MINNESOTA STATE

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
- » 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

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.
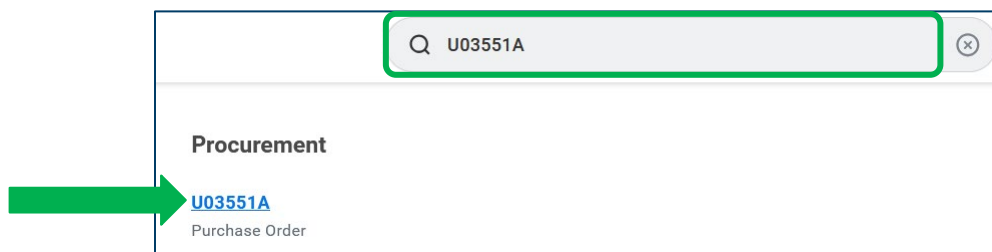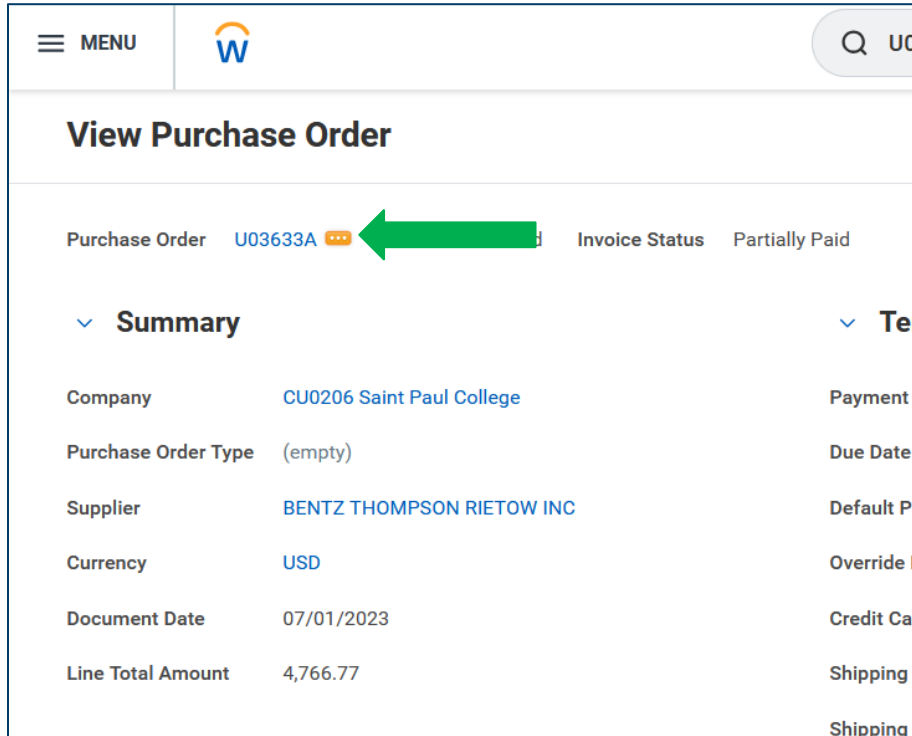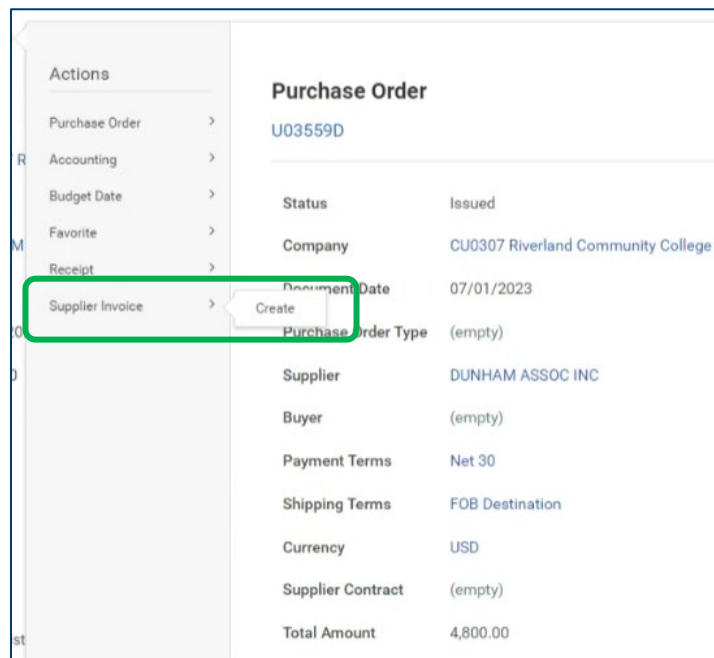

