

Workday 2024 R2 Release Impact Analysis

Supplier accounts

2024

Supplier accounts



Automatically available features

Commodity codes on Non-PO supplier invoices

What's changing

With the 2024R2 release, Workday enables you to add commodity codes and associate these codes with your non-PO supplier invoices, supplier invoice adjustments, and recurring supplier invoices. This provides you with the ability to set up and track spend information based on the commodity code structure for products and services.

Additional considerations

Workday updates these web services to include commodity code fields so you can add commodity codes using web services:

- Bulk Import Supplier Invoice Web Service
- Get Supplier invoice
- Import Supplier Invoice Web Service
- Put Supplier Invoice Text Only Web Service
- Recurring Supplier Invoices Web Service
- Submit Supplier Invoice Adjustment Web Service
- Submit Supplier Invoice Web Service

Workday also enable you to carry over commodity codes from a customer invoice to a supplier invoice when you're working with direct inter-company invoices.

What do i need to do?

This feature is automatically available. Workday recommends that you update your training materials so that users are aware of the changes.

What happens if i do nothing?

Users see the commodity code field on supplier invoices, supplier invoice adjustments, recurring supplier invoices, and in the Supplier Invoice Workbench.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/8110925.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
Prior to 2024R2, Commodity codes are not associable with Supplier Invoice. The Commodity Code fields is not visible in supplier invoices, supplier invoice adjustments, recurring supplier invoices, and in the Supplier Invoice Workbench.	With this release, commodity code field is available in supplier invoices, supplier invoice adjustments, recurring supplier invoices, and in the Supplier Invoice Workbench.	<div>Y/N: Yes</div> <div>Impact description:</div> <div>Update materials to reflect that the commodity code fields is visible in supplier invoices, supplier invoice adjustments, recurring supplier invoices, and in the Supplier Invoice Workbench.</div>

Effort

N/A

Defect link

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finsa/8110925.html>

Workday release 2 automatically available features

Before release

View Supplier Invoice

Supplier Invoice

Invoice Number

Status

Approved

Payment Status

Unpaid

Budget Check Status

Not Required

Invoice Information

Company

Supplier

Currency

USD

Invoice Date

Invoice Received Date

(empty)

Control Total Amount

0.00

Total Invoice Amount

Amount Due

Terms and Taxes

Payment Terms

Net 30

Discount Amount Override

0.00

Discount Date

(empty)

Discount Date Override

(empty)

Due Date

Default Payment Type

Check

Invoice Lines

Attachments

Work Queue Information

Process History

Invoice Lines 1 item

Invoice Line	Company	Item	Line Item Description	Spend Category	Ship-To Address	Ship-To Contact	Tax
Q							Tax Applicability
							Tax Code
							Withholding Tax Code

After release

View Supplier Invoice

Supplier Invoice

Invoice Number

Status

Draft

Payment Status

Unpaid

Invoice Information

Company

Supplier

Currency

USD

Invoice Date

Invoice Received Date

(empty)

Total Invoice Amount

0.00

Amount Due

0.00

Terms and Taxes

Payment Terms

Net 30

Discount Amount Override

0.00

Discount Date

(empty)

Discount Date Override

(empty)

Due Date

Default Payment Type

Check

Default Tax Option

Calcula

Invoice Lines

Tax

Additional Fields

Work Queue Information

Invoice Lines 1 item

Invoice Line	Company	Item	Line Item Description	Commodity Code	Spend Category	Ship-To Address	Ship-To Contact	Tax
Q								Tax App
								Tax Cod
								Withhol
								Tax Poi
								Tax Poi



Setup required features

Add attachments security domain

What's changing

With the 2024R2 release, Workday introduces a new security sub-domain that enables you to limit a user's actions only to adding attachments to supplier invoices and invoice adjustments and not editing or removing attachments from supplier invoices and invoice adjustments.

Note: This feature doesn't enable you to add or change attachments for supplier invoice requests.

