

Role: End User

Overview

The Accounts Payable check request process has moved into Workday. We will now use the **Create Supplier Invoice Request (SIR)** task to submit payment requests. This eliminates paper forms and provides real-time tracking for the requester. Please note this is only for items that are not regular supplier invoices. Those can still be emailed to APAutomatedInvoices@Cookchildrens.org.

Step-by-Step Instructions

Step 1: Locate the Task

1. Navigate to the Workday search bar at the top of your screen.
2. Type "**Create supplier Invoice request**".
3. Select the **Create Supplier Invoice Request** task from the dropdown menu.

Step 2: Complete Primary Information (Header)

Fill out the primary details of your payment request.

1. **Invoice Date:** This will auto-populate today's date.
2. **Company:** Select your appropriate entity (e.g., CCMC Cook Children's Medical Center).
3. **Supplier:** Search for and select the correct vendor. Important: If the required vendor is not found in the database, a formal Supplier Request must be submitted. Additional information and guidance can be found on the **Accounts Payable Home Page** via the following link: [Accounts Payable - Home](#)
4. **Remit-To Connection:** Verify the vendor's mailing/remittance address is correct.
5. **Currency:** Ensure USD is selected.
6. **Control Total Amount:** Enter the total amount of the payment request.
7. **Handling Code:** Leave this blank unless you have specific instructions (e.g., you need an enclosure mailed with the payment or would like to pick up the check).

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Primary Information		Additional Information	
Invoice Date *	04 / 06 / 2026  1	Ship-To Address	
Invoice Received Date	MM / DD / YYYY 	Payment Terms	
Company *	2	Default Due Date	(empty)
Supplier *	3	Reference Type	
Remit-To Connection	4	Handling Code	7
Currency *	5	Statutory Invoice Type	
Control Total Amount	0 6	Freight Amount	0
Supplier's Invoice Number		Tax Amount	0
		Memo	

8. **CRITICAL RULE:** Leave the "Supplier's Invoice Number" field **BLANK**. Accounts Payable will complete this field during their final processing. Do not enter any text here.

Step 3: Enter Line-Item Details (The Accounting)

Scroll down to the **Lines** tab to enter the accounting details. All field must be completed in order to proceed:

1. **Line Type:** Select *Goods Line* or *Service Line*.

Lines

Additional Fields

Attachments

⊕ Add

0

Lines 

☒ Goods Line
 ☐ Service Line

2. **Spend Category:** Search and select the relevant expense category.

Spend Category

3. **Extended Amount:** Enter the cost for this specific line.

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Extended Amount

4. **Cost Center:** Select the department being charged.

Cost Center
Project
Project Task

Search
Active Cost Centers >
Active Cost Centers by Cost Center Hierarchy >

- Multiple rows can be added as necessary:
- Click the Plus (+) icon next to the Add button at the top left of the Lines tab.

Lines
Additional Fields

+ Add

- A new, empty row will appear below your first entry.
- Repeat this process for as many additional lines as needed.

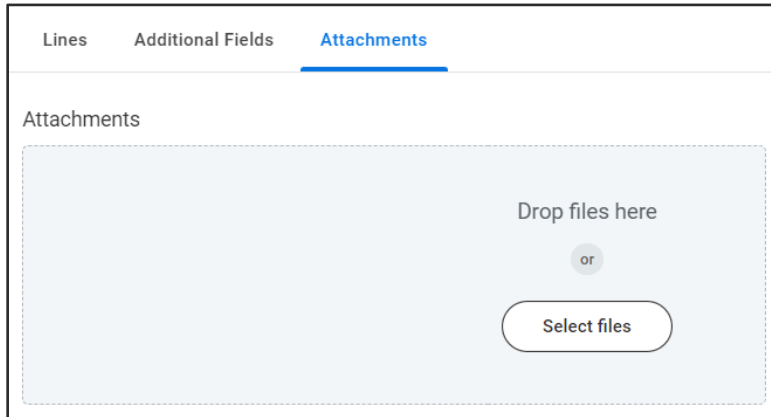
5. **Additional Work tags:** This field is available for use as required for supplemental data tracking.

Additional Worktags

Step 4: Attach Supporting Documentation (Mandatory)

Scroll to the **Attachments** tab.

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- Supporting documentation (invoices, receipts, contracts, pre-approved form for preapproves transactions, anything showing why money is owed) must be uploaded.
- **System Alert:** Workday has a "hard stop" enabled. The system will prevent you from submitting the request without attachments.

Step 5: Submission & Routing

1. Click **Submit** at the bottom of the screen. 
2. **What Happens Next:** Workday will automatically route the request to the AP specialist for review.
 - You will receive a Workday notification containing your specific Request Number (e.g., SIR1000010) for your records.
 - After the AP specialist completes the Supplier Invoice Request (SIR) review step, the Supplier Invoice Request converts into a formal Supplier Invoice (SINV) that routes to the appropriate cost center approver for approval.
3. To locate **previously submitted SIRs**, please refer to the report below.

AP Review and Corrections

Once your request reaches Accounts Payable, it undergoes a final audit. If information is missing, incorrect, or violates policy, AP will not process the payment.

- **The Alert:** The system will generate an alert and route the request back to you. You will receive an email notification stating your request requires attention.
- **The Action Required:** Navigate to your **Workday Inbox** (the bell/tray icon)

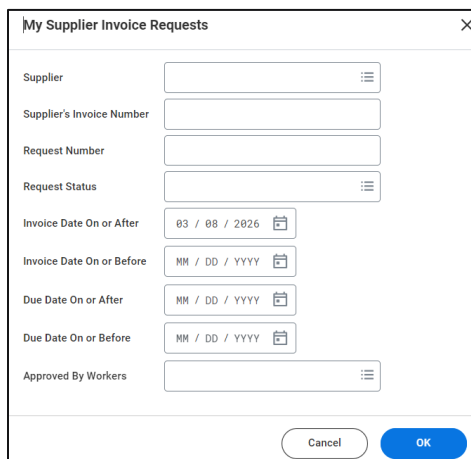
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- Scroll down to the **Comments** section to read the specific correction requested by the AP specialist (e.g., "Please attach the correct invoice" or "Update the Cost Center").
- Make the required edits directly on the form and click **Submit**. The request will go back to AP for final approval.

Viewing your AP Supplier Invoice Requests

Steps

1. Type **My Supplier Invoice Requests** in search
2. Complete **the appropriate fields** for your search



3. Click **Ok**

My Supplier Invoice Requests 610 101										
Invoice Date On or After 03/08/2026										
2 items										
Supplier Invoice Request	Request Number	Company	Request Status	Supplier	Supplier's Invoice Number	Invoice Date	Memo	Due Date	Request Amount	Currency
Q	SIR1000006	CCMC Cook Children's Medical Center	Approved	Morris Dickson	123456	03/25/2026		03/25/2026	50.00	USD
Q	SIR1000007	COHCS Cook Children's Health Care System	Approved	Royer & Schutts Inc		04/01/2026	Test1234	04/11/2026	100.00	USD

Need Help?

For additional questions or help, please call the Service Desk @ x57999 or open a ticket on the ServiceNow Employee Center.