Facilities

E-Builder Supplier Invoice and Pay Application Payment Process

Intro: Start Here

After an invoice and/or pay application process has been started in eBuilder by the institution's Project Manager, they should notify their Accounts Payable (AP) that payment(s) should be executed.

The Project Manager should supply the following information to the AP department to properly process payments:

- Project number ID
- Supporting documentation such as invoices or pay applications
- Cost center worktag
- Funding source(s) worktag
- Function worktag
- PO number
- Process number (i.e. INV-4, AP 3, etc.)
- Make note if retainage will be withheld

Accounts Payable should note that an override match exception will be necessary for all eBuilder payments as approval happens in eBuilder. **A receipt will not be needed.**

1 | Finding the Purchase Order (PO)

The best way to process payments for eBuilder purchase orders is to find the PO in Workday first.

Step 1. Type in the purchase order number in the Workday search bar and click enter.

Step 2. Select the appropriate purchase order link. You may have to click on **More Categories** if no results show.

The purchase order details will now be displayed.

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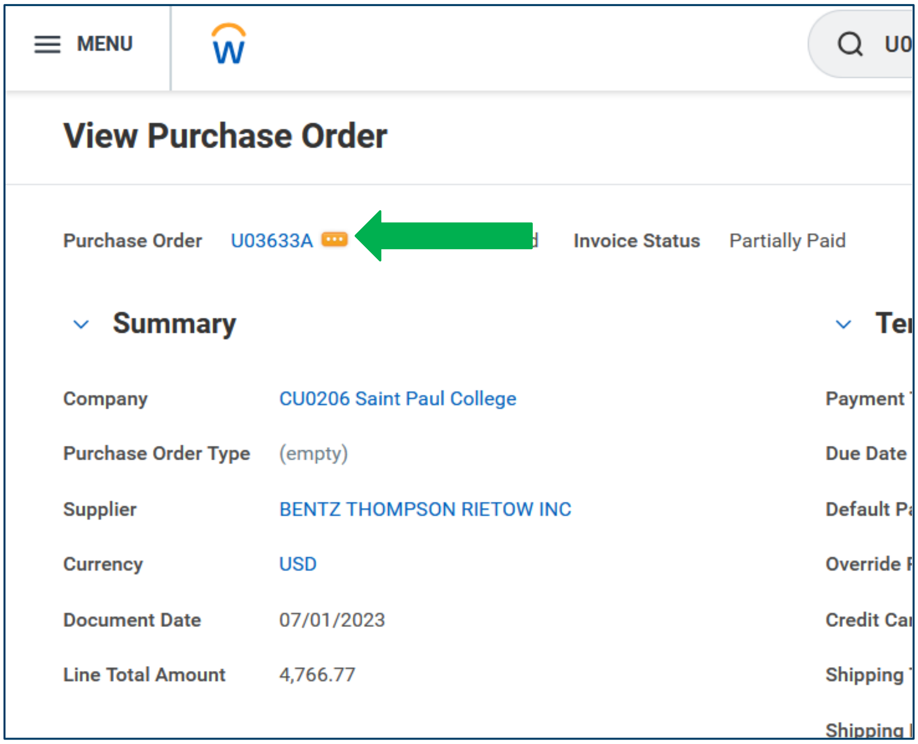
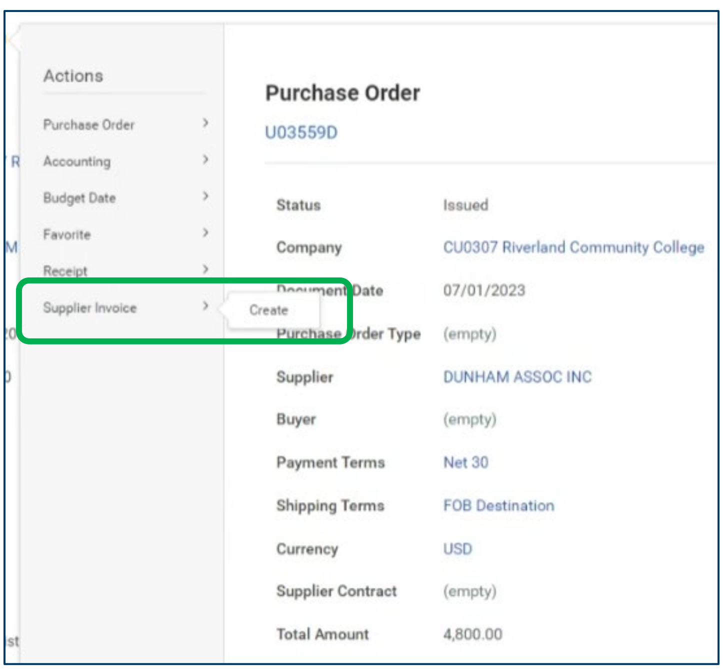
2 | Creating Supplier Invoices

Follow the steps to create a supplier invoice from a purchase order.

