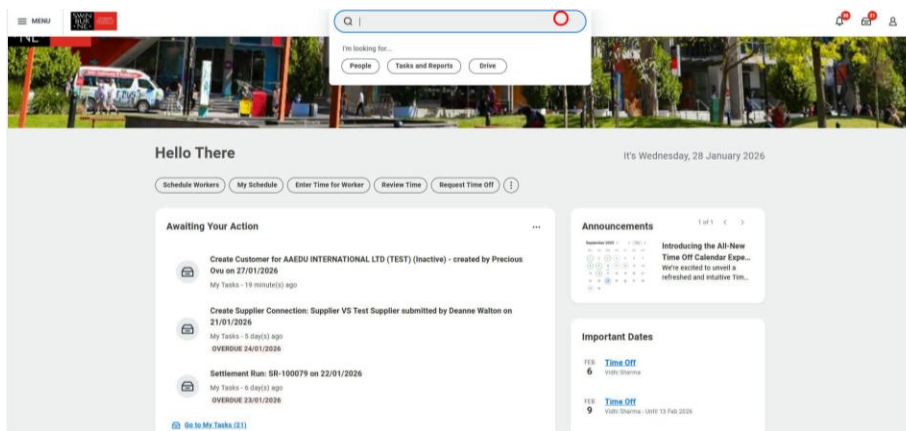


Create an Invoice Adjustment

This guide helps users create and submit a price adjustment to increase liability on a supplier invoice, including searching for the invoice, specifying adjustment details, updating tax calculations, and attaching supporting documentation. The process ensures accurate financial records and proper documentation of invoice modifications in the system.

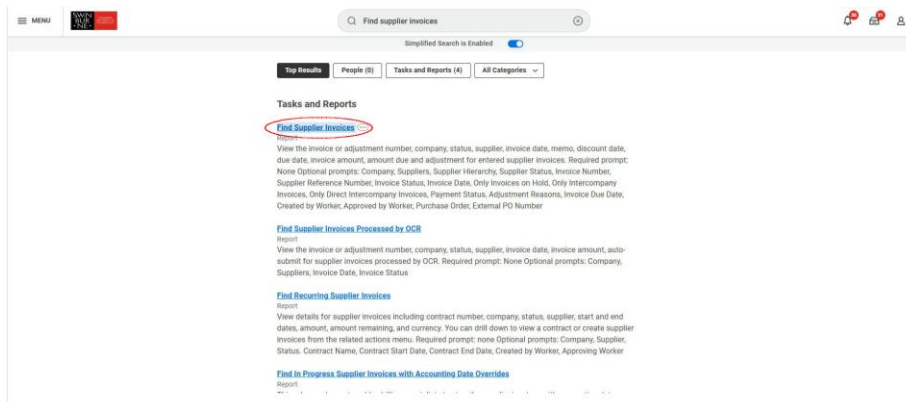
Step 1:

In the Workday Financials Supplier Portal, type **'Find Supplier Invoices'** in the search bar and press **Enter**.



Step 2:

Select the **'Find Supplier Invoices'** task from the search results.



Step 3:

Click **'OK'** to search for your supplier invoices.

The screenshot shows a search form titled "Find Supplier Invoices". It contains several input fields for filtering: Company, Supplier, Supplier Hierarchy, Supplier Status, Invoice Number, Supplier's Invoice Number, Invoice Status, Invoice Date On or After (28/12/2025), Invoice Date On or Before (DD/MM/YYYY), Invoice On Hold, Intercompany Invoice, Direct Intercompany, Down Payment, Tax Only, and Payment Status. At the bottom, there are "OK" and "Cancel" buttons. The "OK" button is circled in red.

Step 4:

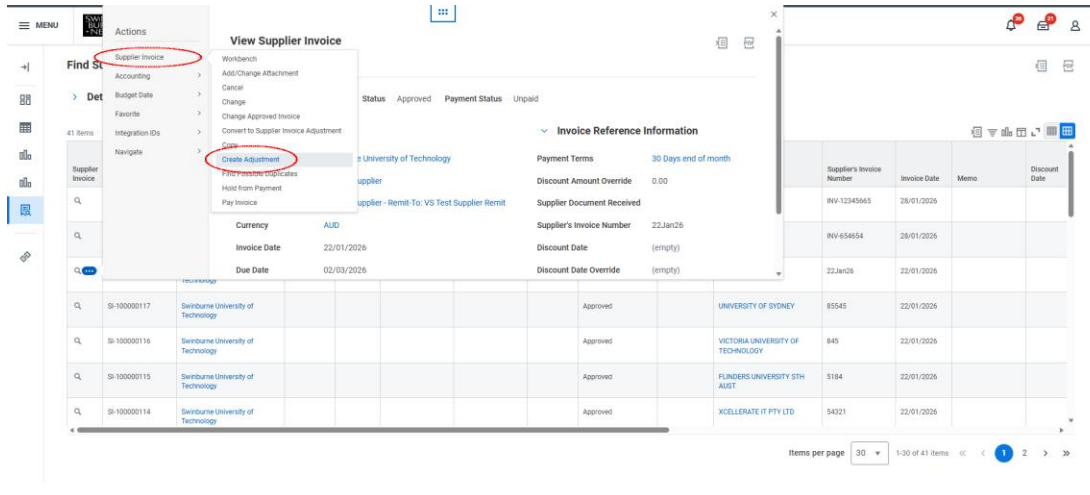
Locate the **invoice** from the search results and click **Related Actions** '...' next to the invoice.