Additional considerations

Workday makes the following changes and additions to tasks:

- Workday renames the Add Attachments task to Add/Change Attachments.
- They provide a new task, Add Attachment, that enables you only to add, but not change or delete, an attachment.

They have also delivered a new security domain, Process Supplier Invoice Document - Add Attachment (secured to the Supplier Accounts functional area) that you can use to limit users' ability to add attachments to supplier invoices and invoice adjustments.

What do i need to do?

To uptake this feature, create a security policy for the Process: Supplier Invoice Document - Add Attachment domain. Review the security groups assigned.

What happens if i do nothing?

If you already have access to add attachments, you continue to have remove and change access as well.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/8014183.html>

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
<p>Prior to 2024R2 only two tasks are available for adding attachments for supplier invoice and invoice adjustment:</p> <ul style="list-style-type: none">• Add Attachment for Supplier Invoice Adjustment (Task)• Add Attachment for Supplier Invoice (Task)	<p>The new security sub-domain enables you to limit a user's actions only to adding attachments to supplier invoices and adjustments and not editing or removing attachments from them by creating two tasks allowing only allowed persons to change attachments which is configured based on security group. Available tasks now:</p> <ul style="list-style-type: none">• Add Attachment for Supplier Invoice Adjustment (Task)• Add Attachment for Supplier Invoice (Task)• Add/Change Attachment for Supplier Invoice (Task)• Add/Change Attachment for Supplier Invoice Adjustment (Task)	<p>Y/N: No</p> <p>Impact description:</p> <p>There is no impact unless the change is done. If you have access to add attachments, you will continue to have remove and change access as well.</p>

Effort

3 hours

Analyze impact of the new security domains and make changes to domain security.

