



Finalize and Submit Supplier Invoice Requests

This guide will explain how to Finalize and Submit Supplier Invoice Requests in Workday.

The **Accounts Payable Data Entry Specialist** accesses their **Inbox** to review the invoice after **Cost Center Manager** approval.

1. Verify the information in the fields and scroll down to verify invoice line items.
2. Review the transaction line item details.

Create Supplier Invoice from Supplier Invoice Request

2 minute(s) ago - Due 04/09/2022

Supplier Invoice (empty) Invoice Number - new -

Invoice Information

Company * Vanderbilt University Medical Center

Supplier * AMBROSIA CATERING

Remit-To Connection * 0000201786_1_RT

Currency * USD

Invoice Date * 02/01/2022

Invoice Received Date 04/07/2022

Control Total Amount 1,500.00

Total Invoice Amount 1,500.00

Freight Amount 0.00

Other Charges 0.00

Worktag Split Template

Tax-Only

Terms and Taxes

Payment Terms * Net 45

Discount Date (empty)

Due Date 03/18/2022

Due Date Override MM/DD/YYYY

Default Payment Type EFT

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

Invoice Reference Information

Ship-To Address * 1161 21ST AVE S., SUITE D3300 MCN Nashville, TN 37232 United States of America

Handling Code

On Hold

Supplier Document Received

Supplier's Invoice Number 02012022

External PO Number

Referenced Invoices

Statutory Invoice Type

Default Supplier Contract

Document Link

Memo

Buttons: Submit, Save for Later, Cancel, Approver (with Workday logo)

| Invoice Lines | Tax | Currency Rate | Prepaid Details | Additional Fields | Attachments | Work Queue Information |
|----------------------|-------|--------------------------------------|-----------------|-------------------------------------|--------------------------|------------------------|
| Invoice Lines 1 item | | | | | | |
| + | Order | *Company | Item | Item Description | Supplier Item Identifier | Purchase Item |
| + | - | Vanderbilt University Medical Center | | Food for Supply Chain Qrtly Meeting | | |
| | | | | | | Spend Cate |
| | | | | | | Res Cat |



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Finalize and Submit Supplier Invoice Request

3. If the invoice must be prepaid, check the **Prepaid** box which will send a notification to the accounting team to create a prepaid amortization schedule.
4. Select the **Attachments** tab.
5. Click the **Attachments** to review attachments.
6. Click **Submit** to submit invoice. A notification box displaying “**You have submitted**” will appear.

Once the **Accounts Payable** team approves the request, it will await settlement.

| Item Identifiers | Item Tags | Retention Details | Prepaid | Memo | Gift | Grant | Project |
|------------------|-----------|-------------------|--------------------------|------|------|-------|---------|
| 00 | | | <input type="checkbox"/> | | | | |

Attachments

5
WD Test Document.pdf
Uploaded by Sandy Ritch (007)

Comment

6

Submit Save for Later Cancel

You have submitted

Up Next: Brittany M(012), Approval by Cost Center Manager, Due Date 04/09/2022

[View Details](#)