



# Finance: Supplier Invoice



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In order to request a payment without a purchase order, you will need to complete a Supplier Invoice. **Note-** the Supplier Invoice is NOT used for reimbursements or refunds. This process can ONLY be used for the limited spend categories which are listed on the [Spend Categories for Supplier Invoices](#) on the Workday Finance Job Aids.

The main steps of the Supplier Invoice are as follows:

- 1) Check funds availability by reviewing the R002 Report
- 2) Confirm Supplier exists in the Workday system
- 3) Confirm Invoice number from Supplier, or create an invoice record using the Supplier Invoice Number Template
- 4) Enter the Supplier Invoice information
- 5) Check the status of the request

## Check Budget

The first step in creating a Supplier Invoice is to check the available budget. For cost center transactions, run the R002 Report. If the transaction is for a grant, then the R134 Report should be run.



Once confirmed that enough budget exists, begin to build the Supplier Invoice.

## Confirm Supplier in Workday

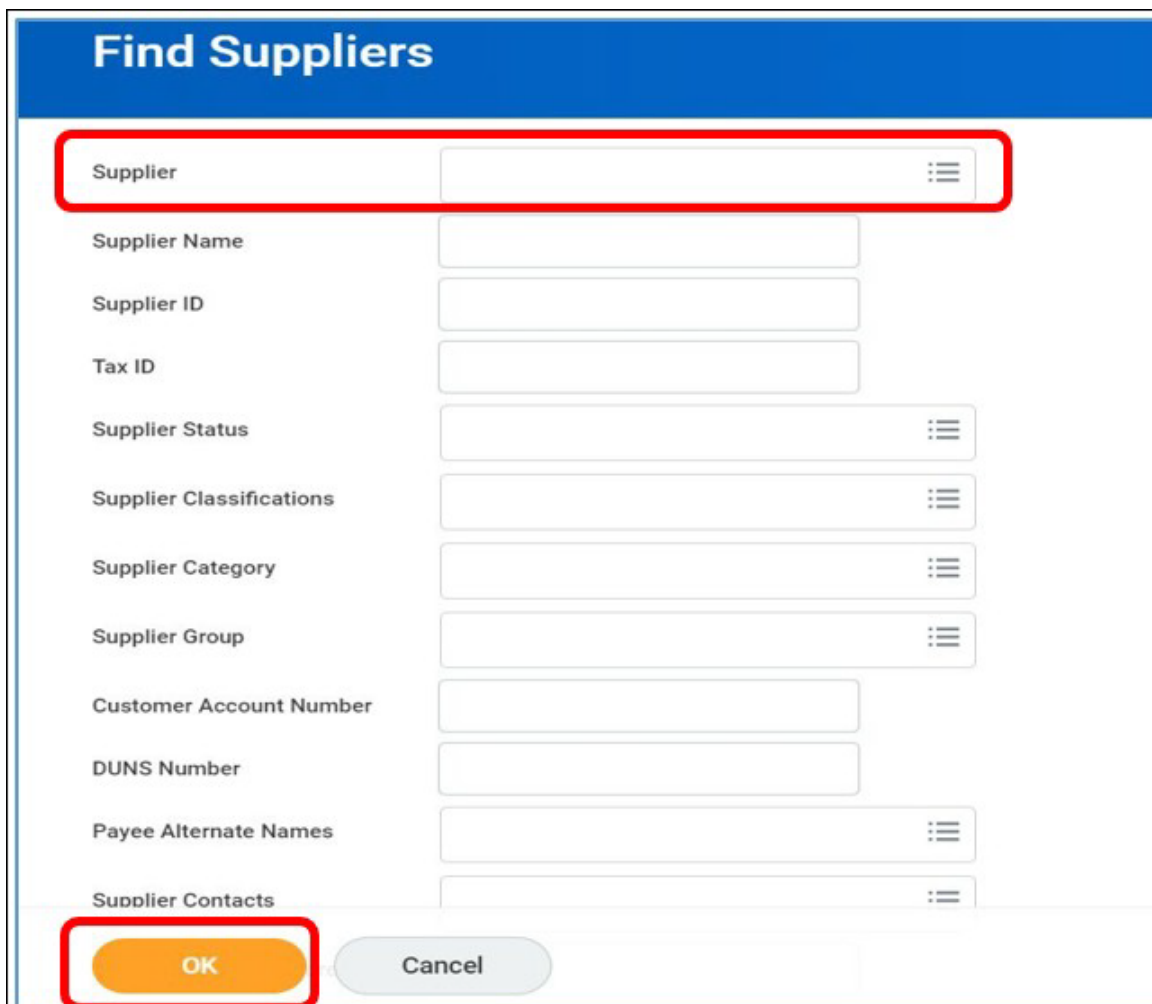
**BEFORE** beginning the Supplier Invoice process, confirm the Supplier exists in Workday.

- 1) Type **Find Suppliers** in the *Search* field in the upper left corner of the screen and click **Find Suppliers – Report**.



The screenshot shows the top-left corner of the Workday interface. On the left is the Workday logo (a stylized 'W' with an orange arc above it). To the right is a search bar containing the text 'find supplier'. Below the search bar, the text 'Find Suppliers - Report' is highlighted with a red rectangular box.

- 2) On the *Find Suppliers* screen, enter the supplier name in the **Supplier** field.
- 3) Click **Enter** to process the search.



The screenshot shows the 'Find Suppliers' screen. At the top is a blue header with the text 'Find Suppliers'. Below the header is a form with several input fields. The first field, labeled 'Supplier', is highlighted with a red rectangular box. Below it are fields for 'Supplier Name', 'Supplier ID', 'Tax ID', 'Supplier Status', 'Supplier Classifications', 'Supplier Category', 'Supplier Group', 'Customer Account Number', 'DUNS Number', 'Payee Alternate Names', and 'Supplier Contacts'. At the bottom of the form are two buttons: 'OK' (highlighted with a red rectangular box) and 'Cancel'.

- 4) From the list of search results, click the **selection box** next to the appropriate Supplier for the request.
- 5) Click the **OK** button.

The screenshot shows a 'Find Suppliers' window. On the left, there are labels for 'Supplier', 'Supplier Name', 'Supplier ID', 'Tax ID', 'Supplier Status', 'Supplier Classifications', 'Supplier Category', and 'Supplier Group'. On the right, the 'Supplier' field has a search bar with 'state of new jersey' entered. Below the search bar, a dropdown menu titled 'Search Results (2)' is open, showing two options: 'STATE OF NEW JERSEY' (which has a small white selection box next to it, highlighted by a red rectangle) and 'TREASURER STATE OF NEW JERSEY'. At the bottom of the window, there are two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'.

