



MOBILE COUNTY

STATE OF ALABAMA • SINCE 1812

Mobile County Procurement and Suppliers Training Manual



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PROCUREMENT AND SUPPLIER ACCOUNTS

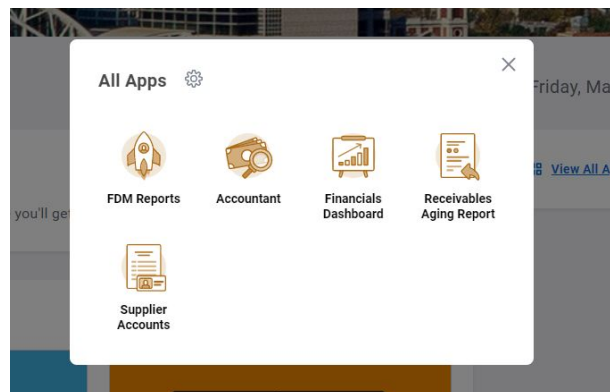
In Workday, the Procurement Module handles the purchasing and receipt of goods and services delivered to Mobile County. It allows items to be requested, approved for purchase, and sourced to the appropriate supplier. The Procurement process proceeds as follows:

1. User creates a requisition to a buyer that indicates the product or service needed
2. The buyer identifies the correct supplier and confirms where the goods or services will be received
3. A purchase order is issued to the supplier to fill the order
4. AP or the requestor receives a supplier invoice from the supplier and enters it into the Workday system
5. Supplier Matching takes place against the Purchase Order (and/or Receipt made available for Payment)
6. Create a Settlement Run to settle all supplier payments.

Adding Search Preferences and Worklets to Home Page

Configure Worklets and Dashboards to your Apps

1. Navigate to your Home Page by clicking on the **Workday Logo** at the top right corner of the Workday screen (or if you just Login you will be on your Home Page).
2. Click **View All Apps** on the right side of the screen.



3. Click on the **Gear Icon** next to All Apps.
4. Under the Optional Worklets Title, select the **Plus** icon at the Header level of the table.
5. This will add a new line into the table. From here, click into the blank **Worklet** column and choose **All** to see the already created Worklets in the tenant. Find one that pertains to your area.









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Optional Worklets

Select the optional worklets you would like to include on your Home page.

2 items

| | Order | *Worklet | Worklet Title |
|---|---|---|---------------|
|  | | | |
|   |  | <input type="text"/> | |
|   |  |  Supplier Accounts | |

- Click **OK** and **Done**.
- To access your new Worklet, click on **View All Apps** and choose the Worklet you would like to go into.

Setup Search Preferences

- In the Search bar, locate the **Change Preferences** task.
- Scroll to the Search Preferences tab.


Default Hour Clock (from Locale) 12 hour

Preferred Hour Clock

Default Currency (empty)

Preferred Currency

Search Preferences

Workday Search Provider  New Workday Federated Search

- Click on the 3 lines to the right of “New Workday Federated Search” to pull up the various options available as Search Preferences.
- Select **Classic Workday Search** from the menu.
- A Preferred Search Category field will appear. From this menu, choose an area of Workday that you work most with (i.e., Procurement, Grants, Expenses, Inventory, All of Workday...)
 - NOTE: Choose **All of Workday** for the most robust searches.
- Click **OK**.
- Log out of the tenant and then log back in for the Preference Change to take effect.

New Supplier by Procurement Team

The Supplier Administrator is the only Security Group that can Create a New Supplier.

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Create Supplier

1. Enter **Create Supplier** into the task bar.
2. Enter Supplier Name, Supplier Category, Supplier Group, Payment Type (could be multiple), Default Payment Type (single select), and Accepted Currency (USD)
 - a. Supplier Category: assigned to a supplier to group or organize them based on similar attributes for processing accounting, routing, and approving invoices. A Supplier can only have ONE Supplier Category.
 - b. Supplier Group: another way to organize suppliers into groups for ease of reporting (can have more than one).
3. Click **OK**.
4. Scroll down on the next page until you see multiple tabs.
 - a. NOTE: You will be taking actions on these tabs to set up the Supplier.

The screenshot shows the 'Create Supplier' form with the 'Contact Information' tab selected. The form has a horizontal tab bar at the top with the following tabs: Contact Information, Settlement Bank Account, Tax Information, Alternate Names, Procurement Options, Related Worktags, Classifications, Contingent Worker Options, Attachments, and Notes. Below the tabs, there are three sections: 'Phone' with an 'Add' button, 'Address' with an 'Add' button, and 'Email' with an 'Add' button.

5. **Contact Information:** input all known contact information for the Supplier.
 - a. NOTE: If you add one of any of the contact types, mark as **Primary**.
6. **Settlement Bank Account:** add the bank account(s) associated with the Supplier for electronic payments.
7. **Tax Information:** enter applicable tax information for the supplier.
8. **Alternate Names:** enter any alternate names that the Supplier may be known as (DBA, Reference Name, Remit to Addresses...) for remittance.
9. **Procurement Options:** when applicable, enter the Procurement options for the Supplier. These will default in when creating Purchase Orders using the Supplier.
 - a. NOTE: In the **Purchase Order Options** section, a **Default PO Issue Email** can be added for electronic delivery. When used, ensure that the **PO Issue Option** is Email, otherwise indicate print.
10. **Classifications:** click **Add** under Supplier Classifications to add relevant Supplier Classifications.
 - a. NOTE: Tax ID Type is REQUIRED. Ex: Scorp, LLC Single Member, Government Entity, Individual/Sole Proprietor, Legal Entity...
11. **Attachments:** add supporting documentation. You may add multiple attachments.
12. **Notes:** enter in any notes on the specific supplier for future reference.
13. Click **Submit**.

