

Workday Grant Functions Quick Reference Guide

How do I find the status of invoices on my grants?

The **Find Supplier Invoice's – OSU** report locates invoices that are unpaid in order to follow-up and help move them along. View the invoice or adjustment number, company, status, supplier, invoice date, memo, discount date, due date, invoice amount, amount due and adjustment for entered supplier

Search Parameters:

- **Company:** For OSP grants, always select "The Ohio State University".
- For a particular supplier/subrecipient, select the supplier/subrecipient in the **Supplier** field.
- **To search by grant number**, enter the GR# into the **Worktags** field.
- To locate subaward expenses, in the **Spend Category** field select "Research Subaward Expense (SC10237)".

Search Results:

- View the **Payment Status** column for the supplier invoice in question and see if the status is unpaid. If unpaid, review the details of the Supplier Invoice for more information about who to contact for follow-up.
- Filter by **Supplier** if there is a particular supplier in question, to locate that supplier's invoices.
- Filter on **Invoice Status** within the report, to locate invoices that are "In Progress", "Draft", "Canceled", or "Approved".
- Filter respective columns as needed, based on what was or was not filtered on in the search parameters.

Find Supplier Invoices - OSU

Company	* x The Ohio State University ...	:≡	←
Supplier		:≡	
Remit-To Connection		:≡	
Supplier Group		:≡	
Supplier's Invoice Number			
Invoice Status		:≡	
Statutory Invoice Type		:≡	
Supplier Invoice Adjustment Reason		:≡	
Match Status		:≡	
All Match Exception Reasons		:≡	
Payment Status		:≡	
Payment Type		:≡	
Handling Code		:≡	
Invoice Date on or After	MM/DD/YYYY	📅	
Invoice Date on or Before	MM/DD/YYYY	📅	
Discount Due Date on or After	MM/DD/YYYY	📅	
Discount Due Date on or Before	MM/DD/YYYY	📅	
Due Date on or After	MM/DD/YYYY	📅	
Due Date on or Before	MM/DD/YYYY	📅	
Cost Center Hierarchies		:≡	
Worktags	x Grant: GR113335 Ecological design rules for roadway lighting 60066165	:≡	←
Spend Category		:≡	

OK Cancel

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Search Results Exported into Excel:



Supplier Invoice Document	Company	Supplier	External Source	Invoice Status	Match Status	Payment Status	Supplier Remit-To Connection	Supplier's Invoice Number	Invoice Date	Created On	Invoice Amount	Payment Terms	Due Date	Payment Type	Purchase Order
Supplier Invoice: INV-0000067191	The Ohio State University	FISHER SCIENTIFIC COMPANY LLC	EDI 810	Approved	Matched	Paid	FISHER SCIENTIFIC COMPANY LLC - Remit-To: 2650 KENNY RD_UNIV_3	2246220	2/2/2021	2/3/2021	\$109.10	Net 60	4/3/2021	EFT	10000
Supplier Invoice: INV-0000236319	The Ohio State University	FISHER SCIENTIFIC COMPANY LLC	EDI 810	Approved	Matched	Paid	FISHER SCIENTIFIC COMPANY LLC - Remit-To: 2650 KENNY RD_UNIV_3	0124490	4/9/2021	4/12/2021	\$69.43	Net 60	6/8/2021	EFT	10001
Supplier Invoice: INV-0000375569	The Ohio State University	WILDLIFE ACOUSTICS INC	Web Service	Approved	Override	Paid	WILDLIFE ACOUSTICS INC - Remit-To: 3 MILL AND MAIN PLACE_UNIV_2	I-1-49734-1	5/19/2021	6/4/2021	\$421.90	Net 30	6/18/2021	EFT	10001
Supplier Invoice: INV-0000375562	The Ohio State University	WILDLIFE ACOUSTICS INC	Web Service	Canceled	Matched	Unpaid	WILDLIFE ACOUSTICS INC - Remit-To: 3 MILL AND MAIN PLACE_UNIV_2	S - L - 49734 - 0	5/19/2021	6/4/2021	\$421.90	Net 30	6/18/2021	EFT	10001