default based on Company selected at the header level of the supplier invoice.

   b. **Item Description** = Description of what is being purchased (i.e. membership, food, supplies, equipment, electricity, water, etc).

   c. **Spend Category** = A Purchase (599999)-S

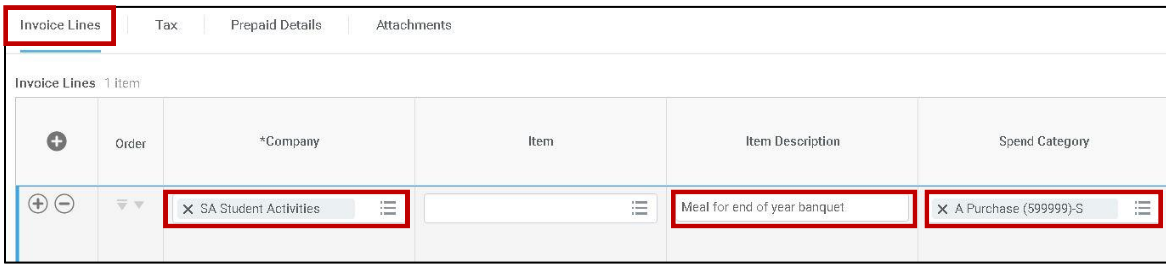



*Figure 6*

**Scroll to the right for more worktags…**

   d. **Quantity** *(Figure 7)*

   e. **Unit Cost** = Cost per item

   f. **Extended Amount** = Total due for entire quantity of this item (*this will calculate automatically based on what is provided in the quantity and unit cost*)

   g. **Memo** = Purpose or reason for the purchase, for example:

      - *Membership will provide networking opportunities and access to many resources which will allow department to keep up with current issues and trends in higher education.*
      - If you are making a purchase that will add cost to an existing asset, provide the Asset ID in the line memo field.
      - If you are making multiple purchases to create one asset, in the line memo field type *Purchase 1 of X for asset ______ (name of asset).*

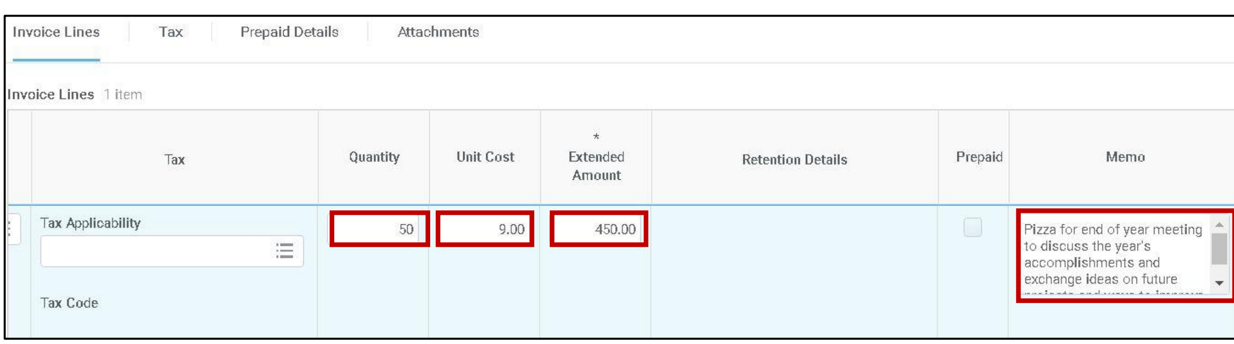



*Figure 7*

**Scroll to the right for more worktags…**

h. Select **either** a Cost Center, Grant **OR** Project=Funds/account that is to be charged for purchase *(Figure 8)*:

- If **Grant** is selected, Grant Budget Category, Fund and Program will default in based on Grant.
- If **Project** is selected, Fund and Program will default in based on Project.
- If **Cost Center** is selected, Fund and Program will default in based on Cost Center.

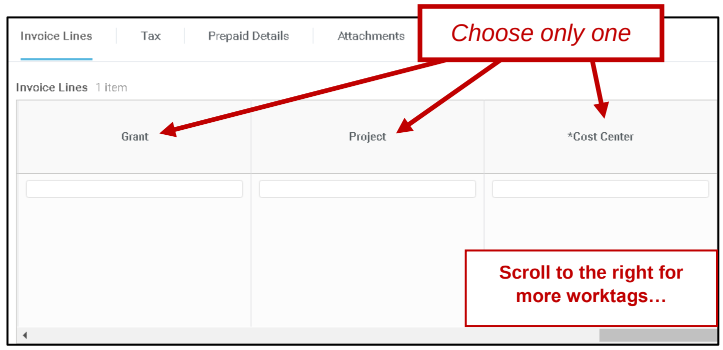


*Figure 8*

i. If purchase is related to travel for an employee (i.e. registration payment), select the **Trip ID** that was assigned on the Spend Authorization in the *Trip ID* worktag.

j. If the Supplier being paid is an FHSU or State Contract, select the **appropriate contract name** in the *FHSU and State Contracts* worktag *(Figure 9)*.

