



# Reporting Instructions

## FINS RPT - Supplier Invoice Entered Out of Period



1. Start by Navigating to your Workday Home Page

2. In the search bar at the top of your screen, search for “FINS RPT – Supplier Invoices Entered Out of Period”

3. This will open a criteria menu where you can select a company, cost center, and date range.







- “Company” Should always be set to *Guest Services Inc*
- “Cost Center” Should be the cost center(s) that you would like to view out of period invoices for
- “Entered from” is the start of the date range that you would like to view
- “Entered to” is the end of the date range that you would like to view

4. After Clicking “OK” your report should generate and automatically open in a new window.

**FINS RPT - Supplier Invoice Entered Out of Period** ...  

Company [Guest Services Inc](#) Entered To 07/31/2024

Entered From 07/01/2024

17 Items      

Invoice Number	Supplier's Invoice Number	Invoice Accounting Date	Entered Date	Invoice Created By	Supplier	Spend Category	Cost Center
V00003255	AUG 29 2024 DOHO CAFE	08/01/2024	07/22/2024	<a href="#">Virginia Ward (032182)</a>	<a href="#">BRAD WINCHELL</a>	Music & Entertainment	CC07610 Doheny Sta Beach
V00003257	AUG 08 2024 DOHO CAFE	08/01/2024	07/22/2024	<a href="#">Virginia Ward (032182)</a>	<a href="#">GLEN DAVID GOMEZ</a>	Music & Entertainment	CC07610 Doheny Sta Beach
V00003263	AUG 09 2024 DOHO CAFE	08/01/2024	07/22/2024	<a href="#">Virginia Ward (032182)</a>	<a href="#">GLEN DAVID GOMEZ</a>	Music & Entertainment	CC07610 Doheny Sta Beach
V00003268	AUG 15 2024 DOHO CAFE	08/01/2024	07/22/2024	<a href="#">Virginia Ward (032182)</a>	<a href="#">RAY MCNAMARA</a>	Music & Entertainment	CC07610 Doheny Sta Beach
V00003269	AUG 23 2024 DOHO CAFE	08/01/2024	07/22/2024	<a href="#">Virginia Ward (032182)</a>	<a href="#">RAY MCNAMARA</a>	Music & Entertainment	CC07610 Doheny Sta Beach
V00003782	INV-105406	08/02/2024	07/24/2024	<a href="#">Charlotte McKenna (034097)</a>	UNIGUEST	Computer Software - Expense	CC07400 Doubletree Lodging

**\*Note: If you have any questions or issues with this report, please feel free to contact [ap@questservices.com](mailto:ap@questservices.com) and copy [workday@questservices.com](mailto:workday@questservices.com)**