In the supplier report:

- A status of “Active”, in the *Supplier Status* column, indicates the Supplier is available to use. Other statuses include “Inactive” (Supplier has not been used in a specific period of time), “Hold” (temporarily unavailable if there is an issue with this supplier file), and “Draft” (the file is being created or updated).
- The *Supplier Contacts* column lists the name(s) of the connection(s) within the Supplier that works with Montclair State University.
- The *Primary Remit-To Address* shows the default location of where payments are sent for this Supplier.
- The *Remit-To Connections* displays the alternate addresses on file for where payments can be sent.
- The *Order-From Connections* lists the associated addresses for where the purchase orders should be sent for this Supplier. When checking the status of the Supplier, make note of the preferred address of where your specific purchase order should be sent, as you will need to indicate this on the corresponding requisition.
- The *Affirmative Action*, *Business Registration Certificate*, and *Chapter 51* columns indicate which documents are on hand, the ID numbers, issue and expiration dates for the specific Supplier.

If the Supplier does not exist in the system, a Supplier Create/Maintain Form should be sent to the targeted Supplier for completion and submission to the Supplier Create team.

A supplier can be used in a transaction, **ONLY** if their status is “Active”, **AND** there is data in both the “Primary Remit-To Address” and “Order-From Connections” fields.

← Find Suppliers Actions

Supplier STATE OF NEW JERSEY IRS 1099 Supplier No

1 item

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Alternate Name	Supplier Contacts	Parent Supplier	Default PO Issue Email	Primary Email Address	Primary
...	STATE OF NEW JERSEY	S-00003394	Active	Suppliers S-Z		NJ DIVISION OF VOCATIONAL REHAB SERV	ASLEE ROGERS CECILIA HEREDIA CINDY CORDERO DAVID KRUS DOTTIE HESS More (17)			njsdc@dol.nj.gov	325 t STAT INST SCIE NEW Unite

← Find Suppliers Actions

Supplier STATE OF NEW JERSEY IRS 1099 Supplier No

1 item

Primary Remit-To Address	Remit-To Connections	Order-From Connections	02 Affirmative Action Certificate Number	02 Affirmative Action Certificate Issue	02 Affirmative Action Certificate Expiration	03 Business Registration Certificate Number	03 Business Registration Certificate Date	Chapter 51 Start Date	Chapter 51 Expiration Date	Pu Ce Nu
325 NORFOLK STREET STATE TOXICOLOGY LAB DO INSTITUTE FORENSIC SCIENCE NEWARK, NJ 07103 United States of America	STATE OF NEW JERSEY - Remit-To: 1035 PARKWAY AVE PO BOX 600 TRENTON NJ USA 08625-21  STATE OF NEW JERSEY - Remit-To: 1261 RTE 1 & 9 SOUTH AVENEL NJ USA 07001-1647-34  STATE OF NEW JERSEY - Remit-To: 13 EMERY AVE 2ND FLOOR DIV OF VOCATIONAL REHAB SVCS RANDOLPH NJ USA 07869-9  STATE OF NEW JERSEY - Remit-To: 153 HALSEY STREET 6TH FLOOR NEWARK NJ USA 07101-31  STATE OF NEW JERSEY - Remit-To: 1 JOHN FITCH	STATE OF NEW JERSEY - Order-From: 100 RIVER VIEW PLAZA OFFICE OF LICENSURE & CREDENTIALS NJ DEPT OF EDUCATION TRENTON NJ USA 08625-0500-34  STATE OF NEW JERSEY - Order-From: 101 SOUTH BROAD STREET TRENTON NJ USA 08625-0802-22  STATE OF NEW JERSEY - Order-From: 1035 PARKWAY AVE PO BOX 600 TRENTON NJ USA 08625-1  STATE OF NEW JERSEY - Order-From: 1261 RTE 1 & 9 SOUTH AVENEL NJ USA 07001-1647-10  STATE OF NEW JERSEY -								

## Confirm Invoice from Supplier/Create Invoice Record

The requestor needs an invoice number before the data entry process can be started. If the Supplier has provided an invoice, enter the invoice number in the Invoice Number field.

If no invoice has been provided, a **Supplier Invoice Number Template** must be completed so that an invoice number can be generated for use in the system. The Supplier Invoice Number Template is available on the Finance and Treasury website, under Forms, in the Accounts Payable section. **NOTE- ONLY** use the Supplier Invoice Number Template if the Supplier has not provided an invoice with an invoice number included.

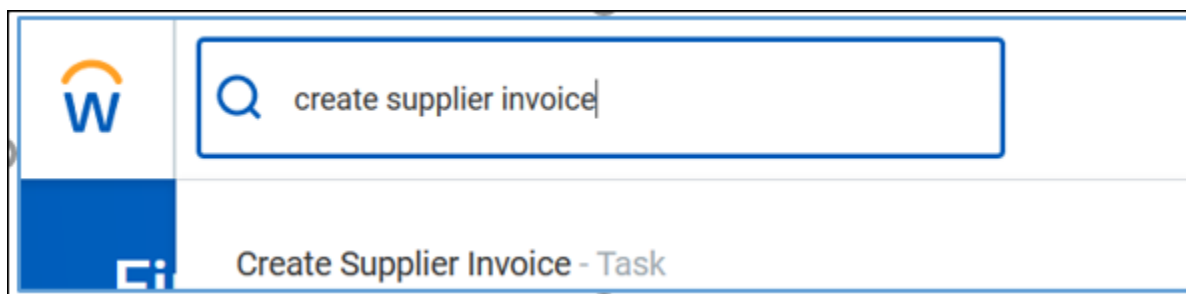
**Note** – A new Supplier Invoice Number Template must be completed each time a new request is initiated. The completed template cannot be reused for multiple requests, as a unique invoice number will need to be generated each time there is not a supplier

invoice provided. Please start each Supplier Invoice Number Template from the Finance website to ensure the latest version of the form is being used.

Save the completed template as a PDF (print as PDF) in your computer to ensure the entered data is retained within the form. Once saved, attach the request to the Supplier Invoice in Workday, along with any other related backup.

## Create Supplier Invoice

- 1) Enter **Create Supplier Invoice** into the *Search* bar and click **Create Supplier Invoice – Task**.



The *Create Supplier Invoice* screen displays.

