

OVERVIEW:

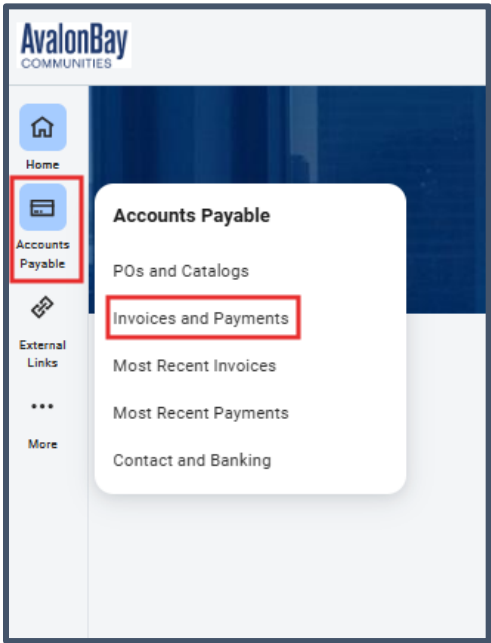
Use this guide to help you use Workday to View an Invoice and its Payment Status. You can also export your open invoice reports into excel or PDF formats.

INVOICES AND PAYMENTS APP

VIEW PAYMENT STATUS AND EXPORT OPEN INVOICES

The Invoices and Payments app provides a summary view of recent invoices and payments 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 top left corner of your Workday home page,
- 2. Select the Accounts Payable Icon, then select Invoices and Payments



MOST RECENT INVOICE DETAILS

- 1. View your **Most Recent Invoices**. Select the **View More Details** hyperlink at the bottom of the summary in the Most Recent Invoices table. Use the parameters on the Find Invoices for Supplier Contact window to filter your results.

Invoices and Payments

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status
SNV-1001089	31434	1,100.00	USD	07/21/2024	In Progress
SNV-1001088	55444	1,000.00	USD	07/21/2024	Approved
SNV-1001090		1,000.00	USD	07/21/2024	Approved
SNV-1001074	DG453433	900.00	USD	07/19/2024	Cancelled
SNV-1001059		7,850.00	USD	07/19/2024	Approved
SNV-1001041		0.00	USD	07/18/2024	Draft
SNV-1001050	S5545888	2,525.00	USD	07/18/2024	In Progress
SNV-1001051		(2,500.00)	USD	07/18/2024	Draft
SNV-1001030	5443	280.00	USD	07/17/2024	Approved
SNV-1001014		250.00	USD	07/14/2024	Approved

View More Details

Most Recent Payments

Payment	View	Payment Amount	Currency	Payment Date	Transaction Reference
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/19/2024	View	\$00.00	USD	06/19/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/19/2024	View	\$00.00	USD	06/19/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$0,000.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$1,800.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$5,000.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$4,000.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$0,000.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$00.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 06/11/2024	View	\$0,000.00	USD	06/11/2024	
Supplier Payment ABC ASPHALT-INC - Remit-To: 001-BRIGHTON: 05/28/2024	View	\$4,500.00	USD	05/28/2024	

View More Details

- 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 Reference 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.**
- 8. The top of the screen displays the filters you included to generate the results.
- 9. **Click the 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

Invoice Due Date On or After

10/20/2024

Invoice Due Date On or Before

MM/DD/YYYY

Invoice Number

Supplier Reference Number

Invoice Status

Payment Status

Cancel

OK

Find Invoices for Supplier Contact

Invoice Due Date On or After

10/01/2024

Invoice Due Date On or Before

10/31/2024

39 items

9

10

11

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status
SINV-1052067	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 Find Payments 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.**
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 Date On or After

Payment Date On or Before

Payment Types

Payment Status

Payment Currency

Payment Amount Equal To

Payment Amount Greater Than

Payment Amount Less Than

Find Payments for Supplier Contact									
3 items									
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