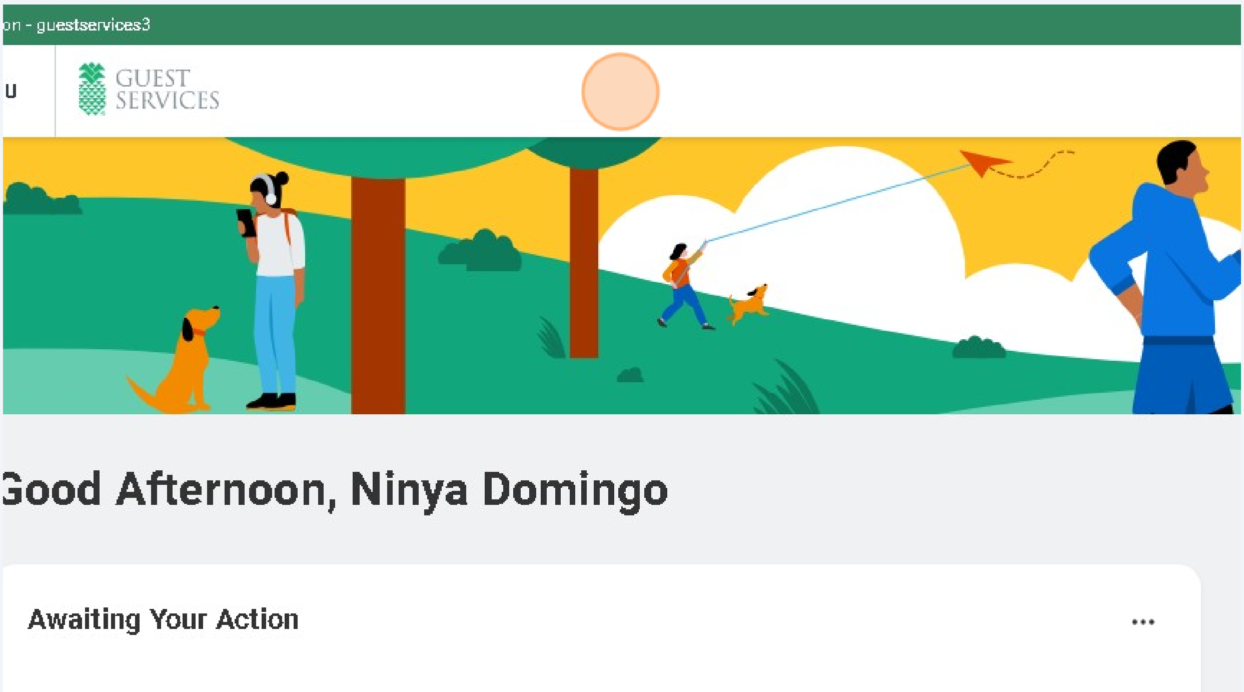
How To Look Up Supplier Payment History

