

### Overview

This job aid explains how to submit a direct payment to a Supplier using the Education Assistance Program (EAP) budget, and how to view your Supplier Invoice Request to make changes in Workday. An EAP Supplier Invoice Request is used to process a payment directly from Montgomery College to external institutions and/or organizations for the purpose of professional development.

All EAP expenses must be in accordance with [College Policy 35001, Compensation Programs \(XIX, A\)](#), and requires corresponding documentation to be attached. EAP requests will be processed upon final approval by the manager/supervisor of the requestor, the EAP Partner (HRSTM), and Accounts Payable (OBS). If you have any questions regarding EAP, please contact [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu).

If you have any questions related to the status of payment, please contact Accounts Payable at [AccountsPayable@montgomerycollege.edu](mailto:AccountsPayable@montgomerycollege.edu).

### Important

If the Supplier required for a direct payment is not listed, you must first complete the [Create Supplier Request](#) business process in Workday prior to submitting a Supplier Invoice Request.

Entering the wrong Supplier will delay your request. Please confirm the correct [Supplier for specific Maryland institutions](#).

For assistance with creating a Supplier, view the [Create Supplier Request Job Aid](#) or view the [Create a Supplier Demo Video](#). If you have any questions about adding a Supplier to Workday, please contact Procurement (OBS) at [Procure@montgomerycollege.edu](mailto:Procure@montgomerycollege.edu).

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### Create an EAP Supplier Invoice Request

- From the Workday search bar, enter and select **Create Supplier Invoice Request**.
- Complete the following fields at the top of the page:

**Primary Information**

Invoice Date	*	11/22/2024	
Invoice Received Date		MM/DD/YYYY	
Company	*	x Montgomery College	
Supplier	*	x University System of Maryland	
Remit-To Connection			
Currency	*	x USD	
Control Total Amount		500.00	
Supplier's Invoice Number		#000543 JANE DOE	

**Additional Information**

Ship-To Address	x	9221 Corporate Blvd Rockville, MD 20850 United States of America	
Payment Terms	x	Net 30	
Default Due Date		12/22/2024	
Reference Type			
Handling Code			
Statutory Invoice Type			
Freight Amount		0	
Tax Amount		0	
Memo		EAP Spring 25 Tuition; 1/20/25 - 5/30/25	

**Note:** Any field not listed below does not require any additional information for this process. Please do not enter/change anything if the field is already blank or has been auto-filled.

**Primary Information**

- Invoice Date:** Enter **today's date**.
- Company:** Enter **Montgomery College**.
  - No other option should be selected.
- Supplier:** Use this field to search or enter the institution/organization the payment will be sent to.
  - If the Supplier you are looking for is not listed in the system **STOP HERE** and go to the **Overview** on page one for further instruction. Return here once you have set up the Supplier.
- Currency:** **USD** has been auto-filled.
  - No other option should be selected.

**Note:** International EAP expenses cannot be paid directly by the College. If you have approved international expenses, you need to pay out of pocket and submit an Expense Report.

- Control Total Amount:** Enter the **total amount** of the EAP request.
- Supplier's Invoice Number:** Enter the **invoice number** listed on the unpaid invoice, followed by your **First and Last Name in ALL CAPS**.

## EAP Direct Payments: Create Supplier Invoice Request

### Workday Job Aid for Employees

- i. This must be a unique number and cannot be used more than once.
- ii. If this is a tuition request, please enter your **Student Account Number** for your College or University (not your MC ID Number), followed by your **First and Last Name in ALL CAPS**.

#### Additional Information

- a. **Memo:** Enter “EAP” followed by the **Item Description** and **Start and End Dates** (both are required).

- 3. Scroll down to complete the following fields within the newly added **Lines** section:

- a. Select the **Service Line** bubble.
  - i. No other option should be selected.

- b. **Item Description:** Copy and paste this from the Memo field in the Additional Information section at the top without “EAP.”
- c. **Spend Category:** Search for one of the following options. No other option should be selected other than for EAP.
  - i. **5521 – EAP – Non-MC Courses, Seminars, Conferences, Workshops and Memberships**
  - ii. **5522 – EAP Tuition – Graduate**
  - iii. **5523 – EAP Tuition – Undergraduate**

- d. **Extended Amount:** Enter the **total amount** for the EAP request.
  - i. Since multiple lines can be added, do not enter the total amount **unless** you are only entering one line.
  - ii. **Skip to Additional Worktags:** Enter **ONLY** your **Name**. No other option should be selected.

