

workday.
Weekly Wrap-up



Greetings,

We hope you're settling into the rhythm of the fall semester! As we move into another busy week, this Workday Weekly Wrap-up is packed with helpful updates and reminders to keep you on track.

Question of the Week
How do I manage
Supplier Invoices?

Managing supplier-related requests in Workday might feel overwhelming, but it's straightforward once you understand the options. Here's a guide to help you navigate the process:

- **Supplier Invoice Request (SIR):**
 - This is used to submit an invoice for payment for outside vendors, service providers, honorariums, or anyone external to the College that does not have a Purchase Order (P.O.).
 - **How to Edit a "Saved for Later" Supplier Invoice Request (SIR):**
If you've saved a Supplier Invoice Request and need to make changes:
 - In the Search field, type "**My Supplier Invoice Requests.**"
 - In the table, find the request and hover to the right of the magnifying glass icon.
 - Click on the Related Actions icon (three dots) to see the available actions based on the request's status.
- **Create Request:**
 - This process is used by end users to submit a supplier invoice attachment for Purchase Orders (P.O.s) to route to Accounts Payable. If you've already initiated a P.O. and need to provide the corresponding supplier invoice, this is the right choice
 - **Note:** *Use this only if you received the supplier invoice.* If Accounts Payable is copied on or receives the invoice directly, they will handle the submission process for you.
- **But what about Create Supplier Request?**
 - Use this when you need to *add a supplier* the College has never worked with before to the supplier list. This is **not the form** to submit an invoice.

For more help, you can always check out our detailed [Job Aids](#) or sign up for [Office Hours](#) to get personalized support!

Live Support & Training



Office Hours

- **Office Hours:** Small group and individual appointments are available for personalized support.

Request Department Training

- **Customized Training:** We offer tailored training sessions for small groups, teams, and departments.

Training Calendar

- **Scheduled Training:** Our training schedule is updated weekly with new opportunities. Our focus this week is on the now available budget report.

Future Forward: Workday Updates

Workday's next Feature Release will be from **September 20–21, 2024**, with potential downtime of up to 12 hours.

Check out our new *Future Forward: Workday Updates* webpage for details on system downtime, key changes, and helpful resources. Stay informed and be ready for the latest updates!



Workday Updates



Workday Wisdom: Navigate Challenges with Our FAQs!

Find quick, clear answers to all your Workday questions. Our FAQs offer valuable insights to enhance your experience and help you navigate Workday with ease.

Don't let confusion hold you back—check them out today!

Frequently Asked Questions

Don't miss out on the opportunity to streamline your Workday experience. Take a few minutes to explore our FAQs today and unlock the full potential of Workday!

You can access these resources and more at our [Workday Resource Webpage](#).

As always, *our team is here to support you*. If our FAQs didn't answer your questions or you need further assistance, feel free to send us an email at workday@hamilton.edu, submit a [support ticket](#), or give us a call. We're just a message or a phone call away!

Have a wonderful Workday!

Maureen H. Scoones

Workday Change Manager

315-859-4178

mscoones@hamilton.edu

Shelly L. Hall

Documentation and End
User Training Specialist

315-859-3454

slhall@hamilton.edu

Lauren E. Waszkiewicz

Communications and
Training Coordinator

315-859-4677

lwaszkie@hamilton.edu

Hamilton