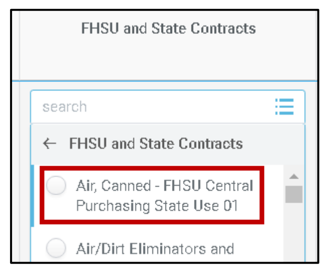
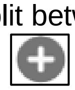


*Figure 9*

k. If purchase is for a Residential Life building and subject to tax, select the **appropriate tax option** in the *Residential Life Taxable* worktag.

l. If the purchase needs to be split between **multiple cost centers or spend categories**, click the plus icon  to add additional invoice lines. *(Figure 10)*

- For each additional line, **complete required worktags.**
- Example below *(Figure 11)* has 2 invoice lines to split the cost between two cost centers.

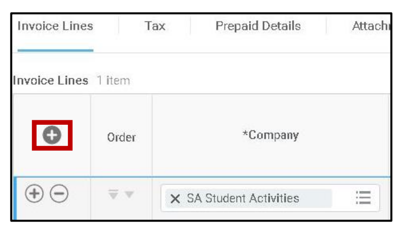


*Figure 10*

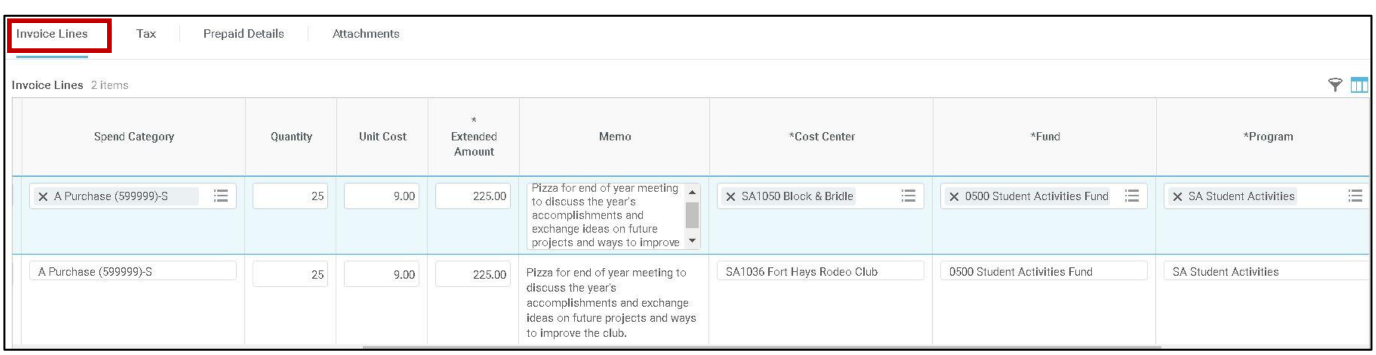


*Figure 11*

7. Attach the invoice and any other supporting documentation for the purchase *(Figure 12)*:
   a. Click on the **Attachments** tab.
   b. You can either drag and drop the files or click **Select Files** and choose the files from your computer.
   c. **An attachment is required.** If the Supplier did not provide an invoice, complete the **Documentation for Workday Payment** Workflow form.
      - This form can be accessed through the *External Resources* app. This app can be added to your Workday home page (see the *Add Worklets HOW-TO GUIDE* for instructions).

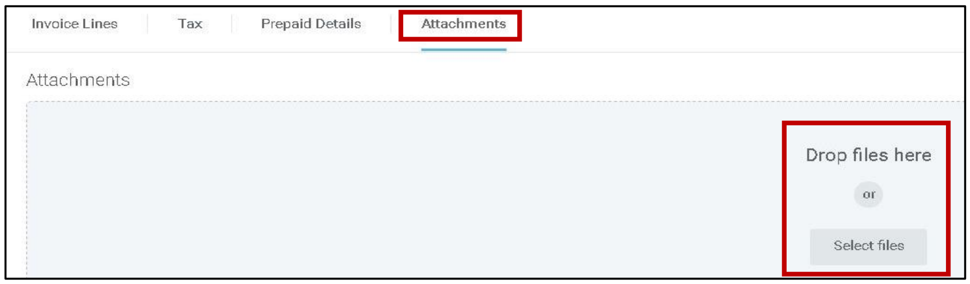
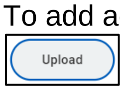



*Figure 12*

   d. **Add a comment** to the attachment that will help identify what the attachment is (ex. invoice, copy of contract, contractual services form) *(Figure 13)*.
   e. To add additional attachments, click **Upload** 

and select the file that needs to be attached.


