



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

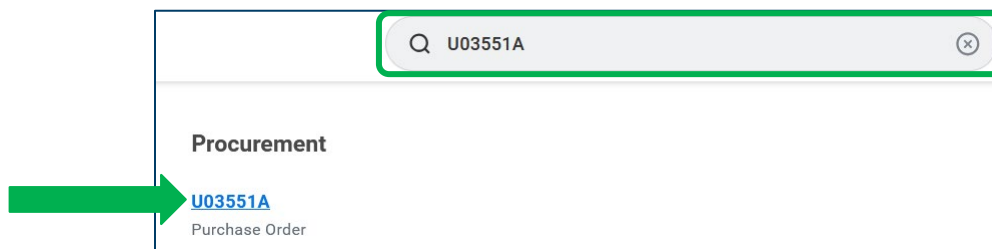
Accounts Payable should note that an override match exception will be necessary for all eBuilder payments as approval happens in eBuilder. **A receipt will not be needed.**

### 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.

## 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).

The screenshot shows the 'View Purchase Order' interface. At the top, there is a 'MENU' button and a search bar. Below the title, the purchase order details are displayed: 'Purchase Order U03633A' with a three-dot menu icon, 'Invoice Status Partially Paid', and a 'Summary' section. The summary includes fields for Company (CU0206 Saint Paul College), Purchase Order Type (empty), Supplier (BENTZ THOMPSON RIETOW INC), Currency (USD), Document Date (07/01/2023), and Line Total Amount (4,766.77). A green arrow points to the three-dot menu icon next to the purchase order number.

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

The screenshot shows the 'Purchase Order' details screen. On the left, there is a menu with options: 'Purchase Order', 'Accounting', 'Budget Date', 'Favorite', 'Receipt', and 'Supplier Invoice'. The 'Supplier Invoice' option is highlighted with a green box. In the main area, the purchase order details are displayed: 'Purchase Order U03559D', 'Status Issued', 'Company CU0307 Riverland Community College', 'Document Date 07/01/2023', 'Purchase Order Type (empty)', 'Supplier DUNHAM ASSOC INC', 'Buyer (empty)', 'Payment Terms Net 30', 'Shipping Terms FOB Destination', 'Currency USD', 'Supplier Contract (empty)', and 'Total Amount 4,800.00'. A green box highlights the 'Create' button next to the 'Supplier Invoice' option.

The supplier invoice details screen is now displayed.

**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)

**Create Supplier Invoice from Purchase Order**

Link to Job Aid here -> [Grants](#)  
Hosted on Minnesota State Connect

Invoice Information		Terms and Taxes		Invoice Reference Information	
Company	CU0307 Riverland Community College	Payment Terms	* X Net 30 ...	Ship-To Address	X 1900 8th Ave. NW Austin, MN 55912 United States of America
Supplier	* DUNHAM ASSOC INC	Discount Amount Override	0.00	Handling Code	
Remit-To Connection	X GENERAL - MPLS-001-1 ...	Discount Date	(empty)	On Hold	<input type="checkbox"/>
Currency	USD	Discount Date Override	MM/DD/YYYY	Supplier Document Received	<input type="checkbox"/>
Invoice Date	* 08/26/2024	Due Date	09/25/2024	Supplier's Invoice Number	20252171 INV-6
Invoice Received Date	MM/DD/YYYY	Due Date Override	MM/DD/YYYY	External PO Number	
Accounting Date Override	08/09/2024	Default Payment Type	SWIFT	Referenced Invoices	
Control Total Amount	0.00	Override Payment Type		Statutory Invoice Type	
Total Invoice Amount	1,800.00	Reference Type		Supplier Contract	(empty)
Freight Amount	0.00	Default Tax Option	select one	Total Contract Amount	0.00
Other Charges	0.00	Default Tax Code		Memo	RIVERLAND DIMMING PANEL
		Default Withholding Tax Code		Approver	
		Tax Amount	0.00		