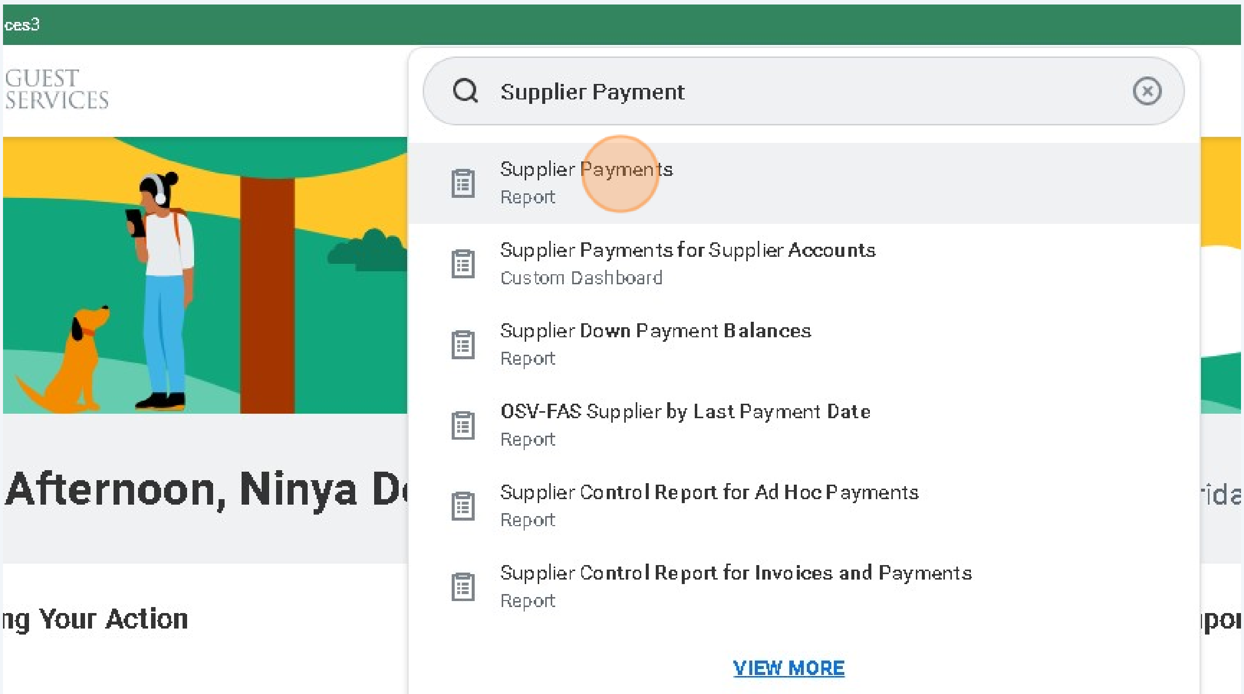
1 Navigate to https://wd5-impl.workday.com/guestservices3/d/home.htmld

