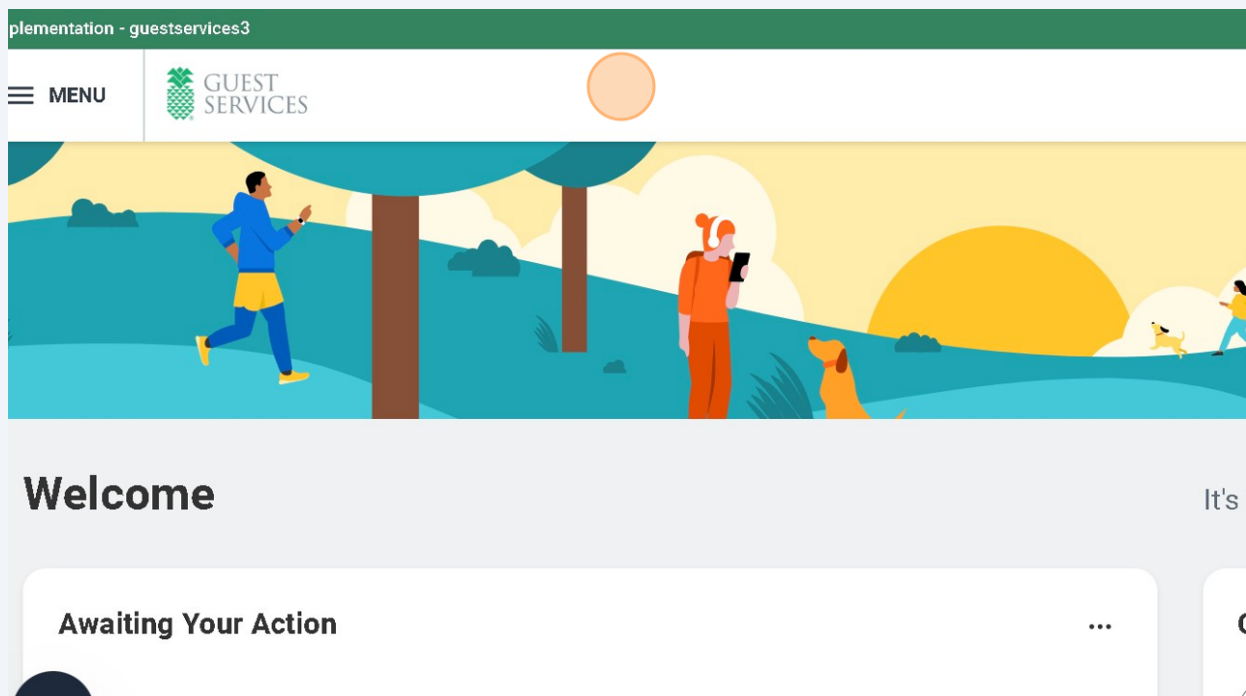


How To View Customer Activity / Balance / Open Items / Receivables Aging

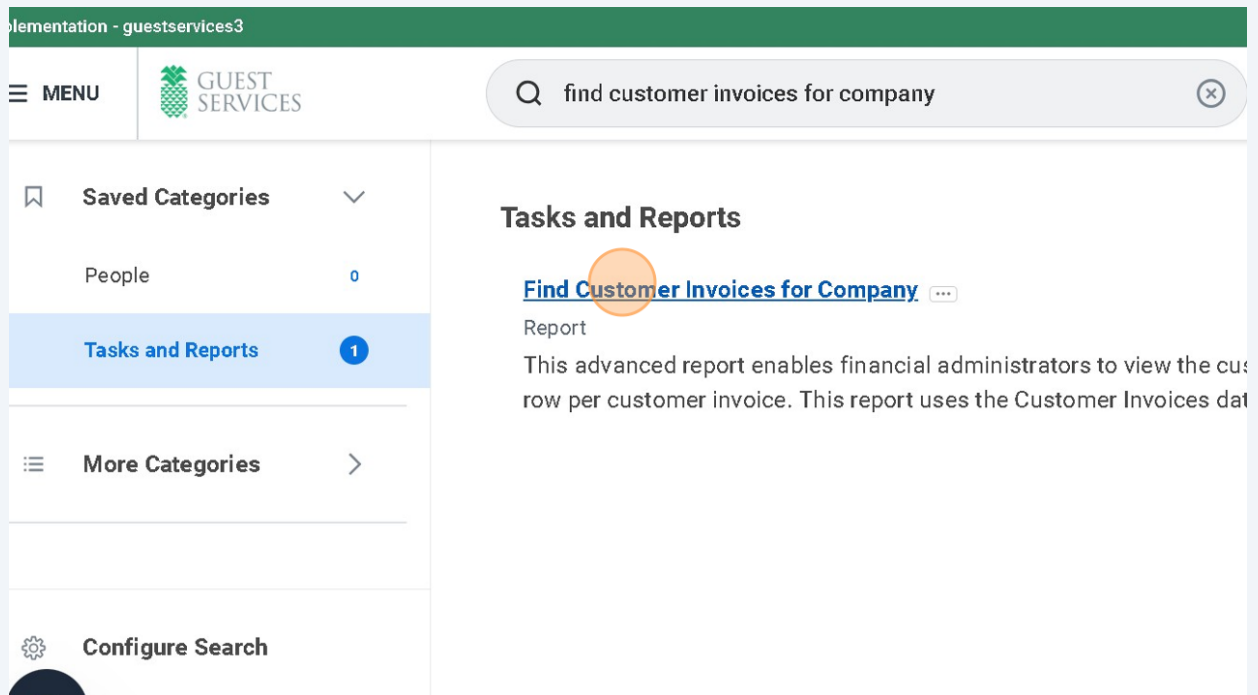
1 Navigate to your Workday homescreen

2 Click the "Search" field.

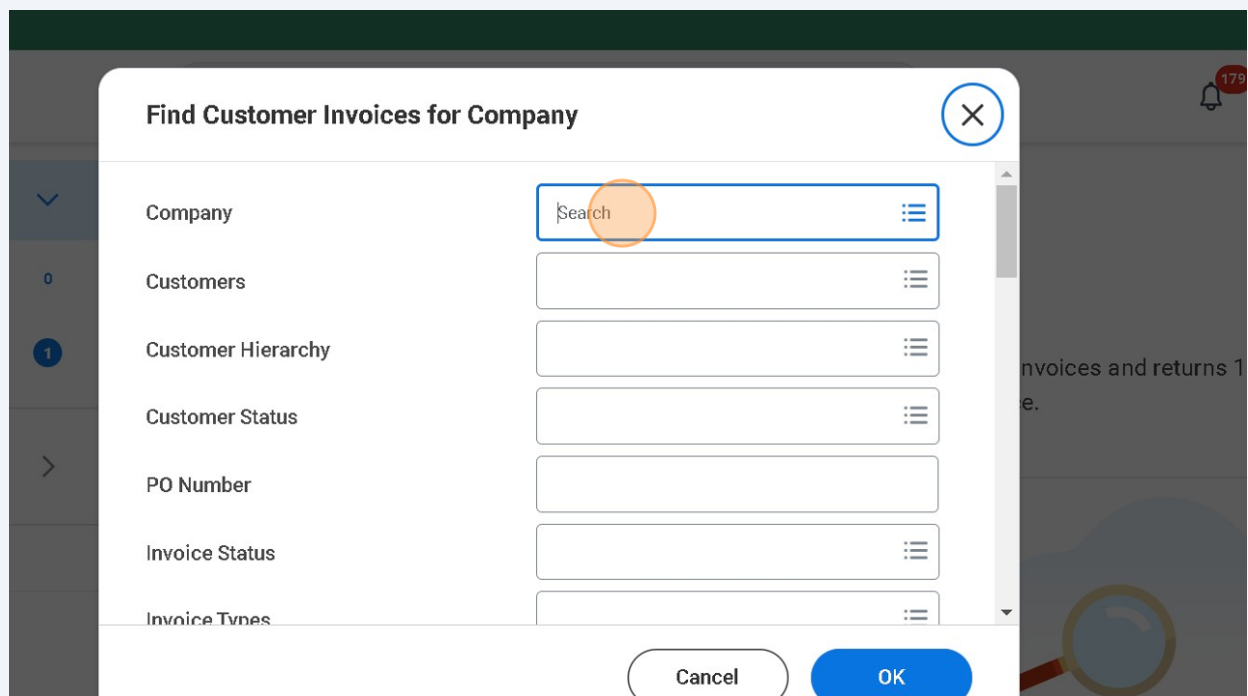


