

The seal of Mobile County, Alabama, is a circular emblem. It features a central shield with a landscape scene including a river, a bridge, and a building. Above the shield is a banner with the text "1812". The outer ring of the seal contains the text "MOBILE COUNTY ALABAMA" at the top and "ESTABLISHED 1812" at the bottom.

MOBILE COUNTY COMMISSION

Supplier Accounts Training

PART 1 – Create Supplier Invoice Request



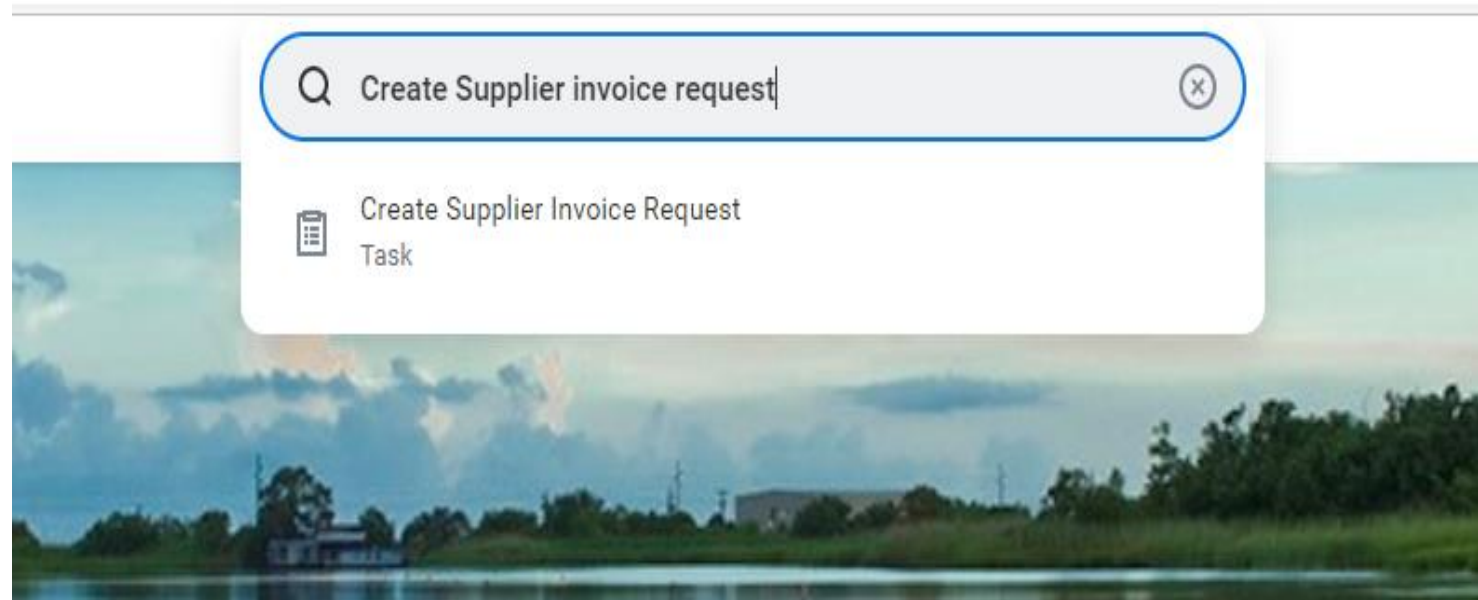
In Workday, the Supplier Accounts Module handles the payable to supplier side of goods and services delivered to Mobile County.



TERMINOLOGY

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

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 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

Insert

Invoice Date

Invoice Received Date

Company

Supplier

Supplier's Invoice number

*Add attachment

Lines Additional Fields Attachments

+ Add

Submit Save for Later Cancel

Additional Information Needed

Insert

Remit-to-connection

Handling Code

Memo(for Handling Code)

Creating a Supplier Invoice Request

Bottom of Request (Service Line)

Add

Janitorial
1,000.00 USD

Lines

☐ Goods Line

☒ Service Line

Item

Item Description

Spend Category

Quantity

Unit Cost

Item Identifiers

Extended Amount

*Cost Center

Grant

Project

*Function

*Fund

Additional Worktags

Billable

Memo

Internal Memo

Janitorial

×

Cleaning and Janitorial Services

...

