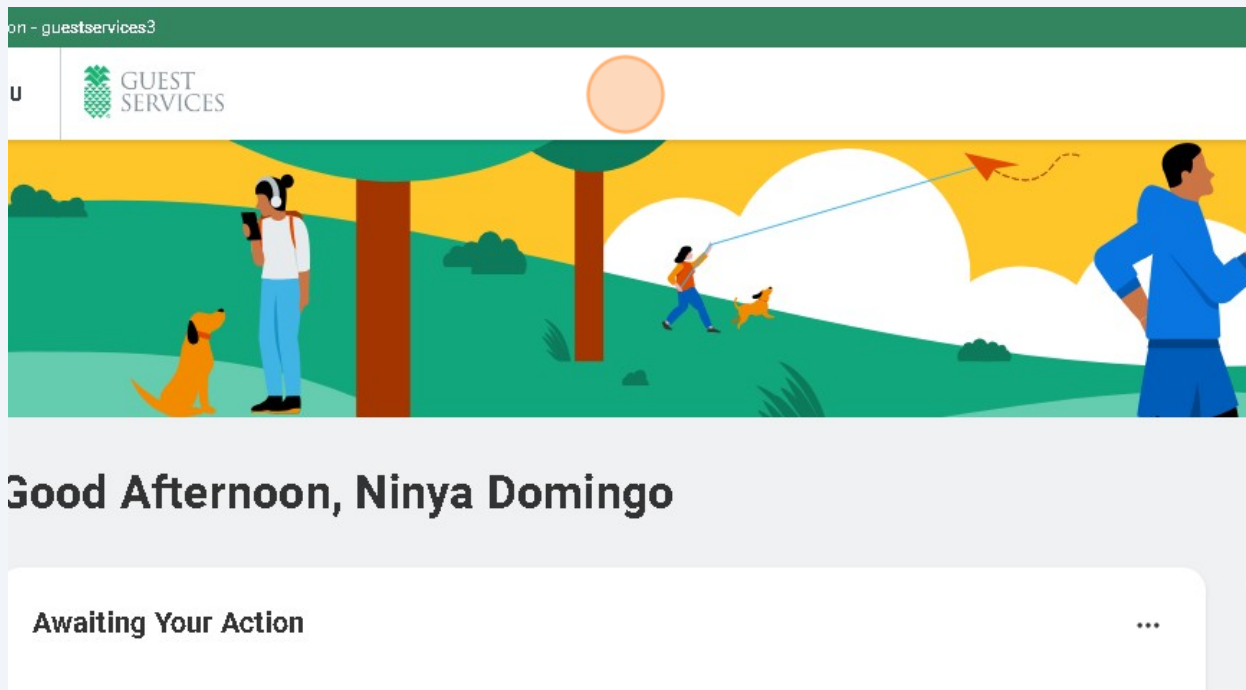


Supplier Invoice Reports Including Payments

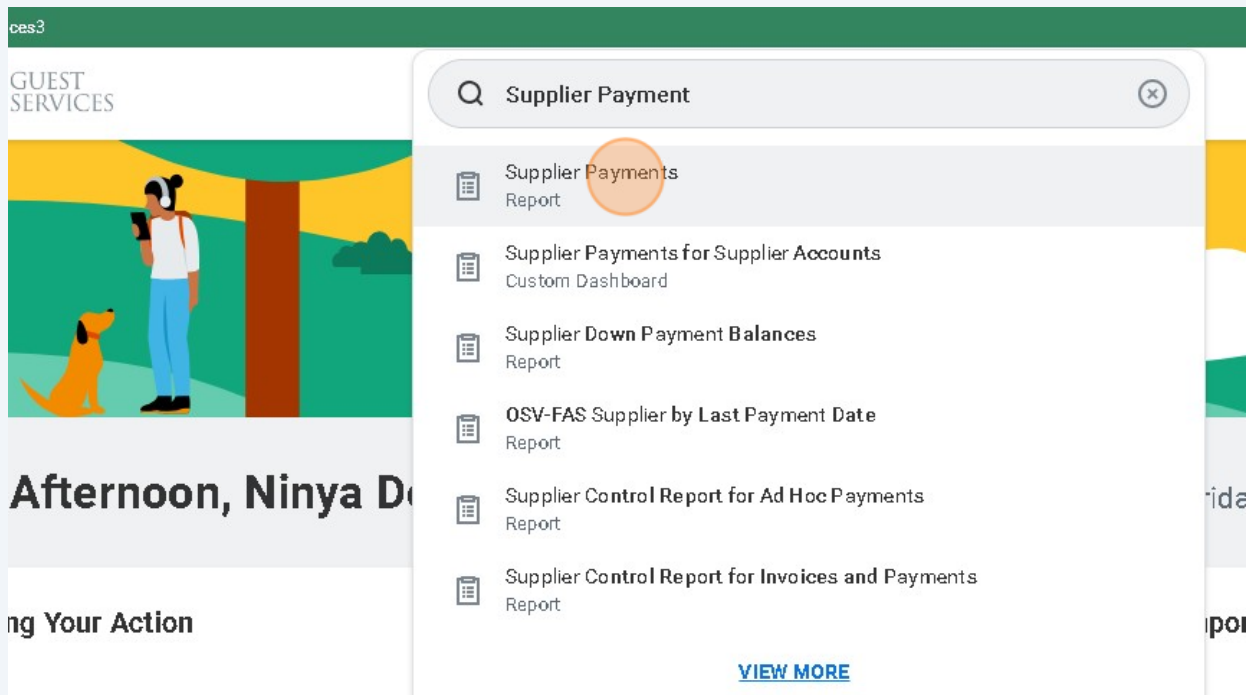
- 1 Navigate to <https://wd5-impl.workday.com/guestservices3/d/home.html>

- 2 Click the "Search" field.