*Figure 13*

   f. Enter any additional information that needs to be communicated to the Supplier regarding the payment *(Figure 14).*

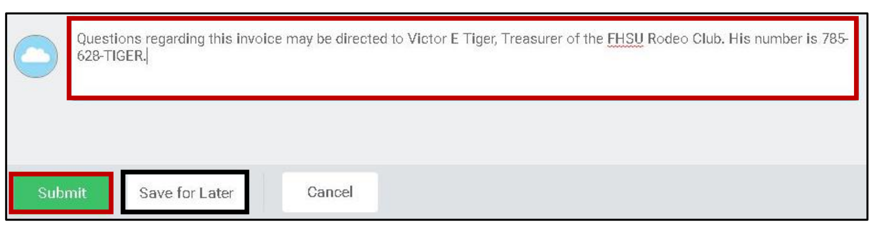



*Figure 14*

   g. Click **Submit** 

to start the business process.
   h. **Save for Later** 

will save what has been entered in the supplier invoice so far and allow the document to be edited and submitted at a later time.
8. The next screen will display the next approver *(Figure 15)*.


*Figure 15*

9. Clicking on **Details and Process** provides access to the following *(Figure 16)*:
    a. Supplier Invoice number (N0000011) assigned by Workday to the Supplier Invoice submitted.
    b. Click on the **Process** tab to view the business process.
    c. Click **Remaining Process**  to see remaining approvers of the supplier invoice.



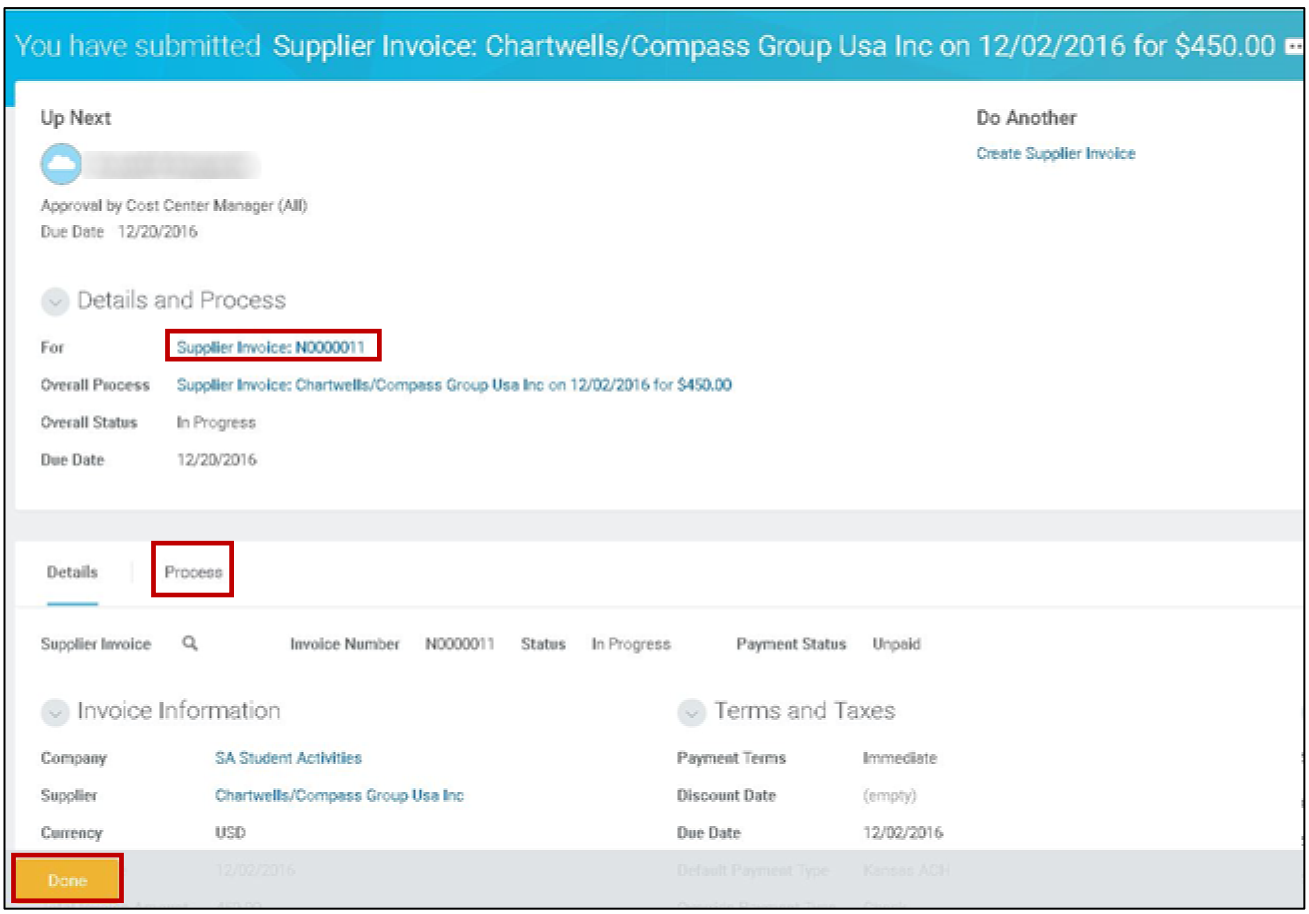



*Figure 16*

10. Click **Done**  when finished.