Defect link

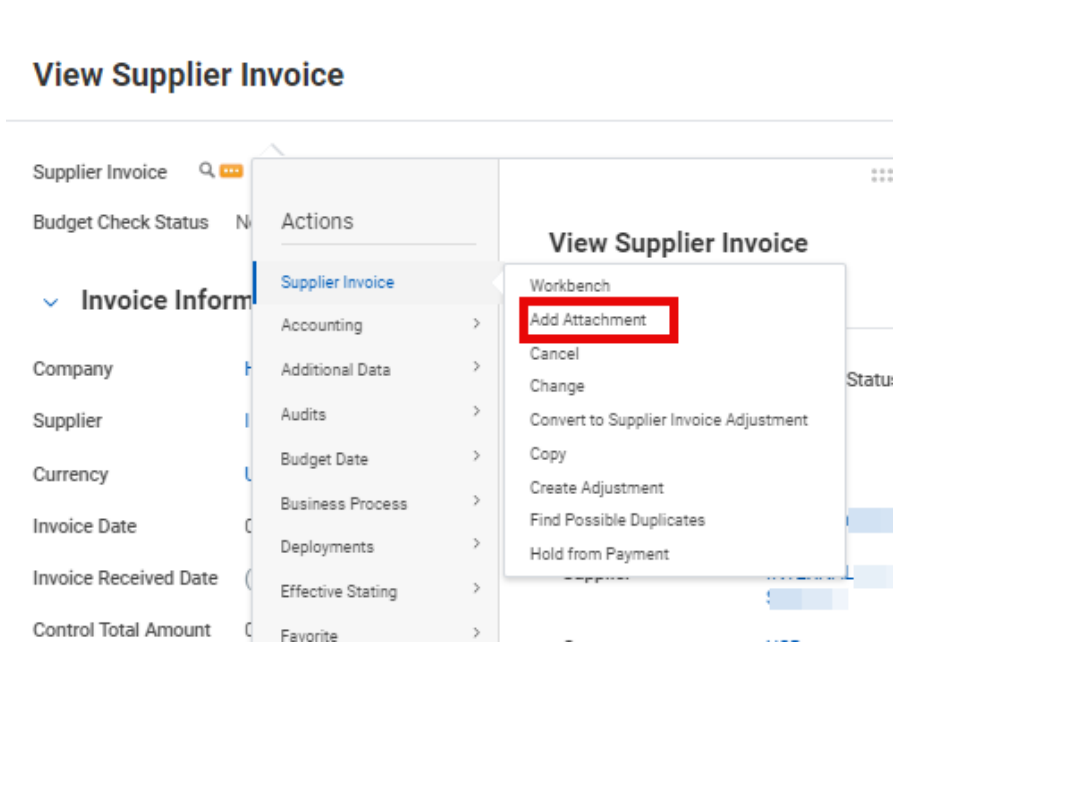
N/A

Community link

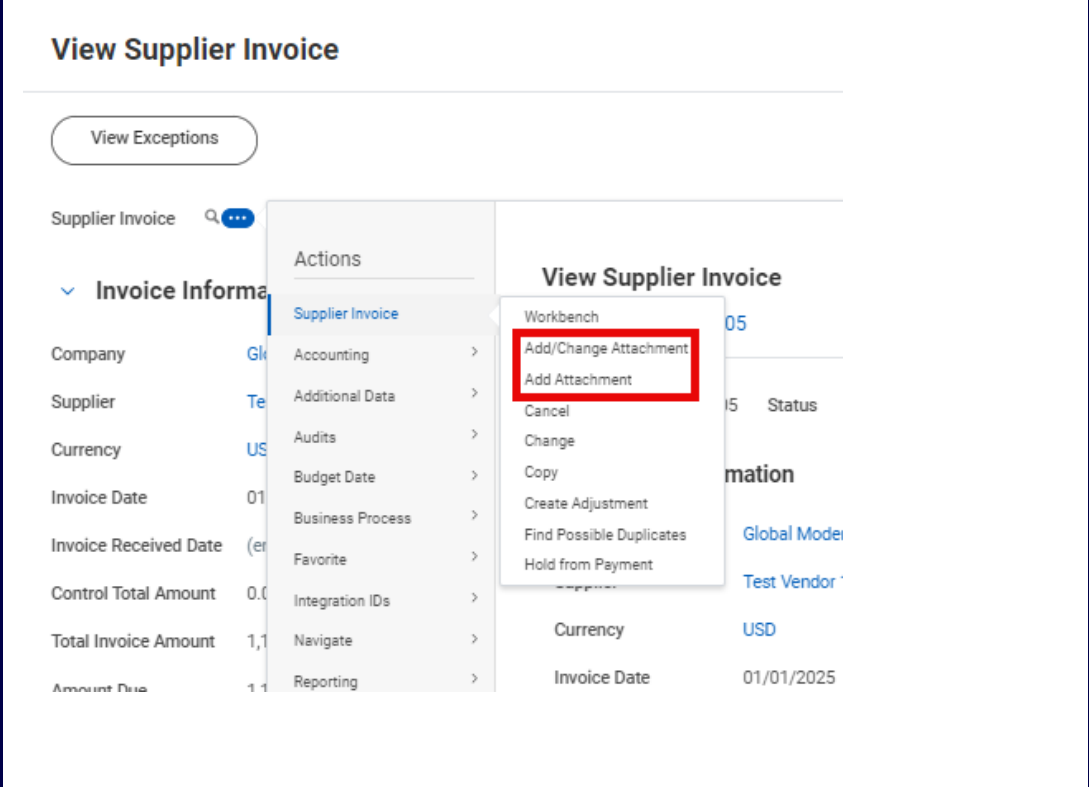
<https://doc.workday.com/release-notes/en-us/finsa/8014183.html>

Workday release 2 setup based features

Before release



After release



Hold reasons for supplier invoices and invoice adjustments

What's changing

With the 2024R2 release, Workday enables you to specify a configurable reason code when you place a supplier invoice or supplier invoice adjustment on hold from payment.

Additional considerations

Workday delivers these new tasks, web services, and custom report fields for this feature:

- Maintain Supplier Invoice Hold Reasons task
- On Hold check box and Hold Reason on the Create, Change, Edit, Delete, View Supplier Invoice and Supplier Invoice Adjustment tasks
- Get Invoice Hold Reasons web service
- Put Invoice Hold Reasons web service
- Hold Reason custom report field

What do i need to do?

