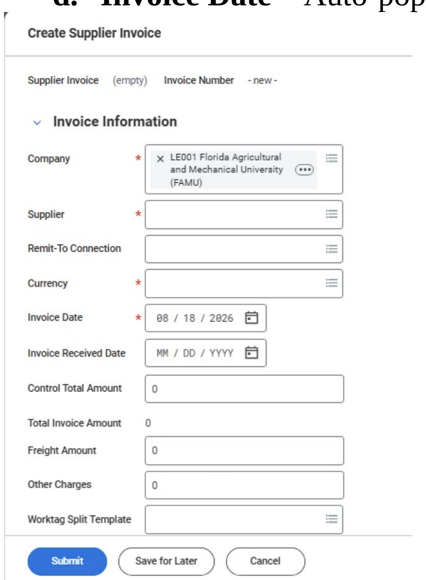
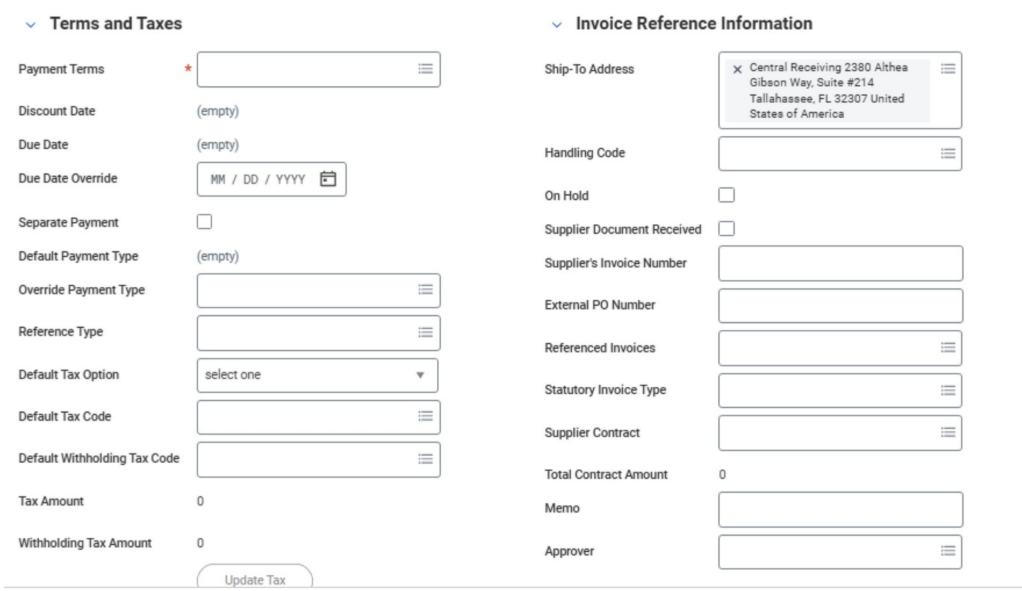
Workday: Suppliers