Step 1. Click on the **related actions** of the purchase order (three dots next to PO name).



Step 2. Hover over **Supplier Invoice** in the left menu and click on **Create**.



The supplier invoice details screen is now displayed.

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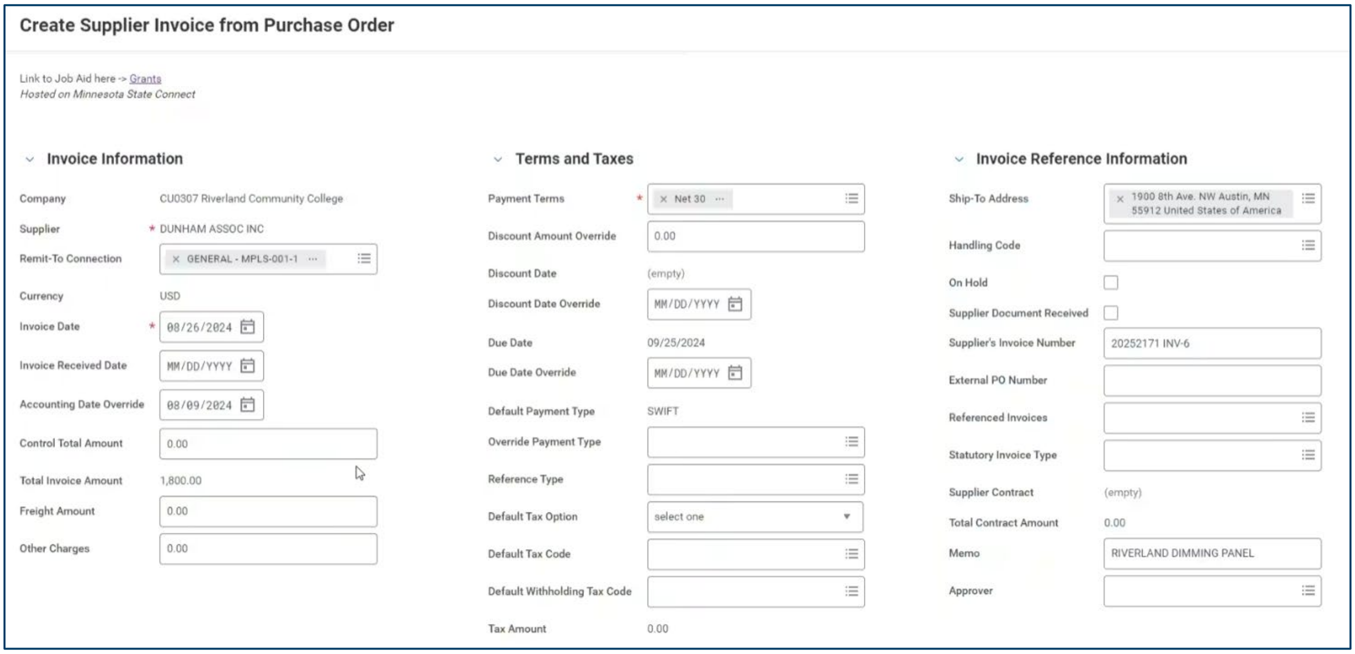
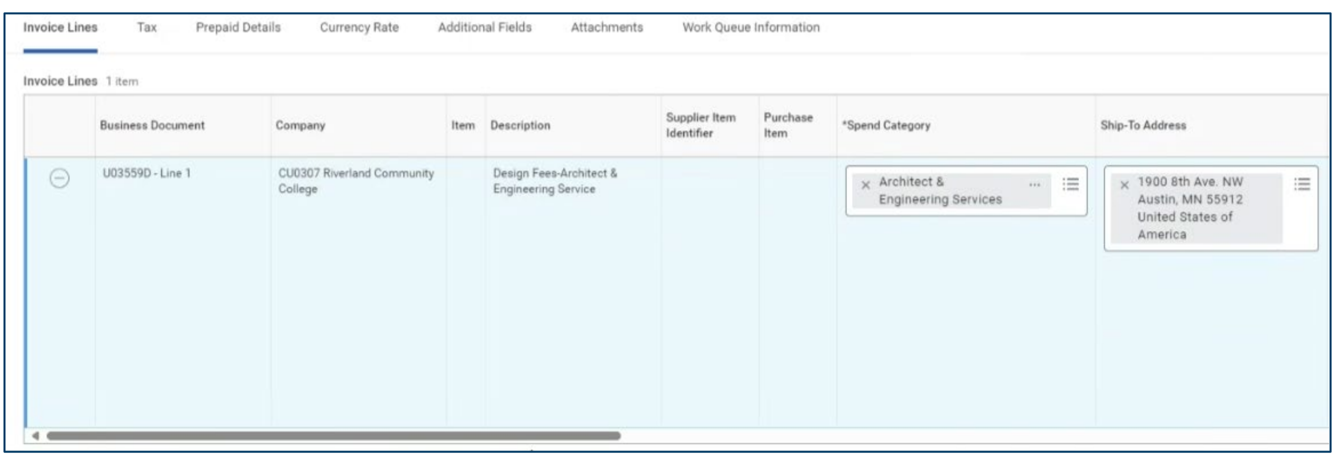
Step 3. Enter the following information:

