

# Supplier Accounts

**By Accounts Payable  
For Mobile County  
Commission Users  
08/30/2022**



# MOBILE COUNTY COMMISSION

## Supplier Accounts Training

### **PART 1 – Create Supplier Invoice Request**



In Workday, the Supplier Accounts Module handles the payable to supplier side of goods and services delivered to Mobile County.



# TERMINOLOGY

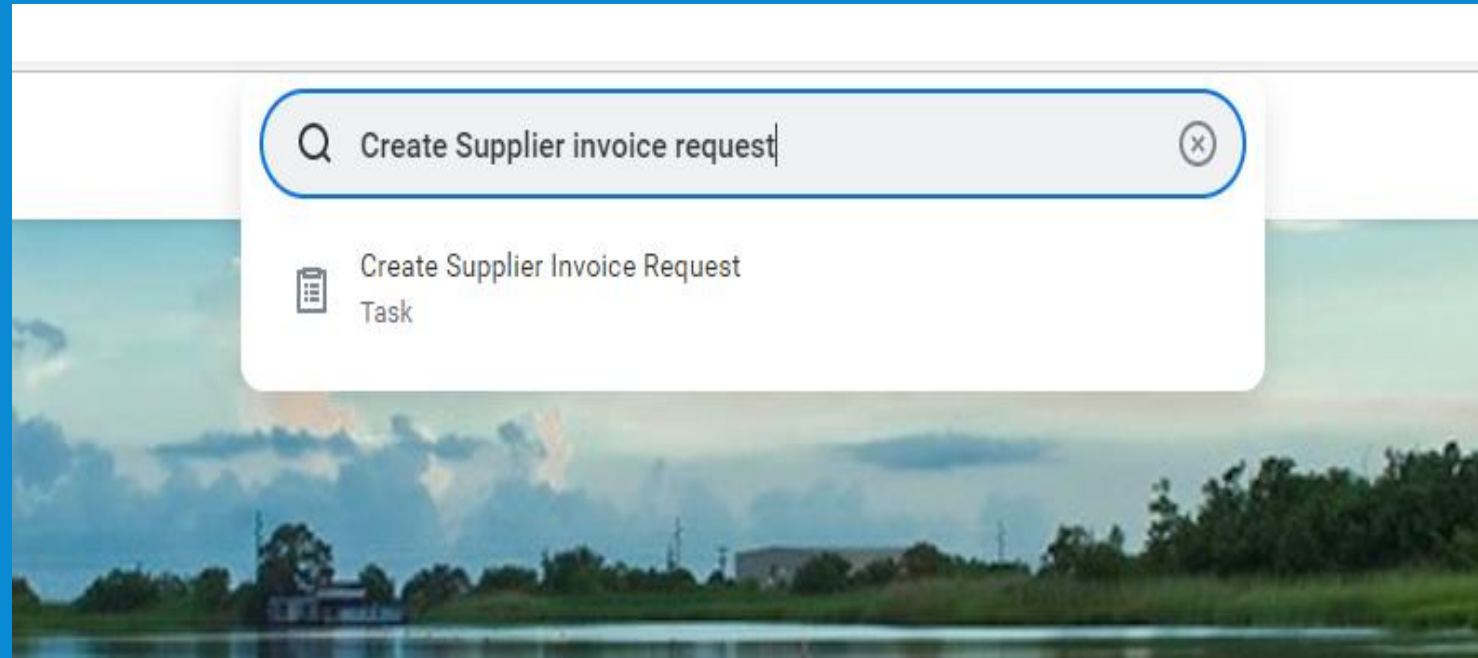
CURRENT TERMINOLOGY	WORKDAY TERMINOLOGY
VENDOR	SUPPLIER
DEPARTMENT	COST CENTER
OBJECT CODE	SPEND CATEGORY



# Header

- Point
  - subpoint

# Creating a Supplier Invoice Request



Type in "Create Supplier Invoice Request" in search bar

# Creating a Supplier Invoice Request

## Top of Request

**Create Supplier Invoice Request**

Total Amount  
0.00 USD

Supplier Invoice Request (empty) Status (empty) Requester Parrisha Taylor

### General Information

#### Primary Information

Invoice Date \* 08/26/2022

Invoice Received Date MM/DD/YYYY

Company \* MCC Mobile County Commission

Supplier \* DELL MARKETING L.P.

