

August 30, 2024 Updated September 13, 2024

e-Builder manual payment processing – Campus Guidance (temporary)

After an invoice and/or pay application process has been started in eBuilder, the campus project manager (Project Adm) should notify campus accounts payable (AP) that payment(s) should be executed.

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

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

- » Cost center worktag
- » Funding source(s) worktag

AP 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.

	Q U03551A	\otimes
 Procurement		
U03551A Purchase Order		

The purchase order details will now display.

2 | Creating Supplier Invoices

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

Q UO W **View Purchase Order** U03633A 🚥 Purchase Order Invoice Status Partially Paid Summary Tei \sim \sim Company CU0206 Saint Paul College Payment Purchase Order Type Due Date (empty) BENTZ THOMPSON RIETOW INC Default P Supplier USD Currency Override | Document Date 07/01/2023 Credit Ca Line Total Amount 4,766.77 Shipping Shipping

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.

Actions		Purchase Order	
Purchase Order	>	U03559D	
Accounting	>		
Budget Date	>	Status	Issued
Favorite	>	Company	CU0307 Riverland Community College
Receipt	>	DecumentDate	07/01/2023
Supplier Invoice	•	Create Purchase Order Type	(empty)
		Supplier	DUNHAM ASSOC INC
		Buyer	(empty)
		Payment Terms	Net 30
		Shipping Terms	FOB Destination
		Currency	USD
		Supplier Contract	(empty)

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 Or	ler				
Link to Job Aid here -> <u>Gran</u> <i>Hosted on Minnesota State</i>	ita • Connect					
 Invoice Information 	ation	 Terms and Taxes 		Invoice Reference	e Information	
Company	CU0307 Riverland Community College	Payment Terms	× Net 30 … !≡	Ship-To Address	× 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	× GENERAL - MPLS-001-1 ···	Discount Date	(empty)	On Hold		
Currency	USD	Discount Date Override	MM/DD/YYYY	Supplier Document Received		
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 Adm.

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

nce cine	s 1 item							
	Business Document	Company	Item	Description	Supplier Item Identifier	Purchase Item	*Spend Category	Ship-To Address
Θ	U03559D - Line 1	CU0307 Riverland Community College		Design Fees-Architect & Engineering Service			× Architect & ···· :≡ Engineering Services	× 1900 8th Ave. NW Austin, MN 55912 United States of America

voice Lines 1 item			Ŧ	
Invoice Line Amount	Retention Details	Project	*Additional Worktags	Bil
Amount to Invoice 1,800.00 Amount Ordered 4,800.00 Amount Already Invoiced		X PR0000195 :≡ RVCC/A-24 Theater Dimmer Panel	× Cost Center: CC0001957 RIVR - Business Office × Function: FN710 Phys Plant Operation - Physical Plant Operations	
0.00			× Fund: FD0040 General Repair & Replacement	ļ

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.

Invoice Line	es 4 items						
(+)	Order	*Company	Item Description	Supplier Item Identifier	Purchase Item	Business Document	Spend Category
÷ 🗇	¥ ¥	× CU0307 Riverland :≡ Community College	RETAINAGE				× Retainage … ∷
(+) (-)	A 7	× CU0307 Riverland … :≡ Community College	RETAINAGE				× Retainage ···· :⊟

In	voice Lines 4 items							
	Extended Amount	Retention Details	Prepaid	Memo	Program	Grant	Project	*Additional Worktags
D	-36,058.07					Ξ	× PR000026 ···· RVCC/A-20 West Building Area A1 Roof Replacement	X Cost Center: CC0002042 RIVR - Machine Cost Facilities X Function: FM460 Academic Support Academic Addministration X Fund: FD0171 H23 - FY 2023 HEAPR
D	-205.83						× PR000026 := RVCC/A-20 West Building Area A1 Roof Replacement	× Cost Center: :≡ CC0002042 RIVR - Facilities × Function: FN460 Academic Support Academic Administration × Fund: F00118 620 - FV2020 HEAPR



Step 6. Click Submit.

Step 7. Click Request Match Exception Override.

leader Match E	xception	(empty)			
Number of Invoice Lines		1			
Driginal Lines in	Match Exception	1			
Current Lines in	Match Exception	1			
Request M	atch Exception Ove	erride			
Request M	atch Exception Ove	Match Exception	Override]	
Request Mi	etch Exception Ove Request	Match Exception	Override]	
Request Ma ines in Match Ex Line Match Exception	Company	Match Exception	Override	Line Item Description	Business Docu
Request M Lines in Match Ex- Exception No receipt	ception 1 item Company CU0307 Riverla	nride Match Exception	Override	Line Item Description Design Fees-Architect & Engineering Service	Business Docu U03559D - Line

Note: Many campuses 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.

Q	create settlement		\otimes
	Create Settlement Run Task		
		VIEW MORE	

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.

Company	★ CU0000 Minnesota State := System Office
Currency	* O Currencies x USD ··· ∷≡
	All Currencies
Display Currency	* USD
Settlement Run Name	SYS-24-Test Project
Settlement Run Date	* 06/18/2024
Auto Select Filters	
Include Payments on Behalf of Other Companies	;
Exclude Negative Payments	

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

View Se	ttlement R	un									
Settlemer	Settlement Run Information										
Settlement Ru	n Q	Name	SYS-24-Test Project	Number	SET0000134	Status	Draft	Date	06/18/2024	Include Pa	ayments On Behalf Of
 Additi 	onal Informa	tion							~ F	Payment	Information
Organization	CU0000 Minnes	ota State	System Office						Display	Currency	USD
Currency	USD								Outbo	und Total	0.00
Filters Used	(empty)								Inbour	d Total	0.00
Add	\supset										

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

 Additi 	 Additional Information 						
Organization	CU0000 Minnes	ota State System Office					
Currency	USD						
Filters Used	(empty)						
Selection	Criteria						
Item Date on o	or After	MM/DD/YYYY					
Item Date On o	or Before	MM/DD/YYYY					
Intercompany	Affiliates	:=					
Originating Tra	ansaction Type	× Supplier Invoice ☑					

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 Adm

Once payments have been fully processed, AP must supply the Project Adm with the Settlement Number (SET00XXX) so they are able to finish the process in eBuilder.

View Settlement Run							
Settlement I	Run In	formation					
Settlement Run	Q	Name	EBUILDER 09052024 #2	Number	SET0006597	Status	Complete