- 2) Complete the following fields in the header section:
  - **Company** – defaults as Montclair State University
  - **Supplier** – click the **prompt** icon to search and select the appropriate Supplier.
  - **Remit To Connection** – select the delivery location for payment for this Supplier. This is a required field.
  - **Currency** – defaults as USD.
  - **Invoice Date** – defaults in as the current date. This should be changed to reflect the date of the invoice.
  - **Control Total Amount** – the total amount of the payment being requested.
  - **Payment Terms** – defaults in based on the supplier selection. This should NOT be changed.
  - **Handling Code** –select an option if the check is to be picked up by the requester, or if the enclosure needs to be included with the payment.
  - **Supplier's Invoice Number** – This is a required field. Enter the number from the Supplier's invoice or from the Supplier Invoice Template that you created. Please note, if a duplicate invoice number is used for a supplier, the system gives a hard stop.
  - **Supplier Contract** – used ONLY by Facilities for paying building permits.
  - **Memo** – leave this field blank.
  - **Approver** – leave this field blank.

## Create Supplier Invoice

Supplier Invoice (empty) Invoice Number - new -

### Invoice Information

Company \* X Montclair State University

Supplier \*

Remit-To Connection

Currency \*

Invoice Date \* 08 / 21 / 2019

Invoice Received Date MM / DD / YYYY

Accounting Date Override MM / DD / YYYY

Control Total Amount 0

Total Invoice Amount 0

Freight Amount 0

Other Charges 0

Tax-Only ☐

### Terms and Taxes

Payment Terms \*

Discount Date (empty)

Due Date (empty)

Due Date Override MM / DD / YYYY

Default Payment Type (empty)

Override Payment Type

Reference Type

Default Tax Option select one

Default Tax Code

Default Withholding Tax Code

Tax Amount 0

Withholding Tax Amount 0

Update Tax

### Invoice Reference Information

Ship-To Address X 1 Normal Avenue Montclair, NJ 07043 United States of America

Handling Code

On Hold ☐

Supplier Document Received ☐

Supplier's Invoice Number

External PO Number

Statutory Invoice Type

Supplier Contract

Total Contract Amount 0

Memo

Approver

- 3) Scroll down to the *Invoice Lines* section of the screen.
- 4) Complete the following fields on the line:
  - **Spend Category** – Select the appropriate spend category for Supplier invoices. If the user selects a spend category which is not allowed, they will receive a system error. [List of Spend categories for Supplier invoices](#) are available in Workday Finance Job Aids.
  - **Quantity** – Enter the number of items included in the line of the request.
  - **Unit of Measure** – Select the appropriate unit of measure.
  - **Unit Cost** – Enter the cost of one unit of the line request.
  - **Extended Amount** – The total amount of payment for the specific spend category selected.
  - **Cost Center/Division/Additional Worktags** – Enter the specific driver worktag to complete the related fields.

Invoice Lines	Tax	Currency Rate	Prepaid Details	Additional Fields	Attachments
Invoice Lines 1 Item					
<div> <div>+</div> <div>-</div> </div>	<div> <div>Order</div> <div>▼▼</div> </div>	<div> <div>*Company</div> <div>X Montclair State University</div> </div>	<div> <div>Item</div> <div></div> </div>	<div> <div>Item Description</div> <div></div> </div>	

- 5) To split the cost of a line, scroll to the far right of the line and click the zero in the **Splits** column.
- 6) On the pop-up, click the drop-down to select if the split will be based on dollar amount or quantity.

Splits

0

The screenshot shows a software interface for splitting an invoice. At the top, there's a 'Split by' dropdown menu set to 'Amount'. To the right, there are three columns: '(empty) Item', '0.00 USD Amount Split', and '150.00 USD Remaining Amount to Split'. Below this is a table with 7 columns: 'Percent', 'Amount', 'Memo', '\*Cost Center', '\*Division', '\*Additional Worktags', and 'Billable'. The first row in the table has '0' in the 'Percent' column and '0.00' in the 'Amount' column. At the bottom of the screen, there are two buttons: 'Done' and 'Cancel'.

- 7) On the displayed line, enter the percent or amount of the first portion of the split.
- 8) Enter the appropriate driver worktag in either the **Cost Center** field or the **Additional Worktags** field.
- 9) Click the **plus sign** immediately under the Item counter, and complete the split information on the inserted line.
- 10) Continue to add lines until 100% of the total line amount has been allocated.
- 11) Click **Done**.
- 12) To add another line to the overall invoice, click the plus sign below the Invoice Lines tab.
- 13) Once all lines have been completed, click the **Attachments** tab to upload the required supporting documentation (supplier invoice, or completed template).
- 14) Scroll back up to the header section of the screen to check that the **Control Total Amount** field equals the **Total Invoice Amount** field. This will confirm that all line totals were included in the amount of the payment.
- 15) Click the **Submit** button to save this request and send it to the approver for review and processing.

A confirmation banner displays confirming the request invoice has been successfully submitted. If an Alert indicator displays on the banner regarding the Prepaid Transaction process, ignore it (for subscriptions and memberships).

**Note** – if a disallowed spend category has been selected, the system will display the error message at this point. The Initiator will need to revise and resubmit the request for approval.

## Review Budget Check

If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**

## You have submitted

Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00 Actions

Up Next

**Your-name-here!**

Review Budget Check

Due Date 11/11/2019

Review

> **Details and Process**

1) Click the **Review** button to drill into the request in order to find the issue.  
In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.

## Review Budget Check

Check Budget (Financial) for Supplier Invoice Actions

Budget Check Status  
Fail (Insufficient Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction: Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00

Request Override ☐

Budget With Exceptions    Transactions

Budget With Exceptions 1 item

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date	
Montclair State University	Control Budget Structure - Parent	FY 2020	Annual	Control	<input checked="" type="checkbox"/>	<div style="border: 2px solid red; padding: 2px 10px; border-radius: 5px;">View</div>

Submit

Send Back

Save for Later

Cancel

3) Review the columns of the Report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Check Exceptions

Budget Structure

Control Budget Structure - Parent

Budget

FY20 Control Budget

Budget to Date

Yes

Include Reserved Journal Lines

Yes

Evaluation Date Option

Accounting Date

Transaction: Parent Event

Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00

1 item

Company	Ledger Account/Summary	Dimensions on Journal Lines	Budget Structure Dimensions Subject to Budget Check	Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
Montclair State University	60525 Membership & Subscriptions	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund LENOVO US INC N15 Institutional Support SC0123 Memberships/Dues	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund N15 Institutional Support	\$2,900.00	2,067.20	5,000,000.00	(4,949,167.20)	Fail (Insufficient Budget)

- 4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

## Approval Process

The process moves forward for additional reviews and approvals to the list below.

Note- any of the approvers can Approve, Send Back the request to the Initiator with a comment on any changes to be made, or Deny which terminates the invoice.