The screenshot shows a table of search results for "Find Supplier Invoices". The table has columns for Supplier Invoice, Invoice Number, Company, Direct Intercompany, Tax Only, Status, Cancel Date, Supplier, Supplier's Invoice Number, Invoice Date, Memo, and Discount Date. The first row is highlighted, and a red box highlights the "Related Actions" icon (three dots) next to the invoice number "SI-100000119".

Supplier Invoice	Invoice Number	Company	Direct Intercompany	Tax Only	Status	Cancel Date	Supplier	Supplier's Invoice Number	Invoice Date	Memo	Discount Date
Q	SI-100000119	Swinburne University of Technology			Approved		VS Test Supplier	23Jan26	22/01/2026		
Q	SI-100000117	Swinburne University of Technology			Approved		UNIVERSITY OF SYDNEY	8545	22/01/2026		
Q	SI-100000116	Swinburne University of Technology			Approved		VICTORIA UNIVERSITY OF TECHNOLOGY	845	22/01/2026		
Q	SI-100000115	Swinburne University of Technology			Approved		FLINDERS UNIVERSITY STH AUST	5184	22/01/2026		
Q	SI-100000114	Swinburne University of Technology			Approved		KCELLERATE IT PTY LTD	54321	22/01/2026		
Q	SI-100000113	Swinburne University of Technology			In Progress		FCM TRAVEL SOLUTIONS	1234567	22/01/2026		
Q	SI-100000112	Swinburne University of Technology			In Progress		FCM TRAVEL SOLUTIONS	123456	22/01/2026		

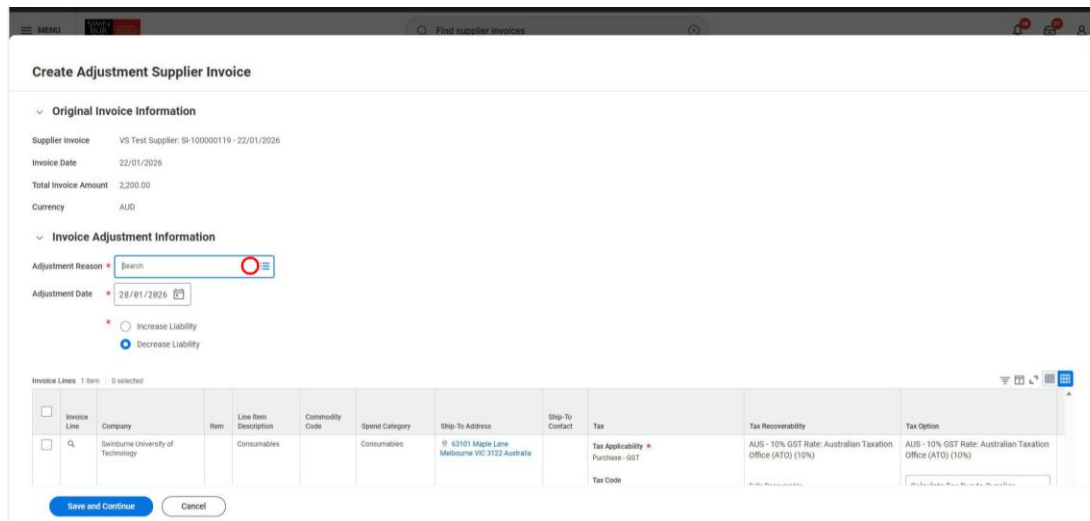
Step 5:

Hover over 'Supplier Invoice' in the Actions menu and select 'Create Adjustment' from the list.



Step 6:

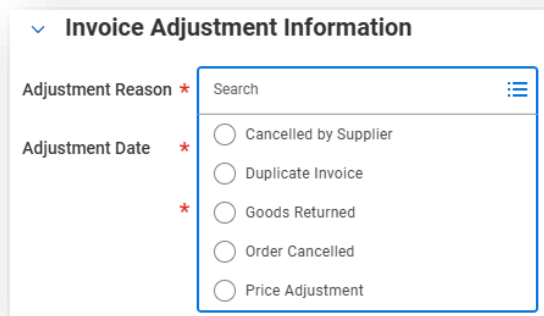
In the 'Adjustment Reason' field select the appropriate **reason for the credit note** from the list of options, e.g. **Price Adjustment**.