Remit-To Connection

Currency \* USD

Control Total Amount 0.00

Supplier's Invoice Number

#### Additional Information

Ship-To Address X 205 Government Street Mobile, AL 36644 United States of America

Payment Terms

Default Due Date (empty)

Reference Type

Handling Code X Pickup

Statutory Invoice Type

Freight Amount 0.00

Tax Amount 0.00

Memo Please hold for pickup for Tyrone Davis-Ex

Lines Additional Fields Attachments

+ Add

Submit Save for Later Cancel

**Insert**

Invoice Date  
Invoice Received Date  
Company  
Supplier  
Supplier's Invoice number

**\*Add attachment**

**Additional Information Needed**

**Insert**

Remit-to-connection  
Handling Code  
Memo(for Handling Code)

# Creating a Supplier Invoice Request

## Bottom of Request (Service Line)

General Information

➕ Add

Janitorial  
1,000.00 USD

Lines

Goods Line  
 Service Line

Item

Item Description

Spend Category

Quantity

Unit Cost

Item Identifiers (empty)

Extended Amount

\*Cost Center

Grant

Project

\*Function

\*Fund

Additional Worktags

Billable

Memo

Internal Memo

Service Line  
Item Description  
Spend Category  
Extended Amount  
Cost Center  
Memo  
Internal Memo(as needed)

### Notations

- After the cost center has been entered the function and fund should automatically populate.
- Notice after extended amount has entered it will appear in the left hand corner and at the top of the request.



# Creating a Supplier Invoice Request Bottom of Request(Goods Line) Can be used for Purchase Orders

Lines Additional Fields Attachments

+ Add

Cups	10
250.00 USD	

Lines

Goods Line  
 Service Line

Item

Item Description

Spend Category

Quantity

Unit of Measure

Unit Cost

Item Identifiers (empty)

Extended Amount

\*Cost Center

Grant

Project

\*Function

\*Fund

Additional Worktags

Billable

Memo

Internal Memo

Submit Save for Later Cancel

## General Information

### Goods Line

Item Description  
Spend Category  
Quantity  
Unit of Measure  
Unit Cost  
Cost Center  
Memo(add Purchase Order)  
Internal Memo(as needed)

## Notations

\*See notations in service line area

# Creating a Supplier Invoice Request Attachment

Lines   Additional Fields   Attachments

Attachments

Drop files here

or

Select files

After filling in all fields you will attach a document.  
Select a file from your saved area.


# Creating a Supplier Invoice Request Attachment



Lines    Additional Fields    **Attachments**

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**Attachments**

 1 TEST DOCUMENT - Copy.docx  
✓ Successfully Uploaded!

Comment

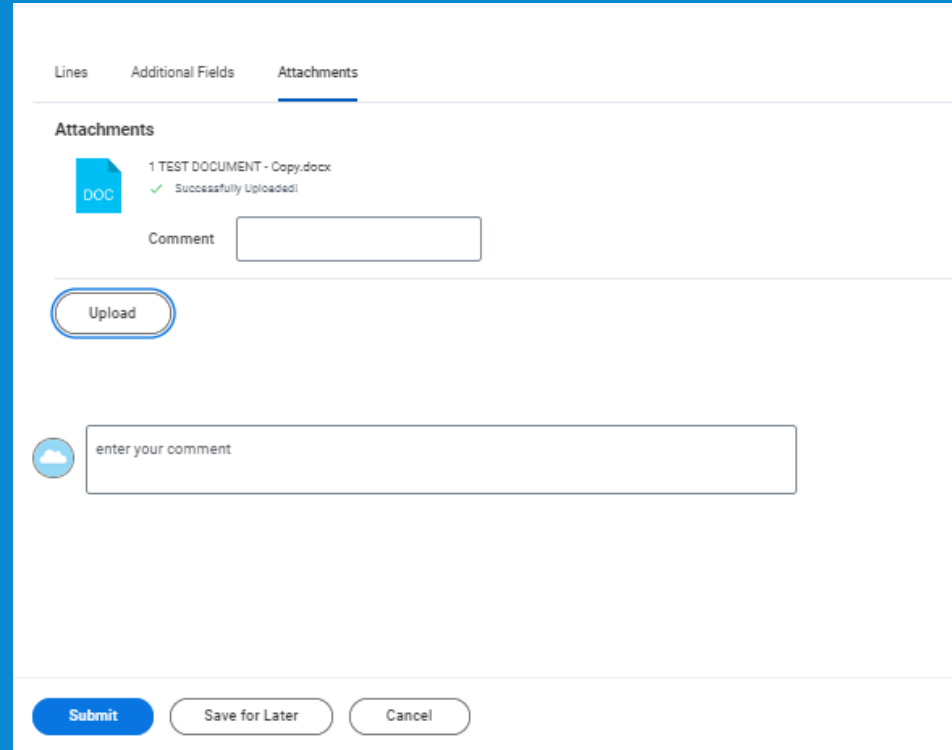
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Select a file from your saved area and save.  
After saving you will see the displayed attachment as successfully uploaded.