- Remit To
- Invoice Date
- Accounting Override Date (if needed)
- Supplier Invoice Number (invoice number and the process should be included; i.e. 00123 INV-4)



Step 4. Within the Lines tab, review the information. Including **Additional Worktags.** These should include the project ID, cost center, function, and fund provided by the Project Manager.

If retainage is present, note that a second line will be necessary. See next section.



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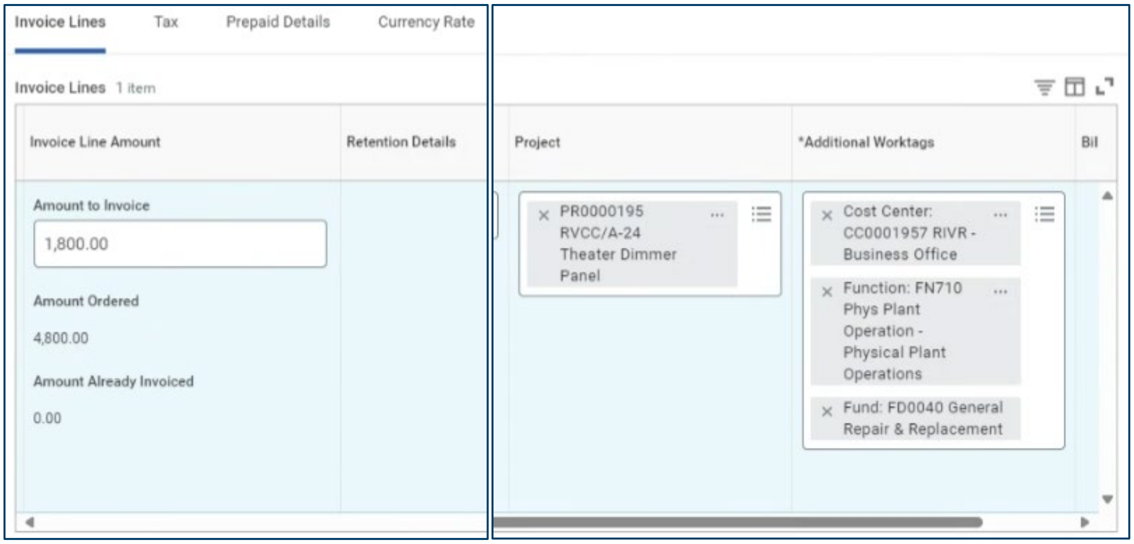
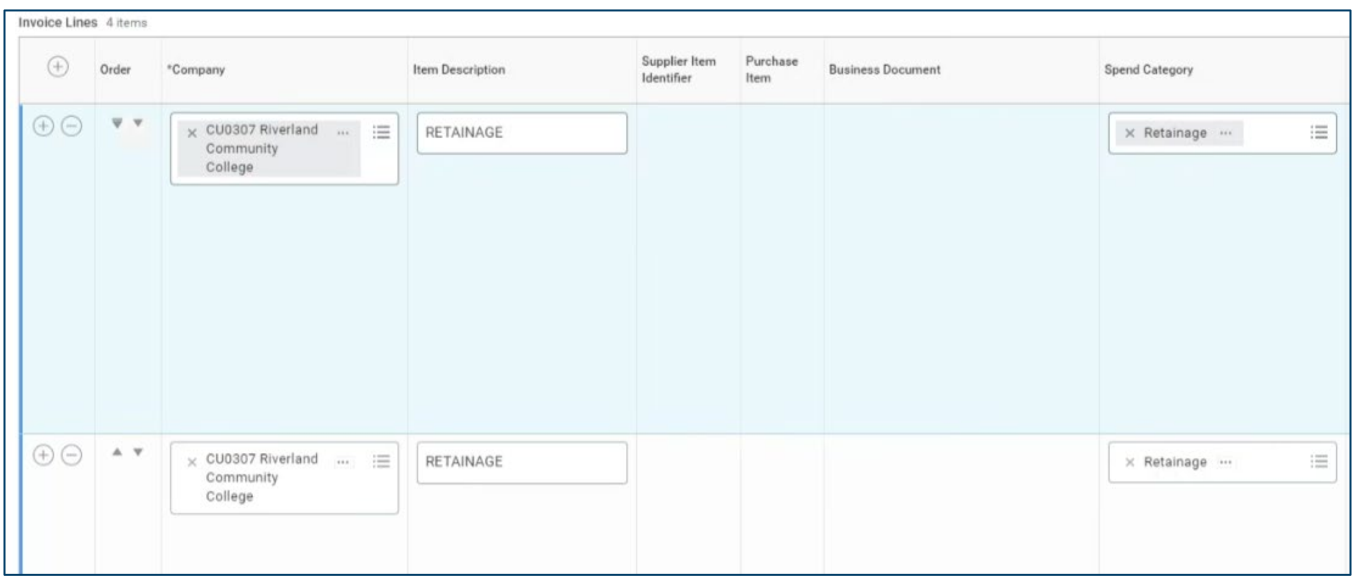
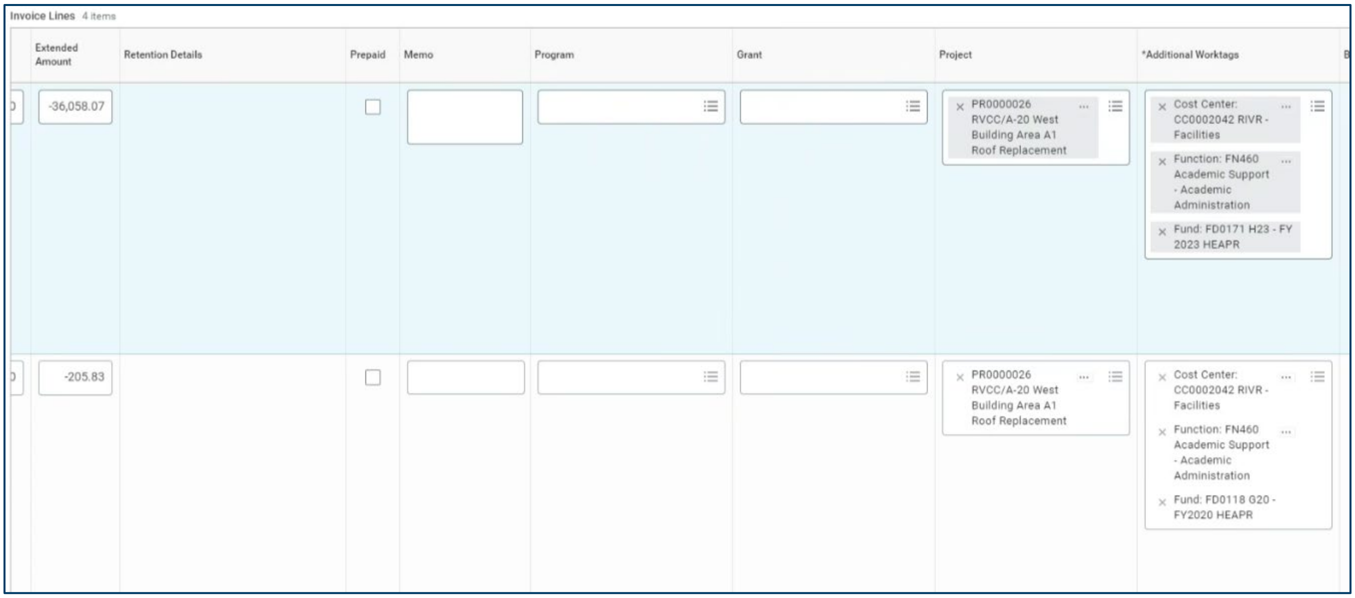


