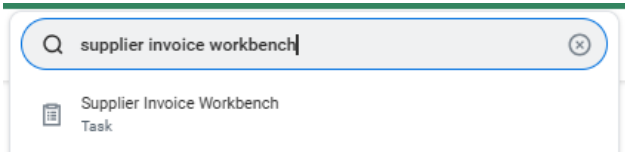


Audience / Role	Accounts Payable Data Entry Specialist Department Accountant (Unconstrained)
Description	This job aid provides instructions to create a supplier invoice using OCR and Invoice Scanning and with and without a Purchase Order (PO).
Before You Start	Make sure you are using OCR (Supplier Invoice Work Area to process Supplier invoices)

Create Supplier Invoice with a Purchase Order (PO)

(Only those departments not utilizing OCR)

1	In the Search bar, enter Supplier Invoice Workbench. In the search results, select the Supplier Invoice Workbench report. 
2	Under Supplier Invoice Workbench, complete the fields for this task. Enter the following into the fields: • Company – defaults to Kern County. • Supplier – Select the supplier for the invoice. • Currency – enter USD. • Invoice Date – Enter the invoice date from the Supplier document. If the supplier has specific payment terms, the Invoice Date controls the due date. • Payment Terms – select the condition that define when and how a buyer pays for a product or service. • Default Tax Option – not required. • Default Tax Code – not required. • Default Withholding Tax Code – leave blank. • Ship To Address – Select address that item(s) should be shipped to.
3	The Supplier Invoice Workbench displays. Under the Add Lines to this Invoice from section, select Purchase Orders.
4	Under Purchase Orders for Supplier Workbench, select the Purchase Order(s) to create a supplier invoice for. Select OK.
5	The Supplier Invoice Workbench displays. Under the Add Lines to this Invoice from section, select Complete Supplier Invoice.
6	Under Edit Supplier Invoice, read the instructions and complete the fields for this task. All required fields are indicated with a red asterisk. For Invoice Information: • Company – Select Kern County.

	• Supplier – Select the supplier for the invoice. • Remit-To Connection – Select the address/connection where the payment should be sent. This should auto-populate from the selected supplier. • Currency – Defaults to USD (US Dollars). • Invoice Date – Enter the invoice date from the Supplier document. If the supplier has specific payment terms, the Invoice Date controls the due date. • Invoice Received Date – Enter the date the invoice was received. • Control Total Amount – Enter the invoice total, including sales tax and/or shipping charges. The system will use this amount to ensure that your accounting lines match the total amount to be paid. • Total Invoice Amount – Workday auto-calculates total invoice amount based on sum of all invoice lines and any additional header amount. • Freight Amount – Enter freight costs if applicable. • Other Changes – Enter other costs if applicable. • Tax-Only – do not select.
7	For Terms and Taxes: • Payments Terms – Workday automatically populates the payment terms from the remit-to connection or the supplier. Update as needed. • Discount Amount Override – Override the discount amount based on the payment terms; enter a discount amount that is less than the total invoice amount. • Discount Date – Calculated automatically based on Payment Terms with a discount for early payment, and Invoice Date. • Discount Date Override – Update the auto-calculated Discount Date as needed. • Due Date – Auto-populates based on the Payment Terms. • Due Date Override – Update the auto-calculated Due Date as needed. • Default Payment Type – Auto-populates based on the Supplier. • Override Payment Type – Select a different payment type for the supplier. • Default Tax Option – Workday populates this value from the company accounting details and uses this value to populate the tax option on invoice lines. • Default Tax Code – Workday populates the default tax code from the supplier profile. If the supplier profile doesn't have a defined tax code or to override it, select a tax code. • Tax Amount – Auto-calculated field based on total amount of tax from invoice lines.
8	For Invoice Reference Information: • Ship-To Address – This field automatically populates. • Handling Code – Select a payment handling code for this invoice, such as Interoffice, Pickup, or Rush. • On Hold – Select this checkbox to hold payment on supplier invoice. • Supplier Document Received – Select if the supplier has provided an invoice or other relevant document. • Supplier's Invoice Number – Enter the supplier invoice number from the invoice document. • External PO Number – If you use a procurement system other than Workday, enter that purchase order. • Referenced Invoices – Connect preexisting Supplier Invoices as reference to current invoice. • Statutory Invoice Type – Select FASTER or Verizon Billing from drop down menu to adhere to specific compliances. • Supplier Contract – Connect Supplier Invoice to corresponding Supplier Contract.

