



**FINANCE:**  
**Supplier Invoice**



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## Benefits of using Workday Financials:

- Automates the request process
- Allows full visibility into the business processes and approval flow
- Standardized location of attachments
- Interconnected transactions within the lifecycle

The following roles within the system are related to the Supplier Invoice functions:

- Cost Center Requisitioner
- Cost Center Manager



# OBJECTIVES



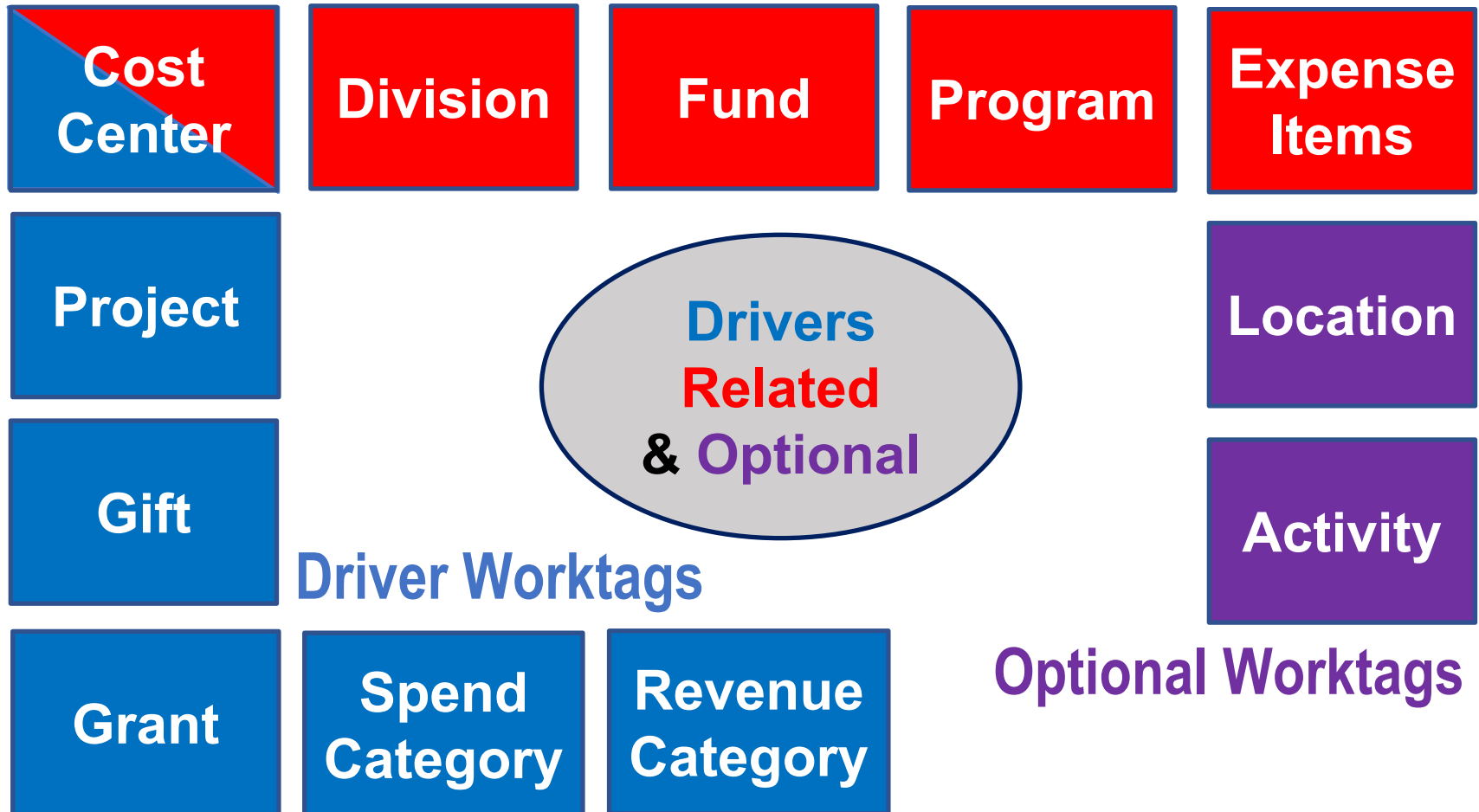
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By the end of this class, you will be able to create and manage:

- Supplier Invoices

...within the **MSU Workday** system

## Related Worktags





## RELATED COMMANDS



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**FIND SUPPLIER FOR REQUESTERS** launches a report to find specific suppliers in the system

**CREATE SUPPLIER INVOICE** to initiate the request for payment


**FIND SUPPLIER INVOICES FOR ORGANIZATION** to locate the request for payment

# SPEND CATEGORIES



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<b>DESCRIPTION</b>	<b>CODE</b>
Archival Services	SC0154
Archival Supplies	SC0182
Athletic Official Services	SC0157
Co-Op Teachers	SC0158
Construction Permits/License Fees	SC0017
Fine Arts Models	SC0264
Honorarium	SC0069
Insurance Services	SC0151
International Visa Processing	SC0263
Memberships/Dues	SC0123
Participant Costs	SC0261
Permits/License Fees	SC0125
Real Estate Taxes (Landlord/Municipal)	SC0191
Registrations	SC0030
Royalties	SC0141
Shipping & Freight	SC0262
Stipends	SC0166
Student Awards	SC0131
Student Prizes	SC0130
Subscriptions-Non Software	SC0170
Utilities-Electricity Services	SC0248
Utilities-Gas Services	SC0244
Utilities-Sewer Services	SC0249
Utilities-Water Services	SC0250



## WHAT'S NEXT?



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- ★ **Financials and Performance Management** launch January 2020.
- ★ Keep up with the latest news and access training documentation on the Workday 2020 web page
- ★ For additional project questions, contact us at [workday2020@montclair.edu](mailto:workday2020@montclair.edu)
- ★ Need additional help? Contact the IT Service Desk at x 7971 option 2



## OPEN LABS



### WHAT?

- Bring Workday Finance questions/work
- Receive one-on-one help from Finance

### WHEN?

- Begin the week of Go-Live
- Schedule is on the MSU Workday 2020 website
- Pick a day/time to work with a Finance Team Member

### WHERE?

- University Hall