# **UVAFinance**



# **Attaching Documentation** to a Supplier Invoice

**Quick Reference Guide** 

### Attaching Documentation to a Supplier Invoice Overview

This Quick Reference Guide (QRG) is designed to walk a Procurement Shopper, or whoever is listed as the Requester if an Employee as Self assigned a cart to a Requisitioner, through the steps to attach documentation, such as a packing slip, to a supplier invoice in Workday.

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#### Procedure: Attaching Documentation to Supplier Invoices over \$10,000

Adding documentation to a supplier invoice that is over \$10,000 is easily done during the invoice approval process. The invoice approval process is shown below:

On the Workday Home screen:

1. Select the My Tasks icon at the top-right corner.



On the My Tasks screen:

2. Select the relevant Supplier Invoice task.

#### Attaching Documentation to a Supplier Invoice] – Quick Reference Guide

	Review		${\leftrightarrow}$	2023	۲,
	Supplier Invoice:	SI-0000000710, Moniyan, Silvanna on 02/16/2022 for \$20,000.00			
	15 day(s) ago - Effecti	ve 02/16/2022			
Supplier Invoice: SI-0000000710, Moniyan, Silvanna on 02/16/2022 for \$20,000.00	For	Supplier Invoice: SI-0000000710			
10 uby(3) ago - Elective 02/10/2022	Overall Process	Supplier Invoice: SI-0000000710, Moniyan, Silvanna on 02/16/2022 for \$20,000.00			
Roman Date Processing Age (2010) 202, Arrest	Overall Status	in Progress			
11 Molto apr	Details to Revie	ew			
Regarding MC CONTROL & Regarding 1 and Regarding State 10 (100 (101)), Arrowsed 10 (100 (101 (101)))	Supplier Invoice	Q. Invoice Number SI-0000000710 Status In Progress Match Sta	tus N	Matched	
	Payment Status	Unpaid			
Regardian All American Angeletic Land Regards, Sale (2018) 2022, America 2018) 201 (2-Marcil age: San (2-10) 2021	✓ Invoice Info	rmation			
and the second second second second	Company	The Rector & Visitors of the University of Virginia			
Hapter, Sam Will Will, Arman 20,000 ()	Supplier	Moniyan, Silvanna			
the state of the s	Remit-To Connection	Moniyan, Silvanna - Remit-To: Waco_14280			
Region Ann 2018-2021, Armont 2 4,000.00	Currency	USD			
Register Rommer Auguste 144	Approve	Send Back Cancel			

In the Review section:

- 3. Review the details of the supplier invoice on the screen.
- 4. If you wish to add attachments/packing slips, select the Task Actions icon and select View Details.

Review	0	A @ .
Supplier Invoic	e: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00	
6 minute(s) ago - El	fective 03/04/2022	Reassign View Details
Approval of this sup	plier invoice is your acknowledgment that the goods/services were received.	
	tachments/packing slips: select task actions (top right), view details, and on the invoice relation to approve the invoice	ated action select "add attachment".
	du/sites/floc.virginia.edu/files/How%20does%20workflow%20work%20in%20Purchasing.pd	ш
	0	
For	Supplier Invoice: SI-0000000752	
	Supplier Invoice: SI-0000000752 Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00	
For Overall Process Overall Status		

5. Select (...) related actions on the invoice and select Add Attachment under Supplier Invoice.



Actions	5	Supplier Invoice	
Supplier Invoice	$\rightarrow$	Add Attachment 000000752	
Accounting	>	Find Possible Duplicates	
Budget Date	>	Invoice Number SI-0000000752 Status	Approved
Favorite	>	Match Status Matched Payment Status	Unpaid
Navigate	>		
Reporting	>	✓ Invoice Information ✓	Invoice Reference Information
		Company The Rector	

- 6. Add the attachment.
- 7. Return to the inbox to approve the invoice.
- 8. Select the **Approve** button to approve the request. Approving the invoice is your acknowledgment that you have received the goods/services in the quantity shown on the invoice.

You have successfully completed this task.

#### Procedure: Attaching Documentation to Supplier Invoices less than \$10,000

For supplier invoices less than \$10,000 you will not receive an approval notification. However, documentation, such as packing slips, can still be attached to the supplier invoice. This can be done for document record keeping, tracking, and audit purposes.

This procedure can also be followed for supplier invoices over \$10,000 to which you wish to add documentation outside of the supplier invoice approval process.

You must first find the desired supplier invoice.

If you know the supplier invoice number, you can enter the number into the Search bar and select.

or

On the Workday Home screen:

1. Type "Find Supplier Invoices" into the Search bar to access the Find Supplier Invoices report. On the Find Supplier Invoice screen:

2. Narrow your search. This will most easily be done through entering the Purchase Order number. On the second **Find Supplier Invoice** screen:

- 3. Hover on the magnifying glass next to the appropriate supplier invoice number and click on the three dot **Related Actions** button.
- 4. Under Actions, hover over Supplier Invoices, and click on Add Attachment.

Supplier Invoice	Invoice Number	Compa	any	Gapless Document Number
	Actions		Supplier Inv	oice
~	Supplier Invoice Budget Date	> < >	Add Attachment Find Possible Duplicate	0000
Q	Favorite	>	Invoice Number	SI-000001
	Neuriseate			

On the second Add Attachment for Supplier Invoice screen:

5. Upload your documentation and click OK.

You have successfully completed this task.

Procedure: Attaching Documentation to Supplier Invoices from Account Certification This procedure starts with an Account Certification already opened. If you are unsure how to get to the Review Account Certification screen where this procedure starts, <u>The Prepare or Approve Account</u> <u>Certification</u> Quick Reference Guide, steps 1-8, walk you through how to get to the Account Certification screen and how to filter to see activity.



The Account Certification will only be available after month-end close for the month that the Supplier Invoice was created. If you want to attach the documentation to the Supplier Invoice before the Account Certification has been created, you will have to follow one of the procedures mentioned above. You will NOT have access to attach documentation after the Account Certification has been submitted.

#### On the Review Account Certification screen:

1. Click on the blue number in the Ledger Account Balance column.

Ledger Accounts to Certify Attachments			
Ledger Accounts to Certify 1 of 103 items			
Company	Ledger Account	Eedger Account Balance	Amount to Certify for Account
The Rector & Visitors of the University of Virginia	6008:NonCapital Equipment	454.14	454.14
4			

On the transaction detail popup window:

2. Find the Supplier Invoice you want to add an attachment.

3. Select the **Related Action** button in the **Transactions** column by hoovering near the magnifying glass.

On the Related Actions menu of the selected supplier invoice:

4. Select Supplier Invoice > Add Attachment.

								0 0 0 0
Criteria View by:	Select a Field	•	and then by: Select	a Field		•	Refresh	$\supset$
l item								
Journal Entry	Journal Source	Transacti	on	Accountir	ng Date	Budget Date	Book Code	Ledger Acc
Q	Supplier Invoice	d	Actions	·	Supp	lier Invoice		
			Supplier Invoice Accounting		Add Attach Find Possi	nment OC ble Duplicates	0000184	
			Audits	>	Invoice	Number SI-0000	0000184	Status A
			Budget Date Business Process	>	~	Invoice Inform	ation	
			Favorite	>	Com	pany	The Rector 8	& Visitors of
			Integration IDs	>	Supp	lier	Supply Roor	n Companie

On the Add Attachment for Supplier Invoice screen:

- 5. Select the file that you want to attach.
- 6. Select OK.

You have successfully completed this task.