


## Look up Supplier Invoices by Cost Center using the FIN RPT Report

1. Type “FINS RPT – Supplier Invoice by Cost Center” in the search box at the top middle of the page.

 Search

2. A pop up box will appear

**FINS RPT - Supplier Invoice by Cost Center** ×

Organization

Supplier

Supplier Invoice Status

Supplier Invoice Date On or After \*

Supplier Invoice Date On or Before \*

Filter Name

Manage Filters

0 Saved Filters

3. In the “Organization” box choose “My Organizations”.
4. Then check the box next to the cost centers you want.

**FINS RPT - Supplier Invoice by Cost Center** ×

Organization

Supplier

Supplier Invoice Status

Supplier Invoice Date On or After \*

Supplier Invoice Date On or Before \*

Filter Name

Manage Filters

0 Saved Filters

Search

← My Organizations

☒ Cost Center: CC04460 Florida Southern Cafeteria

☐ Cost Center: CC04461 Florida Southern Terrace

☐ Cost Center: CC04462 Florida Southern Moc Mart

☐ Cost Center: CC04463 Florida Southern Cyber Cafe

☐ Cost Center: CC04464 Florida Southern Buck Stop

☐ Cost Center: CC04467 Florida Southern SteakNShake

☐ Cost Center: CC04468 Florida Southern Fresh Twist

5. If you only want to look at invoices for a specific supplier, enter the name in the “Supplier” box. Otherwise, leave it blank.
6. If you only want to look at invoices that are in a certain status, choose that status in the “Supplier Invoice Status” box. Otherwise, leave it blank.

The screenshot shows a form with three fields: 'Supplier Invoice Status', 'Supplier Invoice Date On or After', and 'Supplier Invoice Date On or Before'. The 'Supplier Invoice Status' field is highlighted with a blue border, and its dropdown menu is open, showing a list of status options: Approved, Canceled, Denied, Draft, Incomplete, and In Progress. Each option has an unchecked checkbox next to it. A search bar is at the top of the dropdown menu. Below the status field, there is a 'Filter Name' input field.

7. Choose the date range of invoices that you want to see. Workday will always default these fields with a range of the last month.

The screenshot shows the 'Supplier Invoice Date On or After' and 'Supplier Invoice Date On or Before' fields. The 'On or After' field is set to '06/12/2024' and the 'On or Before' field is set to '07/12/2024'. Both fields have a calendar icon to the right of the date input.

8. Click “OK”
9. You can click the headers at the top of the columns to sort or filter the invoices.

\*\*Data in blue can be clicked on for further information.

\*\*The report can be downloaded into Excel by clicking the small Excel icon at the top right of the page.

