## OBJECTIVE

This job aid provides steps to create and revise a supplier invoice from a purchase order.

CREATE SUPPLIER INVOICE FROM PURCHASE ORDER

From your Workday homepage:

1. Click on **View All Apps**.
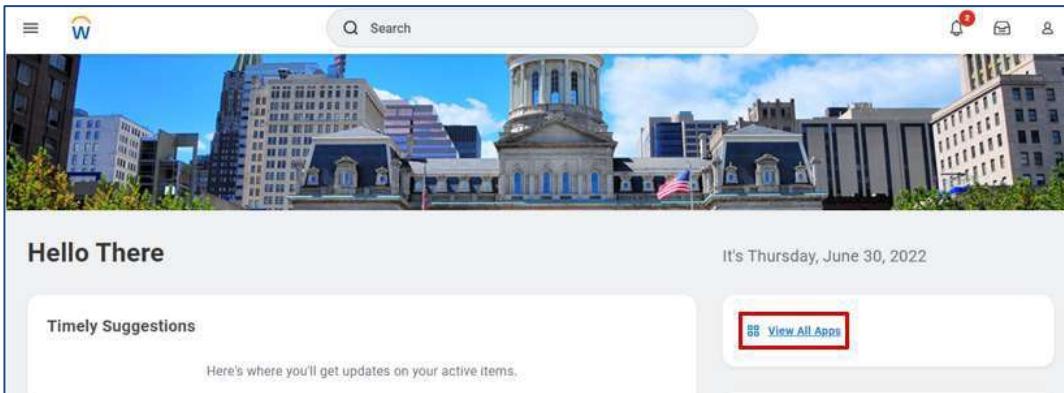
2. Click on the **POs and Catalogs** application.

Your screen shots may vary in color from this document; however, processes are correct as of revision date.

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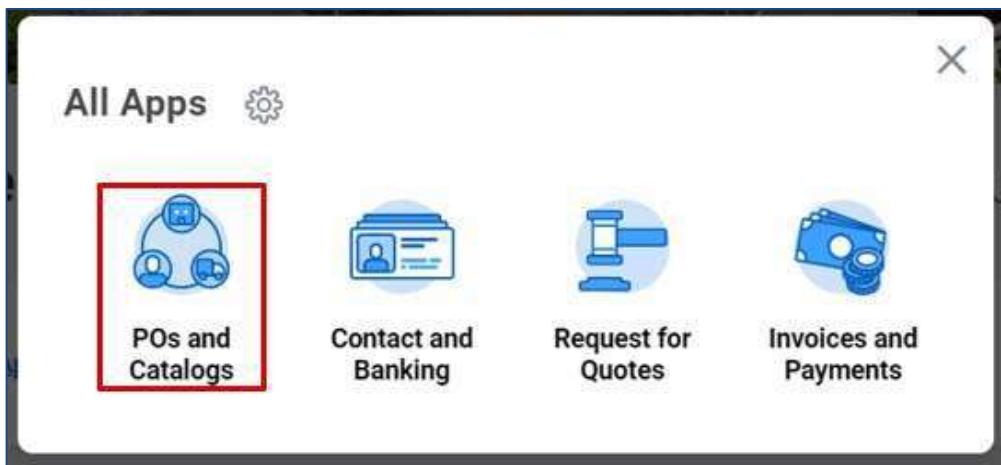
3. Find your Purchase Order under Most Recent Purchase Orders. Click on the **Purchase Order** you want to use to create the invoice.
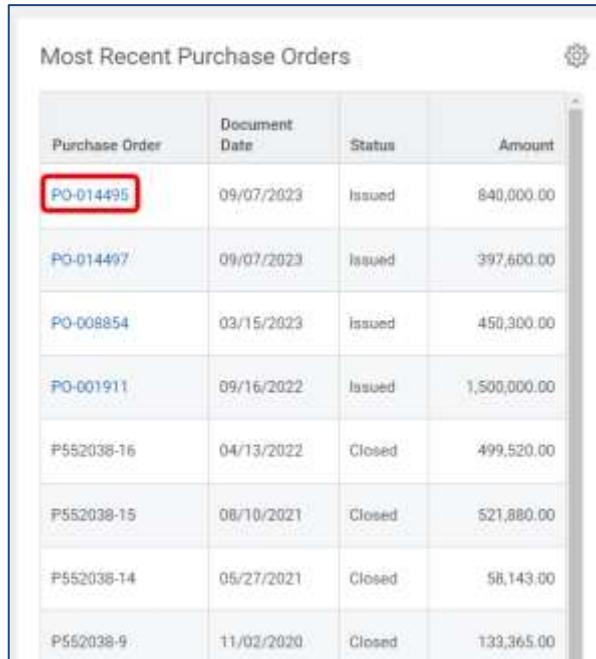
Purchase Order	Document Date	Status	Amount
PO-014495	09/07/2023	Issued	840,000.00
PO-014497	09/07/2023	Issued	397,600.00
PO-008854	03/15/2023	Issued	450,300.00
PO-001911	09/16/2022	Issued	1,500,000.00
P552038-16	04/13/2022	Closed	499,520.00
P552038-15	08/10/2021	Closed	521,880.00
P552038-14	05/27/2021	Closed	58,143.00
P552038-9	11/02/2020	Closed	133,365.00