Add Commodity Code after Supplier is created

1. Find the **Supplier** you would like to add a Commodity Code to using **Find Suppliers** report. This document is proprietary and confidential.

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- Click on the **Related Actions** to the right of the Magnifying Glass.
- Hover over **Additional Data**.
- Click **Edit**.

| Supplier | Supplier Name | Supplier ID | Supplier Status | Supplier Category | Supplier Group | Customer Account Number | DUNS Number | Alt |
|----------|-------------------|------------------|-----------------|-------------------|----------------|-------------------------|-------------|-----|
| Q | Actions | Supplier | | | | | | |
| Q | Supplier | AVAAP | | | | | | |
| Q | Additional Data | View All | | | | | | |
| Q | Audits | Edit | | | | | | |
| Q | Business Process | Supplier Details | | | | | | |
| Q | Deployments | Approval Status | | | | | | |
| Q | Effective Stating | Approved | | | | | | |
| Q | Favorite | Supplier ID | | | | | | |
| Q | | \$100033 | | | | | | |
| Q | | Supplier Status | | | | | | |
| Q | | Active | | | | | | |

- In the **Custom Object** field, type “Commodity Code”.
- Click the **Plus** button at the top and add in your commodity code.
- Click **Submit**.

Add ACH Settlement Details after Supplier is created

- Find the **Supplier** using the **Find Supplier** task.
- Click on the **Related Actions** to the right of the Magnifying Glass.
- Hover over **Supplier**.
- Click on **Change Supplier Settlement Bank Account**.

| Supplier | Supplier Name | Supplier ID | Supplier Status | Supplier Category | Supplier Group | Customer Account Number | DUNS Number |
|----------|---------------------------|--|-----------------|-------------------|----------------|-------------------------|-------------|
| Q | Actions | Supplier | | | | | |
| Q | Supplier | Add Note | | | | | |
| Q | Additional Data | Change Supplier Alternate Name | | | | | |
| Q | Audits | Change Supplier Classification | | | | | |
| Q | Business Process | Change Supplier Contact Information | | | | | |
| Q | Deployments | Change Supplier Settlement Bank Account | | | | | |
| Q | Effective Stating | Create Supplier Change | | | | | |
| Q | Favorite | Maintain Location Customer Account Numbers | | | | | |
| Q | Hierarchy | Maintain Withholding Tax Exemptions | | | | | |
| Q | Instance | Manage Attachments | | | | | |
| Q | Integration IDs | Manage Duplicates | | | | | |
| Q | Integration Worktag Ma... | Navigate Supplier Hierarchy | | | | | |
| Q | | Update Logo | | | | | |
| Q | | View Contacts | | | | | |

- Click the **Plus** button at the top and add bank account information for ACH settlements.
- Click **Submit**.

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Supplier Request for other Departments

Create Supplier Request

A Supplier Request allows ANY worker in the system to request to add a Supplier into Workday. When filling out a Supplier Request Form, fill in as much information as possible for the Supplier Administrators to then review the Supplier Request and subsequently create a Supplier.

1. Access the **Create Supplier Request** task from the search bar.
2. Fill in as much information as possible.
 - a. NOTE: Supplier Name is the only required field for this task.
3. Scroll down to the tabs and add as much information as possible.
4. Add **Attachments** when necessary (EX: list of the supplier's items)
5. Click **OK**.

The Supplier Request Business Process will then flow through for Approvals and gain any missing information from the Supplier Request.

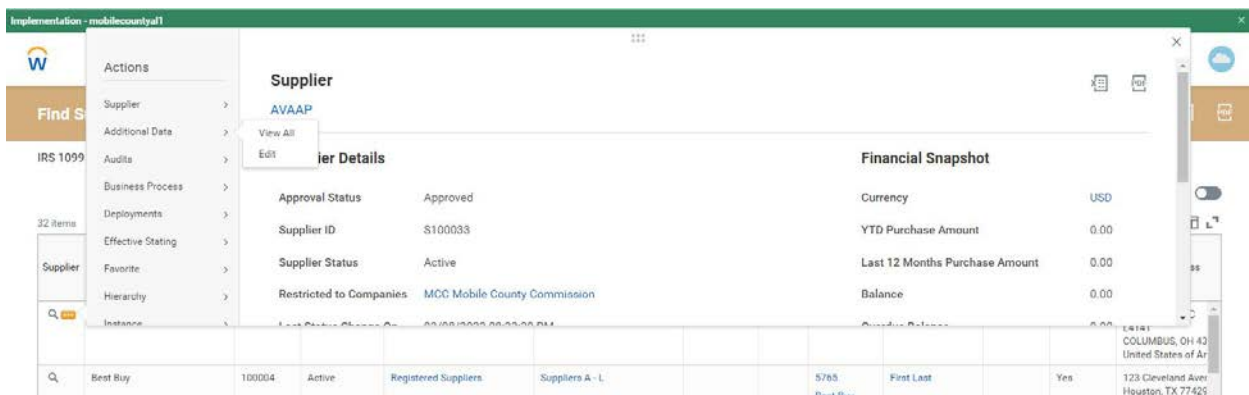
Supplier Changes

The following Security Groups can make changes to existing Suppliers:

- Supplier Administrator
- Settlement Specialist (Treasury Team)

Add Commodity Codes

1. Use the **Find Suppliers** task to find the appropriate Supplier.
2. Fill in any criteria to filter on your Supplier and click **OK**.
3. Click on the **Related Actions** icon by the Magnifying Glass next to the Supplier name.
4. Hover over Additional Data.
5. Click on **Edit**.