Note:

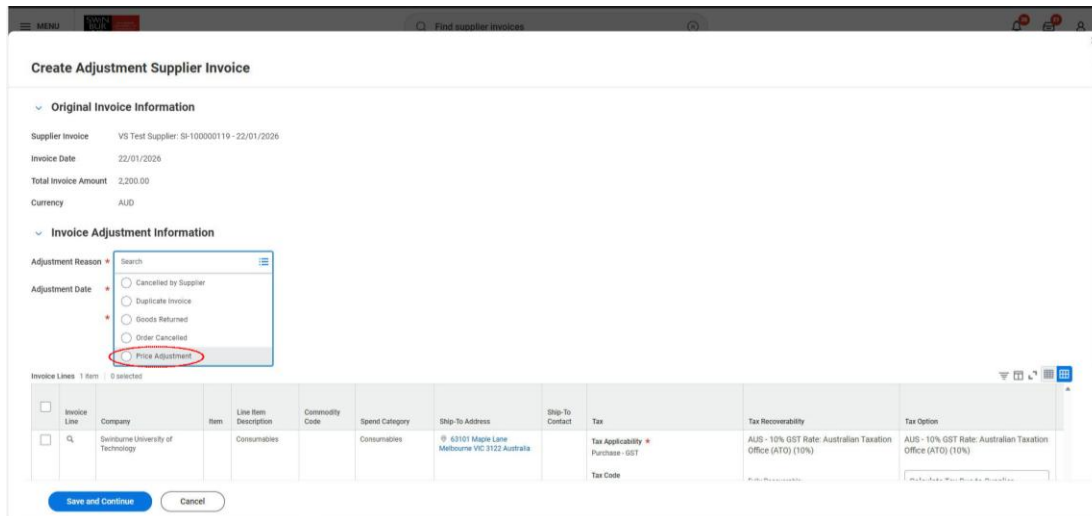
In the '**Adjustment Reason**' field, select the appropriate reason for the credit note from the list of options.

- **Cancelled by Supplier** - when cancelled by the supplier
- **Duplicate Invoice** - when there is a duplicate invoice
- **Goods Returned** - when the goods are returned in full or part thereof
- **Order Cancelled** - when the order is cancelled
- **Price Adjustment** - for credit notes and invoice adjustments



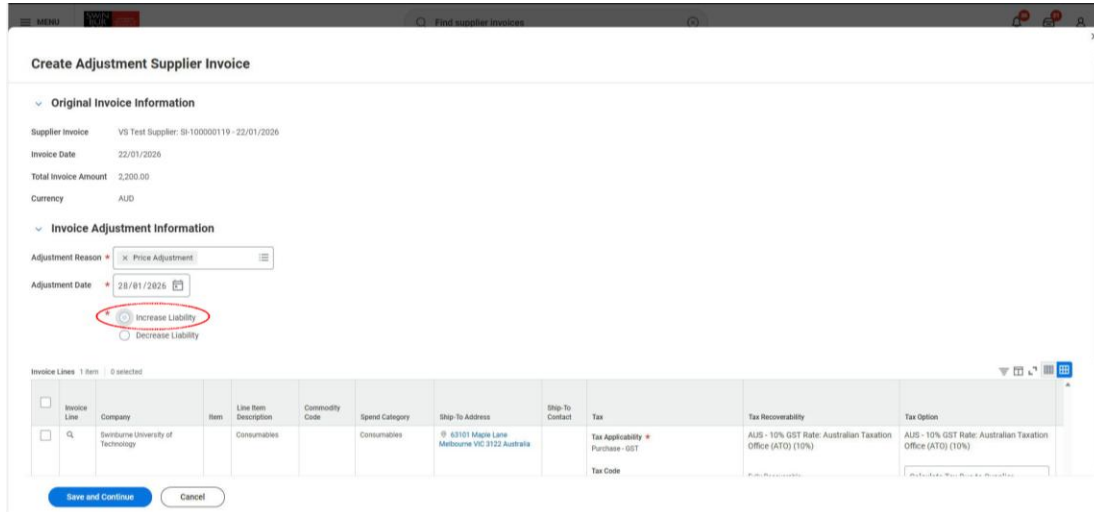
Step 7:

Select '**Price Adjustment**' from the dropdown to specify the adjustment reason.



Step 8:

Select '**Increase Liability**' to indicate the adjustment will increase the invoice amount.