0

0.00

(empty)

1,000.00

×

CC014 Building Maintenance Complex

...

×

General Government

...

×

FUND001 General Fund

...

☐

This is an initial cleaning for the location.

General Information

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

Item	Quantity
Cups	10
250.00 USD	

Lines

☒ Goods Line
☐ Service Line

Item

Item Description: Cups

Spend Category: X Drug and Medical Supplies

Quantity: 10

Unit of Measure: X Case

Unit Cost: 25.00

Item Identifiers (empty)

Extended Amount: 250.00

*Cost Center: X CC001 County Commission

Grant

Project

*Function: X General Government

*Fund: X FUND001 General Fund

Additional Worktags

Billable: ☐

Memo: P10000156

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

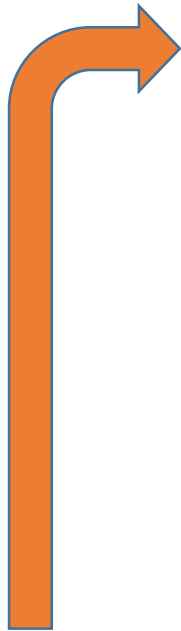
Drop files here

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**

Attachments

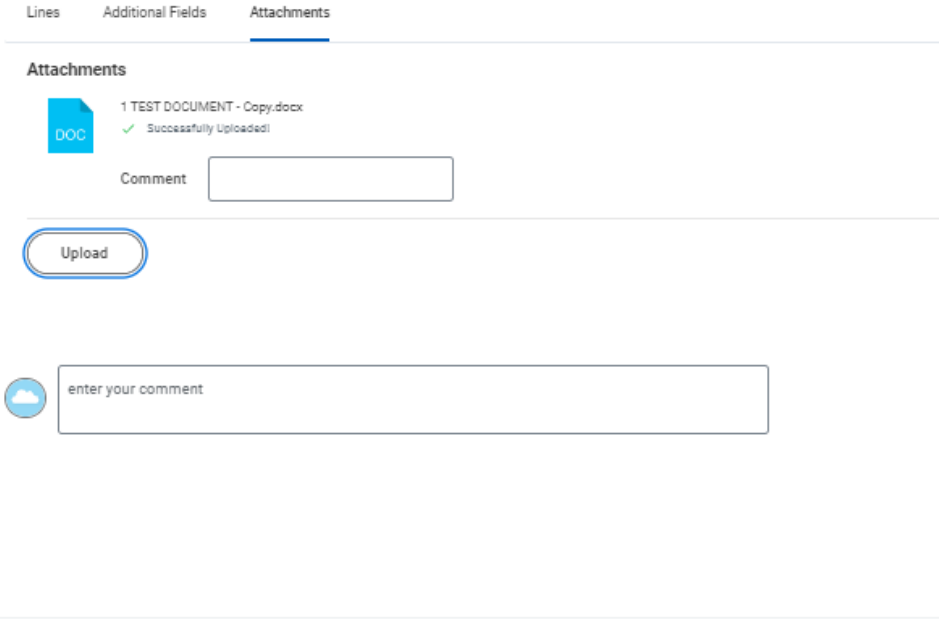
 1 TEST DOCUMENT - Copy.docx
✓ Successfully Uploaded!