6. In the Custom Object field, find **Commodity Code**. Click **OK**.
7. Click the **Plus** button at the top and add the Commodity Code.

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8. Click **OK**.
 - a. NOTE: to view the current commodity codes, go through the same process except once you are in the Additional Data section, click **View All**.

Change Contact, Tax, Classification, and Payment Details for Supplier

1. Use the **Find Suppliers** task to find the appropriate Supplier.
2. Fill in any criteria to filter on your Supplier and click **OK**.
3. Click on the **Related Actions** icon by the Magnifying Glass next to the Supplier name.
4. Hover over the **Supplier** tab.



5. Please refer to the above screenshot to see all options available to make Supplier changes on. This menu is also where you can change ACH Settlement Details using the **Change Supplier Settlement Bank Account**. From this menu, click into whichever option fits your needs for changing. In addition, click into **Create Supplier Change** from this menu to reveal more options for changing your Supplier:

Create Supplier Change

Only select the Areas you want to Change. Once you click OK, a Draft Supplier Change will be created.

Select All ☐

Supplier and Tax Details ☐

Payment Details ☐

Supplier Hierarchy ☐

Contact Information ☐

Settlement Bank Account ☐

Related Worktags ☐

Alternate Names ☐

Procurement Options ☐

Classifications ☐

Contingent Worker Options ☐

Attachments ☐

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6. Click in the **Check Box** where applicable and then click **OK** at the bottom of the page.
7. Input all necessary changes to the Supplier and then click **OK**.
 - a. NOTE: this creates a Supplier Change Event, but once updated it does not require any approval steps.

Requisition by Service Coordinator

Create Requisition

1. Login as a Services Coordinator.
2. In the search bar, type in **Create Requisition** to create a requisition.
3. The Requester of the Requisition will automatically populate in the screen, as well as the Company, Currency, Deliver-To, Ship-To, Cost Center and any Additional worktags. This information comes from the Requester's (HCM Profile) information.
 - a. NOTE: If you need to change anything that was defaulted in, click on the **X** at the item and replace with what is needed.
4. Click **OK**.
5. Click **Request Non-Catalog Items**.

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Company
MCC Mobile County Commission

Requester
LYNNE COOPER

Requisition Currency * x USD ...

Non-Catalog Request Type

- ☒ Request Goods
☐ Request Service

Goods Request Details

| | |
|--------------------------|-------------------------------------|
| Item Description * | <input type="text" value="Bleach"/> |
| Supplier Item Identifier | <input type="text"/> |
| Commodity Code | <input type="text"/> |
| Spend Category * | x Cleaning and Janitorial Supplies |
| Supplier | <input type="text"/> |
| Supplier Contract | (empty) |
| Quantity * | <input type="text" value="0"/> |
| Unit Cost | <input type="text" value="0.00"/> |
| Unit of Measure * | select one ▼ |
| Extended Amount | 0.00 |
| Memo | <input type="text"/> |

6. Ensure that the **Request Goods** box is checked.
7. Enter in the **Item Description** for the item (or good) that you are wanting to be purchased.
8. Enter in the appropriate Spend Category, corresponding Supplier, Quantity and Unit of Measure.
 - a. NOTE: The **Supplier** field is mandatory.
9. As a best practice, also enter a **Memo** on the Requisition.
10. Once all information is inputted, click **Add to Cart** on the bottom of the page. You can then add more items to the requisition as needed.
11. Once all items are accounted for, click the **Cart Icon** at the top right of the page.

12. Click **Checkout**.

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13. Scroll down to the Goods Lines at the bottom of the page and add the Goods to be requested.

- a. NOTE: If the Extended Amount of the Requisition exceeds \$4,000, then it will route to the Procurement Operations Lead for Approval. You may indicate a **Sourcing Buyer** on this page.
14. Scroll down to **Attachments** and select an Attachment for the Requisition.
- a. NOTE: You may add multiple attachments to the Requisition.
15. Click **Submit**.

This will begin the **Requisition Business Process**. It will route to the Cost Center Buyer for the specified Cost Center on the Requisition. Once this Approval step is completed, it will route to the appropriate Spend Category Buyer to Source the Requisition to a Purchase Order.

Requisition by Buyer

The following shows the process of a Buyer creating a Requisition.

Create Requisition

1. Login as a Buyer for Mobile County.
 - a. Amanda Auld, Susan Holland, Loretta Ridgeway, Val Rogers, Julie Sanderson, James Skelton, Michelle Walker, Theresa Weaver, Ferance Webb
2. Access the **Create Requisition** task from the Search bar.
3. All information is defaulted into the Create Requisition page from the Worker Profile. Click **OK** to move on.
4. Click **Request Non-Catalog Items**.
5. Input as much information as possible.
 - a. NOTE: Item Description, appropriate Spend Category, Supplier (if applicable), Quantity needed, and Unit of Measure are **Required**.
6. Add as many items as necessary, once complete, click **Checkout** at the bottom of the page.
7. Ensure all header information (at the top) is correct, then scroll down to the Goods Lines. For each of the Lines, choose the correct **Item** associated with the Item Description. Upon choosing the Item, many fields on the Line will auto-populate based on that Purchase Item.

