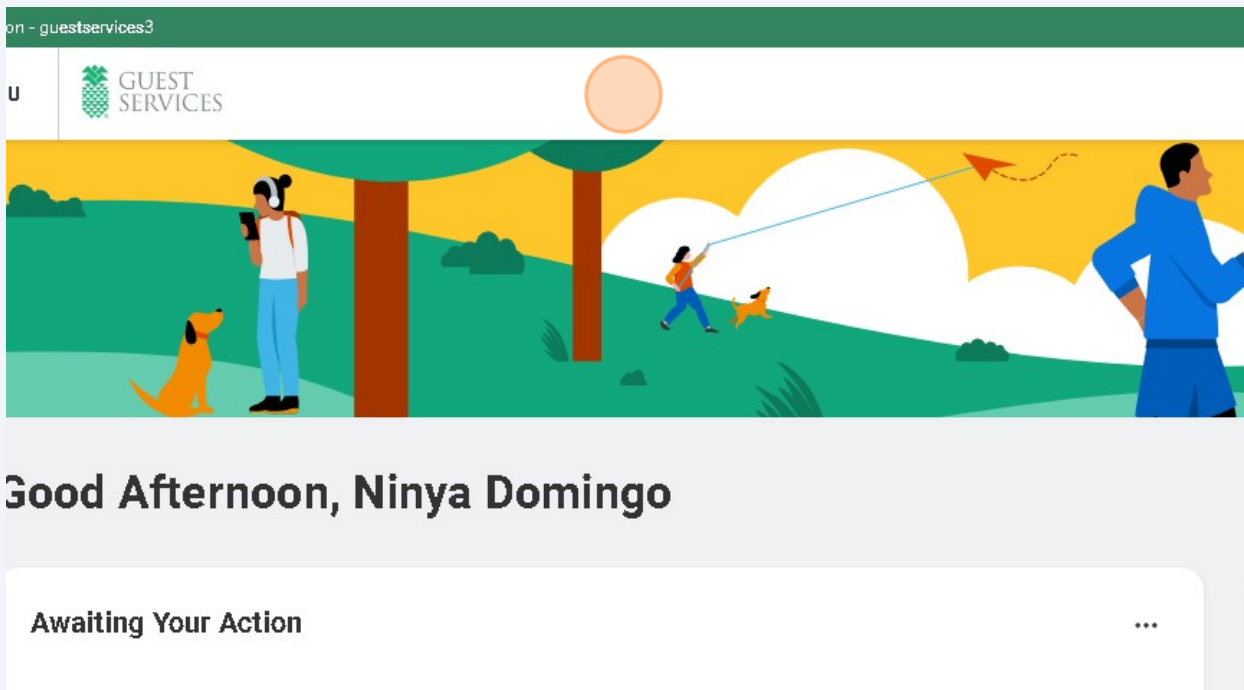


How To Look Up Supplier Payment History

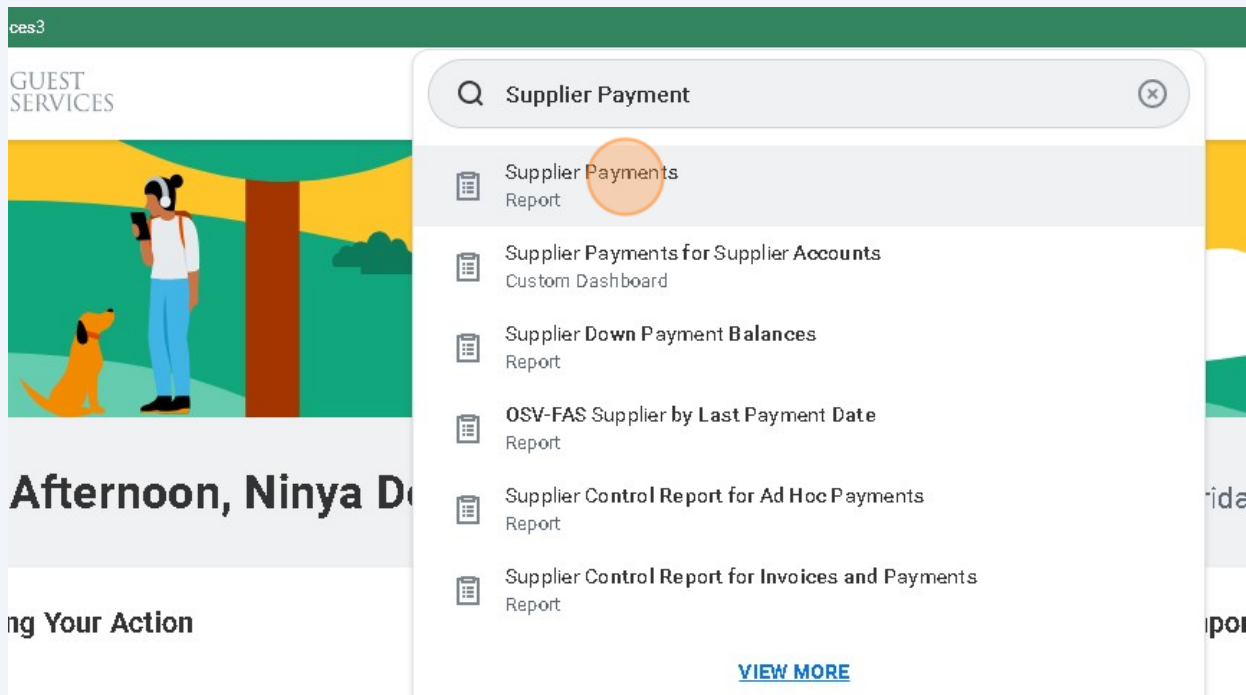
- 1 Navigate to <https://wd5-impl.workday.com/guestservices3/d/home.html>

- 2 Click the "Search" field.