2 Click the "Search" field.

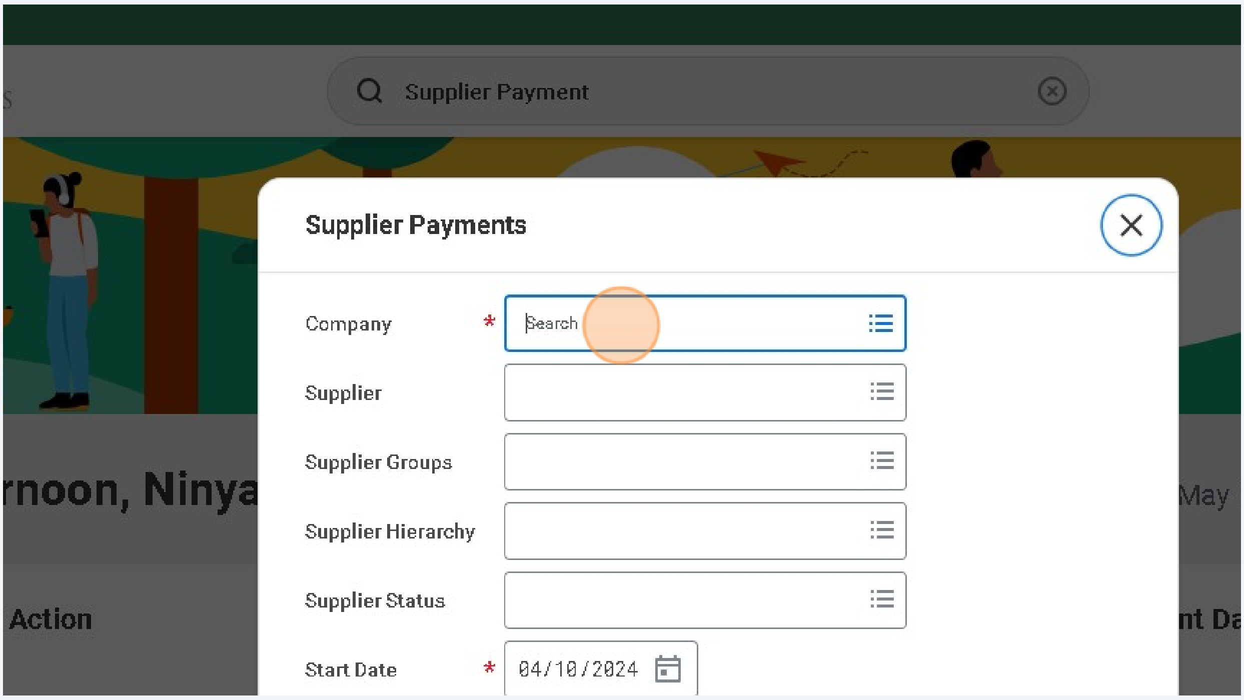


3 Type "Supplier Payment"

4 Click "Supplier Payments"