# Creating a Supplier Invoice Request Submission



Lines Additional Fields Attachments

**Attachments**

1 TEST DOCUMENT - Copy.docx  
✓ Successfully Uploaded!

DOC

Comment

Upload

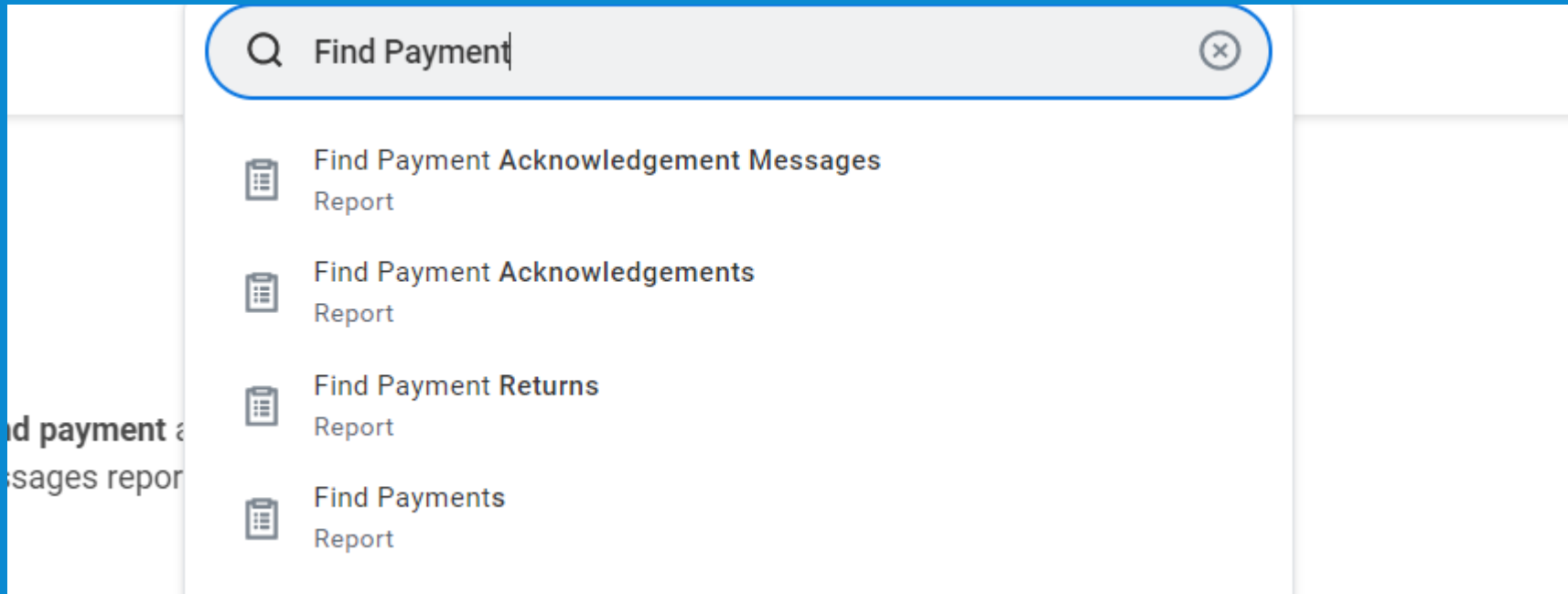
enter your comment

Submit Save for Later Cancel

After attaching the document and all required fields are filled, press submit.  
The invoice request will route to the next initiator in the business process.  
It may route to AP for Invoice creation or to the Cost Center Manager for approval.

- 
- MOBILE COUNTY COMMISSION
  - Supplier Accounts Training
  - PART 2 – Finding Supplier Payments
  - 2 Methods

# Finding Supplier Payments Method 1-Find Payment



Type in "Find Payment" in search bar and click on the report.

# Finding Supplier Payments Method 1

## Suggested fields to find payment

**Find Payments**

Company: MCC Mobile County Commission

Bank Accounts

Payment Categories

Payee / Payor: OFFICE DEPOT

Payee Hierarchy

Payment Types

Payment Statuses

Customer / Supplier Status

Currency

Payment Date On or After: MM/DD/YYYY

Payment Date On or Before: MM/DD/YYYY

Transaction Reference

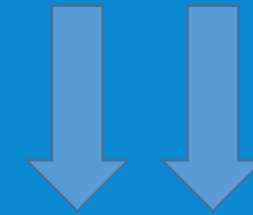
Settlement Run Number



OK Cancel



- \*Input the Company name(MCC Mobile County Commission).
- \*Payee/Payor
- Transaction(Check number) Reference
- Payment Status(Completed)

\*Using just these two fields will generate information. Add more or different fields if you have specifics and click OK.

