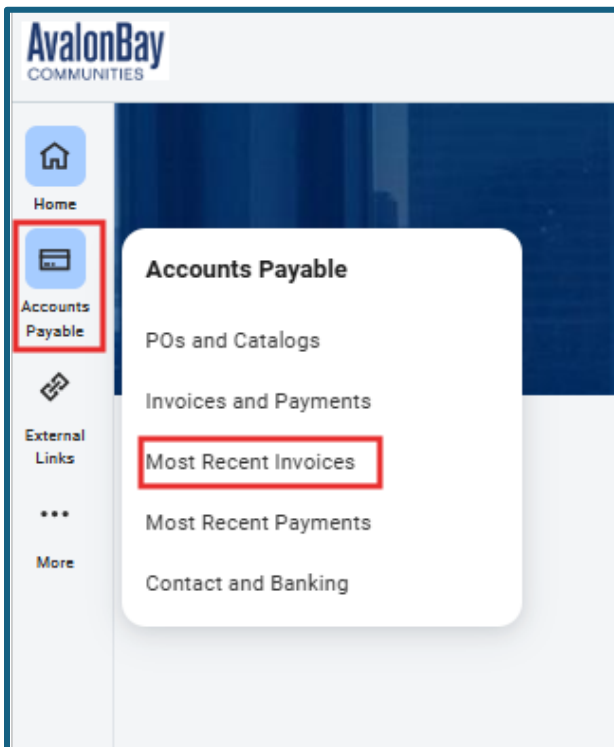


**OVERVIEW:**

Use this guide to update an invoice in Draft status. You may save an invoice that is not yet submitted to complete later. A saved invoice goes into draft status and may be edited. An invoice in draft status has not been transmitted to AvalonBay.

**UPDATE AN INVOICE IN DRAFT STATUS**

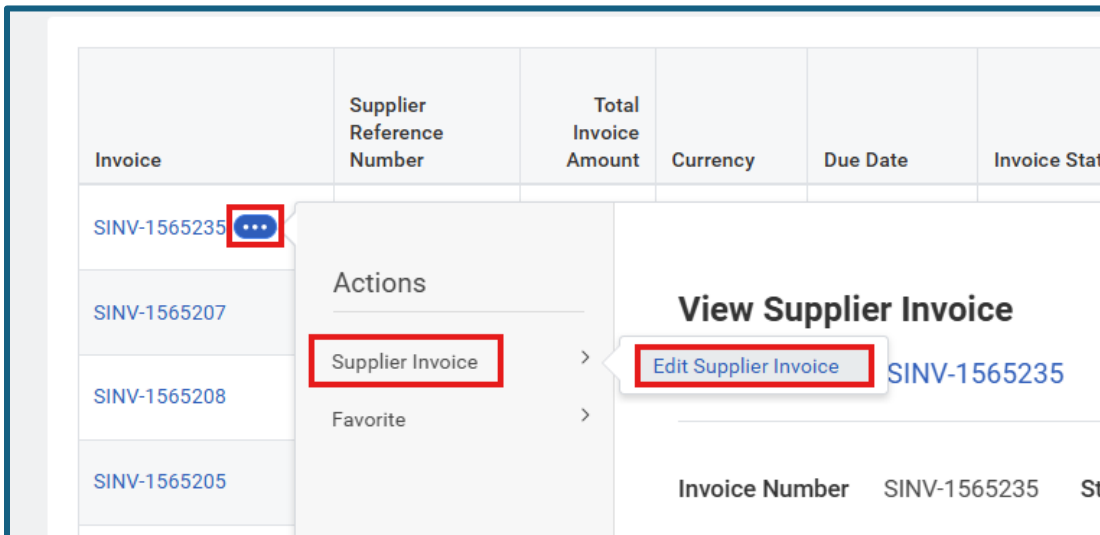
1. From the top left corner of your Workday home page, select **the Accounts Payable Icon**
2. Select **Most Recent Invoices**.



3. View your **Most Recent Invoices and Payments**. Look for the invoices in draft status and find the invoice you need to submit.

| Most Recent Invoices |                           |                      |          |            |                |
|----------------------|---------------------------|----------------------|----------|------------|----------------|
| Invoice              | Supplier Reference Number | Total Invoice Amount | Currency | Due Date   | Invoice Status |
| SINV-1565207         | hippo                     | 375.00               | USD      | 02/27/2026 | Draft          |
| SINV-1565208         | A23455                    | 475.00               | USD      | 02/27/2026 | Draft          |
| SINV-1565205         | test456                   | 475.00               | USD      | 02/26/2026 | Draft          |
| SINV-1565206         | testbctest                | 450.00               | USD      | 02/26/2026 | Draft          |
| SINV-1561536         | 8423                      | 580.00               | USD      | 01/09/2026 | In Progress    |
| SINV-1561553         | 8425                      | 620.00               | USD      | 01/09/2026 | In Progress    |
| SINV-1561523         | 8422                      | 620.00               | USD      | 01/09/2026 | In Progress    |

4. Hover next to the Invoice number and click on the 3-dots button. Hover over, "Supplier Invoice," and click on "Edit Supplier Invoice."



5. From here, you have access to the normal invoice submission screen. You'll be able to edit your invoice, upload your PDF file, and submit it for payment.

The screenshot shows the 'Supplier Invoice' submission screen. The top bar includes the title 'Supplier Invoice' and a search icon. Below the title, there are tabs for 'Invoice Number', 'SINV-1565207', and 'Status', with 'Draft' selected. The main content area is divided into two sections: 'Invoice Information' and 'Invoice Reference Information'. The 'Invoice Information' section includes fields for Company (CA587 Avalon Walnut Ridge II), Supplier (Family Universal Painting- Inc), Remit-To Connection (X 001-San Jose), Currency (USD), Invoice Date (01/28/2026), Invoice Received Date (MM/DD/YYYY), Control Total Amount (0.00), Total Invoice Amount (375.00), Line Total Amount (375.00), Freight Amount (0.00), Other Charges (0.00), Landed Costs in Tax (checkbox), and Payment Practices (checkbox). The 'Invoice Reference Information' section includes fields for Payment Terms (Net 30), Ship-To Address (121 Roble Rd. Walnut Creek, CA 94597 United States of America), and Supplier's Invoice Number (hippo). At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.