

OBJECTIVE

This job aid provides instructions on checking the status of supplier invoices and correcting returned supplier invoices

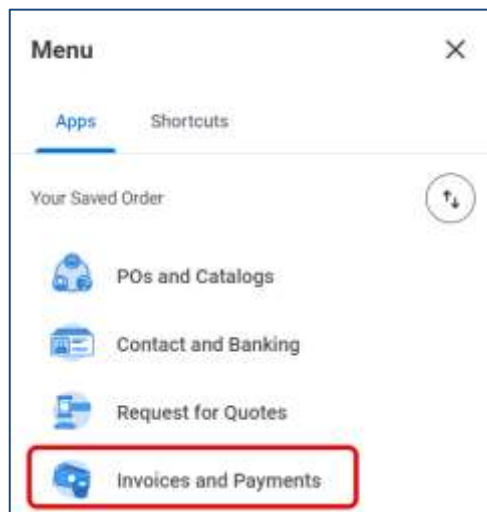
CHECK INVOICE STATUS

From your Workday homepage:

1. Click on **Menu**



2. Go to **Invoices and Payments**



3. On the **Invoices and Payments** page, view the status of your most recent invoices and payments.

← Invoices and Payments

Invoices and Payments

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status
GMV-00202189	1101008614	438,862.00	USD	10/27/2024	In Progress	Unpaid
GMV-00194613	1101005734	89,722.00	USD	09/25/2024	Approved	Paid
GMV-00193447	1101004985	3,860.00	USD	09/25/2024	In Progress	Unpaid
GMV-00186429	1101018524	86,630.00	USD	08/31/2024	Approved	Paid
GMV-00176526	1101008188	43,045.00	USD	07/30/2024	Approved	Paid
GMV-00172528	1101001113	3,793.00	USD	06/27/2024	Approved	Paid
GMV-00171111	1101001144	46,940.00	USD	06/27/2024	Approved	Paid
GMV-00166768	110048217	3,280.00	USD	05/30/2024	Approved	Paid
GMV-00162356	110048024	4,044.00	USD	05/22/2024	Approved	Paid
GMV-00160879	110048040	36,080.00	USD	05/12/2024	Approved	Paid


View More Details...

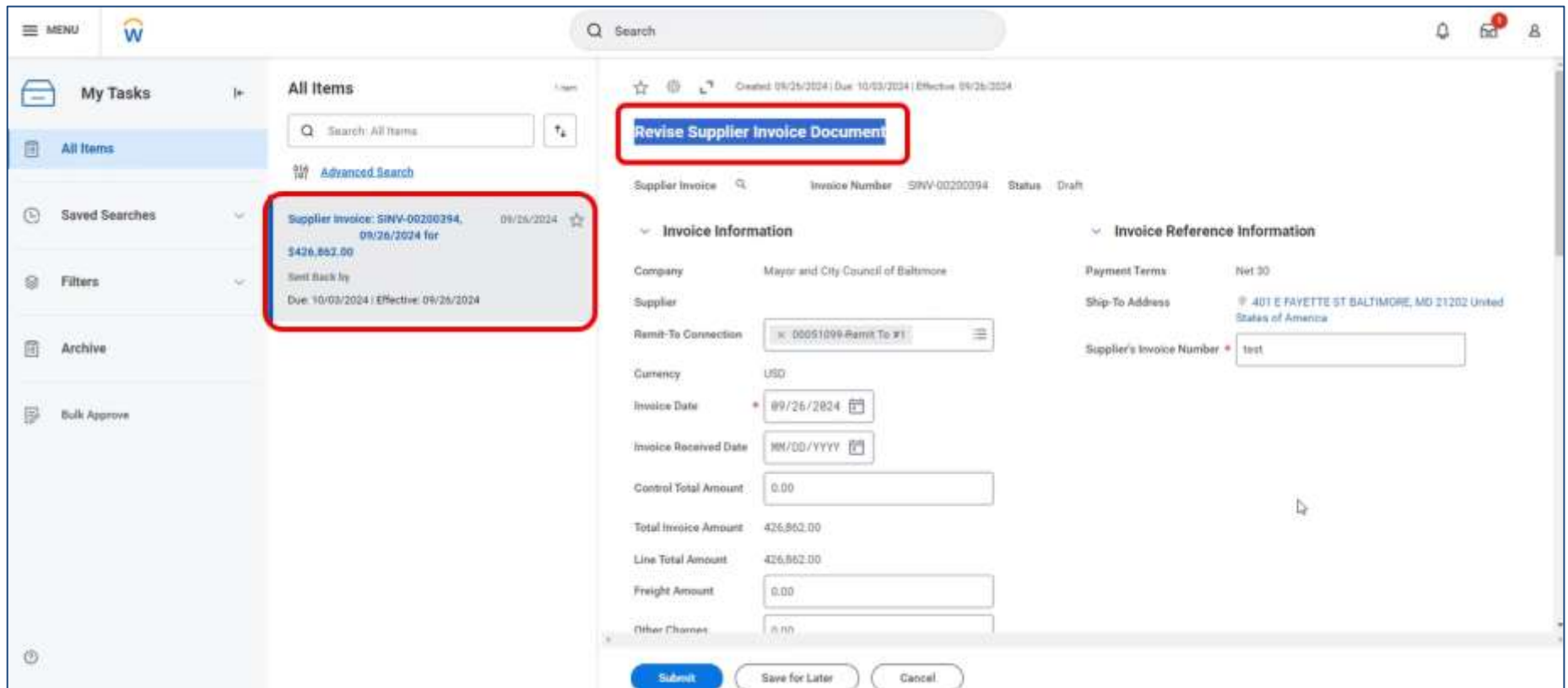
Most Recent Payments

Payment	View	Payment Amount	Currency	Payment Date	Transaction Reference	Invoices
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	89,722.00	USD	09/09/2024	EP1-0001048557-2024-09-09 (FFT)	1
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	128,895.00	USD	08/23/2024	EP1-0001822468-2024-08-23 (FFT)	2
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	55,928.00	USD	06/27/2024	EP1-0001727826-2024-06-27 (FFT)	3
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	48,724.00	USD	06/04/2024	EP1-0001496584-2024-06-04 (FFT)	2
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	36,758.00	USD	04/19/2024	EP1-0001648436-2024-04-19 (FFT)	2
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	880.00	USD	04/04/2024	EP1-0001622430-2024-04-04 (FFT)	1
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	8,295.00	USD	04/02/2024	EP1-0001612145-2024-04-02 (FFT)	1
Supplier Payment... Remit To: 0001009-Remit To #1: 04/04/2024	View	24,815.00	USD	03/21/2024	EP1-0001666871-2024-03-21 (FFT)	1

View More Details...

CORRECTING RETURNED SUPPLIER INVOICES

1. From the homepage, go to the **My Task** inbox in the top right-hand corner to review any tasks awaiting action 
2. Any pending actions will appear under **All Items**.
3. For supplier invoices, select the invoice under **All Items** and review the **Revise Supplier Invoice Document**. On this page, scroll down to view the comment section.



- In the **View Comments** section, view the **Send Back Reason** and make the appropriate updates to the supplier invoice. If necessary, scroll to the right to view all the columns of the **Invoice Lines**.



- Click **Submit**