Use the Maintain Supplier Invoice Hold Reasons task to add hold reasons to your tenant.

What happens if i do nothing?

If you do nothing, you can't use supplier invoice hold reasons in your tenant, but you are still able to place invoices and invoice adjustments on hold.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/7717941.html>

Hold reasons for supplier invoices and invoice adjustments (cont.)

Additional considerations

Workday also update these web services to support this feature:

- Import Supplier Invoice
- Submit Supplier Invoice
- Import Supplier Invoice Adjustment
- Submit Supplier Invoice Adjustment

As you configure supplier invoice hold reasons, consider:

- Workday doesn't deliver any default invoice hold reasons to customer tenants. You have the flexibility to add the hold reasons that make the most sense for your business needs.
- This field is not automatically delivered in the Find Supplier Invoices report. If you want to add the Supplier Invoice Hold Reason to this report, copy the standard report and add the field to the report columns.
- You can use custom validations on the supplier invoice to require a hold reason when a supplier invoice or invoice adjustment is on hold.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/7717941.html>

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
There is no on hold reason option available for supplier invoice and invoice adjustment.	You can configure the on-hold reasons for supplier invoice and invoice adjustments.	<div>Y/N: No</div> <div>Impact description:</div> <div>If you don't configure the changes, you won't be able to use on hold reason, but you can still place invoices on hold.</div>

Effort

3 hours*

Scope is dependent on number of on-hold reasons and number of invoices that would require updating.

Defect link

N/A

Community link

<https://doc.workday.com/release-notes/en-us/finsa/7717941.html>

Workday release 2 setup based features

Before release

Change Supplier Invoice

Supplier Invoice

Invoice Number

Payment Status

Unpaid

Budget Check Status

Not Required

Invoice Information

Company

Supplier

Remit-To Connection

Currency

Invoice Date

Invoice Received Date

Control Total Amount

Total Invoice Amount

Freight Amount

Other Charges

Worktag Split Template

Tax-Only

Terms and Taxes

Payment Terms

Discount Amount Override

Discount Date

Discount Date Override

Due Date

Due Date Override

Invoice Reference Information

Ship-To Address

Handling Code

On Hold

Supplier Document Received

Supplier's Invoice Number

After release

Maintain Supplier Invoice Hold Reasons

2 items

Hold Reason	Description	Inactive	Usage Count
...	Waiting for Additional Documents		0
...	Test Reason		0

Change Supplier Invoice

Supplier Invoice

Invoice Number

Payment Status

Unpaid

Budget Check Status

Error

1 Alert

Invoice Information

Company

Supplier

Remit-To Connection

Currency

Invoice Date

Invoice Received Date

Control Total Amount

Terms and Taxes

Payment Terms

Discount Amount Override

Discount Date

Discount Date Override

Due Date

Due Date Override

Default Payment Type

Invoice Reference Information

Ship-To Address

Handling Code

On Hold

Hold Reason

Supplier Document Received

Supplier's Invoice Number

External PO Number

Ship-From and Bill-From addresses on supplier invoices and supplier invoice adjustments

What's changing

With the 2024R2 release, Workday adds ship-from and bill-from addresses to the header and invoice lines of supplier invoices and supplier invoice adjustments. This enables you to send ship-from and bill-from addresses to third party tax software and helps you to calculate tax accurately.

Additional considerations

Workday adds bill-from and ship-from address fields to the supplier invoice header and a ship-from address field to supplier invoice lines when you:

- Create a supplier invoice or a supplier invoice adjustment from a customer invoice (direct intercompany).
- Create a supplier invoice from a purchase order using the Create Invoice from Purchase Order task.

What do i need to do?

To use this feature, you need to opt in:

- In Edit Tenant Setup - Financials, for Tax Options, select the Enable Address Level Tax Details check box.
- In Edit Supplier Accounts Options, select the Enable Bill-From and Ship-From Address on Supplier Invoice Document check box.