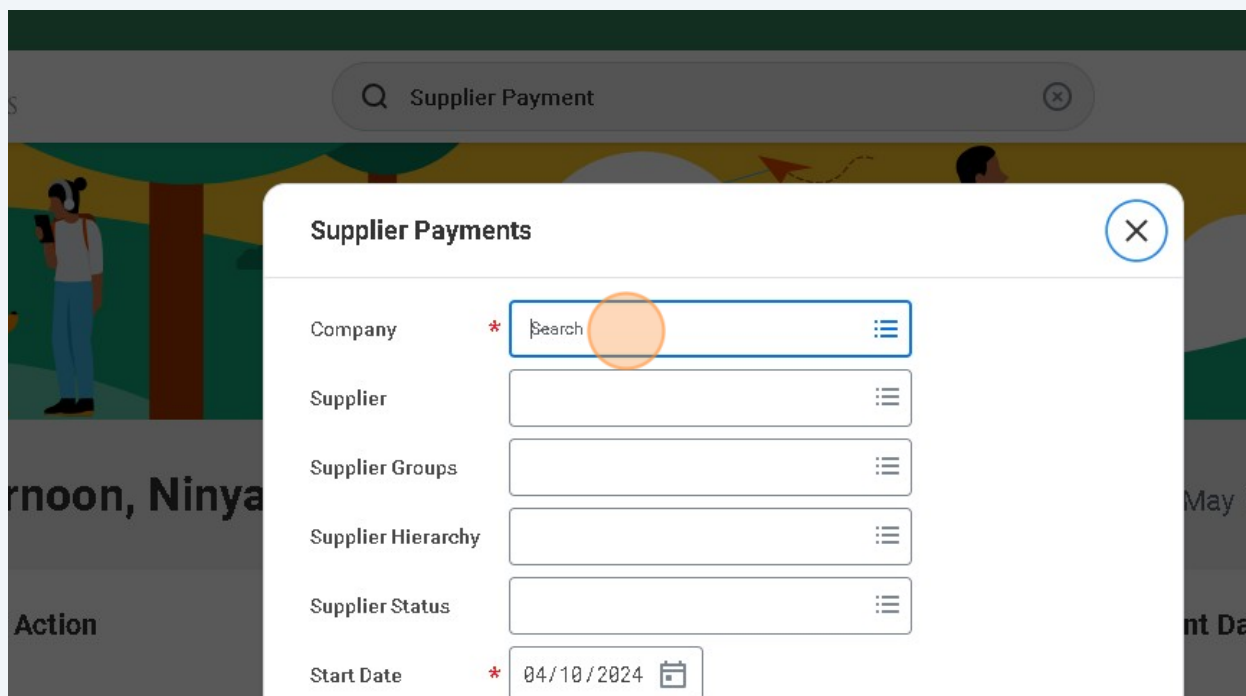


- 3 Type "Supplier Payment"

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 date selection dialog box. The dialog box is white with a light gray border. It contains several fields: 'Company' with a dropdown menu showing 'Guest Services Inc', 'Supplier' with a dropdown menu showing 'Theresa Test Shop', 'Supplier Groups', 'Supplier Hierarchy', and 'Supplier Status', all with empty text boxes and a three-line menu icon. Below these are 'Start Date' and 'End Date' fields, each with a red asterisk and a calendar icon. The 'Start Date' field is highlighted with a blue border and contains the date '04/10/2024'. The 'End Date' field contains the date '05/10/2024'. At the bottom right are 'Cancel' and 'OK' buttons. The background shows a blurred interface with text like 'oon, Ninja', 'Invoice: V00000684', '3 day(s) ago', '4/2024', 'Invoice: V00000682', '3 day(s) ago', '4/2024', 'Quick Tasks', and 'May 10, 2024'.

10

Click "OK"

A screenshot of the same date selection dialog box as in the previous image. The 'OK' button is now highlighted with a blue circle. The 'Start Date' field still contains '04/10/2024' and the 'End Date' field contains '05/10/2024'. The background shows a blurred interface with text like 'Theresa Test Shop', 'May 10, 2024', 'nt Dates', 'versary', 'ia Ward (032182) - 2 years', 'm Calendar', 'Quick Tasks', and 'CONTRIBUTION on 07/11/2022 for \$1,016.74'.

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

The screenshot shows a web interface for 'Supplier Payment'. At the top, there is a search bar with the text 'Supplier Payment' and a close icon. Below the search bar, there are two icons: a grid icon and a PDF icon. To the right of these icons is a vertical scrollbar. Further right, there is a section titled 'Attachments' with a dropdown menu showing 'aaatest.docx'. Below the 'Attachments' section, there is a preview of the document 'aaatest.docx' with the text '1 of 1' and a scroll icon. The main content area on the left shows a table with the following data:

SUPINV-00000144	Status	Approved
-To: Main		

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

The screenshot shows a table with the following columns: Company, Item, Line Item Description, Spend Category, Ship-To Address, Ship-To Contact, and Ta. The table contains one row of data:

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

Below the table, there is a horizontal scrollbar. At the bottom of the screen, there is a section titled 'vity (9)'.