Retainage Line Items

Pay Applications (PA) will have 5% of retainage held from the total amount due. If only one funding source is used, there will only be two lines. The first line will have the full amount due, while the second line will have the negative retainage amount. The two combined should match what the pay application shows as due. The worktags should match the first line. If multiple funding sources, each funding source will have two lines with matching worktags. **If it doesn't allow a second line to be added for the retainage, save the invoice then reopen it. This will allow a second line to be added.**





Step 5. Attach any supporting documentation under **the Attachments** tab.

Step 6. Click **Submit.**

Step 7. Request Match Exception Override

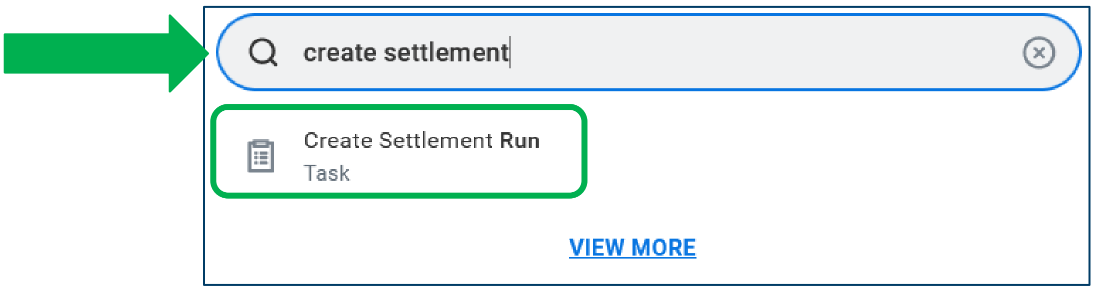
Note: Many institutions should be able to move on to section 3: Processing Supplier Invoices. However, a few may have supplier invoices routed to be approved first.

3 | Processing Supplier Invoices

Supplier Invoices can be processed all the way through for payment or may be settled in a batch. This is up to the institution and their best practices.

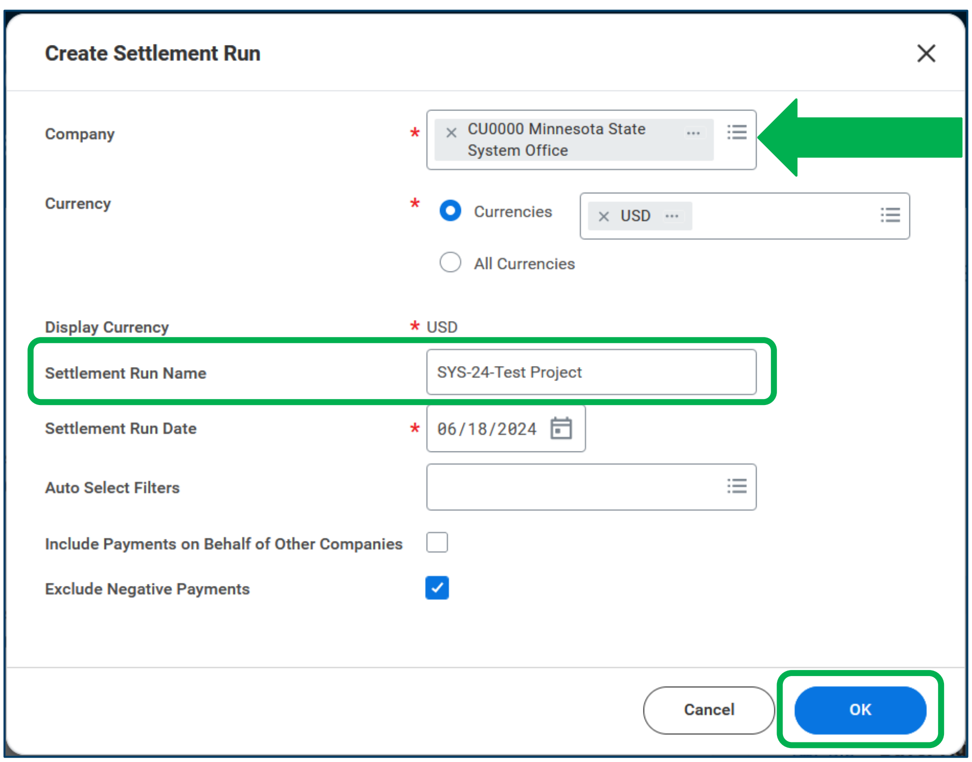
Process Supplier Invoices via Settlement Run

Step 1. On the Workday homepage, type **Create Settlement Run** and select Create Settlement Run *Task* in the list item drop-down.