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- a. NOTE: You may change these values if necessary.
8. If there are more Items to add on this page, click the **Plus** button in the far-left column and add all information needed.
9. Update the **Quantity** and **Unit of Measure** for Ordering.
10. Click **Submit**.
 - a. NOTE: If the Requisition Lines sum up to more than \$4,000, it will route to Susan Holland for Approval. If < \$4,000, no Approvals are needed when Buyers submit a Requisition.

For: R10000091

Overall Process: Requisition: R10000091, Requester: FERANCE WEBB, Date: 03/10/2022, Amount: \$8,785.64

Overall Status: In Progress

Details Process

Turn on the new tables view

Process History 4 items

| Process | Step | Status | Completed On | Due Date | Person | Comment |
|-------------------|---|-----------------|------------------------|------------|---|---------|
| Requisition Event | Requisition Event | Step Completed | 03/10/2022 09:37:25 AM | | FERANCE WEBB | |
| Requisition Event | Check Budget | Not Required | | | | |
| Requisition Event | Approval by Cost Center Buyer | Not Required | | | | |
| Requisition Event | Approval by Procurement Operations Lead | Awaiting Action | | 03/12/2022 | SUSAN HOLLAND (Procurement Operations Lead) | |

11. **Start Proxy** with Susan Holland.
12. Enter her **Inbox** and **Approve** the Requisition.
13. Based on Spend Category Mapping, requisitions are routed to Val or Julie and Susan
14. After this Approval (if necessary), the Requisition is automatically sourced to a **Purchase Order**.
 - a. NOTE: You can find the Purchase Order on the **Goods Lines** of the Requisition by scrolling to the far right to a column labeled **Sourced**. From this, you can click into the **Purchase Order** and take action on it.

Goods Lines

Turn on the new tables view

3 items

| Manufacturer Part ID | Additional Item Identifiers | Packaging String | Fulfillment Source | RFQ Required | Memo | *Cost Center | *Additional Worktags | Sourced | Splits |
|----------------------|-----------------------------|------------------|--------------------|--------------|------|-------------------------|--|-----------------------------------|--------|
| | | | Purchase Order | No | | CC001 County Commission | Fund: FUND001 General Fund Location: Building Inspection Department | Purchase Order P10000081 - Line 1 | |
| | | | Purchase Order | No | | CC001 County Commission | Fund: FUND001 General Fund Location: Building Inspection Department | Purchase Order P10000081 - Line 2 | |

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Creating Supplier Invoices

The following Security Groups can Create Supplier Invoices:

- Accounts Payable Data Entry Specialist

Create Supplier Invoice (Non-PO)

- Log in to Workday as an **Accounts Payable Data Entry Specialist**.
 - Genevieve Buckner, Esscelia Carter, Jennifer Dunn, Vanessa McAlpine, Ketsavanh Prine, Lanice Shaw, Parrisha Taylor
- Access the **Create Supplier Invoice** task from the Search bar.
- Input the **Supplier** where indicated and default information will populate for that particular supplier (Payment Terms, Currency). As a best practice, include a Memo on the header.

Supplier Invoice (empty) Invoice Number - new -

| Invoice Information | Terms and Taxes | Invoice Reference Information |
|---------------------------------------|---------------------------------------|--|
| Company: MCC Mobile County Commission | Payment Terms: Immediate | Ship-To Address: 205 Government Street Mobile, AL 36644 United States of America |
| Supplier: GWINS STATIONERY | Discount Date: (empty) | Handling Code: (empty) |
| Remit-To Connection: (empty) | Due Date: 03/10/2022 | On Hold: <input type="checkbox"/> |
| Currency: USD | Due Date Override: MM/DD/YYYY | Supplier Document Received: <input type="checkbox"/> |
| Invoice Date: 03/10/2022 | Default Payment Type: Check | Supplier's Invoice Number: (empty) |
| Invoice Received Date: MM/DD/YYYY | Override Payment Type: (empty) | External PO Number: (empty) |
| Control Total Amount: 0.00 | Reference Type: (empty) | Referenced Invoices: (empty) |
| Total Invoice Amount: 0.00 | Default Tax Option: select one | Statutory Invoice Type: (empty) |
| Freight Amount: 0.00 | Default Tax Code: (empty) | Default Supplier Contract: (empty) |
| Other Charges: 0.00 | Default Withholding Tax Code: (empty) | |

- NOTE: Supplier's Invoice Number is that Invoice Number directly from the Supplier's Invoice that was received.
- Scroll down to the **Invoice Lines**.

| Invoice Lines | | | | | | | | |
|--|------------------------------|--------------------------|------------------|--------------------------|---------------|-------------------|------------------------|--|
| Tax Currency Rate Prepaid Details Additional Fields Attachments Work Queue Information | | | | | | | | |
| Invoice Lines 1 Item | | | | | | | | |
| Order | *Company | Item | Item Description | Supplier Item Identifier | Purchase Item | Supplier Contract | Spend Category | |
| | MCC Mobile County Commission | 18130 - Bleach, 1 Gallon | Bleach, 1 Gallon | | | | Cleaning and Janitoria | |


- Input the appropriate **Item** for the invoice.