3 Type "find customer invoices for company **enter**"

4 Click "Find Customer Invoices for Company"



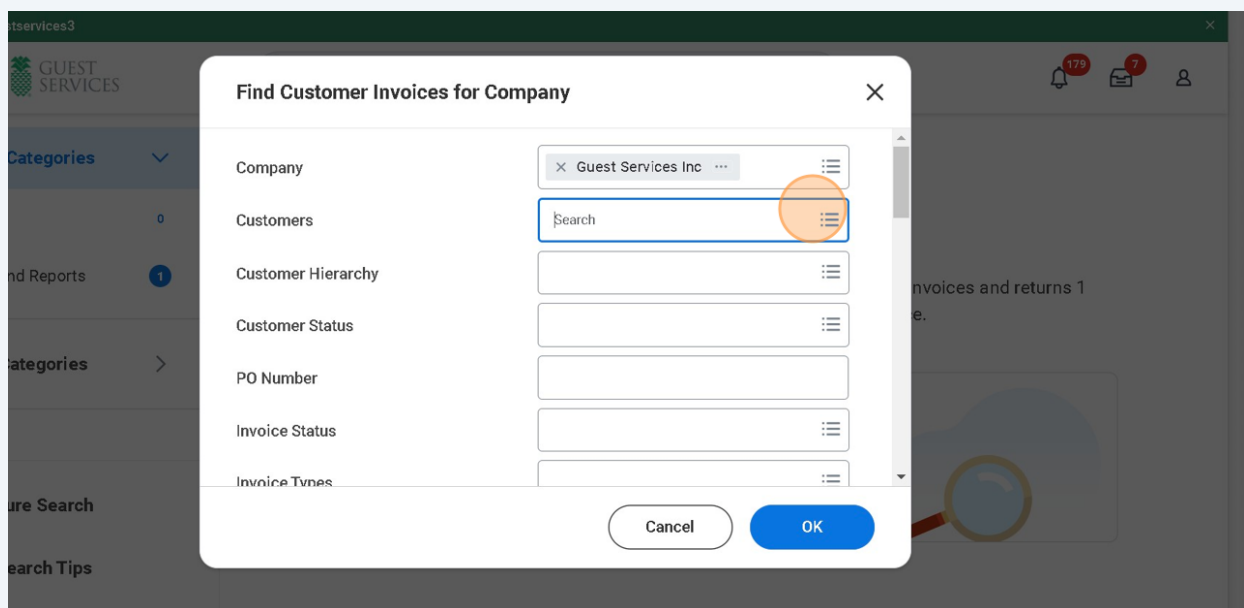
5 Click the "Company" field.



6 Type "gsi" then Enter

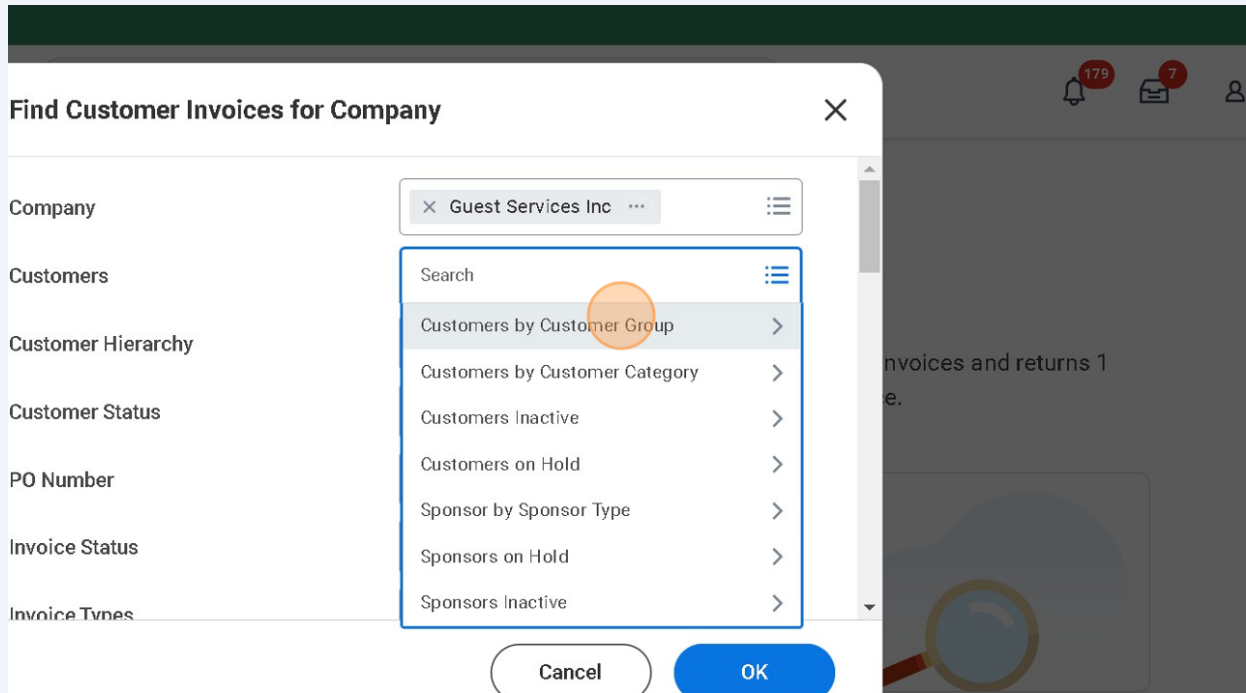
7 You will be able to search for your customer(s). There are two ways to search: 1. Type in a few letters of the customer and click enter; or 2. Click on Customers by Customer Group and select your cost center and your customers will show up.

