

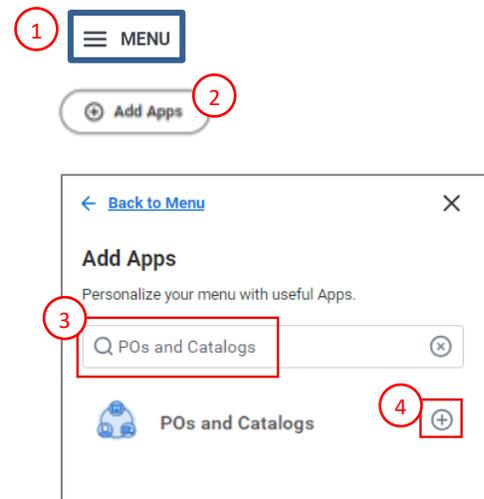
OVERVIEW:

Use this guide to help you use Workday to View an Invoice and View a Payment Status. This guide will walk you through the following steps in Workday:

- Adding the POs and Catalogs app to your Menu
- View Most Recent Invoices
- View Invoice Payment Status
- View Most Recent Payments

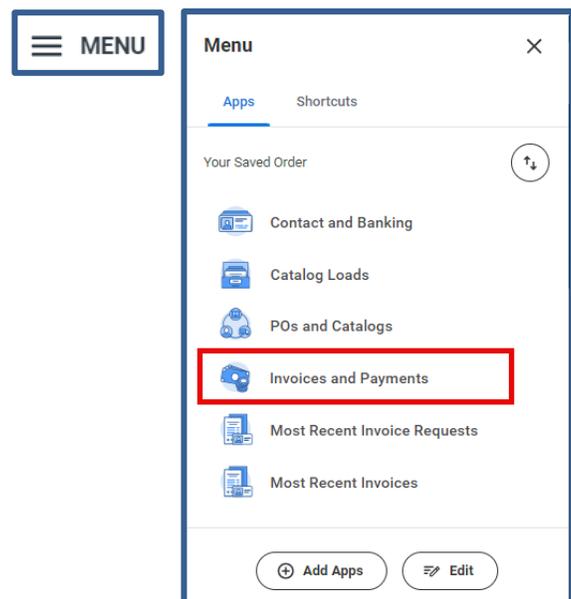
ADD APPS / VIEW A PURCHASE ORDER / PAYMENT STATUS**ADD THE POS AND CATALOGS APP TO YOUR MENU**

1. From the Workday home page, select **Menu**.
2. Click the Add Apps button.
3. **Type POs and Catalogs** in the search bar.
4. **Click the plus sign** beside the app name to add to your main menu.
5. Repeat this same process for the **Invoices and Payments app**, which will allow you to search, find, and track the status of invoices and payments AND the **Contact and Banking App**, which will allow you to review and update your phone, email, remit to address, and banking information for your account.

**INVOICES AND PAYMENTS APP****VIEW PAYMENT STATUS**

The Invoices and Payments app provides a summary view of recent invoices and payment available in the Workday Supplier Portal. Each summary table includes links to detailed statements and invoices to help you better track and manage payment status in the portal.

1. From the Workday home page, select **Menu**.
2. Select **Invoices and Payments**. *Note: If you do not see Invoices and Payments, select Add Apps, and search for Invoices and Payments.*



Most Recent Invoices						Most Recent Payments					
Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment	View	Payment Amount	Currency	Payment Date	Transaction Reference
SINV-1001089	3434	1,100.00	USD	07/21/2024	In Progress	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/19/2024	View	500.00	USD	06/19/2024	
SINV-1001088	55444	1,000.00	USD	07/21/2024	Approved	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/19/2024	View	500.00	USD	06/19/2024	
SINV-1001090		1,000.00	USD	07/21/2024	Approved	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
SINV-1001074	00453433	500.00	USD	07/19/2024	Canceled	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	31,800.00	USD	06/11/2024	
SINV-1001069		7,850.00	USD	07/19/2024	Approved	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	5,000.00	USD	06/11/2024	
SINV-1001041		0.00	USD	07/18/2024	Draft	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	4,000.00	USD	06/11/2024	
SINV-1001050	55545888	2,525.00	USD	07/18/2024	In Progress	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
SINV-1001051		(2,500.00)	USD	07/18/2024	Draft	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	500.00	USD	06/11/2024	
SINV-1001030	D443	280.00	USD	07/17/2024	Approved	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
SINV-1001014		250.00	USD	07/14/2024	Approved	Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
						Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
						Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	50,000.00	USD	06/11/2024	
						Supplier Payment: ABC ASPHALT, INC. - Remit-To: 001-BRIGHTON, 06/11/2024	View	4,500.00	USD	05/28/2024	