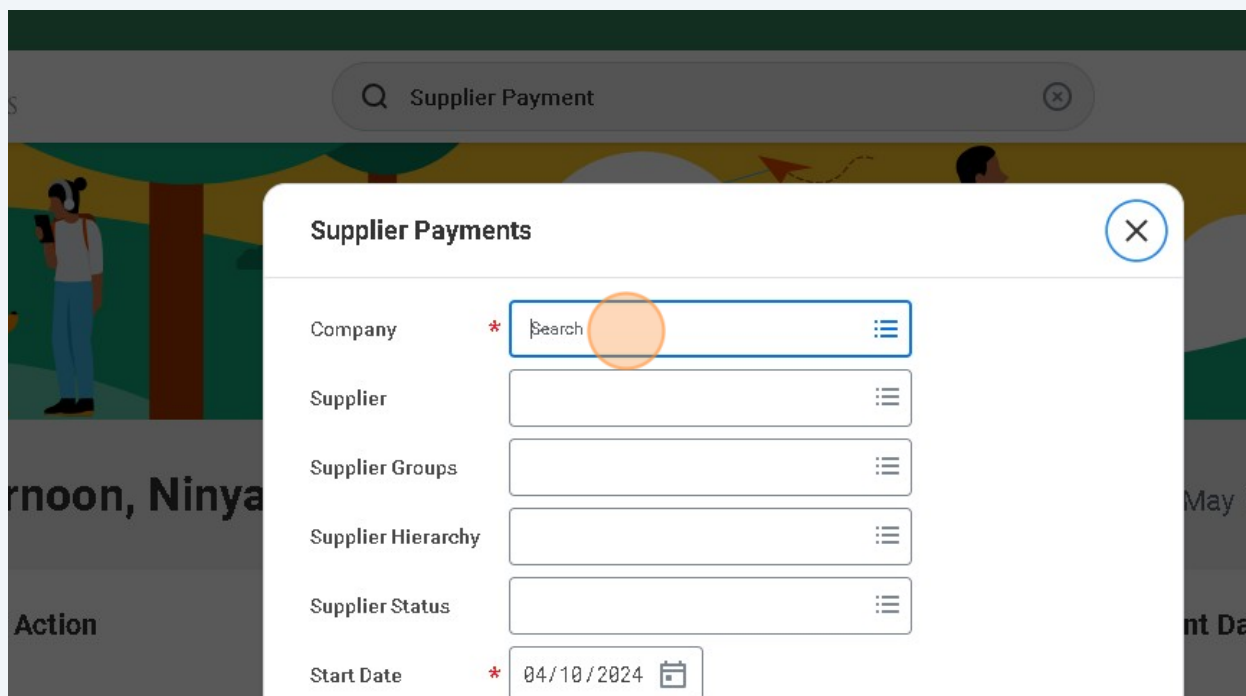


- 3 Type "Supplier Payment"

4 Click "Supplier Payments"



5 Click the "Company" field.



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

7 Click the "Supplier" field.

Supplier Payments

Company *

Supplier

Supplier Groups

Supplier Hierarchy

Supplier Status

Start Date *

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

9

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

A screenshot of a software application showing a date selection dialog box. The dialog box is white with a light gray border and contains several fields. The 'Company' field is set to 'Guest Services Inc'. The 'Supplier' field is set to 'Theresa Test Shop'. The 'Supplier Groups' field is empty. The 'Supplier Hierarchy' field is empty. The 'Supplier Status' field is empty. The 'Start Date' field is set to '04/10/2024' and is highlighted with a blue border and an orange circle. The 'End Date' field is set to '05/10/2024'. At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'. The background of the application is dark gray and shows various elements like 'Invoice: V00000684', 'May 10, 2024', 'Quick Tasks', and 'My Daveline'.

Company

Supplier

Supplier Groups

Supplier Hierarchy

Supplier Status

Start Date *

End Date *

Cancel OK

10

Click "OK"

A screenshot of the same software application showing the date selection dialog box. The 'Start Date' field is now set to '12/01/2023' and the 'End Date' field is set to '05/10/2024'. The 'OK' button is highlighted with an orange circle. The background of the application is dark gray and shows various elements like 'May 10, 2024', 'Quick Tasks', and 'My Daveline'.

Supplier

Supplier Groups

Supplier Hierarchy

Supplier Status

Start Date *

End Date *

Cancel 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
Q ...	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

Supplier Payment

Attachments aaatest.docx

aaatest.docx 1 of 1

This document's style and format may be affected by file conversion. Download

test

-To: Main

- 14 Click here to scroll left and right of the screen

1 Line 1 item

ice	Company	Item	Line Item Description	Spend Category	Ship-To Address	Ship-To Contact	Ta
	Guest Services Inc		insurance	Insurance - Automotive	3055 Prosperity Ave Fairfax, VA 22031 United States of America		Ta Ta Ta Wi

ativity (9)