



TIPS AND TRICKS

September 5, 2017

Did you know.....

.....that Workday has a report that helps you track the status of your invoices? The **CMSD Supplier Invoice Status** report has all the details you need to keep up-to-date on the invoices you create.

To run the report:

- 1) Type **CMSD Supplier Invoice Status** into the search bar and hit enter.
- 2) Click the report name to launch the report.
- 3) Complete the selection menu with the information for your department, school, or location.

The screenshot shows the Workday search interface. A search bar at the top contains the text 'cmsd supplier invoice status' with a red circle and the number '1' next to it. Below the search bar, the 'Search Results' section is visible. Under the 'Tasks and Reports' category, the report 'CMSD Supplier Invoice Status' is highlighted with a red box and the number '2'. To the right of the search results, a configuration panel for the 'CMSD Supplier Invoice Status' report is shown. This panel has a blue header with the report name and an 'Actions' button. Below the header, there are several input fields: 'Company', 'Supplier', 'Supplier Hierarchy', 'Supplier Status', 'Invoice Number', 'Supplier Reference Number', 'Invoice Status', 'Invoice Date On or After' (with a date picker set to '08 / 05 / 2017'), and 'Invoice Date On or Before' (with a date picker set to 'MM / DD / YYYY'). Red arrows point from the number '3' to these fields. A red box on the right side of the date pickers contains the text 'Note: A date range is always required.'

- 4) Click **OK** at the bottom of the screen to run the report.
- 5) To filter on the invoices you created, scroll to the right, click on the **Buyer header** and **Value field**, select your name from the list and **click filter** to generate your transactions.

75 items

Invoice Date	Invoice Amount	Balance Due	Purchase Orders	Supplier Contract on Business Document	Status	Match Status	Budget Check Status	Payment Status	Supplier Invoice Payments				Contract Specialist	Purchase Orders
									Payment Type	Transaction Reference	Payment Date	Memo		Buyer (5)
08/24/2017	22,971.00	0.00	PO-10001506		Canceled			Unpaid						Jessica Buehner (427027)
08/24/2017	640.50	640.50	PO-10000590		Approved	Exception	Pass	Unpaid				MAX S HAYES		Mercedes Bell (498470)
08/24/2017	0.00	0.00			Canceled									

Helpful Hint: Click on any line item in **blue text** to see more details or click the column header to filter the report.

Do you need help with Workday Finance & Procurement? Send your questions to: wdfinance@clevelandmetroschools.org or contact the help desk at: 216.838.0440