8 Click this icon.



9

This is the search bar where you can type in a few letters of the customer and click enter; or 2. Click on Customers by Customer Group and select your cost center and your customers will show up.



10

In this example, I am typing in the first few letters of the customer, Defense Intelligence Agency.

11

Type "defen **enter**"

12 Click this checkbox.

Find Customer Invoices for Company

Company:

Customers:

Customer Hierarchy:

Customer Status:

PO Number:

Invoice Status:

Invoice Types:

Search Results (3)

- ☒ DEFENSE INTELLIGENCE AGENCY
- ☐ DC DEFENDERS
- ☐ HARVEY POINT DEFENSE

Cancel OK

13 After the customer is selected and you click "OK", ALL invoices, paid and unpaid will show. To narrow down what you are searching for, use the filters, for example, "invoice amount greater/less or equal to" to filter out zero invoices, "invoice date on or after". When you have determined your filters, click OK.

If you don't use the filters, go to the next step by clicking "OK" and ALL invoices will show. You can also filter on the results screen. See instructions below.

Find Customer Invoices for Company

Company:

Customers:

Customer Hierarchy:

Customer Status:

PO Number:

Invoice Status:

Cancel OK

14 Click "OK"

Find Customer Invoices for Company

Followup Date On or After MM/DD/YYYY

Followup Date On or Before MM/DD/YYYY

Dispute Reason

Collection Code

Payment Terms

Payment Status

Payment Type

Cancel OK

15 The list of all invoices related to the customer will show. You can filter the on screen list headers as well as run the report to Excel and you can filter in Excel.

> Saved Searches

Current Search			
Save Clear All			
Company			
<input type="checkbox"/> Guest Services Inc (8)			
Customer			
<input type="checkbox"/> DEFENSE INTELLIGENCE A... (8)			
Invoice Status			
Approved (6)			

8 items

Invoice	Consolidated Invoice	Company	Custo
Customer Invoice: 03000103		Guest Services Inc	DEFEN AGEN
Customer Invoice: 03000104		Guest Services Inc	DEFEN AGEN
Customer Invoice: 03000105		Guest Services Inc	DEFEN AGEN
Customer Invoice: 03000101		Guest Services Inc	DEFEN AGEN

16 Once you have your list of invoices, you can click on the invoice number to review.

17 Click on the invoice number to review:

Q search

> Saved Searches


Current Search

Save Clear All

▼ **Company**

☐ Guest Services Inc (8)

▼ **Customer**

 DEFENSE INTELLIGENCE A... (8)

▼ **Invoice Status**

8 items

Invoice	Consolidated Invoice	Company	
Customer Invoice: 03000103 ...		Guest Services Inc	C
Customer Invoice: 03000104		Guest Services Inc	C
Customer Invoice: 03000105		Guest Services Inc	C
Customer Invoice: 03000106		Guest Services Inc	C

18 Once you click on the invoice number, another page will come up. You can look at all of the invoice's data.

PO Number	(empty)	Total Invoice Amount	900.00
Memo	(empty)	Less Withholding Amount	0.00
Printed	Yes	Control Total Amount	0.00
Latest Print Date	02/08/2024 03:24 PM	Amount Due	0.00

Cost Center [CC03023 Defense Intelligence Agency](#)

Additional Worktags (empty)

Invoice Lines Currency Rate Receivables Distribution Attachments Activity Business Process Errors & Warnings

Invoice Lines 1 item

Line	Company	Sales Item	Revenue Category	Line Item Description
1	Guest Services Inc	Catering with Fee - Nontaxable	Catering with Fee - Nontaxable	Catering with fee non taxable invoice