- Cost Center Manager for each department involved
- Grant or Gift Manager, if applicable

## Check Status of the Supplier Invoice

To view where in the approval process the Supplier Invoice is sitting, type the Supplier Invoice in the search bar. You can scroll down and click the Process History tab.

**View Supplier Invoice**

Supplier Invoice  Invoice Number SI-0000059632 Status In Progress Payment Status Unpaid Budget Check Status Pass

**Invoice Information**

Company Montclair State University

Supplier CDW GOVERNMENT LLC

Remit-To Connection CDW GOVERNMENT LLC - Remit-To: 75 REMITTANCE DRIVE SUITE 1515 CHICAGO IL USA 60675-1

Currency USD

Invoice Date 02/27/2023

Invoice Received Date (empty)

Total Invoice Amount 11.00

Amount Due 11.00

**Terms and Taxes**

Payment Terms Net 30

Discount Date (empty)

Due Date 03/29/2023

Default Payment Type ACH

**Invoice Reference Information**

Ship-To Address 1 Normal Avenue Montclair, NJ 07043 United States of America

On Hold No

Supplier Document Received No

Supplier's Invoice Number 7890-

External PO Number (empty)

Referenced Invoices (empty)

Supplier Contract (empty)

Total Contract Amount 0.00

Invoice Lines Attachments **Process History**

Invoice Lines 1 item

This will allow you to see who is next in the business process awaiting action.

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Supplier Invoice Event	Supplier Invoice Event	Step Completed	02/27/2023 11:51:36 AM	03/06/2023		1	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	02/27/2023 11:51:36 AM			0	
Check Budget (Financial)	Service: Run Spend Commitment Accounting and Budget Check (DO NOT USE)	Step Completed	02/27/2023 11:51:36 AM		Workday Service	1	
Check Budget (Financial)	Review Budget Check	Not Required				0	
Check Budget (Financial)	Override Budget Check	Not Required				0	
Check Budget (Financial)	Service: Reserve Budget in Budget Check	Step Completed	02/27/2023 11:51:36 AM		Workday Service	1	
Supplier Invoice Event	Supplier Accounts Match Process	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Accounts Payable Manager	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Gift Manager, Grant Manager, and Project Manager (All)	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Project Manager (All)	Not Required		03/06/2023		0	
Supplier Invoice Event	Approval by Cost Center Manager (All)	Awaiting Action		03/01/2023	Shawn Connolly (Cost Center Manager)	1	

## Save for Later

- 1) Click the **Save for Later** button to save your request and return to it later.

Submit

Save for Later

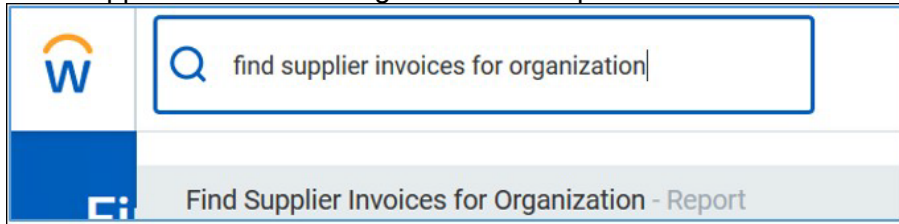
Close

- 2) Follow the steps in the Find Supplier Invoices for Organization to locate those items in Draft status.

## Find Supplier Invoices for Organization

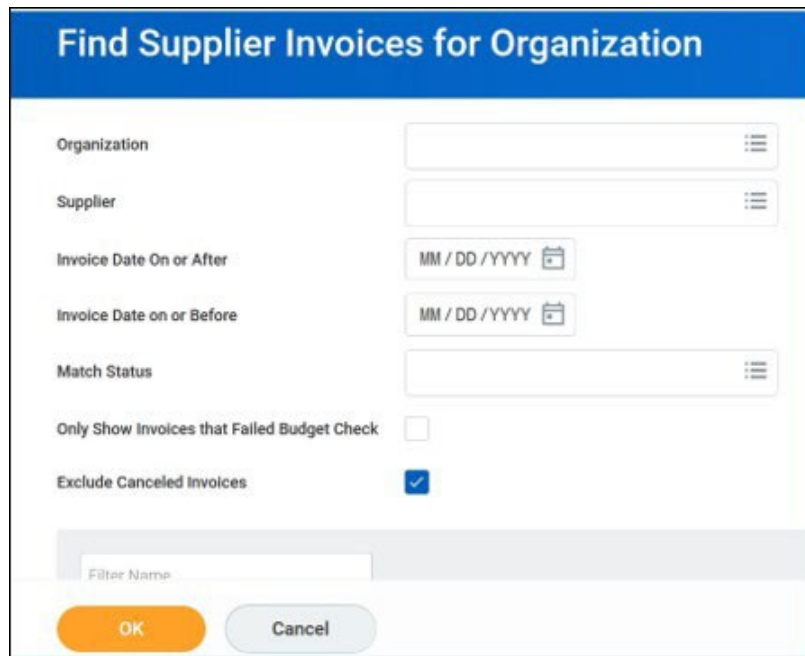
To view a list of all Supplier Invoices and their statuses for Cost Centers to which you have access, run the Find Supplier Invoices for Organization report.

- 1) Enter **Find Supplier Invoices for Organization** into the *Search* bar and click Find Supplier Invoices for Organization – Report.

A screenshot of a search interface. On the left is a logo with a blue 'W' and a blue 'ci' below it. To the right is a search bar containing the text 'find supplier invoices for organization'. Below the search bar is a button labeled 'Find Supplier Invoices for Organization - Report'.

The *Find Supplier Invoices for Organization* screen displays.

- 2) In the **Organization** field, enter the **cost center** to run the Report.
- 3) Click the **OK** button.

A screenshot of the 'Find Supplier Invoices for Organization' report screen. The title bar is blue with white text. Below the title bar are several filter fields: 'Organization', 'Supplier', 'Invoice Date On or After' (with a date picker), 'Invoice Date on or Before' (with a date picker), 'Match Status', 'Only Show Invoices that Failed Budget Check' (checkbox), and 'Exclude Canceled Invoices' (checkbox, checked). At the bottom, there is a 'Filter Name' field and two buttons: 'OK' (orange) and 'Cancel' (gray).