Most Recent Purchase Orders

4. The View Purchase Order page appears. Hover over the Purchase Order number and select the **Related Actions**.
5. Click **Create Invoice from Purchase Order**.

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6. The Create Invoice from Purchase Order page appears. Review the page and enter the required information.

7. Enter the **Invoice Date**. This is the date that you submit the invoice to the city.

8. Add a **Supplier Invoice Number**.

Note: All fields marked with an asterisk are required. You will not be able to move forward if they are left blank.

9. Scroll down to view the invoice lines. Scroll to the right to view the lines quantity or extended amount.

Note: The invoice lines default from the purchase order. The quantity or extended amount will need to be adjusted based on the quantity or extended amount of the invoice.

Note: If you are submitting a partial invoice you will need to change the extended amount at the end of the line item to the total amount of the invoice.

Note: If you are submitting a partial invoice for goods you will need to change the Quantity amount to match the invoice.

Note: If not invoicing for all lines of a multiple line purchase order, click the minus sign in column 1 to delete the unused lines.

10. Click the **Attachment** tab and add proper documentation.

Note: Suppliers are required to attach the invoice.
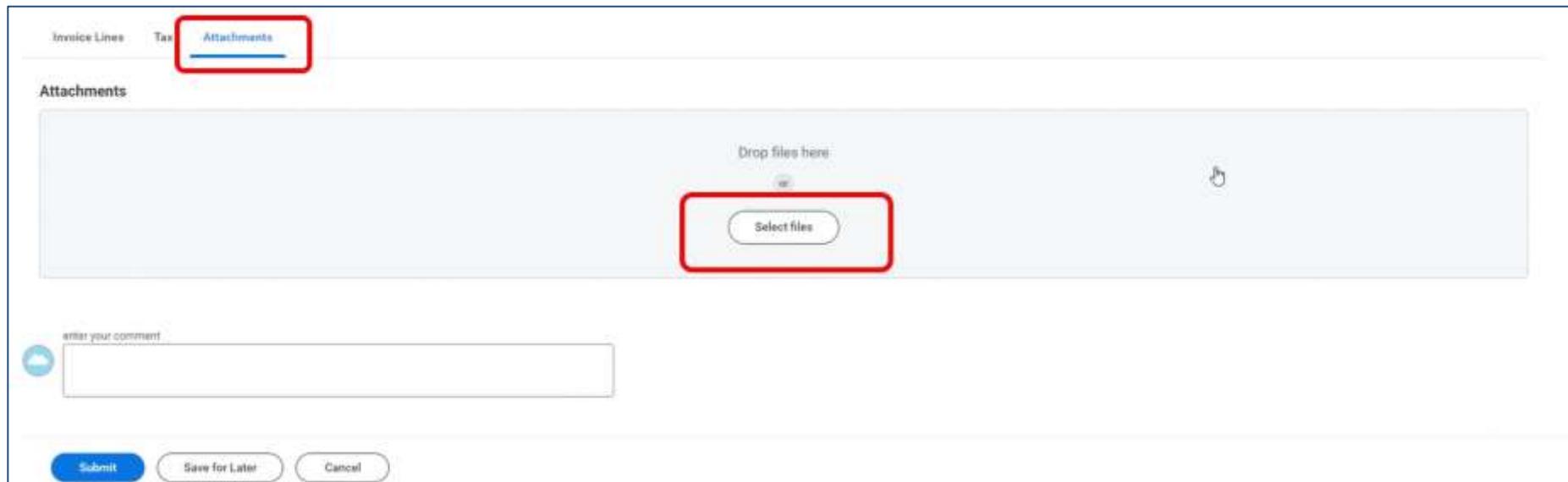
11. Click **Submit**.

12. Click **Done**.

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