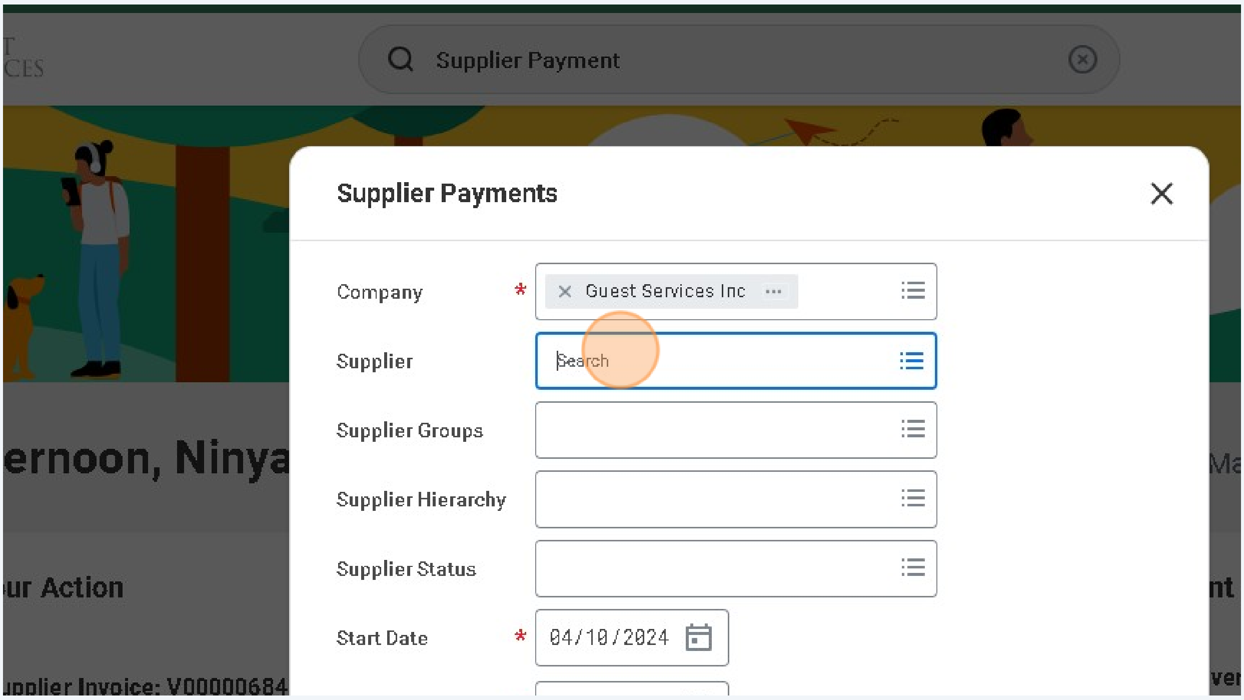


5 Click the "Company" field.



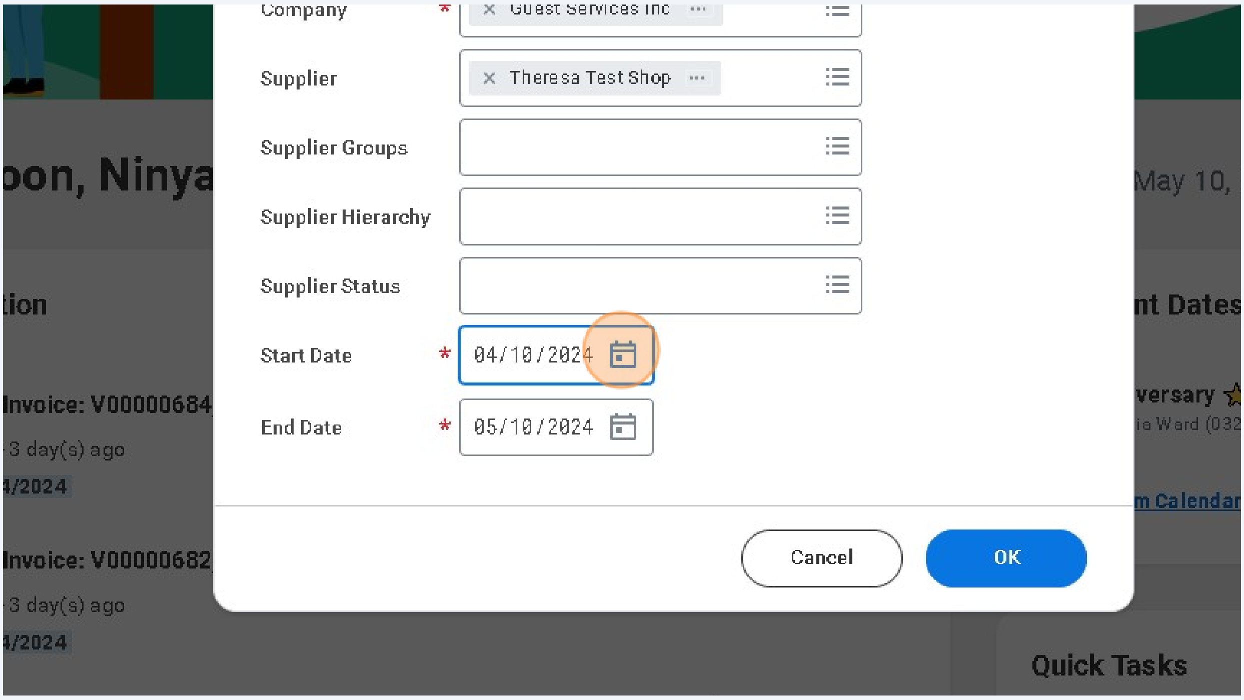
6 Type "GSI then click**enter**"

