



Workday Finance, configured by a Chartered Accountant.

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■ WORKDAY FINANCE · STEP BY STEP

Create a Supplier Invoice

■ Table of Contents

1. Purpose
2. Prerequisites
3. Create Supplier Invoice
4. Common Errors & Resolutions
5. Best Practices

■ Purpose

This guide provides step-by-step instructions for creating a supplier invoice in Workday.

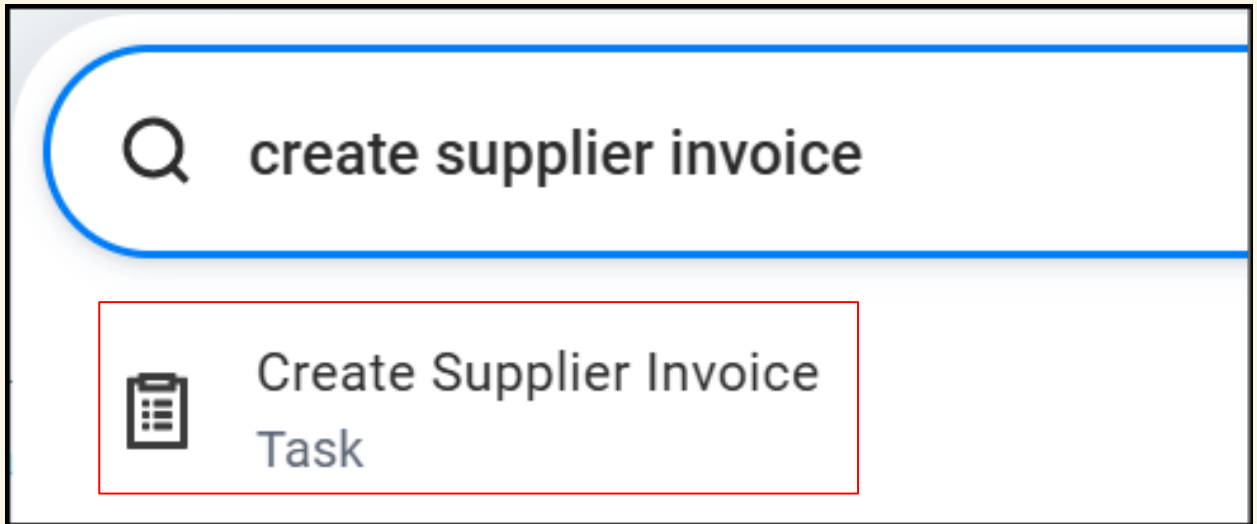
■ Prerequisites

To effectively create a *Supplier Invoice*, ensure the following:

- You have the appropriate Workday Security roles (e.g., Accounts Payable Data Entry Specialist, Accounts Payable Analyst, Accounts Payable Manager, etc)
- Ensure the Supplier is created and active
- Ensure the Business Process: Supplier Invoice Event is configured

■ Create Supplier Invoice

- Search for *Create Supplier Invoice* and select the related task.



- Populate the required fields: *Company, Supplier, Currency, Invoice Date, Payment Terms, Supplier's Invoice Number*. Ensure all relevant detail is entered in the Invoice Lines tab.

Create Supplier Invoice

Invoice Information

Company

Global Modern Services, Inc. (USA)

Supplier

Amazon

Remit-To Connection

(empty)

Currency

USD

Invoice Date

03 / 30 / 2026

Invoice Received Date

MM / DD / YYYY

Control Total Amount

0.00

Total Invoice Amount

3,421.00

Freight Amount

0.00

Other Charges

0.00

Worktag Split Template

Tax-Only

Landed Costs in Tax

Terms and Taxes

Payment Terms

Net 30

Discount Amount Override

0.00

Discount Date

(empty)

Discount Date Override

MM / DD / YYYY

Due Date

04/29/2026

Due Date Override

MM / DD / YYYY

Separate Payment

Default Payment Type

EFT

Override Payment Type

Reference Type

Originating Country Payment Purpose

Delivery - Delivery Fee for Goods

Receiving Country Payment Purpose

Delivery - Delivery Fee for Goods

Default Tax Option

Calculate Tax Due to Supplier

Invoice Reference Information

Ship-To Address

One Bryant Park Bank of America Tower New York, NY 10044 United States of America

Handling Code

On Hold

Supplier Document Received

Supplier's Invoice Number

472872189547

External PO Number

Referenced Invoices

Statutory Invoice Type

Supplier Contract

Total Contract Amount

0.00

Document Link

Memo

Annotations

Invoice Lines

Down Payment Invoices

Tax

Currency Rate

Prepaid Details

Additional Fields

Attachments

Work Queue Information



- The Supplier Invoice follows an approval workflow. To view the current status or identify who is next in the approval chain, select the Process tab. Any pending actions and assigned individuals will be listed there.

Details and Process

For

Supplier Invoice: 27804

Overall Process

Supplier Invoice: 27804, Hat Supplier on 03/19/2026 for \$5,000.00

Overall Status

Successfully Completed

Due Date

04/03/2026

Details

Process

Process History 21 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Supplier Invoice Event	Supplier Invoice Event	Step Completed	03/30/2026 02:48:34 PM	04/03/2026	Teresa Serrano
Supplier Invoice Event	Supplier Accounts Match Process	Not Required		04/03/2026	



- If an approval step is routed to you, it will appear in My Tasks (top-left corner).
- Depending on your role, you may Approve or Send Back the supplier invoice.





4



Review

Supplier Invoice: 27804, Hat Supplier on 03/19/2026 for \$5,000.00

For Supplier Invoice: 27804

Overall Process Supplier Invoice: 27804, Hat Supplier on 03/19/2026 for \$5,000.00

Overall Status In Progress

Due Date 04/03/2026

Details to Review

Supplier Invoice	Invoice Number	Status	Payment Status
27804	27804	In Progress	Unpaid

Invoice Information

Company Global Modern Services, Inc. (USA)

Supplier Hat Supplier

Currency USD

Invoice Date 03/19/2026

Invoice Received Date (empty)

Control Total Amount 0.00

Total Invoice Amount 5,000.00

Amount Due 5,000.00

Landed Costs in Tax ☒

Terms and Taxes

Payment Terms Net 30

Discount Amount Override 0.00

Discount Date (empty)

Discount Date Override (empty)

Due Date 04/18/2026

Default Payment Type Check

Reference Type (empty)

Default Tax Option Calculate Tax Due to Supplier

Approve

Send Back

Add Approvers

...

■ Common Errors and Resolutions

Issue	Description	Resolution
Duplicate Invoice Number	Supplier's Invoice Number has to be a unique sequence	Change the Supplier Invoice Number to ensure it is a unique sequence
Total Invoice Amount does not Match Control Total Amount	If the value entered in the Control Total Amount field at the header level does not equal the sum of all invoice lines	Ensure the Control Total Amount is equal to the Total Invoice Amount of all Invoice Lines
Invoice is in Draft Status	Can remain in draft status with 'Critical Custom Validation Exceptions' but no exceptions are visible. Can be caused due to the role assignment for the next approver was not effective on the invoice date	Change the invoice date to be on or after the approver's role assignment date

■ Best Practices

- Use the Supplier Invoice Work Area as a central hub to manage all invoices in Draft status.
- Leverage Custom Validations to enforce business rules, such as requiring specific Worktags based on the supplier or spend category to ensure the correct Invoice Type is selected.



Thank You

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