

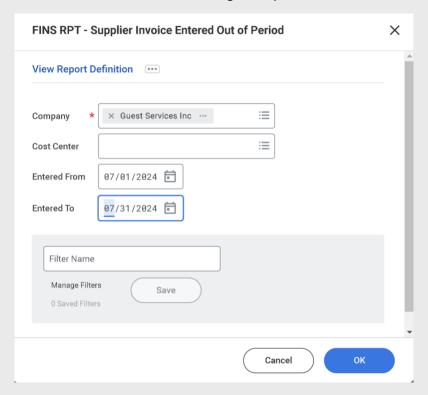
## Reporting Instructions FINS RPT - Supplier Invoice Entered Out of Period



- 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. XII PDF FINS RPT - Supplier Invoice Entered Out of Period \cdots 🕍 Guest Services Inc Entered To 07/31/2024 Entered From 07/01/2024 **Ⅷ ♥ ┅ ☶ ∵ Ⅲ Ⅲ** Accounting Date Supplier's Invoice Number Entered Date Invoice Created By Spend Category Cost Center CC07610 Doheny Sta Beach V00003255 AUG 29 2024 DOHO CAFE 08/01/2024 07/22/2024 Virginia Ward (032182) BRAD WINCHELL Music & Entertainment AUG 08 2024 DOHO CAFE GLEN DAVID GOMEZ CC07610 Doheny Sta V00003257 08/01/2024 07/22/2024 Virginia Ward (032182) Music & Entertainment V00003263 AUG 09 2024 DOHO CAFE 08/01/2024 07/22/2024 Virginia Ward (032182) GLEN DAVID GOMEZ Music & Entertainment CC07610 Doheny Sta RAY MCNAMARA Music & Entertainment CC07610 Doheny Sta V00003268 AUG 15 2024 DOHO CAFE 08/01/2024 07/22/2024 Virginia Ward (032182) CC07610 Doheny Sta Beach V00003269 AUG 23 2024 DOHO CAFE 08/01/2024 07/22/2024 Virginia Ward (032182) RAY MCNAMARA Music & Entertainment Charlotte Mckenna (034097) INV-105406 08/02/2024 Computer Software - Expense CC07400 Doubletree V00003782 07/24/2024 UNIGUEST Lodging

\*Note: If you have any questions or issues with this report, please feel free to contact <a href="mailto:ap@guestservices.com">ap@guestservices.com</a> and copy <a href="mailto:workday@guestservices.com">workday@guestservices.com</a>