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). 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-#’

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

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

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-

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

View Supplier Invoice

The Ohio State University
College of Food, Agricultural, and Environmental Sciences

Operations
extension.osu.edu
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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’...

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#

Invoices TAB will show status of Invoices