

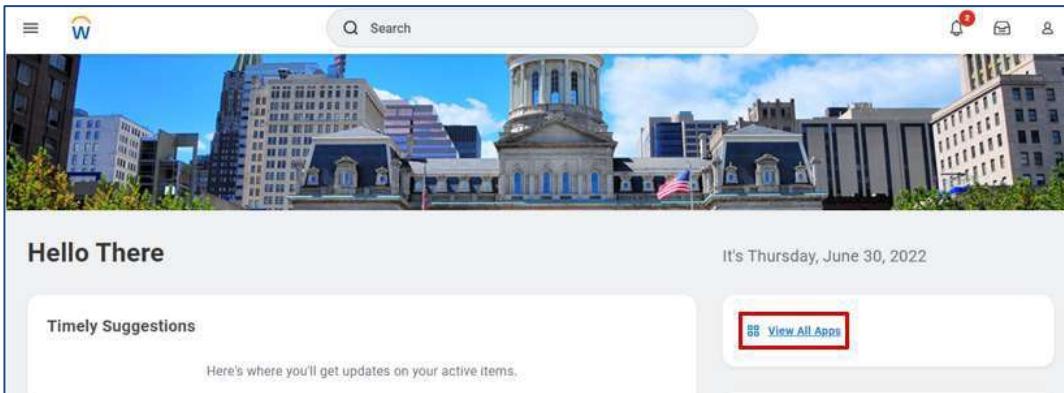
OBJECTIVE

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

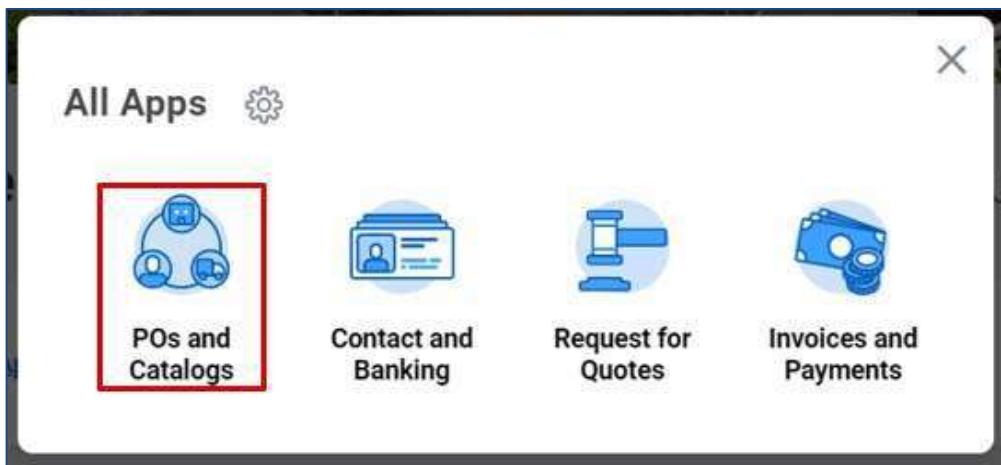
CREATE SUPPLIER INVOICE FROM PURCHASE ORDER

From your Workday homepage:

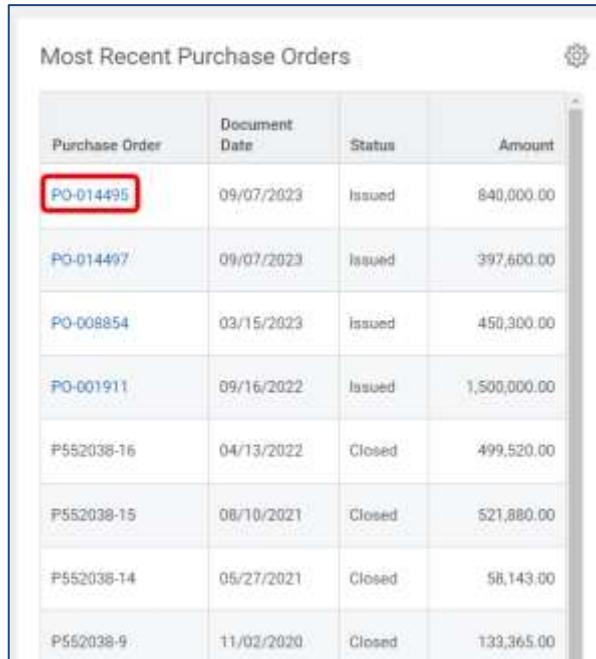
1. Click on **View All Apps**.



