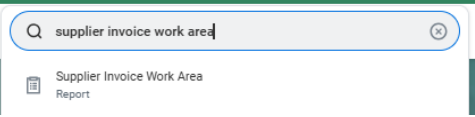




-Audience / Role	Accounts Payable Data Entry Specialist Department Accountant (Unconstrained)
Description	This job aid provides instructions to create a supplier invoice using OCR and Invoice Scanning and with and without a Purchase Order (PO).
Before You Start	Make sure you are using OCR (Supplier Invoice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

Create Supplier Invoice with OCR and Invoice Scanning

(Use for Stand Alone invoices, Invoices related to Purchase Orders or Invoices Related to Contracts)

1	In the Search bar, enter Supplier Invoice Work Area. In the search results, select the Supplier Invoice Work Area report. 
2	The Supplier Invoice Work Area displays. Navigate to the Upload and Scan tab.
3	Select Upload Supplier Invoices for OCR .
4	To upload a new invoice: Under Upload Supplier Invoices for OCR, enter the following: You can enter this data at the very top and make sure to click the "Apply to all uploaded invoices" if you do not you will have to complete this information for each individual invoice. ** Any invoice uploaded without an Assignee will error. Invoice Received Date – enter date the invoice was received. Company – enter company for invoice. Assignee – This will be the person who will be processing the invoices, usually the person actually uploading the invoice(s). ** Any invoice uploaded without an Assignee will error. Select the Apply to All Uploaded Invoices button if the entered information applies to all invoices being uploaded. Add Attachments by dragging and dropping files on the form or selecting the Select Files button to search for and upload attachments on your computer. <u>Select OK after adding attachments.</u> Click Refresh until you no longer see the invoice in the Upload and Scan screen.
5	To access a current invoice, Move to your "My Work Queue" and search for your invoices in the queue. - Edit to process a standalone invoice. - Override Purchase Order to process the invoice against a Purchase Order - Override Contract to process the invoice against a Contract.
6A	Stand Alone Invoice - Click edit and complete all the necessary fields on the invoice form. - Required fields include - Supplier - Remit To Connection if the supplier is set up with any - Invoice Date - Control Total Amount (your control total and invoice total have to match in order to submit the invoice) - Payment Terms (should populate from the supplier record) - Supplier Invoice Number - Statutory Invoice Type on all Stand-Alone invoices

Commented [CH1]: There is a checkbox next to "Priority Scanning". When would this box be selected and what is the function of this checkbox?

Commented [JT2R1]: The priority scanning is used when you have advanced routing rules for invoices and reporting. Kern does not use advanced routing rules at this time.



KERN COUNTY WORKDAY JOB AID Supplier Accounts: Create Supplier Invoice



- Invoice Line Details
 - Item Description
 - Spend Category
 - Ship To Address
 - Quantity
 - Unit of Measure
 - Unit Cost
 - Project Task when a trackable spend category is used.
 - Cost Center
- Attachment

- Click submit

6B

Invoice Against a Purchase Order – Eventually the OCR will learn to read the purchase order numbers from the invoices.

- Click Override PO.

☐	Edit	Override PO	Override Contract	Inbound Invoice Details	Supplier Invoice	Invoice Type	Ex So
☐		Override	Override	...	Q	Supplier Invoice	

- Enter either the Purchase Order number or the supplier name in the search box

Purchase Order Override

You must select a purchase order from the list of suggestions or the purchase order prompt.

Supplier Invoice: Supplier Invoice: S12500371

0 Name

Select	Purchase Order	Supplier	Status
☐			

Purchase Order

[Select Purchase Order Lines to be added](#) [Select Invoice Lines to keep](#) [Attachments](#)

- Select the correct purchase order
 - To see more detail for the purchase order you can go to the related actions of the purchase order and right click.

Purchase Order Override

You must select a purchase order from the list of suggestions on the purchase order prompt.