7 Click the "Supplier" field.

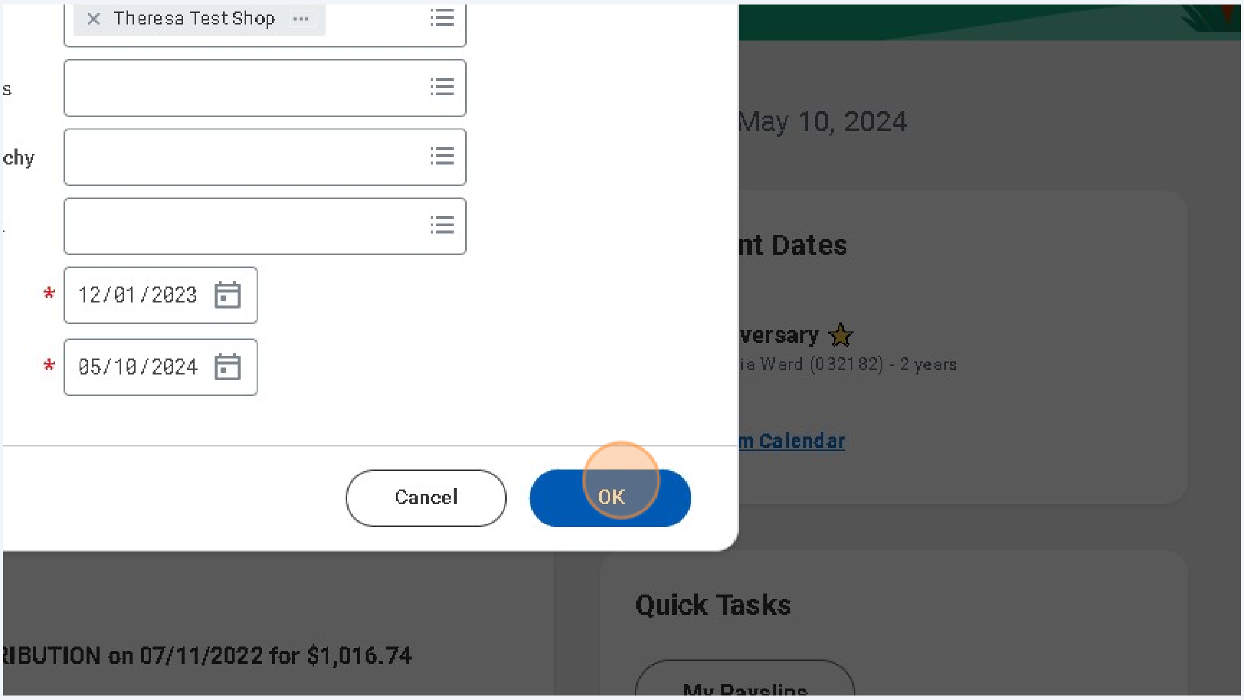


8 Type the name of the vendor then click**enter**"

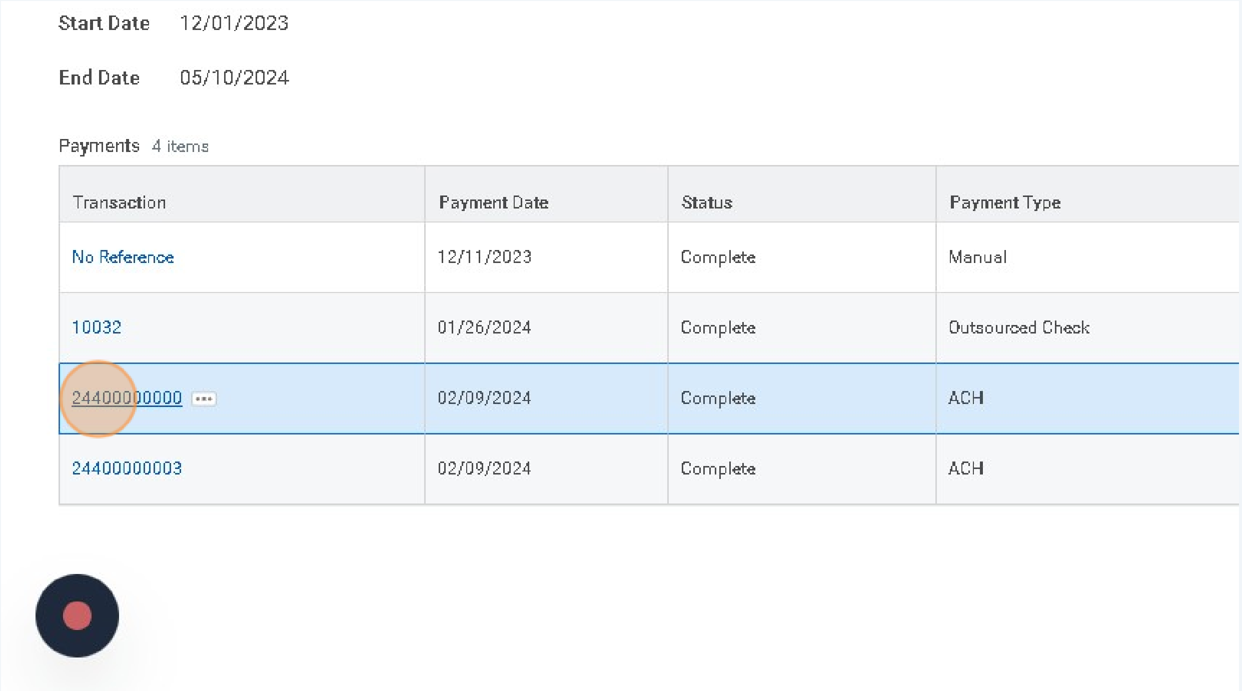
9 Click here and input the correct date you are running this for