**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.

Invoice Lines	Tax	Prepaid Details	Currency Rate	Additional Fields	Attachments	Work Queue Information
Invoice Lines 1 item						
	Business Document	Company	Item	Description	Supplier Item Identifier	Purchase Item
	U03559D - Line 1	CU0307 Riverland Community College		Design Fees-Architect & Engineering Service		
						*Spend Category
						X Architect & Engineering Services
						Ship-To Address
						X 1900 8th Ave. NW Austin, MN 55912 United States of America

Invoice Lines	Tax	Prepaid Details	Currency Rate														
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<table border="1"> <thead> <tr> <th>Invoice Line Amount</th> <th>Retention Details</th> </tr> </thead> <tbody> <tr> <td>           Amount to Invoice  <input type="text" value="1,800.00"/> </td> <td></td> </tr> <tr> <td>           Amount Ordered            4,800.00         </td> <td></td> </tr> <tr> <td>           Amount Already Invoiced            0.00         </td> <td></td> </tr> </tbody> </table>	Invoice Line Amount	Retention Details	Amount to Invoice <input type="text" value="1,800.00"/>		Amount Ordered 4,800.00		Amount Already Invoiced 0.00		<table border="1"> <thead> <tr> <th>Project</th> <th>*Additional Worktags</th> <th>Bill</th> </tr> </thead> <tbody> <tr> <td>           x PR0000195 RVCC/A-24 Theater Dimmer Panel         </td> <td>           x Cost Center: CC0001957 RIVR - Business Office            x Function: FN710 Phys Plant Operation - Physical Plant Operations            x Fund: FD0040 General Repair &amp; Replacement         </td> <td></td> </tr> </tbody> </table>			Project	*Additional Worktags	Bill	x PR0000195 RVCC/A-24 Theater Dimmer Panel	x Cost Center: CC0001957 RIVR - Business Office x Function: FN710 Phys Plant Operation - Physical Plant Operations x Fund: FD0040 General Repair & Replacement	
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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.**

Invoice Lines 4 items							
	Order	*Company	Item Description	Supplier Item Identifier	Purchase Item	Business Document	Spend Category
+		x CU0307 Riverland Community College	RETAINAGE				x Retainage
+		x CU0307 Riverland Community College	RETAINAGE				x Retainage

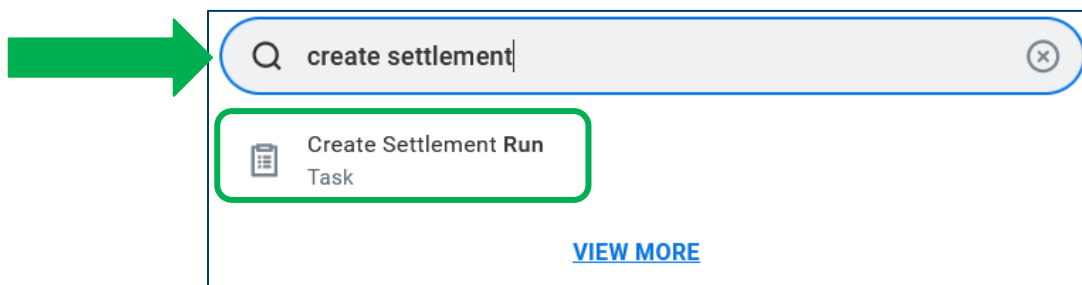


### 3 | Processing Supplier Invoices

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.