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- a. NOTE: Once the Item is chosen, Item Description, Spend Category, and Unit Cost is automatically applied to the Line.
6. Update the **Quantity** and **Unit of Measure**.
 - a. NOTE: These choices will automatically calculate that Extended Amount of the invoice.
7. Add in the **Cost Center**. This choice will automatically populate the **Additional Worktags**.
8. Click **Submit**.
9. This kicks off the **Supplier Invoice Event** in Workday. To see more details of the process, click on the **Arrow** pointing right near the Details and Process text. Then click **Process** to see the remaining process.

Up Next

 DANA FOSTER-ALLEN

Approval by Cost Center Manager

Do Another

[Create Supplier Invoice](#)

[Create Supplier Invoice Adjustment](#)

Details and Process


For [Supplier Invoice: SINV10000106](#)

Overall Process [Supplier Invoice: SINV10000106, GWINS STATIONERY on 03/10/2022 for \\$23.95](#)

Overall Status In Progress

Due Date 03/17/2022

Details Process

Supplier Invoice  Invoice Number SINV10000106 Status In Progress Payment Status Unpaid

Invoice Information

- a. According to the Business Process, the Supplier Invoice will then route to the appropriate Cost Center Manager. Use the Search bar to access **Start Proxy** and proxy in as the appropriate users to complete the process.

Create Supplier Invoice (PO)

The **Supplier Invoice Workbench** is a tool in Workday that increases visibility into all documents that are ready to be invoiced. It gives you multiple options on what documents you can act upon to create your Supplier Invoice.

1. Using the Search Bar, locate the **Supplier Invoice Workbench**.
 - a. NOTE: **Only Accounts Payable Data Entry Specialists** have access.
2. Enter the **Supplier** you are wanting to invoice. This will default Currency and Payment Terms. The Ship-To Address will default in when the Company is entered.
3. Click **OK**.

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Supplier Invoice Workbench

Supplier Invoice Information

Supplier Invoice

Document Number SINV10000107

Status Draft

Company MCC Mobile County Commission

Supplier Paige's Supply Store

Currency USD

Document Date 03/10/2022

Selected Item Information

Selected Line Count 0

Total Amount Selected 0.00

Default Tax Option (empty)

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

Payment Terms Immediate

Add Lines to this Invoice from:

Purchase Orders Supplier Contracts Receipts Task Logs Ad Hoc Lines Customer Invoices Release Retention

Complete Supplier Invoice

4. You can add lines to the Supplier Invoice from: Purchase Orders, Supplier Contracts, or Receipts.
 - a. NOTE: All other options under the Add Lines to this Invoice from are out of scope and cannot be used to create your Supplier Invoice.
5. Click the option that best suits your needs for the Invoice (i.e **Purchase Orders** – must be in the Issued status). If you know the exact information of the document that you are wanting to invoice, you can input it in the Search Criteria.
 - a. NOTE: When adding Lines from Purchase Orders, you may add individual lines from multi-line PO's.
6. Click **Search**.
7. All available items for invoicing will show up on the screen below the **Search** button.
 - a. NOTE: If there is nothing to invoice, nothing will appear. In the following screenshot, there are 5 Purchase Orders that you can create a Supplier Invoice on.

Purchase Orders Selected

Search

Purchase Order Lines 5 items

| <input type="checkbox"/> | Purchase Order | Supplier Contract | Description | Spend Category | Commodity Code | Ship-To Address |
|--------------------------|--|-------------------|-------------|-------------------------|----------------|---|
| <input type="checkbox"/> | Company MCC Mobile County Commission Purchase Order P10000009 - Line 1 Purchase Order Date | | | Voting Machine Expenses | | 205 Government Street Mobile, AL 36644 United States of America |

8. Locate the Purchase Order (or any document ready for invoicing) and click the **Check Box** in the very far left column.

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9. Click **Complete Supplier Invoice**. This will take you to the **Edit Supplier Invoice** page where you can make changes before submitting the Supplier Invoice.
 - a. NOTE: If you click **OK** at the bottom of the page, this will submit a DRAFT of the Supplier Invoice. If you choose this option, you must use the **Find Supplier Invoices** task from the Search Bar to locate it, and then go to **Related Actions** > Hover over **Supplier Invoice** > Either click **Edit** or **Submit**.

Match Exceptions on Supplier Invoices

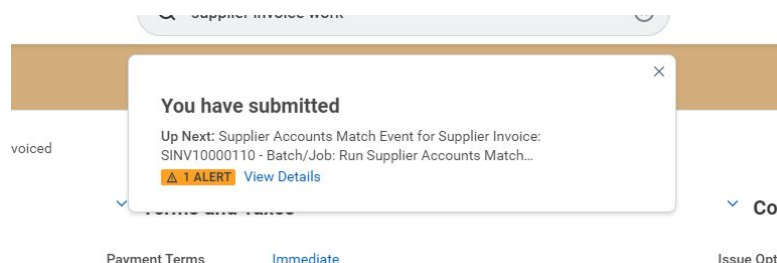
Match Exceptions help manage Procurement and control spending for Mobile County. In the tenant, we have configured

1. Complete **Steps 1-9** to create a Supplier Invoice from the Supplier Invoice Workbench from above.
2. When you click **Complete Supplier Invoice**, update the **Quantity** of an item to create a discrepancy between the original Purchase Order and the Supplier Invoice that you are creating by scrolling to the Right on the Invoice Lines.
 - a. NOTE: You may add or subtract to the original quantity to trigger a Match Exception on the Supplier Invoice.