MOST RECENT INVOICE DETAILS

1. View your **Most Recent Invoices and Payments**, select **View More Details** hyperlink at the bottom of the summary Most Recent Invoices table. Use the parameters on the Find Invoices for Supplier Contact window to filter your results.
2. Use the Invoice Date fields to limit the results within a date range.
3. Limit your search results to a specific invoice by including the **SINV number** – this is the number Workday assigns to an invoice you have submitted for payment.
4. Limit your search results to a specific invoice by including the Supplier Invoice Number. This is your internal invoice number you supplied earlier in the billing process.
5. Filter the results by Invoice Status that include:
 - Approved
 - Canceled
 - Denied
 - Draft
 - Incomplete
 - In Progress
6. Filter the results by Payment Status including Paid, Partially Paid, and Unpaid
7. **Click OK.**

Find Invoices for Supplier Contact ✕

Invoice Due Date On or After 2

Invoice Due Date On or Before 3

Invoice Number 4

Supplier Reference Number 5

Invoice Status 6

Payment Status 7

8. The top of the screen displays the filters you included to generate the results.
9. **Click spreadsheet icon** if you would like to export the report to excel.
10. **Click** on any column heading to filter and sort report results – such as “Payment Status” to Unpaid.
11. **Click** a SINV - # hyperlink to display additional detail about the invoice, purchase order, and fulfillment information.

Find Invoices for Supplier Contact
🔍 PDF

Invoice Due Date On or After 10/01/2024 8

Invoice Due Date On or Before 10/31/2024

39 items 📄 📊 📅 🗑️ 🔄 9

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status 10	Payment Status
SINV-1052067 11	4414	3,360.00	USD	10/19/2024	Draft	Unpaid
SINV-1042320	4393	200.00	USD	10/12/2024	Approved	Paid
SINV-1042321	4394	300.00	USD	10/12/2024	Approved	Paid
SINV-1042322	4395	480.00	USD	10/12/2024	Approved	Paid

MOST RECENT PAYMENT DETAILS

1. View your **Most Recent Invoices and Payments**, select **View More Details** hyperlink at the bottom of the summary Most Recent Payments table. Use the parameters on the Fin Invoices for Supplier Contact window to filter your results.
2. Use the Payment Date fields to limit the results within a date range.
3. Limit your search results to a Payment Status by selecting from an appropriate status such as In Progress or Complete.
4. (Not shown on image) Limit your search results to a specific invoice by including the Supplier Invoice Number.
5. **Click OK**

Find Payments for Supplier Contact
✕

Payment Date On or After 2 📅

Payment Date On or Before 📅

Payment Types ⋮

Payment Status 3 ⋮

Payment Currency ⋮

Payment Amount Equal To

Payment Amount Greater Than

Payment Amount Less Than

6. **Click the view button** in a payment row to review more detailed information about the transactions included in the payment. The information will include
 - Invoice date
 - Supplier Invoice Number (the internal number you have assigned for the invoice)
 - Invoice Amount
 - Amount Paid
7. **Click on a column header** to filter or sort information in the table.
8. **Click spreadsheet icon** if you would like to export the report to excel.
9. **Click a SINV - # hyperlink** to display additional detail about the invoices included in this payment. The pop-up table includes the Supplier Invoice Number, payments status, and payment date.

Find Payments for Supplier Contact									
Payment	View	Payment Amount	Currency	Payment Date	Payment Type	Transaction Reference	Payment Status	Reconciliation Status	Invoices
Supplier Payment: Family Universal Painting- Inc - Remit- To: 001-San Jose: 10/07/2024	View	14,434.00	USD	10/07/2024	JPMCHK	0000024971 (JPMCHK)	Complete	Unreconciled	25
Supplier Payment: Family Universal Painting- Inc - Remit- To: 001-San Jose: 10/04/2024	View	2,550.00	USD	10/04/2024	JPMCHK	0000024339 (JPMCHK)	Complete	Unreconciled	1
Supplier Payment: Family Universal Painting- Inc - Remit- To: 001-San Jose: 10/01/2024	View	14,051.00	USD	10/01/2024	JPMCHK	0000019693 (JPMCHK)	Complete	Unreconciled	10