## EAP Direct Payments: Create Supplier Invoice Request

### Workday Job Aid for Employees

- iii. If a discipline appears in the Worktag, this must be removed. Click the 'X' to remove any Disciplines and/or Activities.
- e. Return to the **Cost Center**, **Fund**, and **Program** to ensure the lines reflect the following:
  - i. **Cost Center: MC0001** College Wide Operations – Benefits/Payroll Payment
  - ii. **Fund: 1110** Operating Fund
  - iii. **Program: 7000** Institutional Support
- f. **Memo:** Enter the **Item Description**.
  - i. Copy and paste from the description from the previous Memo, enter your **First Name, Last Name**, and your **Invoice Number**, OR **Student Account Number** for your College or University if this is a tuition request (not your MC ID Number).
- g. **Internal Memo:** Write your **Justification**. This must reflect how the EAP activity is related to your position and your professional development. This is required (1-2 sentences maximum).

**Reminder:** Stating “professional development” is insufficient as a justification.

- 4. (Optional) Click the **Add** button below **Lines** and repeat step 3 to add additional Service Lines, depending on your request.
  - a. Each line will total together at the top of the page.

- 5. Click the **Attachments** tab and **upload all required documents**.
  - a. The following documents are required for approval:
    - i. Your unpaid itemized invoice.
    - ii. (If applicable) A completed and signed [EAP Acknowledgement Form](#). You are required to submit one form per **Fiscal Year**.

**Note:** Remember to check the applicable Fiscal Year limits. Also, be mindful of what you may have already spent for professional development if you are now requesting tuition benefits. The balance of the invoice should match or exceed the amount you are requesting, up to the applicable maximum.

- iii. Documentation of the activity/event start and end dates. For tuition requests, this is your course schedule. Screenshots of the event registration are also acceptable.

- 6. Click **Submit** when completed.

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**View the Status of a Supplier Invoice Request**

1. From the Workday search bar, enter and select **My Supplier Invoice Requests**.
2. Remove the data from all fields.

3. Click **OK**.
4. Look for the **Request Status** column to view the request status.
  - a. This will show as either **Draft**, **In Progress**, **Approved**, or **Canceled**.

5. For a detailed view of an **In Progress** status, click the **magnifying glass** next to your pending request, under the Supplier Invoice Request column header.
6. Scroll down and click the **Process History** tab.

7. Scroll to the bottom of the **Process History** to view the person(s) your request is awaiting action from.

**Important:** If the request is awaiting action from either an EAP Partner (HRSTM) or an Accounts Payable Specialist (OBS), we ask that you await their action in Workday before reaching out.

If you must contact either teams for a status update on your request, please reach out to [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu) and/or [AccountsPayable@montgomerycollege.edu](mailto:AccountsPayable@montgomerycollege.edu) ONLY and do not contact the individual person(s) listed on the request. Not all person(s) listed for the event review EAP requests.

### What happens next?


Once you Submit the Supplier Invoice Request, the request goes to Accounts Payable, then to your Manager, then to HRSTM, and then back to Accounts Payable. **If all information is accurate and/or immediately corrected upon notification, then the process is typically complete within 5-7 business days.** For example, since OBS processes checks each week on Friday, if you submit your request on Monday, then your payment will typically be processed the following Friday.

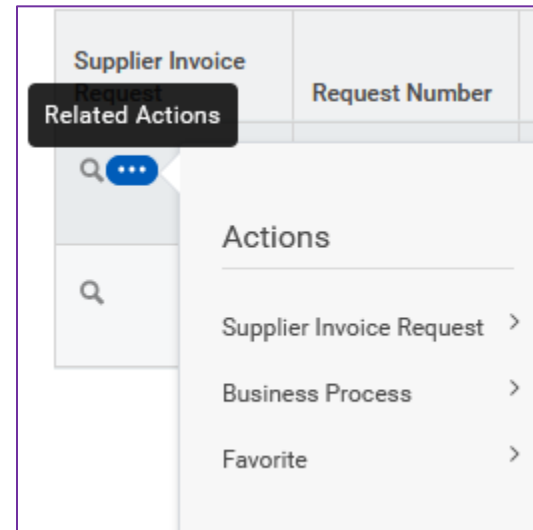
If you do not submit your request correctly and/or there are delays with making corrections, then you can expect your payment to be delayed to a subsequent Friday.

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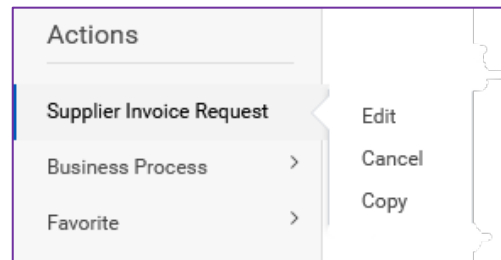
### Edit/Cancel a Supplier Invoice Requests

1. From the Workday search bar, enter and select **My Supplier Invoice Requests**.
2. Remove the data from all fields.
3. Click **OK**.

4. Click the  button to view the **Related Actions** for the request.



5. Hover over **Supplier Invoice Request** in Actions to either **Edit** or **Cancel** the request.



**Note:** **Copy** can be used to duplicate the existing request to create a new one. Be cautious using this feature since all requests must have a different **Invoice Number**.

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