Create Adjustment Supplier Invoice

Original Invoice Information

Supplier Invoice: VS Test Supplier: SI-100000119 - 22/01/2026
Invoice Date: 22/01/2026
Total Invoice Amount: 2,200.00
Currency: AUD

Invoice Adjustment Information

Adjustment Reason: Price Adjustment
Adjustment Date: 28/01/2026
 Increase Liability
 Decrease Liability

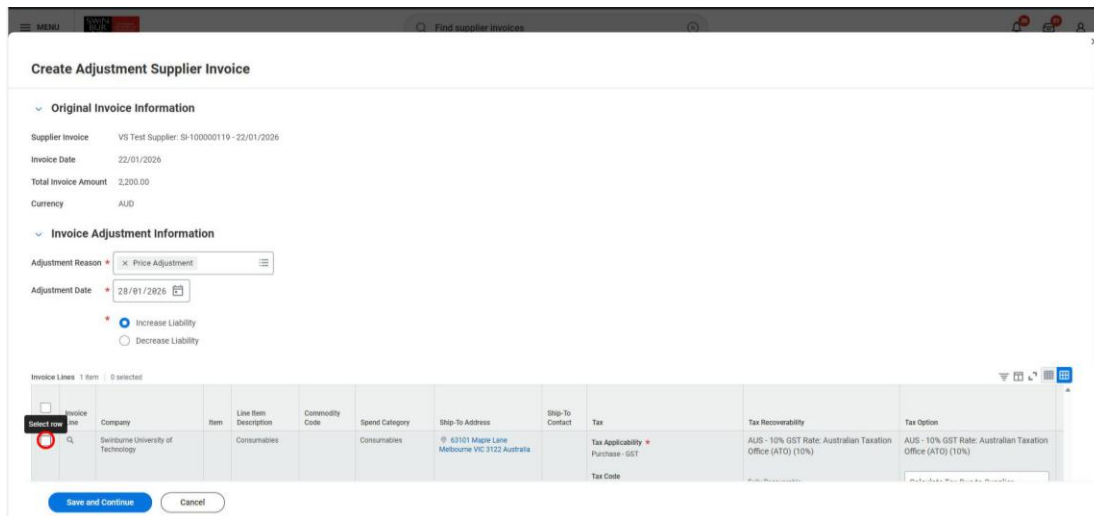
Invoice Lines: 1 item | 0 selected

Invoice Line	Company	Item	Line Item Description	Commodity Code	Spent Category	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option
<input type="checkbox"/>	Q	Swinburne University of Technology	Consumables		Consumables	63101 Maple Lane Melbourne VIC 3122 Australia		Tax Applicability: Purchase - GST Tax Code	AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%)	AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%)

Save and Continue Cancel

Step 9:

Click the **checkbox** next to the invoice line item.



Create Adjustment Supplier Invoice

Original Invoice Information

Supplier Invoice: VS Test Supplier: SI-100000119 - 22/01/2026
Invoice Date: 22/01/2026
Total Invoice Amount: 2,200.00
Currency: AUD

Invoice Adjustment Information

Adjustment Reason: Price Adjustment
Adjustment Date: 28/01/2026
 Increase Liability
 Decrease Liability

Invoice Lines: 1 item | 0 selected

Invoice Line	Company	Item	Line Item Description	Commodity Code	Spent Category	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option
<input checked="" type="checkbox"/>	Q	Swinburne University of Technology	Consumables		Consumables	63101 Maple Lane Melbourne VIC 3122 Australia		Tax Applicability: Purchase - GST Tax Code	AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%)	AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%)

Save and Continue Cancel

Step 10:

Click 'Save and Continue' to save the invoice adjustment and proceed to the next step.

Create Adjustment Supplier Invoice

Original Invoice Information

Supplier Invoice: VS Test Supplier: SI-100000119 - 22/01/2026
Invoice Date: 22/01/2026
Total Invoice Amount: 2,200.00
Currency: AUD

Invoice Adjustment Information

Adjustment Reason: Price Adjustment
Adjustment Date: 28/01/2026
 Increase Liability
 Decrease Liability

Invoice Lines: 1 item | 1 selected

Invoice Line	Company	Item	Line Item Description	Commodity Code	Spent Category	Ship To Address	Ship To Contact	Tax	Tax Recoverability	Tax Option
1	Swinburne University of Technology		Consumables		Consumables	61101 Main Lane, Melbourne VIC 3122 Australia		Tax Applicability: Purchase - GST	AUD - 10% GST Rate Australian Taxation Office (ATO) (10%)	AUD - 10% GST Rate Australian Taxation Office (ATO) (10%)

Save and Continue Cancel

Step 11:

Scroll down to view further fields.

Edit Supplier Invoice Adjustment

Supplier Invoice Adjustment: Invoice Adjustment Number: SI-100000121

Invoice Adjustment Information

Company: Swinburne University of Technology
Supplier: VS Test Supplier
Remit-To Connection: VS Test Supplier Remit
Currency: AUD
 Increase Liability
 Decrease Liability
Adjustment Reason: Price Adjustment
Adjustment Date: 28/01/2026
Adjustment Received Date: DD/MM/YYYY
Due Date: 02/03/2026
Due Date Override: 02/03/2026
Control Total Amount: 0.00

