

# EXPENSES BY SUPPLIER

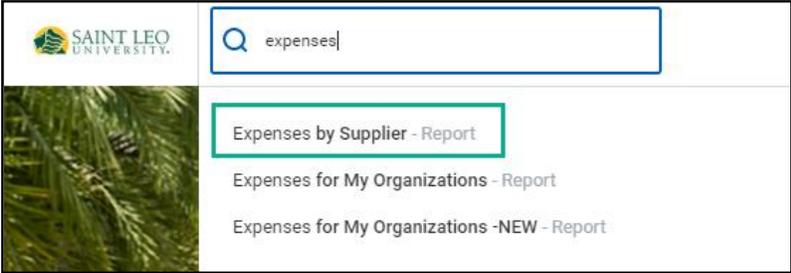
The **Expenses by Supplier** report should be called “the super report” because it displays a lot of details which can be used for a variety reasons. Using this report, you can see expenses including **Operating, Other Operating, Non Operating,** and **Salaries & Wages**. You will see actual expenses by month (months per date range selected) including year-to-date (YTD) and annual budget, as well as dollar variances. You may also drill into the detail of ledger accounts.

When planning for the next fiscal year budget, this report can help determine where the most and least money was spent to better target budget line items. Having the ability to drill down to the supplier level is an advantage with this report as it provides the most accurate forecasting data.

This report is very useful to determine how much money has been paid to a specific supplier, as well as whether and when a supplier has been paid. So rather than calling Accounts Payable (AP) for this information, budget managers now have the ability to retrieve the data from Workday.

How to run an **Expenses by Supplier** report.

- 1. Logon to Workday
- 2. Enter expenses in the search field, and **select Expenses by Supplier – Report**



3. Input the information below:

The screenshot shows a form titled "SLU - P&L Organization" with the following fields and values:

- Company: Saint Leo University (Default is fine)
- Organization: Enter Cost Center here
- Time Period: Current Period YTD (Default is fine)
- Budget Structure: Saint Leo Monthly Operating Budget (Default is fine)
- Summary Schedule Rollup: Enter Year here
- Book: (empty)
- Plan Name: (empty)
- Fund: (empty)

A double-headed arrow points to the "Period" field. A yellow box on the right contains the following instructions:

Select one of the following three options.

- 1. Current and Prior Periods (Recommended selection)**  
Then Select the Current Month/Year  
(Example below shows FY 2018-2019-June)  
This will show cumulative revenue and expenses from beginning of fiscal year through period (month) selected.
- 2. Last Closed Period** - Then select the last closed period from the dropdown  
This will show cumulative revenue & expenses from beginning of fiscal year through the last closed period (month).
- 3. Fiscal Period** - Then select the fiscal period you wish to view report with; you will then be prompted from the drop-down menu to select a month for the report. This option allows you to view fiscal periods other than the current period. Select the fiscal period to review, then select the month.

4. See example below:

The screenshot shows a form titled "Expenses by Supplier" with the following fields and values:

- Fund: (empty)
- Company: Saint Leo University
- Organization: Cost Center: CC 200004 Leadership
- Period: FY 2018-2019 - June
- Budget Structure: Saint Leo Monthly Operating Budget
- Plan Name: (empty)

Below the form is a filter section with a "Filter Name" field, "Manage Filters" text, "0 Saved Filters" text, and a "Save" button. At the bottom are "OK" and "Cancel" buttons.

5. Click  to run the report.

## EXAMPLE OUTPUT

Please note that the column labeled **Budget** will have your current budget. Additionally, the amounts in this column are displayed in blue and offer more detail when clicked. Then select criteria from the pop-up window to view details.

The screenshot shows a financial report table with columns for Actuals by Month (July, August, Total) and YTD/Annual Budget (YTD Monthly Budget, YTD Monthly Budget Variance, Annual Budget, Annual Budget Variance). The 'YTD Monthly Budget' column is highlighted in blue. Callouts point to the 'Actuals by Month' and 'YTD/Annual Budget' sections.

Ledge Account	Actual			YTD Monthly Budget	YTD Monthly Budget Variance	Annual Budget	Annual Budget Variance
	July	August	Total				
Operating Expenses	25,093.70	3,876.88	28,970.58	17,406.00	(11,564.58)	104,436.00	75,465.42
Salaries and Wages	0	0	0.00	0	0.00	0	0.00
Operating Expenses	24,782.89	3,523.24	28,306.13	16,918.00	(11,388.13)	101,500.00	73,201.87
Other Operating Expenses	310.81	353.64	664.45	488.00	(176.45)	2,928.00	2,253.55
Non Operating Expenses	0	0	0.00	0	0.00	0	0.00
Payroll Suspense Expense	0	0	0.00	0	0.00	0	0.00
<b>Total</b>	<b>25,093.70</b>	<b>3,876.88</b>	<b>28,970.58</b>	<b>17,406.00</b>	<b>(11,564.58)</b>	<b>104,436.00</b>	<b>75,465.42</b>



**NOTE:** Items that are not in blue either have no existing data or the data field is a calculation, such as the balance column. You can view further detail about individual expense transactions by selecting the expense line. This is a great feature, especially compared to how information was available in Colleague, which required going into several different systems and/or contact the Accounting Department for additional information. In Workday, all supplier expense/budget information is available in one system and can be viewed in detail as far as, for example, seeing the actual invoice(s) and any attachments.