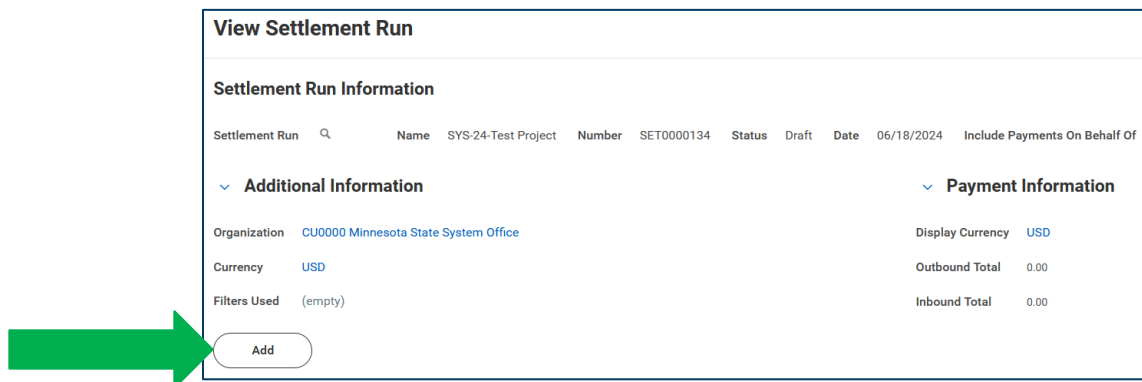


**Step 2.** In the Create Settlement Run pop-up window, select **Company** (your institution) and click **OK**.

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.

A screenshot of the 'Create Settlement Run' pop-up window. The window has a title bar with 'Create Settlement Run' and a close button. It contains several fields: 'Company' with a dropdown menu showing 'CU0000 Minnesota State System Office' (highlighted with a green arrow), 'Currency' with a radio button for 'Currencies' and a dropdown for 'USD', 'Display Currency' with a radio button for 'USD', 'Settlement Run Name' with a text field containing 'SYS-24-Test Project' (highlighted with a green box), 'Settlement Run Date' with a date field showing '06/18/2024', 'Auto Select Filters' with a dropdown, 'Include Payments on Behalf of Other Companies' with an unchecked checkbox, and 'Exclude Negative Payments' with a checked checkbox. At the bottom right, there are 'Cancel' and 'OK' buttons, with the 'OK' button highlighted by a green box.

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



**View Settlement Run**

**Settlement Run Information**

Settlement Run  Name SYS-24-Test Project Number SET0000134 Status Draft Date 06/18/2024 Include Payments On Behalf Of

▼ **Additional Information**

Organization CU0000 Minnesota State System Office

Currency USD

Filters Used (empty)

▼ **Payment Information**

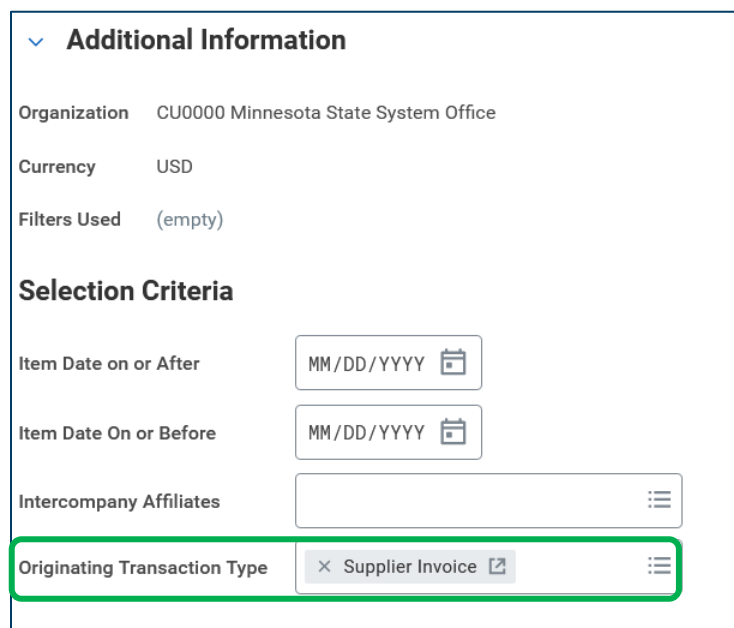
Display Currency USD

Outbound Total 0.00

Inbound Total 0.00

**Add**

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



▼ **Additional Information**

Organization CU0000 Minnesota State System Office

Currency USD

Filters Used (empty)

**Selection Criteria**

Item Date on or After MM/DD/YYYY

Item Date On or Before MM/DD/YYYY

Intercompany Affiliates

Originating Transaction Type

**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**.

## 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.

View Settlement Run				
Settlement Run Information				
Settlement Run	🔍	Name	EBUILDER 09052024 #2	
		Number	SET0006597	Status Complete