Invoice Adjustment Reference Information

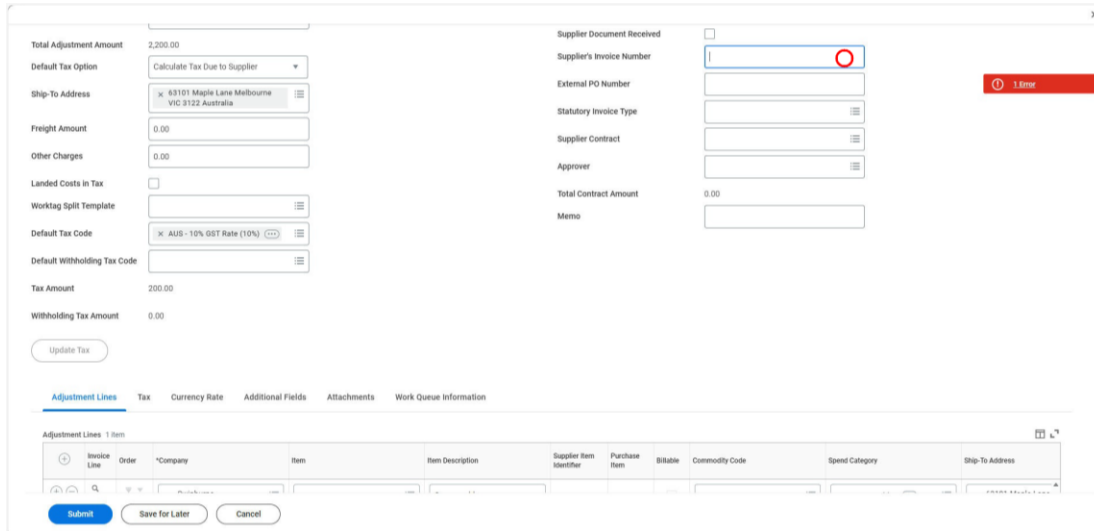
Reference Invoice: VS Test Supplier: SI-100000119 - 22/01/2026
Payment Terms: 30 Days end of month
Discount Amount Override: 0.00
Default Payment Type: EFT Payments
Override Payment Type:
Reference Type:
Originating Country Payment Purpose:
Receiving Country Payment Purpose:
Handling Code:
On Hold:
Discount Date: (empty)
Discount Date Override: DD/MM/YYYY

1 Error

Submit Save for Later Cancel

Step 12:

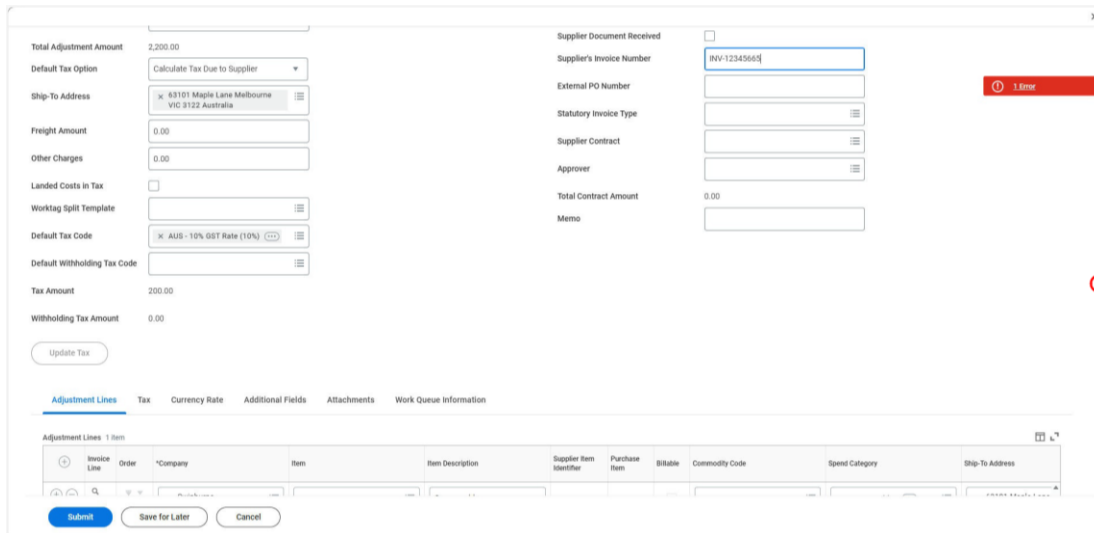
In the **'Supplier's Invoice Number'** field, enter the supplier's invoice number.



The screenshot shows the 'Supplier's Invoice Number' field in the 'Supplier Document Received' section. The field is empty and highlighted with a red circle. The form includes various other fields such as 'Total Adjustment Amount' (2,200.00), 'Default Tax Option' (Calculate Tax Due to Supplier), 'Ship-To Address' (63101 Maple Lane Melbourne VIC 3122 Australia), 'Freight Amount' (0.00), 'Other Charges' (0.00), 'Landed Costs in Tax' (checkbox), 'Worktag Split Template', 'Default Tax Code' (AUS - 10% GST Rate (10%)), 'Default Withholding Tax Code', 'Tax Amount' (200.00), and 'Withholding Tax Amount' (0.00). The 'Supplier Document Received' section also includes 'External PO Number', 'Statutory Invoice Type', 'Supplier Contract', 'Approver', 'Total Contract Amount' (0.00), and 'Memo'. The 'Adjustment Lines' table is visible at the bottom, showing one item.