| Tax Option | Quantity | Unit of Measure | Unit Cost | Extended Amount | Manufacturer | Manufacturer Part ID | Additional Item Identifiers | Packaging String | Retention Details | Prepaid | Memo |
|------------|----------|-----------------|-----------|-----------------|--------------|----------------------|-----------------------------|------------------|-------------------|--------------------------|------|
| | 1 | Each | 4.79 | 4.79 | | | | | | <input type="checkbox"/> | |
| | 5 | Each | 6.17 | 30.85 | | | | | | <input type="checkbox"/> | |

3. Once the Quantity is updated, click **Submit**.



4. This Pop-up window will appear to signify that the Match Event has begun. Click **View Details** to go into more details regarding the Supplier Invoice Status and Process.

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5. To update the Match Event, locate and click the Magnifying Glass directly to the left of the **Supplier Invoice** prompt and under the **Details** tab.
 - a. NOTE: This will simply refresh the page and give you the Match Status after it runs.

Details and Process

For [Supplier Invoice: SINV10000110](#)

Overall Process [Supplier Invoice: SINV10000110, Paige's Supply Store on 03/11/2022 for \\$47.98](#)

Overall Status In Progress

Due Date 03/18/2022


Details Process

Supplier Invoice  Invoice Number SINV10000110 Status In Progress Payment Status Unpaid

6. Upon refreshing, you will notice that there is a new Prompt titled **Match Status**. This should indicate **Exception** as we changed the quantity of the items on the invoice from the Original Purchase Order and Requisition.

View Supplier Invoice

[View Exceptions](#)

Supplier Invoice 

Invoice Information

Company [MCC Mobile County Commission](#)

Supplier [Paige's Supply Store](#)

Currency [USD](#)

Invoice Date 03/11/2022

Invoice Received Date (e) 03/11/2022

Total Invoice Amount 47.98

Amount Due 47.98

Invoice Lines 2 items

Actions

- Supplier Invoice >
- Audits >
- Budget Date >
- Business Process >
- Deployments >
- Effective Stating >
- Favorite >
- Instance >
- Integration IDs >
- Matching >
- Navigate >
- Reporting >

Supplier Invoice

[Supplier Invoice: SINV10000110](#)

Invoice Number SINV10000110 Status In Progress Match Status Exception Payment Status Unpaid

Invoice Information

Company [MCC Mobile County Commission](#)

Supplier [Paige's Supply Store](#)

Currency [USD](#)

Invoice Date 03/11/2022

Invoice Received Date (e) 03/11/2022

Total Invoice Amount 47.98

Amount Due 47.98

Invoice Reference Information

Payment Terms [Immediate](#)

Supplier Document Received No

Supplier's Invoice Number (empty)

Discount Date (empty)

Related Actions

- [Override Match Exception](#)
- [View Match Exceptions](#)

7. Once the Supplier Invoice is updated, you can click the **Related Actions** (as above.)
8. Hover over **Matching**.
9. From here, you can **View Match Exceptions** or **Override Match Exceptions** on the Supplier Invoice. Click **View Match Exceptions**.

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10. You will see a Matching Summary that shows the number of lines in Match Exception. Scroll down a little more to find the Lines in Match Exception. This will show all Invoice Lines that are in Match Exception.
 - a. NOTE: If no Quantity has been received by Inventory (no Receipt has been created, it will create a Match Exception for Mobile)

Lines in Match Exception: 2 items

| Line Match Exception | Company | Item | Line Item Description | Business Document Lines | Spend Category | Tax | Quantity | Unit Cost |
|--|------------------------------|--------------------------------|------------------------|--|----------------------------------|-------------------------------|---|--|
| Unit Cost Variance is greater than or equal to 5% | MCC Mobile County Commission | 19130 - Bleach, 1 Gallon | Bleach, 1 Gallon | P10000081 - Line 2 Matched Documents: 3 | Cleaning and Janitorial Supplies | Tax Applicability Tax Code | Quantity Invoiced: 1 Quantity Ordered: 1 Gross Quantity Received: 0 Total Quantity Invoiced: 1 | Unit Cost: 4.79 Ordered Unit Cost: 4.79 |
| Supplier Invoice / PO Line Extended Amount Percent Variance Exceeds Threshold Unit Cost Variance is greater than or equal to 5% | MCC Mobile County Commission | 19007 - Cleaner, Urine Remover | Cleaner, Urine Remover | P10000081 - Line 1 Matched Documents: 3 | Cleaning and Janitorial Supplies | Tax Applicability Tax Code | Quantity Invoiced: 7 Quantity Ordered: 5 Gross Quantity Received: 0 Total Quantity Invoiced: 7 | Unit Cost: 6.17 Ordered Unit Cost: 6.17 |

11. Once you have taken note of the Match Exceptions, go back to the **Related Actions** of the Supplier Invoice (near the Magnifying Glass), hover over the **Matching** section and click **Override Match Exceptions**.
12. In the **Reason** prompt, choose the option that best describes why the Matching Exception(s) should be overridden to successfully create the Supplier Invoice.
13. Click **OK**.
14. This will then route to a **Buyer** for Mobile County for Approval. The new Match Status on the Supplier Invoice will update to Override, and it can now be Paid to Supplier.
15. The Accounts Payable Data Entry Specialist will then **Create Change Order** on the Purchase Order to verify that the information matches the Supplier Invoice.