Step 2. In the Create Settlement Run pop-up window, select **Company** (your institution) and click **OK**.

Note: the other required fields auto-populate. A **Settlement Run Name** can help distinguish between settlements when searching for a specific settlement. For example, using the project name can help identify the payments processed for a specific project.



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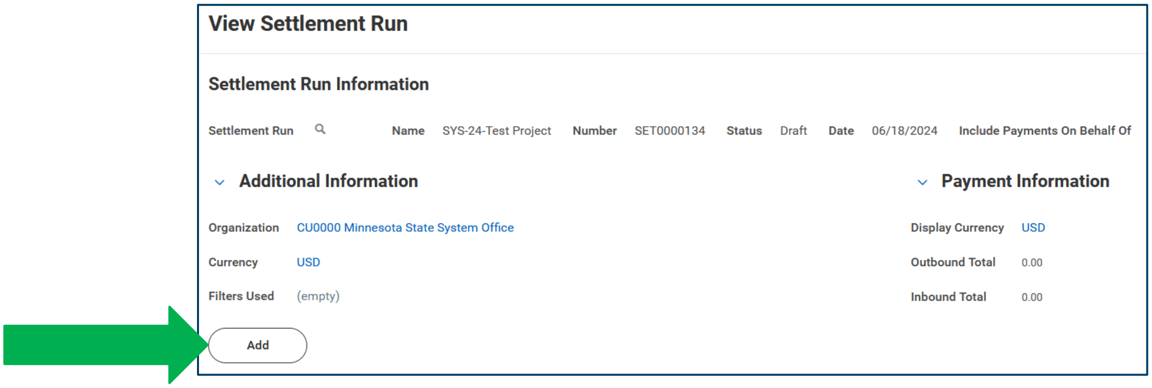
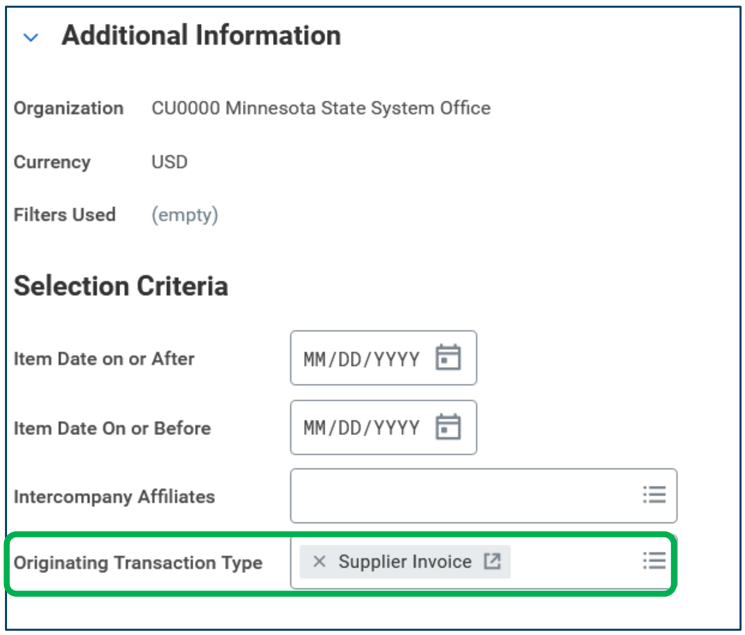
Step 3. On the next screen, click **Add**, and the drop-down menu will enable you to select the payment type to settle.



Step 4. Under Search Criteria, enter all applicable and available details including **Originating Transaction Type**. Select **Supplier Invoice** After entering your criteria, click **Search**.



Step 5. Select the invoice(s) to be paid and click **Process.**

Note: You may have to **Refresh** the screen to see the status of **Complete**.

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4 | Notifying Project Manager

Once payments have been fully processed, the Accounts Payable department must supply the Project Manager with the **Settlement Number** (SET00XXX) so they are able to finish the process in eBuilder.

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