

View Supplier Invoice

To check the status of an invoice: has it been received/uploaded, has it been paid, when paid, paid via check or Electronic Funds Transfer (EFT) – type or copy the Purchase Order number in the Search field in Workday (**see page 2 for finding PO#s).

PO-10002#####
[View Purchase Order](#)

Scroll down to the lines (Service or Goods) and scroll to the right to the 'Business Document Lines' column and click on the 'Supplier Invoice-INV-#'

Service Lines	Process History	Attachments	Printing Runs	Balances
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Retention	Prepaid	Deliver-To	Ship-To Address	Ship-To Contact	Memo	Location	Business Document Lines

[View Supplier Invoice Line](#)

Supplier Invoice Line Information

Supplier Invoice Line
 Supplier Invoice Document [Supplier Invoice: INV-00002I](#)

In 'View Supplier Invoice Line'- click the INV-# again.

[View Supplier Invoice](#)

The details of the invoice will be in this 'View Supplier Invoice' screen:

Supplier Invoice [Invoice Number](#) INV-00002E

Status [Approved](#) **Match Status** [Matched](#) **Payment Status** [Paid](#)

Status: Draft/In Progress/Approved Match Status: UnMatched/Matched Payment Status: UnPaid/Paid

Will list the Supplier, name/address for Remit-To, Invoice Date, Invoice Amount, Due Date

Payment Terms- Net 30/Net 60

Default Payment Type: Check/EFT

Date payment is made will depend on when invoice was received/processed and Payment Terms (Net 30 or 60)

NOTE: for this next step -the Activity TAB doesn't show up unless the invoice is in "PAID" status.

To find paid date, check/EFT reference numbers- While in 'View Supplier Invoice' screen, click on Activity TAB, then ellipsis (...) beside the magnifying glass when hover over it-

Invoice Lines	Matching Summary	Activity	Process History
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Supplier Payment	Payment Date	Status
...	05/20/2021	Complete

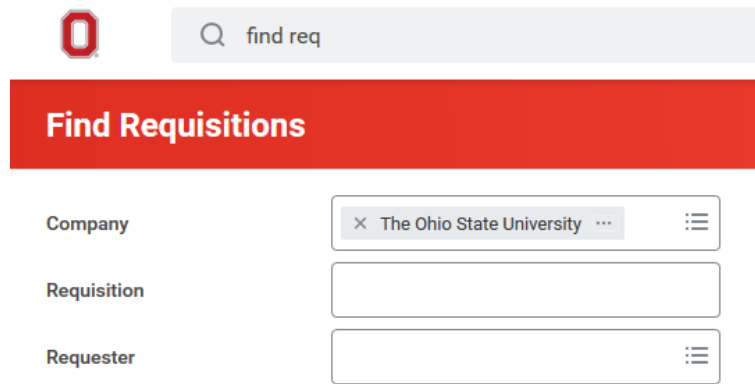
Then click 'Accounting- View Accounting' in gray column of popup that opens "Operational Journal Information" screen to show Check #, or EFT reference #, under 'Additional Worktags' column

Actions
 Accounting > **Supplier Pa**
 View Accounting

To find a Purchase Order #:

**Type My Req in Search field, click My Requisitions blue link , then type in supplier name, OK

Or type Find Req, click Find Requisitions blue link, and put in company and your name as 'requester'...



Find Requisitions

Company: X The Ohio State University ...

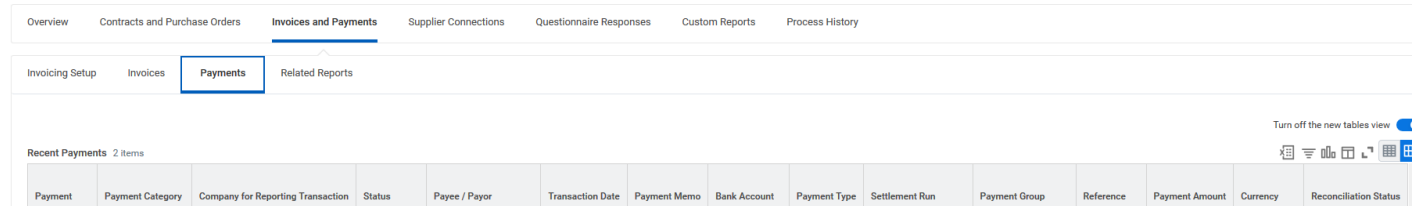
Requisition:

Requester: ...

Or type supplier name in Search field to find PO#s and Supplier Invoices for that supplier.

Click on Supplier name (blue link)
Click on Invoices and Payments TAB

Payments TAB will show all the invoices paid on that supplier, even if on more than one PO#



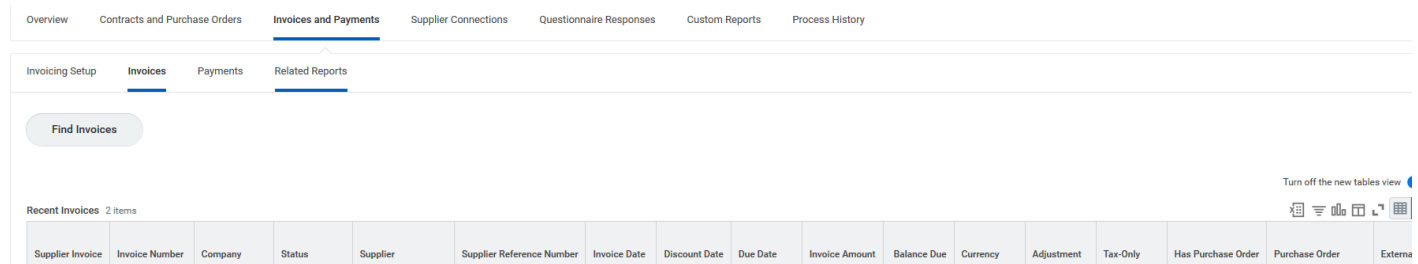
Overview Contracts and Purchase Orders **Invoices and Payments** Supplier Connections Questionnaire Responses Custom Reports Process History

Invoicing Setup Invoices **Payments** Related Reports

Recent Payments 2 items

Payment	Payment Category	Company for Reporting Transaction	Status	Payee / Payor	Transaction Date	Payment Memo	Bank Account	Payment Type	Settlement Run	Payment Group	Reference	Payment Amount	Currency	Reconciliation Status
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Invoices TAB will show status of Invoices



Overview Contracts and Purchase Orders **Invoices and Payments** Supplier Connections Questionnaire Responses Custom Reports Process History

Invoicing Setup **Invoices** Payments Related Reports

Find Invoices

Recent Invoices 2 items

Supplier Invoice	Invoice Number	Company	Status	Supplier	Supplier Reference Number	Invoice Date	Discount Date	Due Date	Invoice Amount	Balance Due	Currency	Adjustment	Tax-Only	Has Purchase Order	Purchase Order	External
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