

Workday Procedures and Rules

A. Settlement Dates and Deadlines

- a. Employee Expense Settlements will be processed on Tuesday.
- b. Supplier Settlements will be processed on Thursday.
 - i. Use the Due Date Override to indicate the Thursday you want the invoice paid.
 - ii. Invoices must be entered by Tuesday at noon.
 - iii. Attachments must be sent to **APVendor** by Tuesday at noon. If we don't have the attachment when we are sending checks out, the check will not include it.

B. Requesting Vendors

- a. Collect supplier packet information (Vendor information form, Ach form, W-9 Form)
 - i. Once you place an order with a new supplier, send the packet out to them.
 - ii. Have the packet returned to you. Adjust the packet to your department phone/email/fax.
- b. Use Create Supplier Request form. Attach packet to request form in Workday.
- c. Use the following supplier rules:
 - i. No longer use all capitals.
 - ii. People – last name first. Ex. DeLaporte, Debbie
 - iii. Cities – Name first, (town, city or village) Ex. Wausau, City or Athens, Village
 - iv. States are written out, State. Ex. Colorado, State
 - v. Wisconsin within Supplier Names will be WI
 - vi. American and Marathon – spell them out.
 - vii. Punctuation within Name – Enter as its on W-9 or invoice.
 - viii. Inc or LLC no commas or periods
 - ix. & between letters at the beginning – Ex. A&A Lock Service
 - x. & between words – add space Ex. Baker & Taylor Company
 - xi. Supplier leads with an abbreviation – no Spaces EX. EO Johnson
 - xii. Law firms– Use law firm name Ex. Crooks Low & Connell
 - xiii. Lawyers are individuals – first name last name Ex. John T Stichert Attorney

C. Data Entry Musts

- a. Address and Supplier - Make sure you are paying the correct supplier at the correct address. Finance no longer check and corrects this.
- b. Different address - If the supplier is in Workday but you need the check to go to a different address let us know. We can set up a Remit-to-Connection.
- c. Statements – Do not pay from them.
- d. Supplier Invoice number –
 - i. You must use the invoice number provided on the invoice. If no number is provided use a consistent sequence. That way we can catch if an invoice has already been processed.
 - ii. Do not add additional wording to this field if the invoice is a number without text. Don't add INV, FIN, # if the supplier does not list it in the invoice field.
 - iii. Each Invoice must be entered separately for payment. Do not pay from Statements. Suppliers apply the payments to the invoices not the statement.
- e. Account Number – Please put the account number listed on the invoice in the memo field **no exceptions**. If you don't have an account number, use something that will help the supplier apply the payment to the right account.
- f. Invoice Payment date - Please use the Due Date Override to indicate which Thursday the invoice should be paid on.

- g. Attachments – You must be indicated in the Handling Code that an attachment is required by using Attachment_Required. Then send the paper copy to **ApVendor** by noon on Tuesday.
- h. The screen shot below shows where to find the fields discussed above.

Create Supplier Invoice

Supplier Invoice (empty) Invoice Number - new -

<p>▼ Invoice Information</p> <p>Company * <input type="text" value="X County of Marathon"/></p> <p>Supplier * <input type="text"/></p> <p>Remit-To Connection <input type="text"/></p> <p>Currency * <input type="text"/></p> <p>Invoice Date * <input type="text" value="03/24/2023"/></p> <p>Invoice Received Date <input type="text" value="MM/DD/YYYY"/></p> <p>Accounting Date Override <input type="text" value="MM/DD/YYYY"/></p> <p>Control Total Amount <input type="text" value="0"/></p> <p>Total Invoice Amount <input type="text" value="0"/></p> <p>Freight Amount <input type="text" value="0"/></p> <p>Other Charges <input type="text" value="0"/></p> <p>Worktag Split Template <input type="text"/></p> <p>Tax-Only <input type="checkbox"/></p>	<p>▼ Terms and Taxes</p> <p>Payment Terms * <input type="text"/></p> <p>Discount Date (empty)</p> <p>Due Date (empty)</p> <p>Due Date Override <input type="text" value="03/30/2023"/></p> <p>Default Payment Type (empty)</p> <p>Override Payment Type <input type="text"/></p> <p>Reference Type <input type="text"/></p> <p>Default Tax Option <input type="text" value="select one"/></p> <p>Default Tax Code <input type="text"/></p> <p>Default Withholding Tax Code <input type="text"/></p> <p>Tax Amount <input type="text" value="0"/></p> <p>Withholding Tax Amount <input type="text" value="0"/></p> <p><input type="button" value="Update Tax"/></p>	<p>▼ Invoice Reference Information</p> <p>Ship-To Address <input type="text" value="X 550 Forest Street Wausau WI 54403 United States of America"/></p> <p>Handling Code <input type="text" value="X Attachment_Required"/></p> <p>On Hold <input type="checkbox"/></p> <p>Supplier Document Received <input type="checkbox"/></p> <p>Supplier's Invoice Number <input type="text"/></p> <p>External PO Number <input type="text"/></p> <p>Referenced Invoices <input type="text"/></p> <p>Statutory Invoice Type <input type="text"/></p> <p>Supplier Contract <input type="text"/></p> <p>Total Contract Amount <input type="text" value="0"/></p> <p>Memo <input type="text" value="11155-00101"/></p> <p>Approver <input type="text"/></p>
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D. Checking invoice or payment status. This is the responsibility of the Finance Department

- a. All inquiries about payment status should be directed to **APVendor**.
 - i. **APVendor** will need to know the Supplier name, Supplier invoice they provide and the amount of the invoice.
 - ii. We will investigate the issue.
 - iii. The issue may involve more than one department.
- b. We work with the supplier to correct the situation and prevent it from happening again.,

E. Checks

- a. No checks will be returned to departments
- b. Finance organizes the stuffers for the Treasurer office.
- c. Send attachments to **Apvendor**. They including the following:
 - i. Conference forms
 - ii. Remittance slips for Utilities
 - iii. State Forms
 - iv. Applications
- d. Social Services Attachments (special run) will be sent directly to the Treasurer Office.
- e. Attachments will not be sent with Ach payments.
- f. Treasurer Office stuffs and mails all checks. If they don't have a stuffer, they will send the check anyway.
- g. Voiding checks.
 - i. We are still using the laserfiche form (Void Check Laserfiche Request Form)
 - ii. It can be found on the intranet under Finance (Documents & Forms) <http://intranet/County/Departments/Finance/DocumentsForms.aspx>
 - iii. You will get an email once the check is voided.