Change Orders for Purchase Orders

1. Once the Match Exception has been overridden, login as an **Accounts Payable Data Entry Specialist**.
2. Use **Find Supplier Invoices** in the Search bar to locate the Supplier Invoice.
3. Once you are seeing the Supplier Invoice, scroll down to the Invoice Lines and find the **Business Document** column.
4. Click into the **Purchase Order ID**.
 - a. NOTE: This will take you to the View Goods Order Line, not the Purchase Order. From here, click the blue hyperlink to the **Purchase Order**.

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View Purchase Order

Purchase Order P10000081

Summary

Company MOC Mobile

Purchase Order Type (empty)

Supplier Paige's Supply

Currency USD

Document Date 03/10/2022

Line Total Amount 35.64

Auto Sourced Yes

Actions

- Purchase Order
 - Close
 - Close Lines
 - Close Lines for Receiving
 - Copy
 - Create Change Order
 - Issue
 - Manage Attachments
 - Manage Supplier Backorders
 - Printable Version
 - View Purchase Order Changes
- Accounting
- Audits
- Budget Date
- Business Process
- Deployments
- Effective Dating
- Favorites
- Instance
- Integration ID

Purchase Order

Document Date 03/10/2022

Purchase Order Type (empty)

Purchase Order Lines 2 items

| Line | Description | Spend Category | Extended Amount |
|------|------------------------|----------------------------------|-----------------|
| 1 | Cleaner, Urine Remover | Cleaning and Janitorial Supplies | 30.85 |
| 2 | Bleach, 1 Gallon | Cleaning and Janitorial Supplies | 4.79 |

- Click on the **Related Actions**.
- Hover over **Purchase Order** and click into **Create Change Order**.
- Input a **Reason** from the drop-down and add any Comments necessary.
- Scroll down to the Goods Line and change the Quantity on the Purchase Order to reflect that of the Supplier Invoice.
 - NOTE: The Quantity Invoiced can be seen on the Goods Line (see below).

Goods Lines Service Lines Tax Retention Terms Prepaid Details Attachments

Goods Lines 2 items

| Cancel PO Line | Line | Item and Category | Supplier Item Identifier | Purchase Item | Tax | Tax Applicability | Tax Recoverability | Tax Option | Quantity |
|--------------------------|------|--|--------------------------|---------------|-----|-------------------------------|--------------------|------------|--|
| <input type="checkbox"/> | 1 | Item 18007 - Cleaner, Urine Remover Item Description Cleaner, Urine Remover Commodity Code Spend Category Cleaning and Janitorial Supplies | | | | Tax Applicability Tax Code | | | Ordered 5 Received 0 Invoiced 7 |
| <input type="checkbox"/> | 2 | Item 18130 - Bleach, 1 Gallon Item Description Bleach, 1 Gallon Commodity Code Spend Category Cleaning and Janitorial Supplies | | | | Tax Applicability Tax Code | | | Ordered 1 Received 0 Invoiced 1 |

- Click **Submit**.

Settlement Run Process

The Settlement Process enables Mobile to process and manage all outbound payments. The Security Groups that have access to Settlement tasks include:

- Accounts Payable Settlement Specialist
- Settlement Specialist
- Procurement Settlement Specialist

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Create Settlement Run

1. Login as a Settlement Specialist user. Locate the **Create Settlement Run** task in the Search bar.
2. Input the Company (**MCC**). All other information will default in based on the company. Add a **Settlement Run Name** if applicable.
3. Click **OK**.

View Settlement Run

Settlement Run Information

Settlement Run Name (empty) Number SR10000031 Status Draft Date 03/14/2022 Include Payments On Behalf Of No Exclude Negative Payments Yes Express Settlement No

Additional Information

Organization MCC Mobile County Commission
 Currency USD
 Filters Used (empty)

Payment Information

Display Currency USD
 Outbound Total 0.00
 Inbound Total 0.00

Add

4. Click **Add** at the bottom of the page to add Invoices to be paid.
5. From the menu, click **Supplier Invoices**.
6. You can choose to input **Search Criteria** into the next page, or you can leave it blank to see ALL Supplier Invoices ready for Settlement for the chosen Company (MCC). Scroll down and click **Search**.

Selected Item Information

Supplier Invoice Count 0
 Supplier Invoice Sum (USD) 0.00

Supplier Invoices 13 Items

| <input type="checkbox"/> | Invoice Count | Company | Supplier | Supplier Category | Payment Type | Total Amount Due | Total Discounts Taken | Total Amount to Pay | Currency |
|--------------------------|---------------|------------------------------|---------------------------------|----------------------|--------------|------------------|-----------------------|---------------------|----------|
| <input type="checkbox"/> | 12 | MCC Mobile County Commission | Best Buy | Registered Suppliers | Check | 347,764.37 | 0.00 | 347,764.37 | USD |
| <input type="checkbox"/> | 4 | MCC Mobile County Commission | DADE PAPER AND BAG | General | Check | 1,402.60 | 0.00 | 1,402.60 | USD |
| <input type="checkbox"/> | 1 | MCC Mobile County Commission | OFFICE DEPOT | General | Check | 23.29 | 0.00 | 23.29 | USD |
| <input type="checkbox"/> | 2 | MCC Mobile County Commission | Paige's Supply Store | Registered Suppliers | Check | 5,047.98 | 0.00 | 5,047.98 | USD |
| <input type="checkbox"/> | 4 | MCC Mobile County Commission | DEES PAPER CO INC | Registered Suppliers | Check | 42,000.00 | 0.00 | 42,000.00 | USD |
| <input type="checkbox"/> | 1 | MCC Mobile County Commission | CDW LLC | General | Check | 125.00 | 0.00 | 125.00 | USD |
| <input type="checkbox"/> | 1 | MCC Mobile County Commission | Best Buy - Remit-To: Location 1 | Registered Suppliers | Check | 500.00 | 0.00 | 500.00 | USD |