The system displays a report with the following columns:

- |                       |                             |
|-----------------------|-----------------------------|
| ○ Invoice Number      | ○ Payment Status            |
| ○ Invoice Date        | ○ Memo                      |
| ○ Supplier            | ○ Due Date                  |
| ○ Invoice Amount      | ○ Payment Type              |
| ○ Budget Check Status | ○ Last Invoice Payment Date |
| ○ Approval Status     | ○ Payment Reference         |

Find Supplier Invoices for Organization

Actions

Companies

Montclair State University

Exclude Canceled Invoices

Yes

Organization

Cost Center: CC16278 VP Finance and Treasurer

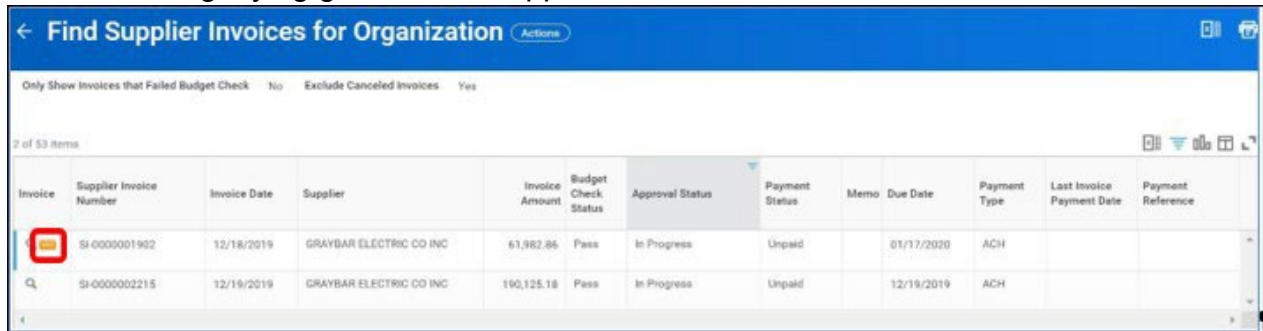
0 items

Invoice	Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
<div>Q</div>	SI-0000000353	08/08/2019	COMPASS GROUP USA INC	78.00	Pass	Approved	Paid		09/07/2019	ACH	08/30/2019	EFT-589738
<div>Q</div>	SI-0000000354	08/08/2019	COMPASS GROUP USA INC	180.00	Pass	Approved	Paid		09/07/2019	ACH	08/30/2019	EFT-589739
<div>Q</div>	SI-0000000140	08/30/2019	COMPASS GROUP USA INC	200.00	Pass	Approved	Paid		09/29/2019	ACH	08/30/2019	EFT-589740
<div>Q</div>	SI-0000000170	09/18/2019	ADORAMA CAMERA INC	35.00	Pass	In Progress	Unpaid		10/16/2019	Check		

## Change a Supplier Invoice

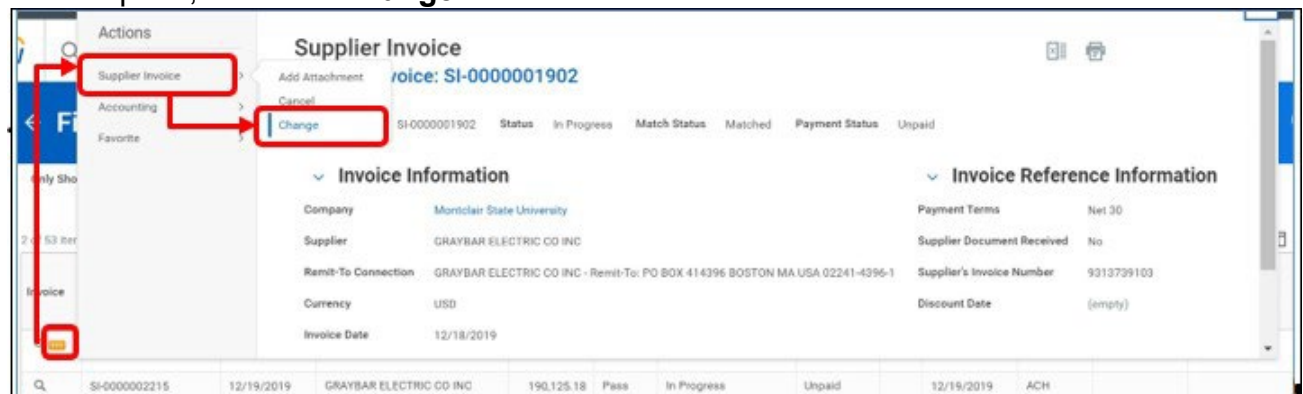
Edits can only be made to the Supplier Invoice by the Initiator while the status is “In Progress” or when an approver sends it back to the Initiator, and the Payment Status is Unpaid.

- 1) From the *Find Supplier Invoices for Organization* report, click the **twinkie** next to the magnifying glass of the supplier invoice to edit.



Invoice	Supplier Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
	SI-0000001902	12/18/2019	GRAYBAR ELECTRIC CO INC	61,982.86	Pass	In Progress	Unpaid		01/17/2020	ACH		
	SI-0000002215	12/19/2019	GRAYBAR ELECTRIC CO INC	190,125.18	Pass	In Progress	Unpaid		12/19/2019	ACH		

- 2) In the left column of the pop-up window, hover over the **Supplier Invoice** option, and click **Change**.



Supplier Invoice

Invoice: SI-0000001902

SI-0000001902 Status: In Progress Match Status: Matched Payment Status: Unpaid

**Invoice Information**

Company: Montclair State University

Supplier: GRAYBAR ELECTRIC CO INC

Remit-To Connection: GRAYBAR ELECTRIC CO INC - Remit-To: PO BOX 414396 BOSTON MA USA 02241-4396-1