Step 13:

Scroll down to view additional invoice line details.



The screenshot shows the 'Supplier's Invoice Number' field in the 'Supplier Document Received' section. The field now contains the value 'INV12345665' and is highlighted with a red circle. The form includes various other fields such as 'Total Adjustment Amount' (2,200.00), 'Default Tax Option' (Calculate Tax Due to Supplier), 'Ship-To Address' (63101 Maple Lane Melbourne VIC 3122 Australia), 'Freight Amount' (0.00), 'Other Charges' (0.00), 'Landed Costs in Tax' (checkbox), 'Worktag Split Template', 'Default Tax Code' (AUS - 10% GST Rate (10%)), 'Default Withholding Tax Code', 'Tax Amount' (200.00), and 'Withholding Tax Amount' (0.00). The 'Supplier Document Received' section also includes 'External PO Number', 'Statutory Invoice Type', 'Supplier Contract', 'Approver', 'Total Contract Amount' (0.00), and 'Memo'. The 'Adjustment Lines' table is visible at the bottom, showing one item.

Step 14:

The 'Adjustment Lines' tab is the default. Scroll across to locate the fields you need to edit.

Note:

Depending on what edits you need to make, you may need to adjust the **quantity**, **unit of measure**, **unit cost**, or **extended amount**.

When you edit any of these fields, you'll need to click '**Update Tax**' to recalculate the tax amount.

Step 15:

In the 'Extended Amount' field, enter the **amount** the line item has increased by.

The screenshot shows the 'Adjustment Lines' form with the following details:

- Default Withholding Tax Code: [Dropdown]
- Tax Amount: 200.00
- Withholding Tax Amount: 0.00
- Buttons: Update Tax, Submit, Save for Later, Cancel
- Navigation: Adjustment Lines, Tax, Currency Rate, Additional Fields, Attachments, Work Queue Information
- Table:

Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount	Memo	*Cost Center
Tax Applicability: AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%) Purchase - GST Tax Code: AUS - 10% GST Rate (10%) Withholding Tax Code: [Dropdown] Tax Point Date Type: Invoice/Adjustment Date Tax Point Date: [Dropdown]	Fully Recoverable	Calculate Tax Due to Supplier	0	[Dropdown]	0.00	2,000.00		CC2030 Finance

Step 16:

In the 'Memo' field, enter a description of what edits you are making, e.g. This is the invoice adjustment amount.

The screenshot shows the 'Adjustment Lines' form with the following details:

- Default Withholding Tax Code: [Dropdown]
- Tax Amount: 200.00
- Withholding Tax Amount: 0.00
- Buttons: Update Tax, Submit, Save for Later, Cancel
- Navigation: Adjustment Lines, Tax, Currency Rate, Additional Fields, Attachments, Work Queue Information
- Table:

Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount	Memo	*Cost Center
Tax Applicability: AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%) Purchase - GST Tax Code: AUS - 10% GST Rate (10%) Withholding Tax Code: [Dropdown] Tax Point Date Type: Invoice/Adjustment Date Tax Point Date: [Dropdown]	Fully Recoverable	Calculate Tax Due to Supplier	0	[Dropdown]	0.00	200.00	This is the invoice adjustment amount	CC2030 Finance

Step 17:

Click **'Update Tax'** to recalculate the tax amount.

The screenshot shows a software interface for creating an invoice adjustment. At the top, there are fields for 'Default Withholding Tax Code', 'Tax Amount' (200.00), and 'Withholding Tax Amount' (0.00). A red '1 Error' indicator is visible. A red circle highlights the 'Update Tax' button. Below this is a navigation bar with tabs: 'Adjustment Lines', 'Tax', 'Currency Rate', 'Additional Fields', 'Attachments', and 'Work Queue Information'. The 'Adjustment Lines' tab is active, showing a table with columns: Tax, Tax Recoverability, Tax Option, Quantity, Unit of Measure, Unit Cost, Extended Amount, Memo, and *Cost Center. The table contains one row with the following data: Tax: AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%); Tax Recoverability: AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%); Tax Option: AUS - 10% GST Rate: Australian Taxation Office (ATO) (10%); Quantity: 0; Unit of Measure: (empty); Unit Cost: 0.00; Extended Amount: 200.00; Memo: THIS IS THE invoice adjustment amount; *Cost Center: CC2050 Finance. Below the table are buttons for 'Submit', 'Save for Later', and 'Cancel'.

