

Workday: Suppliers

Document Information

Department: Office of Human Resources | HR Training Template No.:

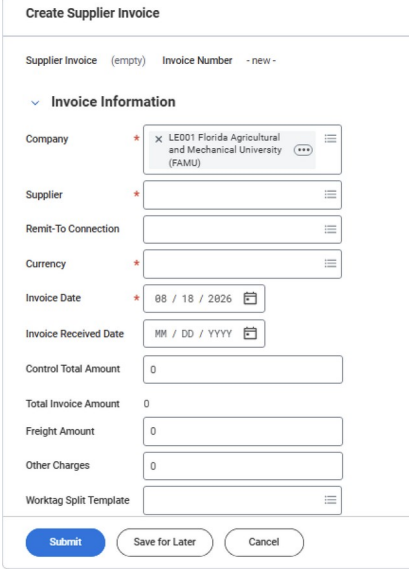
Effective Date: 8/14/2026 | Revision(s): FINAL

Subject: Suppliers

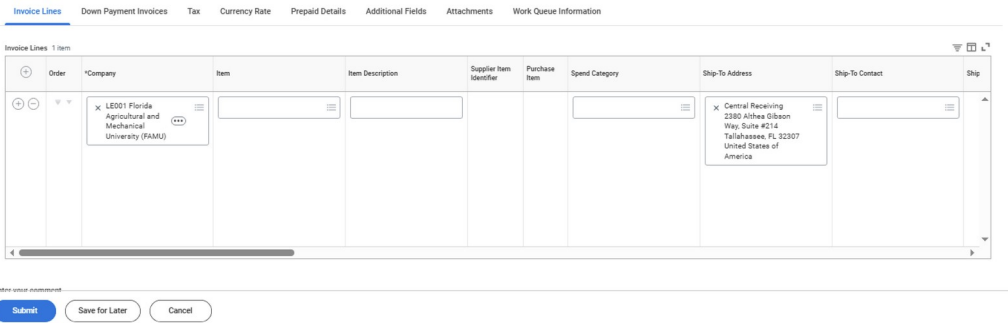
Purpose: Guides users through the process of creating supplier invoices in Workday.

Related References:

Create Supplier Invoices

Step	Actions
1.	Navigate to the Search bar and look for the task Create Supplier Invoice .
2.	Populate the Invoice Information: a. Company – Select the Company name for this invoice (i.e. if it is being created for LE001 Florida Agricultural and Mechanical University, select this option). b. Supplier – Select the name of the supplier you want to invoice. c. Currency – Auto-populates based on Supplier profile. d. Invoice Date – Auto-populates to today's date, but can be updated. 
3.	Populate the Terms and Taxes & Invoice Reference information: a. Payment Terms – Auto-populates based on Supplier's profile. b. Ship-To Address – Auto-populates based on Supplier's profile. c. Supplier's Invoice Number – Invoice number is required on all supplier invoices. d. External PO Number – Supplier's PO number is required on all supplier invoices. e. Memo – Provide a reason for the invoice. f. Approver – Search for the person whom you want to approve this

Step	Actions
	invoice. ▼ Terms and Taxes Payment Terms * Discount Date (empty) Due Date (empty) Due Date Override MM / DD / YYYY Separate Payment ☐ Default Payment Type (empty) Override Payment Type Reference Type Default Tax Option select one ▼ Default Tax Code Default Withholding Tax Code Tax Amount 0 Withholding Tax Amount 0 Update Tax ▼ Invoice Reference Information Ship-To Address X Central Receiving 2380 Althea Gibson Way, Suite #214 Tallahassee, FL 32307 United States of America Handling Code On Hold ☐ Supplier Document Received ☐ Supplier's Invoice Number External PO Number Referenced Invoices Statutory Invoice Type Supplier Contract Total Contract Amount 0 Memo Approver
4.	Populate the Invoice lines. Scroll to the right to include the following information: Company – Auto-populates based on selections in previous section. Item – Ok to leave blank Item Description – Ok to leave blank Spend Category – Select the type of expense for this line item. Quantity – Used for Goods Lines only. Enter the number of items being invoiced for. Unit of Measure – Used for Goods Lines only. Select the unit of measure Unit Cost – Used for Goods Lines only. Enter the cost per unit. Extended Amount – Enter the total amount for each Cost Center line. Prepaid – Check this box if the invoice is prepaid. Memo – Provide a reasoning for the line item. Cost Center – Select the cost center that will incur the expense. Lines can be added for multiple cost centers, if needed. Fund – Select the fund for the revenue. Program Code – Select the program as applicable. Grant – Select the grant as applicable. Project – Select the project as applicable.