Comment



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



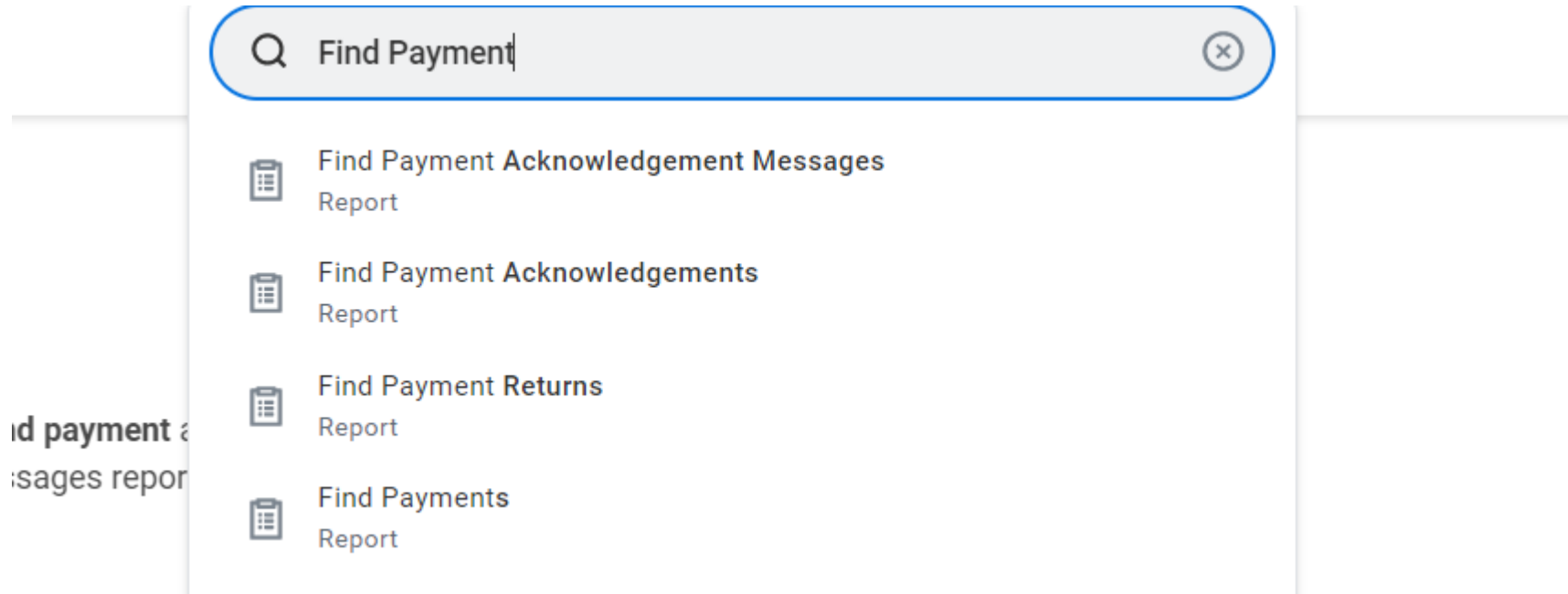
The screenshot shows a web form with three tabs: "Lines", "Additional Fields", and "Attachments". The "Attachments" tab is selected and underlined. Below the tabs, the "Attachments" section displays a document icon labeled "DOC" next to the text "1 TEST DOCUMENT - Copy.docx" and a green checkmark indicating "Successfully Uploaded!". Below this is a "Comment" label and an empty text box. Further down is an "Upload" button. At the bottom of the form, there is a cloud icon next to a text box labeled "enter your comment". At the very bottom, there are three buttons: "Submit" (highlighted with a large orange arrow), "Save for Later", and "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.

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- The seal of Mobile County, Alabama, is a circular emblem. It features a central illustration of a cityscape with a large building, a ship, and a lighthouse. The text "MOBILE COUNTY ALABAMA" is arched across the top, and "ESTABLISHED 1812" is arched across the bottom.
- 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



Check # Payment Amount

Find Payments

> 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

 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

The screenshot shows a 'Find Suppliers' dialog box with a search bar at the top containing the text 'find supplier'. Below the search bar is a list of fields for supplier information. The 'Supplier' field is populated with 'HOME DEPOT, THE'. The 'Supplier ID' field is populated with 'HOM003'. The 'Supplier Group' field is populated with 'Suppliers G - I'. The 'Customer Account Number', 'DUNS Number', 'Payee Alternate Names', 'Supplier Contacts', 'Primary Remit-To Address', 'Parent Supplier', and 'Spend Categories/Hierarchies' fields are empty. The 'Supplier Status' and 'Supplier Category' fields have dropdown arrows. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Field	Value
Supplier	HOME DEPOT, THE
Supplier Name	
Supplier ID	HOM003
Supplier Status	
Supplier Category	
Supplier Group	Suppliers G - I
Customer Account Number	
DUNS Number	
Payee Alternate Names	
Supplier Contacts	
Primary Remit-To Address	
Parent Supplier	
Spend Categories/Hierarchies	

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

Navigate Supplier Hierarchy

+1 (334) 3803417

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