	• Total Contract Amount – Workday auto-calculates total invoice amount based on sum of all invoice lines and any additional header amount. • Memo – This information prints on the check or remittance advice.
9	Under the Invoice Lines tab, Lines can be added or deleted as necessary utilizing the +/- signs at the far left of the row. Enter the following into the fields: • Company – Select Kern County. • Item – Select the item from the drop-down list. • Item Description – Include a description for what this invoice line is for. This is a required field. • Commodity Code – Select NIGP code that corresponds to item. • Spend Category – Select the appropriate spend category. • Ship-To Address – Select address that item(s) should be shipped to. • Tax Applicability – Select if line is Taxable, Nontaxable, or Use Tax. • Tax Code – If Taxable, select the corresponding tax code.
10	Under the Tax tab, if taxes were updated, click the Update Tax button so that the correct tax amount will populate on Supplier Invoice header.
11	Under the Currency Rate tab, confirm the transaction currency of USD.
12	If lines were marked as prepaid, navigate to the Prepaid Details tab. Select corresponding Prepaid Amortization Type (Manual or Schedule).
13	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
14	Under the Work Queue Information tab, add notes and other details that will display for the invoice in the Supplier Invoice Work Area report.
15	Select Submit .

What Happens Next?

- The supplier invoice routes for review and approval.
- Once the supplier invoice is approved, it will be ready for settlement
- Once the invoice is paid. The invoice status will be updated to show the paid status.

Related

- Find Supplier Invoices report

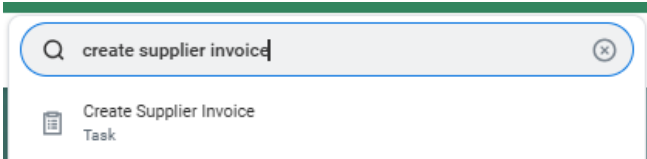
Related Job Aids

- Supplier Accounts: Create Supplier Invoice (OCR)

Reports

Create Supplier Invoice without a Purchase Order (PO)

(Only those departments not utilizing OCR)

1	In the Search bar, enter Create Supplier Invoice and select the task. In the search results, select the Create Supplier Invoice task. 
2	Under Create Supplier Invoice, for the Invoice Information section, enter the following: Company – defaults to Kern County. Supplier – Select the supplier for the invoice. Remit-To Connection – If the supplier has multiple Remit-To addresses, you will choose it here. Currency – This will default in from the Supplier profile. If it does not, enter USD Invoice Date– Enter the date of the invoice. Invoice Received Date – Optional; Enter the date the invoice is received Control Total Amount – Optional; Enter the total of the invoice amount. When you enter the invoice lines, if the total amount does not match this control amount, you will get an error Freight Amount – Optional; If you will be charged a freight charge, put it here. This is not small shipping charges but Freight that would be its own line on the invoice. Other Charges – Optional; Enter any other charges that are not part of the invoice lines. Worktag Split Template – Optional; If you typically split the charge to on an invoice and you created a template, you would select that template. Tax Only – Select if this is a tax only invoice.
3	In the Terms and Taxes section, complete the following: Payment Terms: This may default from the supplier. If it does not, select the terms. Discount Amount Override: This is optional. Enter the amount to override the discount. Discount Date Override: This is optional. Enter the appropriate date. Due Date Override: This is optional. Enter the new due date. Override Payment Type: This is optional. Enter a new payment type for the invoice. Reference Type: This is optional. Do Not Use Default Tax Option: This is optional. Select option. Default Tax Code: This is optional. Select code. Default Withholding Tax Code: This is optional. Select withholding tax code.