What happens if i do nothing?

If you don't opt in, you won't be able to use Ship-From and Bill-From addresses on your supplier invoices and supplier invoice adjustments.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/7717933.html>

Ship-From and Bill-From addresses on supplier invoices and supplier invoice adjustments (cont.)

Additional considerations (cont.)

Workday updates these Supplier Accounts tasks with ship-from and bill-from addresses:

- Cancel Supplier Invoice Adjustment
- Confirm Cancel Supplier Invoice Document
- Create Recurring Supplier Invoice
- Create Supplier Invoice (or edit, review, revise, correct, or change)
- Edit Supplier Accounts Options
- Supplier Invoice Workbench

Workday updates these web services with bill-from and ship-from addresses:

- Import Supplier Invoice Web Service
- Put and Get Supplier Account Options Web Service
- Put Supplier Invoice Text only web service
- Submit and Get Supplier Invoice Adjustment web service
- Submit and Get Supplier Invoice

They deliver these report fields (secured to the Public Reporting Items domain) on supplier invoices and supplier invoice adjustments:

- Bill-From Address
- Line Ship From Address
- Ship-From Address

Community link

<https://doc.workday.com/release-notes/en-us/finsa/7717933.html>

Workday 2024 release 2 automatically available features

Prior to 2024 release 1	Post 2024 release 2	Impact
Ship-From and Bill-From Addresses are not addable in supplier invoice and invoice adjustments .	You can now add Ship-From and Bill-From Addresses in supplier invoice and invoice adjustments.	<div>Y/N: No</div> <div>Impact description:</div> <p>You won't be able to add Ship-From and Bill-From Addresses in the supplier invoice and invoice adjustments, but you can process all tasks as usual.</p>

Effort

<Hours>

Additional description if applicable

Defect link

<Hyperlink here if applicable>

Community link

<https://doc.workday.com/release-notes/en-us/finsa/7717933.html>

Workday release 2 setup based features

Before release

Change Supplier Invoice

Supplier Invoice Invoice Number Payment Status Unpaid Budget Check Status Not Required

Invoice Information

Company *

Supplier *

Remit-To Connection (empty)

Currency *

Invoice Date *

Invoice Received Date

Control Total Amount

Terms and Taxes

Payment Terms *

Discount Amount Override 0.00

Discount Date (empty)

Discount Date Override

Due Date 09/21/2024

Due Date Override

Default Payment Type Check

Override Payment Type

Invoice Reference Information

Ship-To Address

Handling Code

On Hold ☒

Supplier Document Received ☐

Supplier's Invoice Number

External PO Number

Referenced Invoices

After release

Change Supplier Invoice

Supplier Invoice Invoice Number Payment Status Unpaid Budget Check Status Error Alert

Invoice Information

Company *

Supplier *

Remit-To Connection (empty)

Currency *

Invoice Date *

Invoice Received Date

Control Total Amount

Terms and Taxes

Payment Terms *

Discount Amount Override

Discount Date (empty)

Discount Date Override

Due Date 01/01/2025

Due Date Override

Default Payment Manual

Invoice Reference Information

Ship-To Address

Bill-From Address

Ship-From Address

Handling Code

On Hold ☐

Supplier Document Received ☐

Supplier accounts hub

What's changing

With the 2024R2 release, Workday delivers a central workspace for the Accounts Payable organization to access all frequently used tasks, reports, and metrics.

Additional considerations

Workday delivers these new reports to enable you to set up and maintain the Hub:

- Maintain Hubs
- Supplier Accounts Hub

Workday enables you to add Supplier Accounts Hub as a worklet using Maintain Dashboards - Home.

They have updated these domain security policies to enable you to view the Hub, reports, and metrics:

- Reports: Supplier Accounts
- View: Supplier Accounts Hub
- View: Supplier Accounts Hub Manager Metrics

What do i need to do?