Currency: USD

Invoice Date: 12/18/2019

**Invoice Reference Information**

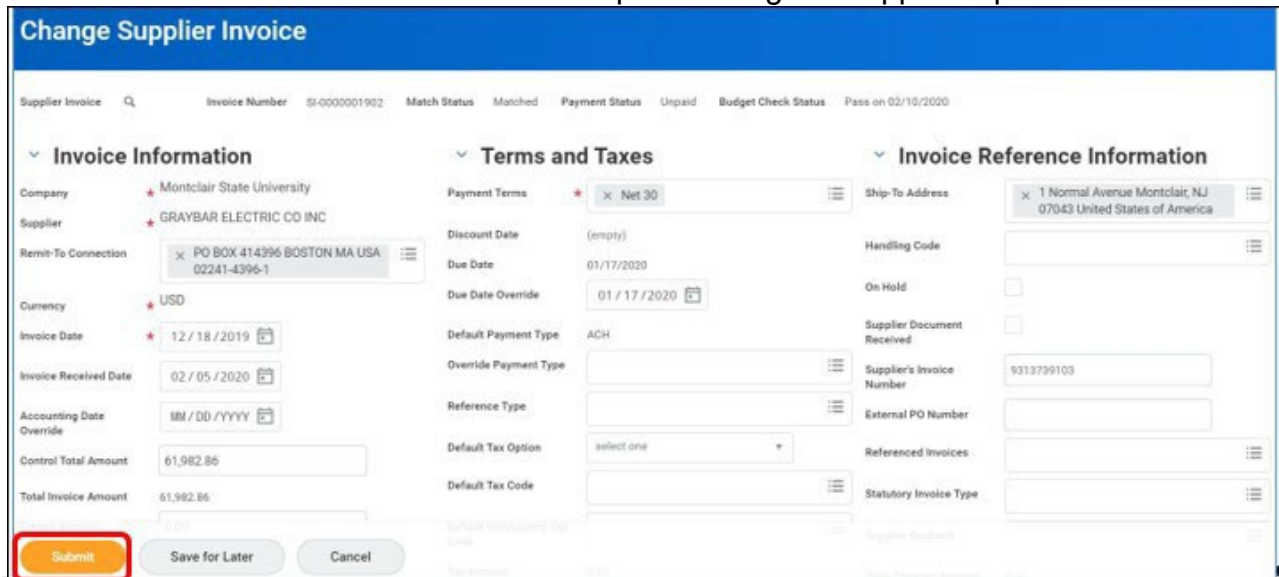
Payment Terms: Net 30

Supplier Document Received: No

Supplier's Invoice Number: 9313739103

Discount Date: (empty)

- 3) When the Change Supplier Invoice screen displays, scroll down to the **invoice lines** and make the necessary changes.
- 4) Once the changes have been made, click the **Submit** button in the lower-left corner of the field to send the request through the approval process.



Change Supplier Invoice

Supplier Invoice: SI-0000001902 Match Status: Matched Payment Status: Unpaid Budget Check Status: Pass on 02/16/2020

**Invoice Information**

Company: Montclair State University

Supplier: GRAYBAR ELECTRIC CO INC

Remit-To Connection: PO BOX 414396 BOSTON MA USA 02241-4396-1

Currency: USD

Invoice Date: 12/18/2019

Invoice Received Date: 02/05/2020

Accounting Date Override: MM/DD/YYYY

Control Total Amount: 61,982.86

Total Invoice Amount: 61,982.86

**Terms and Taxes**

Payment Terms: Net 30

Discount Date: (empty)

Due Date: 01/17/2020

Due Date Override: 01/17/2020

Default Payment Type: ACH

Override Payment Type:

Reference Type:

Default Tax Option: select one

Default Tax Code:

**Invoice Reference Information**

Ship-To Address: 1 Normal Avenue Montclair, NJ 07043 United States of America

Handling Code:

On Hold:

Supplier Document Received:

Supplier's Invoice Number: 9313739103

External PO Number:

Referenced Invoices:

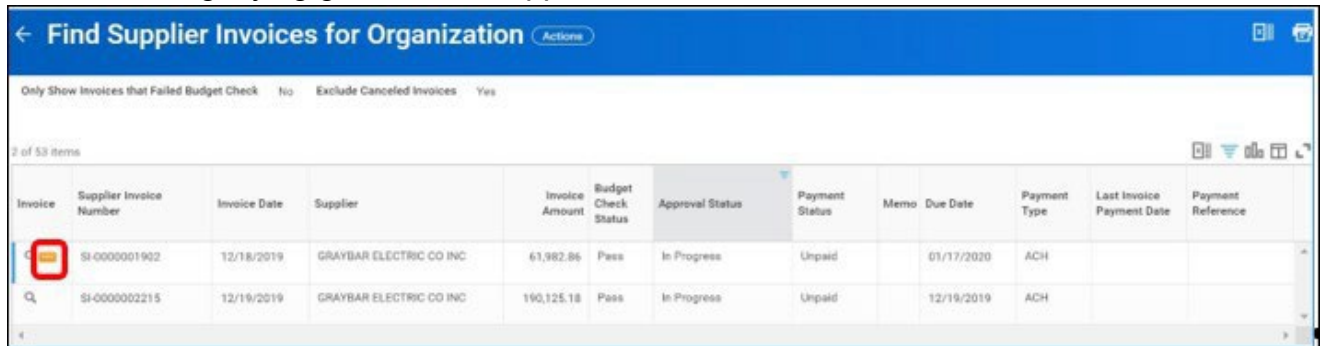
Statutory Invoice Type:

**Submit** Save for Later Cancel

## Cancel a Supplier Invoice

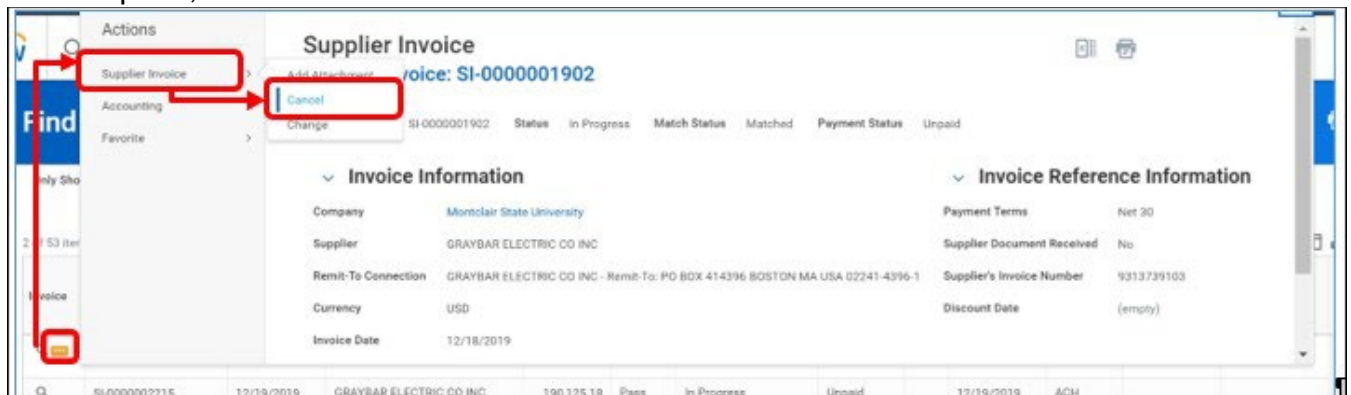
Supplier Invoices can be canceled up to the point of being Approved and with a Payment Status of Unpaid.

- 1) From the *Find Supplier Invoices for Organization* report, click the **twinkie** next to the magnifying glass of the supplier invoice to edit.