2. Click on the **POs and Catalogs** application.

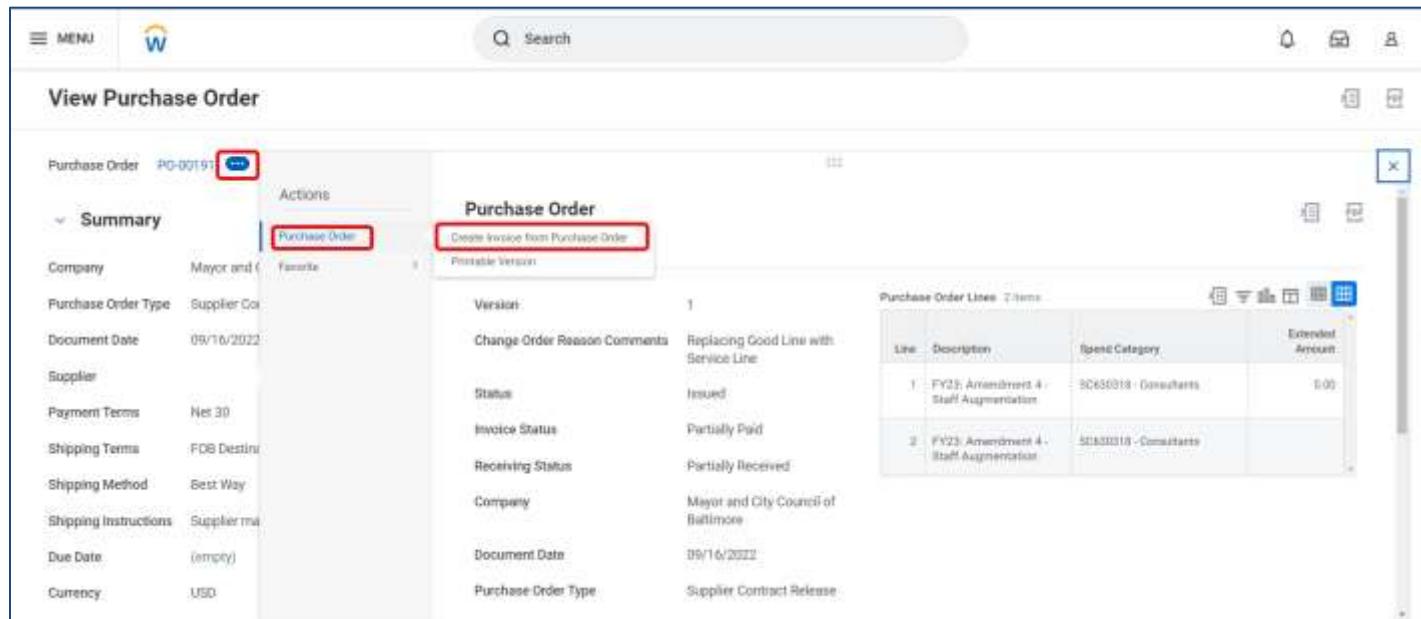


3. Find your Purchase Order under Most Recent Purchase Orders. Click on the **Purchase Order** you want to use to create the invoice.



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

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**.



The screenshot shows the 'View Purchase Order' screen in Workday. The purchase order number is PO-00191. The 'Actions' menu is open, and the 'Purchase Order' option is selected, which highlights the 'Create Invoice from Purchase Order' button. The main panel displays purchase order details and a table of purchase order lines.

Line	Description	Spend Category	Extended Amount
1	FY23 Amendment 4 - Staff Augmentation	50630018 - Consultants	0.00
2	FY23 Amendment 4 - Staff Augmentation	50630019 - Consultants	0.00

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.

