



## Create a Purchase Order Invoice

This guide will explain how to Create a Purchase Order Invoice in Workday.

### Create a Purchase Order Invoice

1. Search the **PO Number** in the **Search Bar**.
2. Select the **Related Actions** button next to the **PO Number**.
3. Hover over the **Supplier Invoice** tab.
4. Select **Create**.

Q

1
×

### View Purchase Order

Purchase Order PO100000001232 2

**Summary**

Company Vanderbilt University

Purchase Order Type Supplies

Supplier AMBROSIA CATER

Currency USD

Document Date 07/13/2022

**Actions**

Purchase Order >

Accounting >

Favorite >

Integration IDs >

Supplier Invoice 3 >

**Purchase Order**

PO100000001232

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**Status** Issued

**Company** Vanderbilt University Medical Center

**Document Date** 07/13/2022

**Purchase Order Type** Supplies

4 Create



## Create a Purchase Order Invoice-Page 2

### Create a Purchase Order Invoice

5. Select **Remit-To Connection** automatically available based on supplier.
6. Select the **Invoice Date** and **Invoice Received Date**.
7. Enter the **Control Total Amount**.
8. If necessary, enter the **Freight or Tax Amount**.

**Note:** This cost will either be covered by the grant account (if applicable) or procurement.

9. If necessary, add an **Override Payment Type**.

### Create Supplier Invoice from Purchase Order

**Invoice Information**

Company: Vanderbilt University Medical Center

Supplier: \* AMBROSIA CATERING

5 Remit-To Connection: × 0000201786\_1\_RT ...

Currency: USD

6 Invoice Date: \* 07/12/2022

Invoice Received Date: 07/13/2022

7 Control Total Amount: 32.00

Total Invoice Amount: 32.00

8 Freight Amount: 0.00

Other Charges: 0.00

**Terms and Taxes**

Payment Terms: \* × Net 45

Discount Date: (empty)

Due Date: 08/26/2022

Due Date Override: MM/DD/YYYY

Default Payment Type: Outsourced Check

9 Override Payment Type:

Reference Type:

Default Tax Option: Calculate Tax Due to Supplier

Default Tax Code:

Default Withholding Tax Code:

Tax Amount: 0.00

Withholding Tax Amount: 0.00

Update Tax

Submit
Save for Later
Cancel



## Create Purchase Order Invoice-Page 3

### Create a Purchase Order Invoice

10. Enter **Supplier's Invoice Number**.
11. If necessary, enter a memo in the **Memo** field.
12. Scroll down to review **Line-Item Details** to ensure correct cost and quantity.
13. Select **Submit**.

#### Invoice Reference Information

Ship-To Address

Handling Code

On Hold

Supplier Document Received

**10** Supplier's Invoice Number

External PO Number

Referenced Invoices

Statutory Invoice Type

**11** Memo

Approver

Requisition Type

Total Invoice Amount 199.50  
Amount Due 199.50

Invoice Lines Matching Summary Process History

Invoice Lines 2 items

Invoice Line	Company	Item	Line Item Description	Business Document	Supplier Contract
	Vanderbilt University Medical Center				
Q	Vanderbilt University Medical Center	E155577 - TUBE SERUM GOLD CLOT ACTIVE 13X75MM 3 SML	TUBE SERUM GOLD CLOT ACTIVE 13X75MM 3 SML	PO100000001238 - Line 1 Matching 3	

**12**

**Submit** **13** Save for Later Cancel



## Create Purchase Order Invoice-Page 4

### Create a Purchase Order Invoice

If an invoice has a **Freight or Tax Cost** added to it, there will be an additional line item added to the invoice once it has been approved. This triggers additional business processes within Workday.

If the item(s) are connected to a trackable spend category, the **Freight Cost** will be charged to that specific department. If not, the **Freight Cost** will be charged to the Supply Chain cost center. This can be seen in the **Spend Category** column.

Total Invoice Amount		199.50				Re
Amount Due		199.50				Re
Invoice Lines		Matching Summary		Process History		
Invoice Lines 2 items						
Invoice Line	Company	Item	Line Item Description	Business Document	Supplier Contract	Spend Category
...	Vanderbilt University Medical Center					SC337 Freight, mail, and cargo transport
Q	Vanderbilt University Medical Center	E155577 - TUBE SERUM GOLD CLOT ACTVE 13X75MM 3.5ML	TUBE SERUM GOLD CLOT ACTVE 13X75MM 3.5ML	PO100000001238 - Line 1 Matching 3		SC238 Med Sup: Laboratory And Scientific Equipment