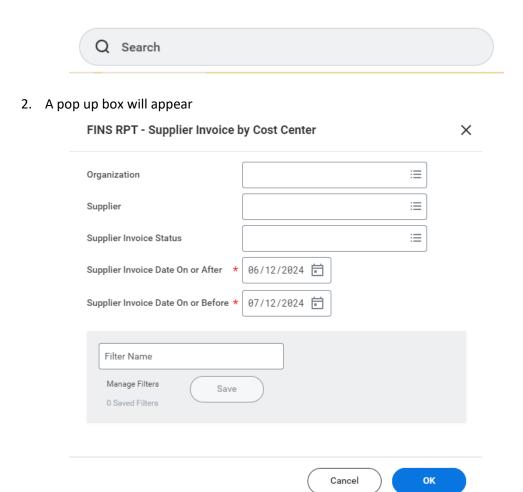
## Look up Supplier Invoices by Cost Center using the FIN RPT Report

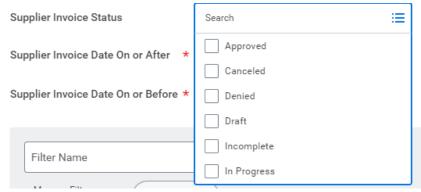
1. Type "FINS RPT – Supplier Invoice by Cost Center" in the search box at the top middle of the page.



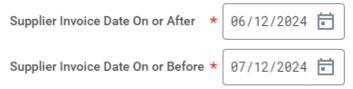
- 3. In the "Organization" box choose "My Organizations".
- 4. Then check the box next to the cost centers you want.

FINS RPT - Supplier Invoice by Cost Center X Organization Search Е ← My Organizations Supplier Cost Center: CC04460 Florida Southern Cafeteria Supplier Invoice Status Cost Center: CC04461 Florida Southern Terrace Supplier Invoice Date On or After \* Cost Center: CC04462 Florida Southern Moc Mart Supplier Invoice Date On or Before \* Cost Center: CC04463 Florida Southern Cyber Cafe Cost Center: CC04464 Florida Southern Buck Stop Filter Name Cost Center: CC04467 Florida Southern SteakNShake Manage Filters Save Cost Center: CC04468 Florida 0 Saved Filters 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.



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.



- 8. Click "OK"
- 9. You can click the headers at the top of the columns to sort of filter the invoices.

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



<sup>\*\*</sup>Data in blue can be clicked on for further information.