4	In the Invoice Reference Information section, enter the following: Ship-To Address: This will default from the supplier Handling Code: This is optional. Select from the following options: • Interoffice • Pickup • Rush On Hold: This is optional. Select if this invoice is to be placed on hold and not paid Supplier Document Received: This is optional. Supplier's Invoice Number: Enter the invoice number from the supplier's invoice. If there is not a number on the supplier invoice, use standard naming conventions to create a supplier invoice number External PO Number: This is optional. Enter the supplier's external PO number Referenced Invoices: This is optional. If this invoice is related to another invoice, and you want to reference the other invoice here, enter that number Statutory Invoice Type: This is not optional since there is a policy that without a Procurement Document, must list the appropriate value. Select from the list Supplier Contract: This is optional. If the invoice is associated with a supplier contract, enter the contract number here Memo: This is optional. Enter any applicable memo Approver: This is optional.
5	Scroll down to enter the Invoice Lines and complete the following required fields: Spend Category: Select the spend category. This is representative of what you are purchasing. Click in the field to search by spend category or spend category hierarchy. You may also enter words such as 'supplies' or 'services' to view spend categories with those words. Extended Amount: Enter the total of the invoice Cost Center: Enter cost center responsible for the purchase Fund: This will default in from the cost center Additioanl Worktags: Enter a program, grant, or project task if applicable. Click the Add icon to add additional lines if necessary.
6	Click on the Attachments tab and attach a copy of the supplier invoice.
7	Select Submit.

What Happens Next?

- The supplier invoice routes for review and approval.
- Once the supplier invoice is approved, it will be ready for settlement
- Once the invoice is paid. The invoice status will be updated to show the paid status.

Related Reports

- Find Supplier Invoices report

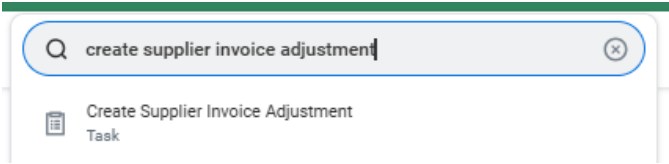


Related Job Aids

- [Supplier Accounts: Create Supplier Invoice \(OCR\)](#)

Create Supplier Invoice Adjustment

(Only those departments not utilizing OCR)

1	In the Search bar, enter Create Supplier Invoice Adjustment and select the task. In the search results, select the Create Supplier Invoice Adjustment task. 
2	Under Create Supplier Invoice Adjustment, for the Invoice Adjustment Information section, enter the following: • Company – defaults to Kern County. • Supplier – Select the supplier for the invoice. • Remit-To Connection – If the supplier has multiple Remit-To addresses, you will choose it here. • Currency – This will default in from the Supplier profile. If it does not, enter USD • Select Increase Liability or Decrease Liability • Adjustment Reason – select from: Additional Charges, Damaged Goods, Miscellaneous, or Price Adjustment. • Adjustment Date • Adjustment Received Date • Due Date Override • Control Total Amount – Optional; Enter the total of the invoice amount. When you enter the invoice lines, if the total amount does not match this control amount, you will get an error • Default Tax Option • Ship-To Address • Freight Amount – Optional; If you will be charged a freight charge, put it here. This is not small shipping charges but Freight that would be its own line on the invoice. • Other Charges – Optional; Enter any other charges that are not part of the invoice lines. • Worktag Split Template – Optional; If you typically split the charge to on an invoice and you created a template, you would select that template. • Default Tax Code • Default Withholding Tax Code • Payment Practices – select this checkbox if
3	For the Invoice Adjustment References Information section, enter the following: • Reference Invoice • Payment Terms • Discount Amount Override • Override Payment Type • Reference Type • Handle Code • On Hold – select this checkbox if

	• Discount Date Override • Supplier Document Received – select this checkbox if • Supplier's Invoice Number • External PO Number • Statutory Invoice Type • Supplier Contract • Approver • Memo
4	Under the Adjustment Lines tab, Lines can be added or deleted as necessary utilizing the +/- signs at the far left of the row. Enter the following into the fields: • Company – Select Kern County. • Item – Select the item from the drop-down list. • Item Description – Include a description for what this invoice line is for. This is a required field. • Commodity Code – Select NIGP code that corresponds to item. • Spend Category – Select the appropriate spend category. • Ship-To Address – Select address that item(s) should be shipped to. • Tax Applicability – Select if line is Taxable, Nontaxable, or Use Tax. • Tax Code – If Taxable, select the corresponding tax code.
5	Under the Tax tab, leave blank.
6	Under the Currency Rate tab, leave blank.
7	Under the Additional Fields tab, leave blank.
8	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
9	Select Submit .



What Happens Next?

- The supplier invoice adjustment routes for review and approval.
- Once the supplier invoice is approved, it will be ready for settlement
- Once the invoice is paid. The invoice status will be updated to show the paid status.

Related Reports

- Find Supplier Invoices report

Related Job Aids

- Supplier Accounts: Create Supplier Invoice (OCR)