Step	Actions
	
5.	Add additional invoice lines by selecting the + icon in the <i>Invoice Lines</i> table.
6.	Once all lines have been added, select the Attachments tab and attach any applicable receipts.
7.	Select Submit .
8.	The supplier invoice will route to the Budget Manager for review and approval.

Find Supplier Invoices

Step	Actions
1.	Navigate to the Search bar and select the Find Supplier Invoices report.
2.	Populate any of the following filter information to narrow your search: - Company - Supplier - Supplier Hierarchy - Supplier Status - Invoice Number - Supplier's Invoice Number - Invoice Status - Invoice Date on or After - Invoice Date on or Before - Invoice On Hold - Intercompany Invoice - Direct Intercompany - Down Payment - Tax-Only - Payment Status - Adjustment Reasons - Invoice Due Date On or After

Step	Actions																																																																																								
	r. Invoice Due Date On or Before s. Created by Worker t. Approved by Worker u. Purchase Order v. External PO Number																																																																																								
3.	Select OK .																																																																																								
4.	Select the Invoice you want to view by clicking the gray magnifying glass under the <i>Supplier Invoice</i> column. You can review Invoice Information. Find Supplier Invoices > Details 63 items <table><tr><th>Supplier Invoice</th><th>Invoice Number</th><th>Company</th><th>Gapless Document Number</th><th>Down Payment Invoice</th><th>Intercompany</th><th>Direct Intercompany</th><th>Tax-Only</th><th>Status</th><th>Cancel Date</th><th>Supplier</th></tr><tr><td></td><td>SI-26000297</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Approved</td><td></td><td>Test Solutions, LLC</td></tr><tr><td></td><td>SI-26000296</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Approved</td><td></td><td>Test Solutions, LLC</td></tr><tr><td></td><td>SI-26000295</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Approved</td><td></td><td>Test Solutions, LLC</td></tr><tr><td></td><td>SI-26000293</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Approved</td><td></td><td>Test Solutions, LLC</td></tr><tr><td></td><td>SI-26000294</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Approved</td><td></td><td>Test Solutions, LLC</td></tr><tr><td></td><td>SI-26000291</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Draft</td><td></td><td>JP Morgan Chase Bank</td></tr><tr><td></td><td>SI-26000286</td><td>LE001 Florida Agricultural and Mechanical University (FAMU)</td><td></td><td></td><td></td><td></td><td></td><td>Draft</td><td></td><td></td></tr></table>	Supplier Invoice	Invoice Number	Company	Gapless Document Number	Down Payment Invoice	Intercompany	Direct Intercompany	Tax-Only	Status	Cancel Date	Supplier		SI-26000297	LE001 Florida Agricultural and Mechanical University (FAMU)						Approved		Test Solutions, LLC		SI-26000296	LE001 Florida Agricultural and Mechanical University (FAMU)						Approved		Test Solutions, LLC		SI-26000295	LE001 Florida Agricultural and Mechanical University (FAMU)						Approved		Test Solutions, LLC		SI-26000293	LE001 Florida Agricultural and Mechanical University (FAMU)						Approved		Test Solutions, LLC		SI-26000294	LE001 Florida Agricultural and Mechanical University (FAMU)						Approved		Test Solutions, LLC		SI-26000291	LE001 Florida Agricultural and Mechanical University (FAMU)						Draft		JP Morgan Chase Bank		SI-26000286	LE001 Florida Agricultural and Mechanical University (FAMU)						Draft		
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5.	To take action on an invoice, select the Related Actions (...) button next to the gray magnifying glass .																																																																																								

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Please reach out to workday@fam.u.edu for additional information.