Only Show Invoices that Failed Budget Check: No Exclude Canceled Invoices: Yes												
2 of 53 items												
Invoice	Supplier Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
	SI-0000001902	12/18/2019	GRAYBAR ELECTRIC CO INC	61,982.86	Pass	In Progress	Unpaid		01/17/2020	ACH		
	SI-0000002215	12/19/2019	GRAYBAR ELECTRIC CO INC	190,125.18	Pass	In Progress	Unpaid		12/19/2019	ACH		

- 2) In the left column of the pop-up window, hover over the **Supplier Invoice** option, and click **Cancel**.



**Supplier Invoice** Invoice: SI-0000001902

Actions: Supplier Invoice, Accounting, Favorite

Cancel

Invoice Information

Company: Montclair State University

Supplier: GRAYBAR ELECTRIC CO INC

Remit-To Connection: GRAYBAR ELECTRIC CO INC - Remit-To: PO BOX 414396 BOSTON MA USA 02241-4396-1

Currency: USD

Invoice Date: 12/18/2019

Invoice Reference Information

Payment Terms: Net 30

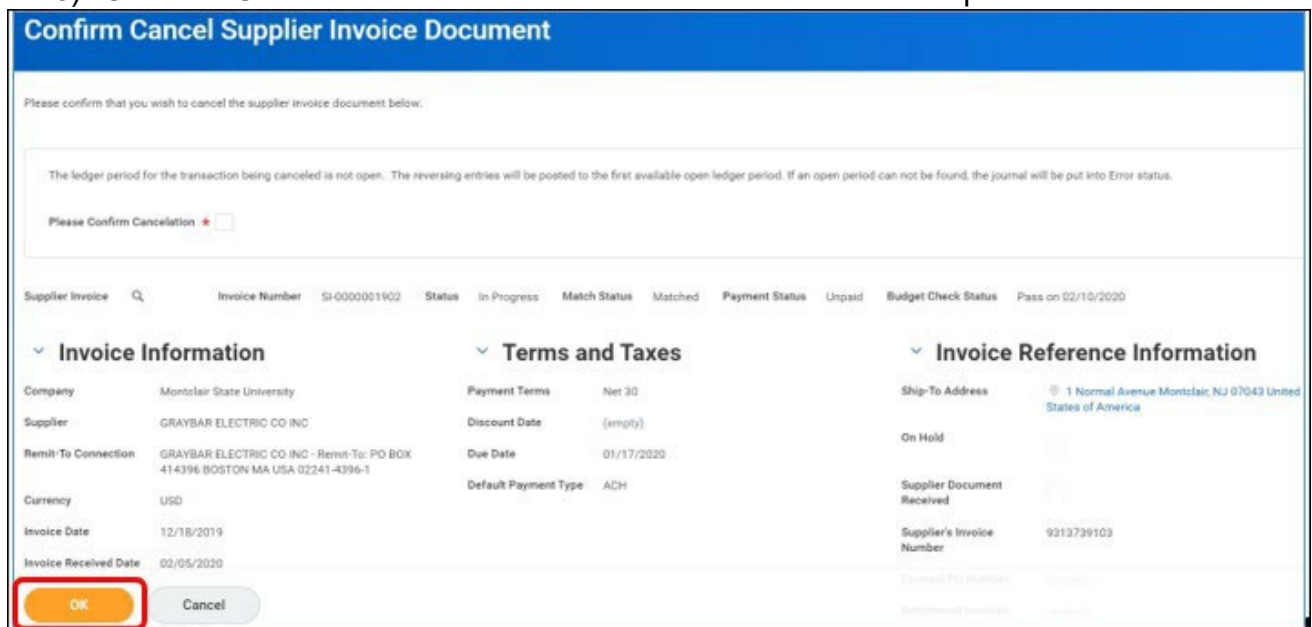
Supplier Document Received: No

Supplier's Invoice Number: 9313739103

Discount Date: (empty)

The *Confirm Cancel Supplier Invoice Document* screen displays.

- 3) Click the **OK** button in the bottom left corner to cancel this request.



**Confirm Cancel Supplier Invoice Document**

Please confirm that you wish to cancel the supplier invoice document below.

The ledger period for the transaction being canceled is not open. The reversing entries will be posted to the first available open ledger period. If an open period can not be found, the journal will be put into Error status.

Please Confirm Cancellation ☐

Supplier Invoice: SI-0000001902 Status: In Progress Match Status: Matched Payment Status: Unpaid Budget Check Status: Pass on 02/10/2020

Invoice Information

Company: Montclair State University

Supplier: GRAYBAR ELECTRIC CO INC

Remit-To Connection: GRAYBAR ELECTRIC CO INC - Remit-To: PO BOX 414396 BOSTON MA USA 02241-4396-1

Currency: USD

Invoice Date: 12/18/2019

Invoice Received Date: 02/05/2020

Terms and Taxes

Payment Terms: Net 30

Discount Date: (empty)

Due Date: 01/17/2020

Default Payment Type: ACH

Invoice Reference Information

Ship-To Address: 1 Normal Avenue Montclair, NJ 07043 United States of America

On Hold: ☐

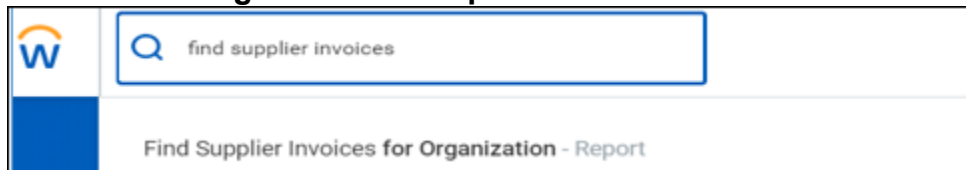
Supplier Document Received: ☐

Supplier's Invoice Number: 9313739103

OK Cancel

## System Drafts

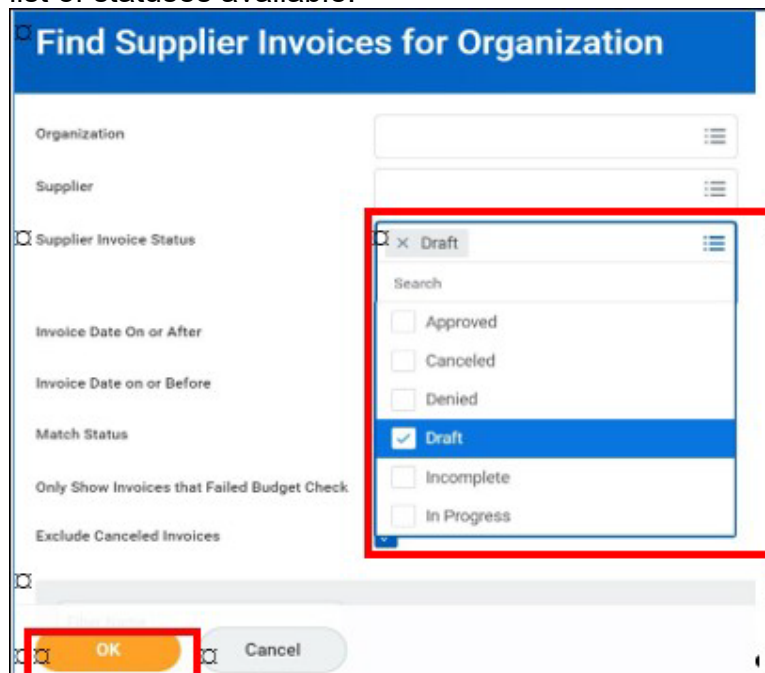
- 1) Enter **Find Supplier Invoice** into the *Search* bar and select **Find Supplier Invoices for Organization – Report** from the search results.