The purchase order details will now display.

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.

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

Company	CU0307 Riverland Community College
Supplier	* DUNHAM ASSOC INC
Remit-To Connection	× GENERAL - MPLS-001-1 ···
Currency	USD
Invoice Date	* 08/26/2024
Invoice Received Date	MM/DD/YYYY
Accounting Date Override	08/09/2024
Control Total Amount	0.00
Total Invoice Amount	1,800.00
Freight Amount	0.00
Other Charges	0.00

Terms and Taxes

Payment Terms	* × Net 30 ···
Discount Amount Override	0.00
Discount Date	(empty)
Discount Date Override	MM/DD/YYYY
Due Date	09/25/2024
Due Date Override	MM/DD/YYYY
Default Payment Type	SWIFT
Override Payment Type	
Reference Type	
Default Tax Option	select one
Default Tax Code	
Default Withholding Tax Code	
Tax Amount	0.00

Invoice Reference Information

Ship-To Address	× 1900 8th Ave. NW Austin, MN 55912 United States of America
Handling Code	
On Hold	☐
Supplier Document Received	☐
Supplier's Invoice Number	20252171 INV-6
External PO Number	
Referenced Invoices	
Statutory Invoice Type	
Supplier Contract	(empty)
Total Contract Amount	0.00
Memo	RIVERLAND DIMMING PANEL
Approver	

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.

	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	*Spend Category	Ship-To Address
⊖	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

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.

	Extended Amount	Retention Details	Prepaid	Memo	Program	Grant	Project	*Additional Worktags	B
0	-36,058.07		☐				✕ PR0000026 RVCC/A-20 West Building Area A1 Roof Replacement	✕ Cost Center: CC0002042 RIVR - Facilities ✕ Function: FN460 Academic Support - Academic Administration ✕ Fund: FD0171 H23 - FY 2023 HEAPR	
0	-205.83		☐				✕ PR0000026 RVCC/A-20 West Building Area A1 Roof Replacement	✕ Cost Center: CC0002042 RIVR - Facilities ✕ Function: FN460 Academic Support - Academic Administration ✕ Fund: FD0118 G20 - FY2020 HEAPR	

Step 5. Attach any supporting documentation under Attachments tab.

Step 6. Click **Submit.**

Step 7. Click **Request Match Exception Override**.