Create Invoice from Purchase Order

Supplier Invoice: (empty) Invoice Number: (empty) Status: (empty)

Invoice Information

Company: Mayor and City Council of Baltimore

Supplier:

Remit-To Connection: 00001099-Remit To #1

Currency: USD

Invoice Date: 09/26/2024

Invoice Received Date: MM/DD/YYYY

Control Total Amount: 0.00

Total Invoice Amount: 426,862.00

Line Total Amount: 426,862.00

Freight Amount: 0.00

Other Charges: 0.00

Invoice Reference Information

Payment Terms: Net 30

Ship-To Address: 401 E FAYETTE ST BALTIMORE, MD 21202 United States of America

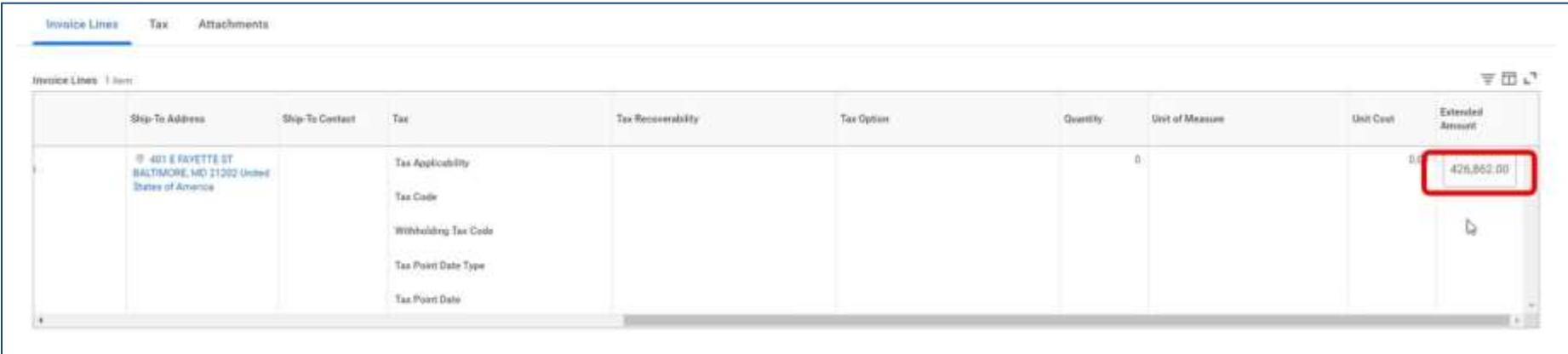
Supplier's Invoice Number: test

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

Company	Item	Item Description	Supplier Item Identifier	Related Purchase Item	Purchase Order Line	Item Category	Ship To Address	Ship To Contact	Tax
Mayor and City Council of Baltimore	Consultant Services (Direct Service)				P0-014401-Line 1	00001099 - Consultants	401 E FAYETTE ST BALTIMORE, MD 21202 United States of America	Tina Hall	Tax Applicability Tax Code Invoicing Tax Code Tax Point Date Type Tax Point Date

 **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.

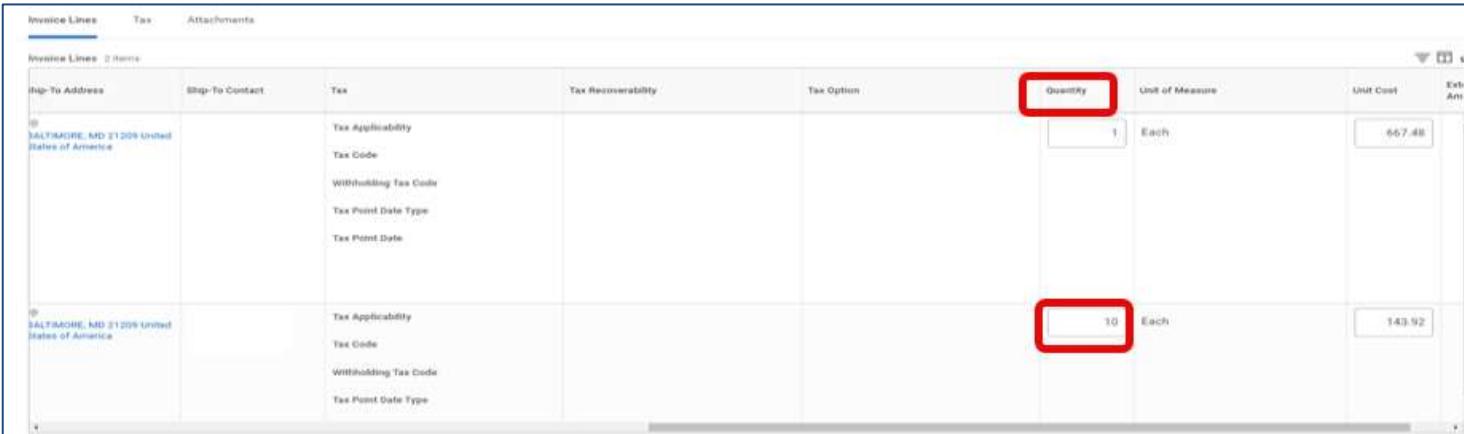


The screenshot shows the 'Invoice Lines' tab selected in the Workday interface. A single line item is displayed with the following details:

Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
401 E FAYETTE ST BALTIMORE, MD 21202 United States of America					0			426,862.00



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



The screenshot shows the 'Invoice Lines' tab selected in the Workday interface. Two line items are displayed with the following details:

Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
SALTIMORE, MD 21209 United States of America					1	Each	667.48	667.48
SALTIMORE, MD 21209 United States of America					10	Each	143.92	143.92



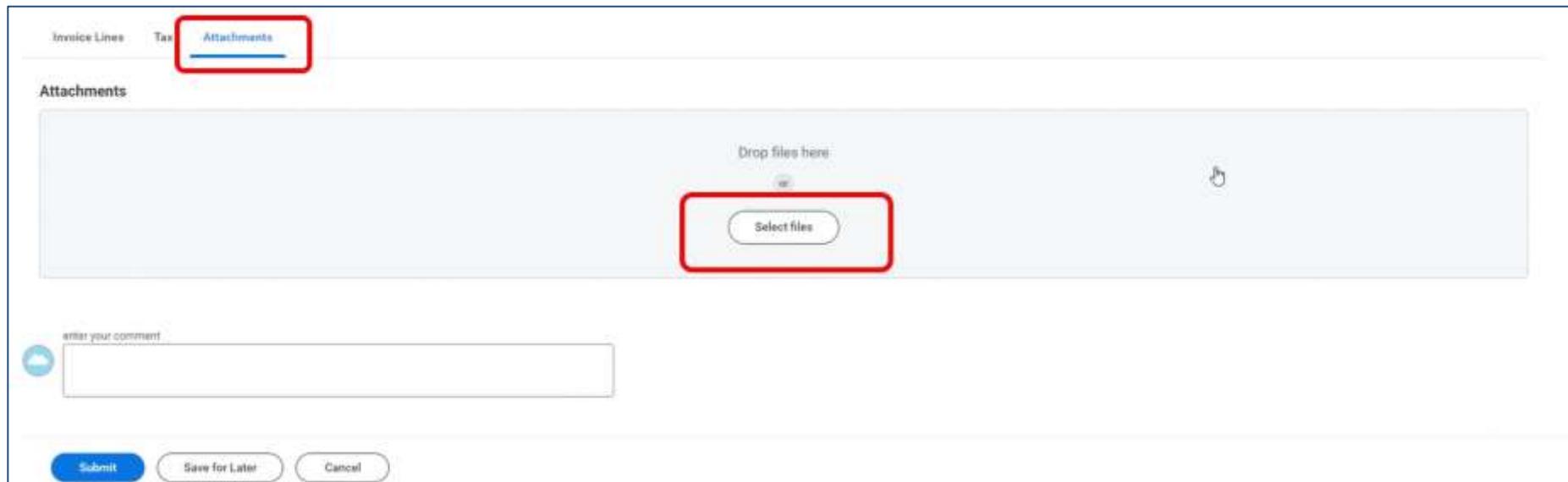
Note: If not invoicing for all lines of a multiple line purchase order, click the minus sign in column 1 to delete the unused lines.

Invoice Lines	Tax	Attachments		
Invoice Lines 3 Items				
Company	Item	Item Description	Supplier Item Identifier	Related Purchase Item
Mayor and City Council of Baltimore		DGS Service Year Challenge Coins		
Mayor and City Council of Baltimore		Set up Fee		
Mayor and City Council of Baltimore		Freight		

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



Note: Suppliers are required to attach the invoice.



The screenshot shows the 'Attachments' tab selected in a software interface. At the top, there are tabs for 'Invoice Lines', 'Tax', and 'Attachments'. Below the tabs is a section titled 'Attachments' with a placeholder 'Drop files here'. A 'Select files' button is located below this placeholder, also highlighted with a red box. To the left of the attachment area is a 'Comment' section with a text input field and a 'Comment' icon. At the bottom of the screen are three buttons: 'Submit' (blue), 'Save for Later' (light blue), and 'Cancel' (light blue).

11. Click **Submit**.

12. Click **Done**.