# Finding Supplier Payments Method 1










Find Payments  

Check #      Payment Amount  

> Details

Turn on the new tables view

2 items     

Payment	Payment Category	Company	Status	Payee / Payor	Transaction Date	Payment Memo	Bank Account	Payment Type	Settlement Run	Payment Group	Transaction Reference	Payment Amount	Currency	Reconciliation Status
	Supplier Payment	MCC Mobile County Commission	Complete	OFFICE DEPOT	08/02/2022		Accounts Payable	Check	SR10000002	Supplier Payment(Check) for Accounts Payable	404179	184.22	USD	Unreconciled
	Supplier Payment	MCC Mobile County Commission	Complete	OFFICE DEPOT	08/10/2022		Accounts Payable	Check	SR10000063	Supplier Payment(Check) for Accounts Payable	404369	216.17	USD	Unreconciled

- Payment information will appear after field submission.
- To see more detailed information such as a specific invoice number click on the magnifying glass under Payment to the left of the screen.



# Finding Supplier Payments Method 1



Transaction Reference 404369

Invoices Paid 4 items

Turn on the new tables view



Invoice	Invoice Date	Supplier's Invoice Number	Invoice Amount	Discount Due Date	Invoice Due Date	Discount Taken	Payment Amount
Q	06/24/2022	251380825001	9.23		08/10/2022	0.00	9.23
Q	06/24/2022	251371345001	76.71		08/10/2022	0.00	76.71
Q	06/24/2022	251380824001	22.09		08/10/2022	0.00	22.09
Q	08/01/2022	253023033001	108.14		08/10/2022	0.00	108.14

This page will display the Check number/Transaction Reference Supplier's invoice number, invoice date, and invoice amount.

# Finding Supplier Payments Method 2

Q find supplier



Use this report to search for Supplier Refunds.

## Find Suppliers

Report

View selected suppliers. Details include supplier name, supplier ID, status, supplier category, supplier group, customer account number, address information, parent supplier and 1099 applicability.

Type in “Find Supplier” in search bar and click on the report.

# Finding Supplier Payments Method 2

find supplier

### Find Suppliers

Supplier: x HOME DEPOT, THE ...

Supplier Name:

Supplier ID: HOM003

Supplier Status:

Supplier Category:

Supplier Group: x Suppliers G - I ...

Customer Account Number:

DUNS Number:

Payee Alternate Names:

Supplier Contacts:

Primary Remit-To Address:

Parent Supplier:

Spend Categories/Hierarchies:

OK Cancel

## General Information

Enter the Supplier, Supplier ID, or Supplier Group  
*\*Supplier would be sufficient*

# Finding Supplier Payments Method 2

Once the supplier has been found, click [Invoices and Payments](#) and then [Payments](#). You will see the Check number/Transaction Reference and Payment Amount. Repeat additional steps in Method 1 for invoice information.

**HOME DEPOT, THE** Supplier

Supplier ID: HOM003  
Approval Status: Approved  
Balance Due: 53.26

Address: 7100 US HWY 90  
Daphne, AL 36526  
United States of America

+ (334) 3803417

[Navigate Supplier Hierarchy](#)

Overview | [Contracts and Purchase Orders](#) | [Invoices and Payments](#) | Supplier Connections | Tax Information | Questionnaire Responses | Custom Reports | Change History | Process History

Invoicing Setup | Invoices | [Payments](#) | Refunds | Related Reports

Recent Payments 4 items

Payment	Payment Category	Company for Reporting Transaction	Status	Payee / Payor	Transaction Date	Payment Memo	Bank Account	Payment Type	Settlement Run	Payment Group	Reference	Payment Amount	Currency	Reconciliation Status
Q	Supplier Payment	MCC Mobile County Commission	Complete	HOME DEPOT, THE - Remit-To: HOME DEPOT, THE_DEPT 32 25319 43342_Phoenix_Arizona_NOTSeparateChecks	08/25/2022		Accounts Payable	Check	SR10000176	Supplier Payment(Check) for Accounts Payable	404705	225.34	USD	Unreconciled
Q	Supplier Payment	MCC Mobile County Commission	Complete	HOME DEPOT, THE	08/25/2022		Accounts Payable	Check	SR10000176	Supplier Payment(Check) for Accounts Payable	404704	115.20	USD	Unreconciled
Q	Supplier Payment	MCC Mobile County Commission	Canceled	HOME DEPOT, THE	08/24/2022	Please send both checks to the same address.	Accounts Payable	Check				115.20	USD	Unreconciled
Q	Supplier Payment	MCC Mobile County Commission	Canceled	HOME DEPOT, THE - Remit-To: HOME DEPOT, THE_DEPT 32 25319 43342_Phoenix_Arizona_NOTSeparateChecks	08/24/2022		Accounts Payable	Check				225.34	USD	Unreconciled