10 Click "OK"



11 you will get a summary of payments made for this vendor within the time frame you have chosen. Click on the transaction you want to view to open



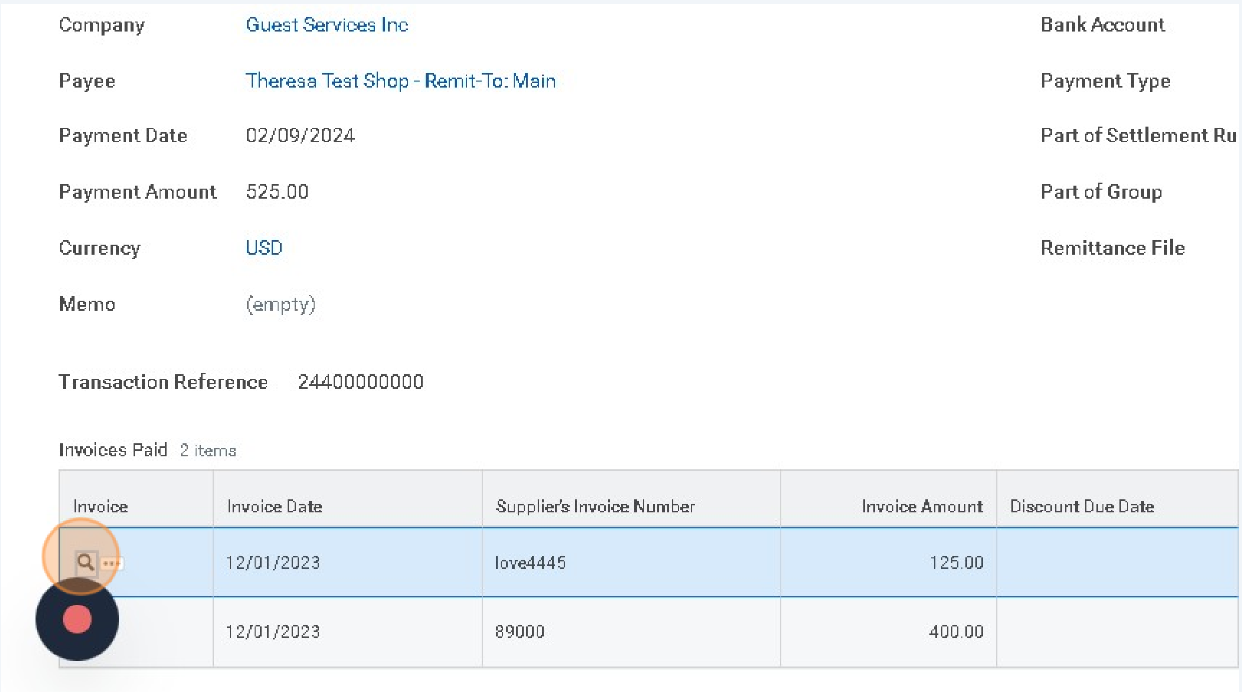
Start Date 12/01/2023

End Date 05/10/2024

Payments 4 items

Transaction	Payment Date	Status	Payment Type
No Reference	12/11/2023	Complete	Manual
10032	01/26/2024	Complete	Outsourced Check
24400000000	02/09/2024	Complete	ACH
24400000003	02/09/2024	Complete	ACH

