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.
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.

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