- Maintain Hubs - configure the Supplier Accounts Hub to meet your business requirements. From here you can:
 - Configure Overview to create and edit announcements and manage the sections and cards on the hub Overview page.
 - Use Customize Hub Navigation to override sidebar navigation item titles.
 - Use Configure Suggested Links to configure links to custom reports and related tasks that you want users to access from the Supplier Accounts Hub.
 - If you want to use the links Workday delivers, select the Use Default Settings option.
 - If you want to include additional links or remove links on the default settings, choose the Configurable tab.
 - Note: There is no option to automatically combine both lists. You must add default suggested links manually to the configured list if you want to make additions or deletions.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/8014184.html>

Supplier accounts hub (cont.)

Additional considerations (cont.)

Workday also delivers these new report fields that you can use in custom reports for the Hub:

- Invoice Entry Date to Submit Date Days: the number of days between the date you create a supplier invoice and the date you submit it.
- Supplier Invoice Creation Date: the date on which you create the supplier invoice.
- Supplier Invoice Document Source: the external or internal source of the supplier invoice.
- Supplier Invoice Purchase Type: the type of purchase for the supplier invoice.

What do i need to do?

- Enable and configure - Domain Security for the following domains:
 - Reports: Supplier Accounts
 - View: Supplier Accounts Hub
 - View: Supplier Accounts Manager Metrics - View
- (Optional) Add the Supplier Accounts Hub as a Worklet using Maintain Dashboards - Home.
- (Optional) Navigate to My Account > Change Preferences to set up the Supplier Accounts Hub as your Workday home page.

What happens if i do nothing?

You continue to be able to access individual tasks and reports via Workday global search. You don't have access to new card metrics under the Manager Metrics section of the Supplier Accounts Hub.

Community link

<https://doc.workday.com/release-notes/en-us/finsa/8014184.html>

Workday 2024 release 2 setup based features

Prior to 2024 release 1	Post 2024 release 2	Impact
These is no Supplier Accounts Hub. All tasks are available as individual tasks.	<p>Supplier Accounts Hub available with all related tasks and reports like:</p> <ul style="list-style-type: none">• Supplier Invoice Workbench• Create Supplier Invoice• Create Supplier Invoice Adjustment• Find Supplier Invoices• Find Supplier Requests• Find Supplier Invoice History, etc.	<p>Y/N: No</p> <p>Impact description:</p> <p>Without configuring you can continue to access individual tasks and reports via Workday global search. You won't have access to new card metrics under the Manager Metrics section of the Supplier Accounts Hub.</p>

Effort 10 hours*

Scope is dependent on number of custom reports and tasks included in the hub. Net new reports would have to be scoped separately.

Defect link

Community link <https://doc.workday.com/release-notes/en-us/finsa/8014184.html>

Workday release 2 setup based features

Before release

N/A

After release

Supplier Accounts hub

Overview

Work Area Overview

My Work Queue

Upload and Scan

Email Ingestion

Processor Metrics

Pending Approval

Cycle Times

Manager Metrics

Work Area Manager ...

Find...

Supplier Invoices

Supplier Invoice Hist...

Supplier Invoice Req...

Recurring Supplier In...

My Supplier Invoice ...

Suggested Links

Supplier Invoice Wor...

Create Supplier Invoice Workbench

Create Supplier Invoi...

Create Recurring Sup...

Record Supplier Refu...

Create Supplier Dow...

Filter

Welcome to Supplier Accounts Hub

Test Message

Read More

Tasks and Reports

Tasks

Supplier Invoice Workbench

Create Supplier Invoice

Create Supplier Invoice Adjustment

Record Supplier Refund

Create Recurring Supplier Invoice

Supplier Invoice Reports

Find Supplier Invoices

Find Supplier Invoice Requests

Find Recurring Supplier Invoices

Find Supplier Invoice History

Supplier Invoices in Match Exception

Other Reports

My Supplier Invoice Requests

Find Suppliers

Find Receipts

Find Purchase Orders

Find Payments

Thank you