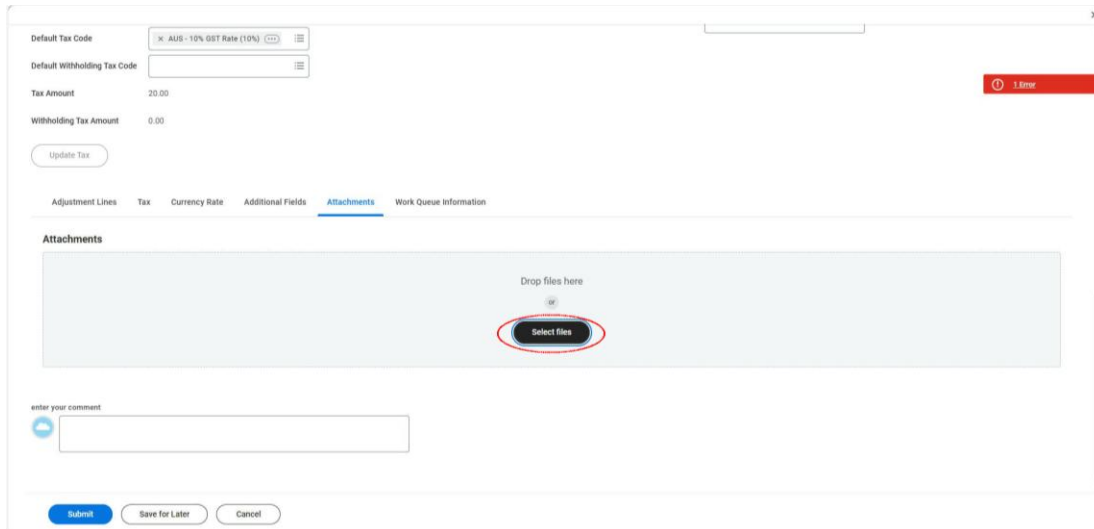
Step 18:

Click the **'Attachments'** tab to attach evidence of the increase.

The screenshot shows the same software interface as in Step 17, but the 'Attachments' tab is now selected in the navigation bar. The 'Update Tax' button is no longer highlighted. The table data remains the same as in Step 17. The 'Submit', 'Save for Later', and 'Cancel' buttons are still present at the bottom.

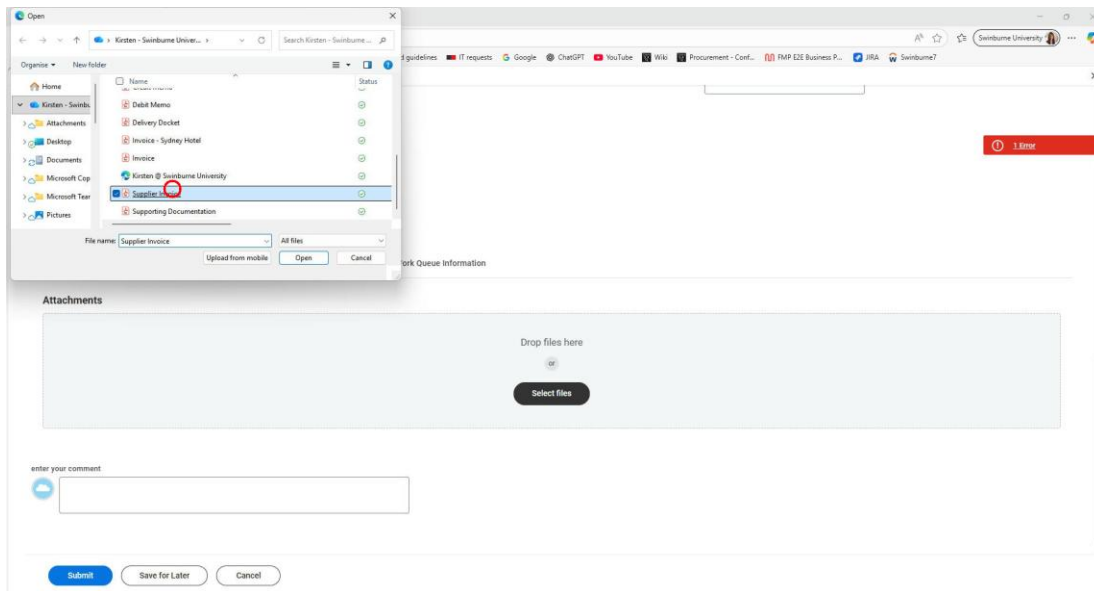
Step 19:

Click **'Select Files'** to upload supporting documents for the invoice adjustment.