12 Click this image.



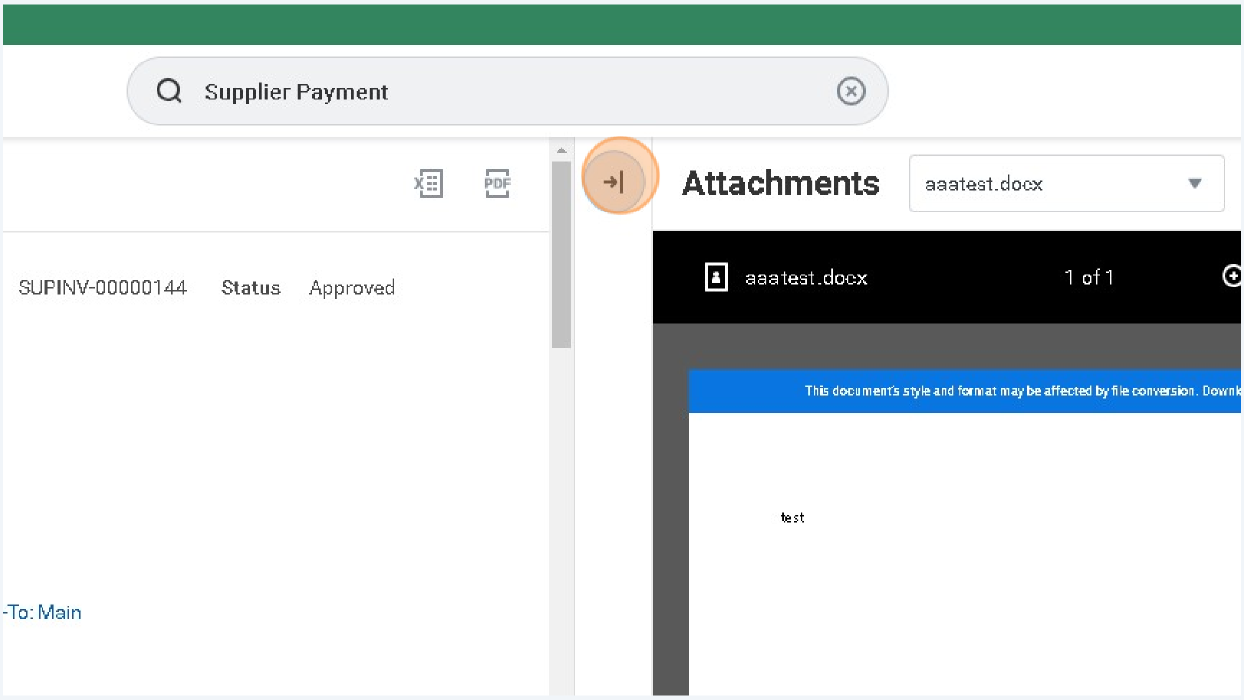
Company	Guest Services Inc	Bank Account
Payee	Theresa Test Shop - Remit-To: Main	Payment Type
Payment Date	02/09/2024	Part of Settlement Ru
Payment Amount	525.00	Part of Group
Currency	USD	Remittance File
Memo	(empty)	

Transaction Reference 24400000000

Invoices Paid 2 items

Invoice	Invoice Date	Supplier's Invoice Number	Invoice Amount	Discount Due Date
	12/01/2023	love4445	125.00	
	12/01/2023	89000	400.00	

13 Click this icon to hide the attachment and get a full view of the voucher



14 Click here to scroll left and right of the screen