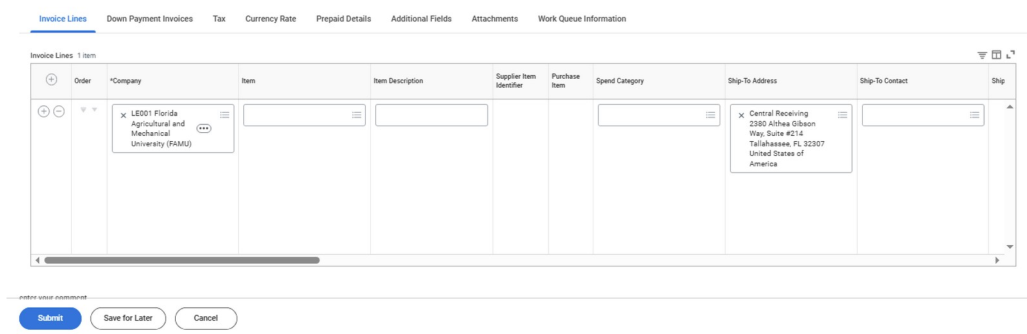
Document Information

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

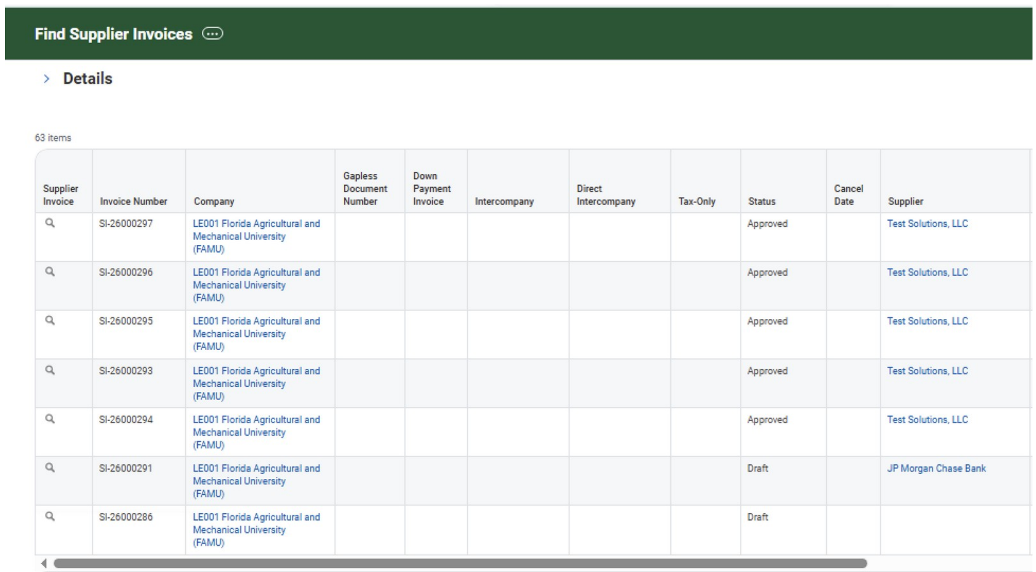
Step	Actions
	invoice. 
4.	Populate the Invoice lines. Scroll to the right to include the following information: **a. Company** – Auto-populates based on selections in previous section. **b. Item –** Ok to leave blank **c. Item Description –** Ok to leave blank **d. Spend Category** – Select the type of expense for this line item. **e. Quantity** – Used for Goods Lines only. Enter the number of items being invoiced for. **f. Unit of Measure** – Used for Goods Lines only. Select the unit of measure **g. Unit Cost** – Used for Goods Lines only. Enter the cost per unit. **h. Extended Amount** – Enter the total amount for each Cost Center line. **i. Prepaid** – Check this box if the invoice is prepaid. **j. Memo** – Provide a reasoning for the line item. **k. Cost Center** – Select the cost center that will incur the expense. Lines can be added for multiple cost centers, if needed. **l. Fund** – Select the fund for the revenue. **m. Program Code** – Select the program as applicable. **n. Grant** – Select the grant as applicable. **o. Project** – Select the project as applicable.

Step	Actions
	
5.	Add additional invoice lines by selecting the + icon in the *Invoice Lines* 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: a. Company b. Supplier c. Supplier Hierarchy d. Supplier Status e. Invoice Number f. Supplier's Invoice Number g. Invoice Status h. Invoice Date on or After i. Invoice Date on or Before j. Invoice On Hold k. Intercompany Invoice l. Direct Intercompany m. Down Payment n. Tax-Only o. Payment Status p. Adjustment Reasons q. Invoice Due Date On or After

<table>
<tr><th>Step</th><th>Actions</th></tr>
<tr><td></td><td>r. Invoice Due Date On or Before
s. Created by Worker
t. Approved by Worker
u. Purchase Order
v. External PO Number</td></tr>
<tr><td>3.</td><td>Select OK.</td></tr>
<tr><td>4.</td><td>Select the Invoice you want to view by clicking the gray magnifying glass under the Supplier Invoice column. You can review Invoice Information.



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<tr><td>5.</td><td>To take action on an invoice, select the Related Actions (…) button next to the gray magnifying glass.</td></tr>
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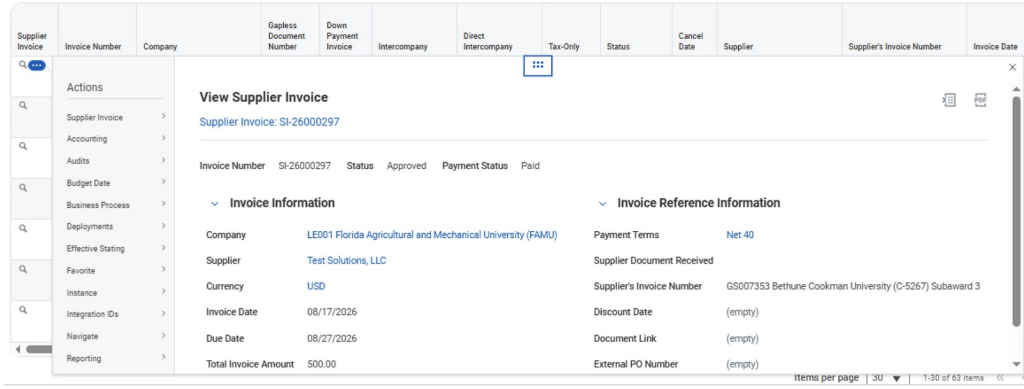

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Please reach out to workday@famu.edu for additional information.