- Once you select the correct purchase order click “Search”
- The purchase order lines will come up and you can select the lines you are invoicing for.
- Click OK
- Complete all the necessary fields, because this is PO related a lot of the data entry will be done for you and you are just confirming it matches the invoice.
 - Required fields include
 - Supplier
 - Remit To Connection if the supplier is set up with any
 - Invoice Date
 - Control Total Amount (your control total and invoice total have to match in order to submit the invoice)
 - Payment Terms (should populate from the supplier record)
 - Supplier Invoice Number
 - Invoice Line Details – make sure this matches the invoice as it will default from the PO
 - Item Description
 - Spend Category
 - Ship To Address
 - Quantity
 - Unit of Measure
 - Unit Cost
 - Project Task when a trackable spend category is used.
 - Cost Center
 - Attachment

Click submit

6C

Invoice Against a Contract – *The OCR does not currently learn to read contract number from the invoice.*

- Click Override Contract.

- Enter either the Contract number or the supplier name in the search box



Supplier Invoice Document for Edit Supplier Invoice: SI2500371

Supplier Contract: **stinson**

Search

Search Results

- ☐ SC2500006 : Stinson's
- ☐ SC2400009 : Test123
- ☐ SC2400003 : PA 001
- ☐ SC2400004 : PA 002
- ☐ SC2400006 : PA 0596
- ☐ SC2400007 : PA 1656 - The Open Door Network
- ☐ SC2400008 : D123456
- ☐ SC2400010 : Test1234
- ☐ SC2400012 : Test1
- ☐ SC2500000 : PA 1000

Select Supplier

Total Line Count

Sum of Amount to

0 Items

OK Cancel

Supplier Contract
SC2500006 : Stinson's

Contract Number: SC2500006
Created On: 02/06/2025 11:32:50.962 AM
Status: Approved
Version: 0
Company: Kern County
Supplier: STINSON STATIONERS

- Select the correct contract number
 - To see more detail for the contract you can go to the related actions of the contract and right click.
 - Once you select the correct contract click "Search"
 - The contract lines will come up and you can select the lines you are invoicing for.
 - Click OK
- Complete all the necessary fields, because this is contract related a lot of the data entry will be done for you and you are just confirming it matches the invoice.
 - Required fields include
 - Supplier
 - Remit To Connection if the supplier is set up with any
 - Invoice Date
 - Control Total Amount (your control total and invoice total have to match in order to submit the invoice)
 - Payment Terms (should populate from the supplier record)
 - Supplier Invoice Number
 - Invoice Line Details – make sure this matches the invoice as it will default from the PO
 - Item Description
 - Spend Category
 - Ship To Address
 - Quantity
 - Unit of Measure
 - Unit Cost
 - Project Task when a trackable spend category is used.
 - Cost Center
 - Attachment

Click 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

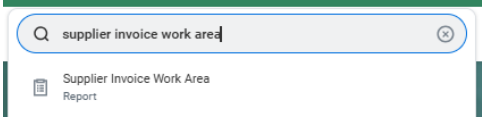
- Create Supplier Invoice – Non-OCR

Create Supplier Invoice Adjustment

(Only those departments utilizing OCR)

Audience / Role	Accounts Payable Data Entry Specialist Department Accountant (Unconstrained)
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5	To access a current invoice, Move to your “My Work Queue” and search for your invoices in the queue. Select your invoice by checking the box on the far right of your invoice.



KERN COUNTY WORKDAY JOB AID Supplier Accounts: Create Supplier Invoice



To Be Processed Queue 58 items 1 selected

☐	Edit	Override PO	Override Contract	Inbound Invoice Details	Supplier Invoice	Invoice Type	External Source
☒		Override	Override	...	Q	Supplier Invoice	
☐		Override	Override	...	Q	Supplier Invoice	
☐		Override	Override	...	Q	Supplier Invoice	
☐		Override	Override	...	Q	Supplier Invoice	

Mass Reassign Mass Edit Work Queue Tags Mass Cancel Mass Convert

Mass Convert to Supplier Invoice or Adjustment X

If you confirm, Workday converts the selected supplier invoices to supplier invoice adjustments or the other way around. Down payment invoices will not be converted.

Convert Invoice? ☒

Cancel OK

☐	Edit	Override PO	Override Contract	Inbound Invoice Details	Supplier Invoice	Invoice Type
☐		Override	Override	...	Q	Adjustment

- 6 Now you can click edit and process the transaction just like an invoice the only difference is you will select to either Increase the Liability or Decrease the Liability.

Add and Adjustment Reason

Invoice Adjustment Information

Company *

Supplier *

Remit-To Connection (empty)

Currency *

Liability * ☒ Increase Liability ☐ Decrease Liability

Adjustment Reason *

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

- Create Supplier Invoice – Non-OCR