7. All available Supplier Invoices for Settlement appear under the Search button. This report shows the Number of Invoices available for Settlement, Supplier information, and Payment Amount Information.
8. Click the **Check Box** to the left of the Supplier you would like to pay.
 - a. NOTE: You can choose multiple Suppliers from the list to settle.

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9. For this Example, I chose TWO different Suppliers – 1 with 4 Supplier Invoices ready for Payment, and the other with 1 Supplier Invoice and all add up to the \$1,425.89 on the **Outbound Total** line.
10. Click **Details** on the Line Level of the Settlement Run.
11. On the **Payments Line Level**, click the **Edit** button on the far-right column to edit which Supplier Invoices are paid if there are multiple for a single Supplier.
12. To remove Supplier Invoices from the Settlement Run, click the **Check Box** in the left column and then click **Remove**.

13. Click **View Items** to see the Supplier Invoices that will be settled – you may click into these to ensure you are paying off the correct ones.

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- a. NOTE: Right-click on the **Magnifying Glass** and click **See in New Tab** to see the Supplier Invoice in a new tab. This will allow you to see BOTH the Settlement Run information and the Supplier Invoice.
14. Click **Back to Summary** to pay the Invoices.
15. Click the **Bank Account View** to get more information on the details of the Bank Account that will be used for the transaction.
 - a. NOTE: Since I am paying 2 suppliers, the Payment Count should be 2.
16. Once the Settlement Run is created, the Business Process will route it to a **Finance Approver** to approve Payment. **Start Proxy** as a Finance Approver (Angela Vreca, Brenda Driskell, or Dana Foster-Allen).
17. Proxy in for all Approvers to successfully create the Settlement Run.
 - a. NOTE: The final Approver should be the Treasury Department.

Print Checks Work Area

1. Login as a Settlement Specialist and locate the **Print Checks Work Area** report from the Search bar.

Checks Awaiting Printing 1 item

| Payment Group | Payment Date | Organization | Bank Account | Payment Category | Total Payments | Checks Remaining to be Printed | Last Check Number Used | |
|---------------|--------------|------------------------------|-----------------------------|------------------|----------------|--------------------------------|------------------------|--------------|
| Q | 03/14/2022 | MCC Mobile County Commission | BUILDING INSPECTION ACCOUNT | Supplier Payment | 2 | 2 | 21 | Print Checks |

2. This Report shows all Approved Checks (from the Settlement Run) ready to be printed and issues. Click on the **Magnifying Glass** icon to the left to see specific Payment information. This is the Screen that appears when you click the Magnifying Glass:

Payment Group Q

Settlement Run SR10000031

Organization MCC Mobile County Commission

Currency USD

Group Payment Date 03/14/2022

Payment Category Supplier Payment

Bank Account BUILDING INSPECTION ACCOUNT

Payment Type Check

Payments Process History

Payments 2 items

Turn off the new tables view

| Payment | Status | Payee | Payment Category | Payment Type | Payment Date | Handling Code | Payment Memo | Prenote Status | Transaction Reference | Payment Amount | Payment Currency | Ar |
|--|----------|--------------------|------------------|--------------|--------------|---------------|--------------|----------------|-----------------------|----------------|------------------|-----|
| Supplier Payment: DADE PAPER AND BAG: 03/14/2022 | Complete | DADE PAPER AND BAG | Supplier Payment | Check | 03/14/2022 | | | | | 1,070.00 | USD | 1.0 |
| Supplier Payment: OFFICE DEPOT: 03/14/2022 | Complete | OFFICE DEPOT | Supplier Payment | Check | 03/14/2022 | | | | | 23.29 | USD | |

3. You can also see the Business Process steps for Printing Checks by scrolling down on the Payment Group page and clicking **Process History**.

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4. Return to the **Print Checks Work Area** and click **Print Checks** in the far-right column.
5. This will begin an Integration to print the Checks associated with the **Settlement Run**. To view these checks later, access the **Print Checks Work Area** again and click into the **Printing Runs** tab.

Print Checks Work Area
📄

Please select Checks or Advices to be Printed (empty)

Checks Advices Printing Runs

Last 10 Print Runs 10 items
Turn off the new tables view ☐

| Payment Printing Run | Printed Date | Organization | Financial Account | Payment Advice | Payment Category for Payment Printing Run | Payment Group | Count | |
|----------------------|---------------------------|------------------------------|-----------------------------|----------------|---|---|-------|-------------------------|
| 🔍 | 03/14/2022 11:04:12 AM | MCC Mobile County Commission | BUILDING INSPECTION ACCOUNT | | Supplier Payment | Supplier Payment(Check) for BUILDING INSPECTION ACCOUNT | 2 | Reassign Check Numbe... |

6. Click the **Magnifying Glass** on the left to View the Payment Printing Run and the subsequent Check(s) that were created to Suppliers (the PDF File).

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