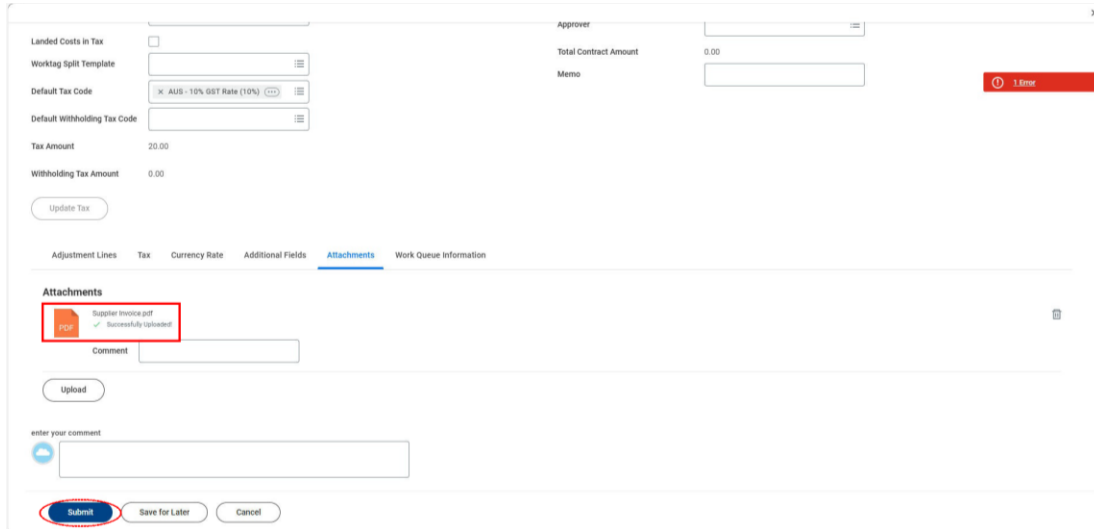
Step 20:

Select the **file** you wish to attach to the supplier invoice adjustment.



Step 21:

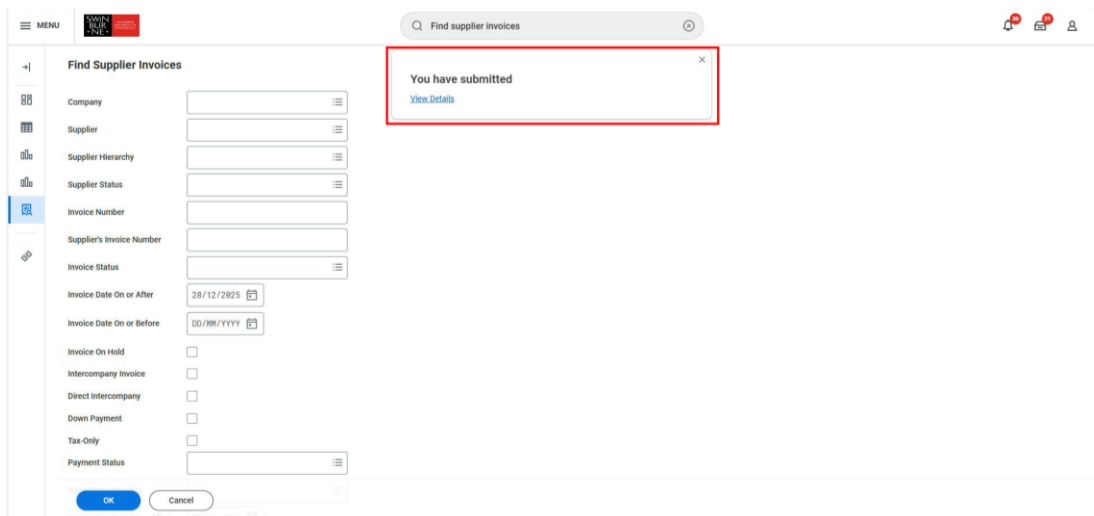
Click **'Submit'** to finalise and submit the supplier invoice adjustment with the attached documentation.



The screenshot shows a web interface for creating an invoice adjustment. The 'Attachments' tab is selected, displaying a list of uploaded files. A file named 'Supplier Invoice.pdf' is listed with a green checkmark and the text 'Successfully Uploaded'. Below the file list is a 'Comment' field and an 'Upload' button. At the bottom of the interface, the 'Submit' button is highlighted with a red circle, along with 'Save for Later' and 'Cancel' buttons. The 'Tax' section shows a tax amount of 20.00 and a withholding tax amount of 0.00. The 'Total Contract Amount' is 0.00. The 'Submit' button is also highlighted with a red circle in the top right corner of the interface.

Step 22:

A **success notification** displays, indicating the submission is sent for the relevant approvals.



The screenshot shows the 'Find Supplier Invoices' page. A success notification is displayed in a red-bordered box, stating 'You have submitted' with a 'View Details' link. The notification is positioned over the search filters. The search filters include fields for Company, Supplier, Supplier Hierarchy, Supplier Status, Invoice Number, Supplier's Invoice Number, Invoice Status, Invoice Date On or After (28/12/2025), Invoice Date On or Before (DD/MM/YYYY), Invoice On Hold, Intercompany Invoice, Direct Intercompany, Down Payment, Tax-Only, and Payment Status. The 'OK' button is highlighted with a red circle.