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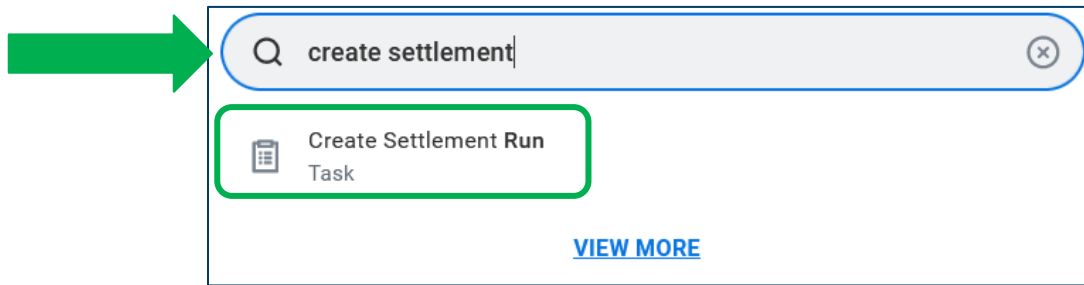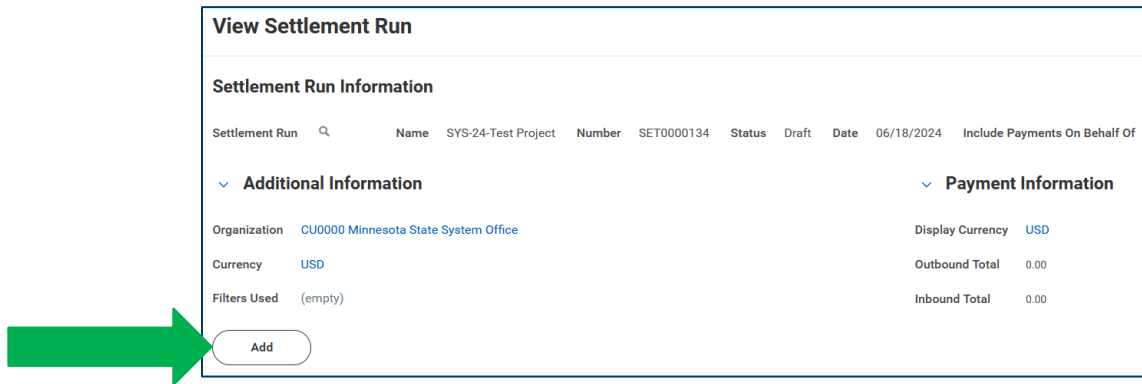
Step 2. In the Create Settlement Run pop-up window, select **Company** (your institution) and click **OK**.

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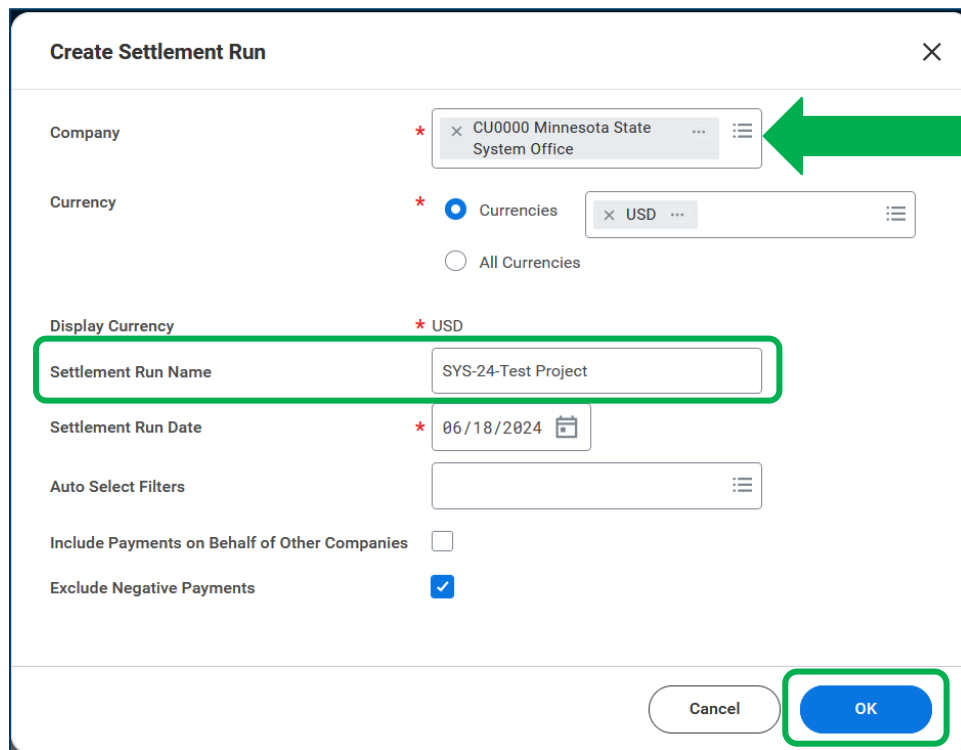
Step 3. On the next screen, click **Add**, and the drop-down menu will enable you to select the payment type to settle.

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.

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 Run Information

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