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Find Supplier Invoices for Organization - Report

- 1) In the **Organization** field, enter the Cost Center, Gift, Grant, or Project code.
- 2) In the Expense Report Status field, click the prompt icon and select draft from the list of statuses available.



**Find Supplier Invoices for Organization**

Organization

Supplier

Supplier Invoice Status

Invoice Date On or After

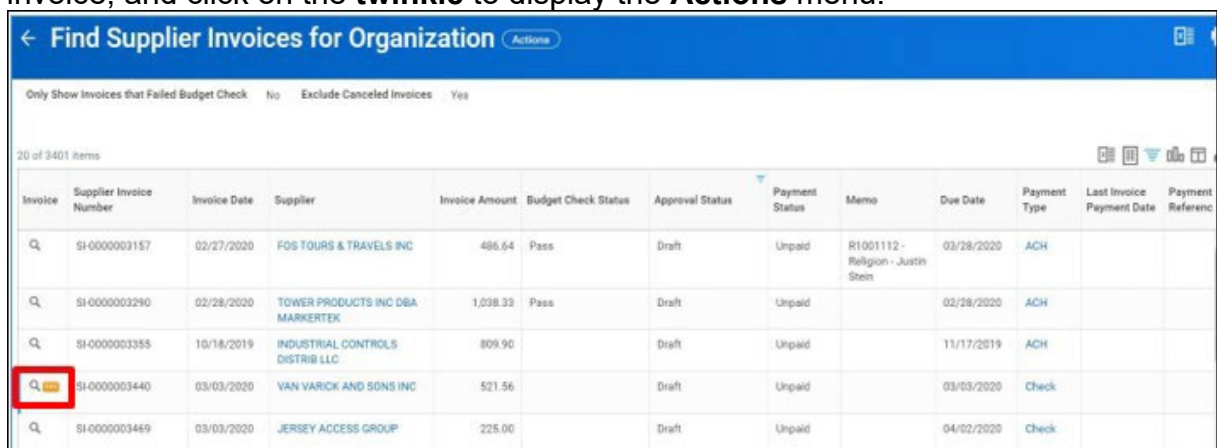
Invoice Date on or Before

Match Status

Only Show Invoices that Failed Budget Check

Exclude Canceled Invoices

- 3) Click **OK**.
- 4) Hover over the magnifying glass in the first column of the corresponding supplier invoice, and click on the **twinkie** to display the **Actions** menu.



Invoice	Supplier Invoice Number	Invoice Date	Supplier	Invoice Amount	Budget Check Status	Approval Status	Payment Status	Memo	Due Date	Payment Type	Last Invoice Payment Date	Payment Reference
	SI-0000003157	02/27/2020	FOS TOURS & TRAVELS INC	486.64	Pass	Draft	Unpaid	R1001112 - Religion - Justin Stein	03/28/2020	ACH		
	SI-0000003290	02/28/2020	TOWER PRODUCTS INC DBA MARKERTEK	1,038.33	Pass	Draft	Unpaid		02/28/2020	ACH		
	SI-0000003355	10/18/2019	INDUSTRIAL CONTROLS DISTRIB LLC	809.90		Draft	Unpaid		11/17/2019	ACH		
	SI-0000003440	03/03/2020	VAN VARICK AND SONS INC	521.56		Draft	Unpaid		03/03/2020	Check		
	SI-0000003469	03/03/2020	JERSEY ACCESS GROUP	225.00		Draft	Unpaid		04/02/2020	Check		

- 5) From the Related Actions menu, hover over **Supplier invoice** and then click **Cancel**.

The screenshot shows the 'Supplier Invoice' interface. On the left, there is a sidebar with a search bar and a list of actions. The 'Supplier Invoice' action is highlighted with a red box. A dropdown menu is open, showing various actions, with 'Cancel' highlighted by a red box. The main area displays invoice details for 'SI-0000003440', including 'Status: Draft' and 'Payment Status: Unpaid'. Below this, there is a table with columns for 'Invoice Number', 'Invoice Date', 'Due Date', 'Company', 'Amount', 'Status', and 'Payment Status'. The table contains one row with the following data: 'SI-0000003469', '03/03/2020', 'JERSEY ACCESS GROUP', '225.00', 'Draft', 'Unpaid', and '04/02/2020 Check'.

The system asks for confirmation regarding the cancelation of the supplier invoice.

- 6) Click the **OK** button to confirm to cancel the draft.

The screenshot shows a confirmation dialog box titled 'Confirm Cancel Supplier Invoice Document'. The dialog box contains the following information:

- Supplier Invoice:** Invoice Number SI-0000003440, Status Draft, Payment Status Unpaid.
- Invoice Information:**
  - Company: Montclair State University
  - Supplier: VAN VARICK AND SONS INC
  - Remit-To Connection: VAN VARICK AND SONS INC - Remit-To: 1067 ROUTE 23 WAYNE, NJ 07470
  - Currency: USD
  - Invoice Date: 03/03/2020
  - Invoice Received Date: (empty)
  - Total Invoice Amount: 521.56
  - Amount Due: 521.56
- Terms and Taxes:**
  - Payment Terms: Immediate
  - Discount Date: (empty)
  - Due Date: 03/03/2020
  - Default Payment Type: Check
- Invoice Reference Information:**
  - Ship-To Address: 1 Normal Avenue Montclair, NJ 07043 United States of America
  - On Hold: ☐
  - Supplier Document Received: ☐
  - Supplier's Invoice Number: 40512-12-31-2019
  - External PO Number: (empty)
  - Referenced Invoices: (empty)
  - Supplier Contract: (empty)
  - Total Contract Amount: 0.00

At the bottom of the dialog box, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

The system displays a confirmation that the draft has been canceled.