The screenshot shows the 'Expenses by Supplier' interface. A dropdown menu is open, showing options like 'View By', 'Book Code', 'Business Document', 'Company', 'Cost Center', 'Grant', 'Ledge Account', 'Operational Transaction', 'Revenue Category', and 'Spend Category as Worktag'. The 'Export to Excel (All Columns)' and 'Export to PDF' options are highlighted.

Ledge Account	July	August	Total	YTD Monthly Budget
Operating Expenses	25,093.70	3,876.88	28,970.58	17,406.00
Salaries and Wages	0	0	0.00	0
Operating Expenses	24,782.89	3,523.24	28,306.13	16,918.00
Other Operating Expenses	310.81	353.64	664.45	488.00
Non Operating Expenses	0	0	0.00	0
Payroll Suspense Expense	0	0	0.00	0
<b>Total</b>	<b>25,093.70</b>	<b>3,876.88</b>	<b>28,970.58</b>	<b>17,406.00</b>

To generate an Excel report that can be downloaded and saved, **click the arrow next to the Actuals and select Export to Excel or Export to PDF.**

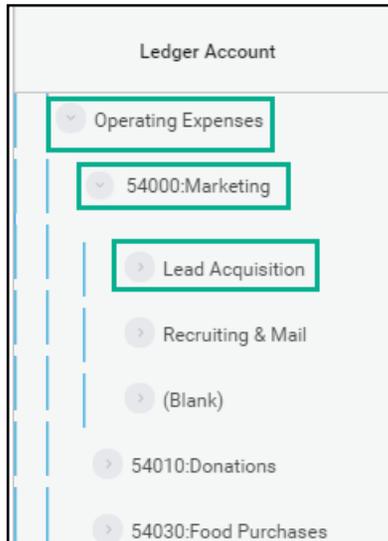
## DETERMINING IF A SUPPLIER WAS PAID

This report allows you to drill down to the invoice level to view a copy of the invoice, view the payment status, navigate to the original requisition, or determine if an invoice has been paid.

1. Repeat the above steps 1 through 5 to run the Expense by Supplier report.
2. For more details, select from the list of categories shown on the left.

Ledger Account	Actual					Total	YTD Monthly Budget	YTD Monthly Budget Variance	Annual Budget	Annual Budget Variance
	July	August	September	October	November					
Operating Expenses	(124,255.33)	400,474.36	1,891,013.74	2,254,817.53	42,593.27	4,464,643.57	3,743,382.00	(721,261.57)	13,982,751.00	9,518,107.43
Salaries and Wages	101,736.71	87,280.90	85,342.57	85,681.58	3,910.87	363,952.63	560,300.00	196,347.37	1,382,725.00	1,018,772.37
Operating Expenses	(226,038.54)	312,833.16	1,805,415.97	2,169,030.02	36,656.59	4,097,897.20	3,182,692.00	(915,205.20)	12,599,090.00	8,501,192.80
Other Operating Expenses	46.50	360.30	255.20	105.93	2,025.81	2,793.74	390.00	(2,403.74)	936.00	(1,857.74)
Non Operating Expenses	0	0	0	0	0	0.00	0	0.00	0	0.00
Payroll Suspense Expense	0	0	0	0	0	0.00	0	0.00	0	0.00
<b>Total</b>	<b>(124,255.33)</b>	<b>400,474.36</b>	<b>1,891,013.74</b>	<b>2,254,817.53</b>	<b>42,593.27</b>	<b>4,464,643.57</b>	<b>3,743,382.00</b>	<b>(721,261.57)</b>	<b>13,982,751.00</b>	<b>9,518,107.43</b>

3. Then select the appropriate sub-category, i.e. Marketing, Lead Acquisition, etc.



**NOTE:** The word “blank” indicates the expense was processed through an expense report vs. a requisition.

(Continued)

Next, select the month in which the invoice was paid. This action will display a list of all invoices processed within that month.

4. While on the correct ledger account category, select the month in which the invoice was processed. The example image below displays \$1,461.30 processed for October in the Lead Acquisition subcategory.

Ledger Account	Actual				
	July	August	September	October	November
> 53300:Insurance Expense	0	0	0	0	0
> 53400:Cash Drawer Reimbursemen	0	0	0	0	0
> 53500:Dues & Subscriptions	2,577.99	943.82	1,642.16	1,832.83	221.67
> 53550:Taxes & Licenses	0	0	0	0	0
> 53600:Settlement	0	0	0	0	0
> 54000:Marketing	6,346.81	12,866.19	60,327.10	16,283.12	3,829.85
> <b>Lead Acquisition</b>	<b>6,126.81</b>	<b>6,126.80</b>	<b>51,721.64</b>	<b>1,461.30</b>	<b>1,435.14</b>
> Recruiting & Mail	220.00	6,739.39	8,605.46	14,821.82	2,394.71

5. By selecting \$1,461.30, Workday displays a list of all invoices processed in October for the Lead Acquisition sub-category. Scroll through the list to find the transaction for which you want to confirm payment. If the invoice is available, it will be displayed as an active hyperlink.

Company	Cost Center	Period	Journal	Ledger Account	Worktags	Ledger/Budget Debit minus Credit	Currency	Operational Transaction	Book Code	Gift	Grant	Ledger Account
Saint Leo University	CC 500100 University Campus Admissions	October	Operational Journal: Saint Leo University - 10/01/2019	54000:Marketing	Cost Center: CC 500100 University Campus Admissions Function: 3 Student Services	\$26.2	USD	<a href="#">Supplier Invoice: SI-021319</a>				54000:Marketi



- **IMPORTANT:** If the **transaction is not displayed as an active hyperlink**, as shown below, you need to **contact Accounts Payable for payment verification.**

Company	Cost Center	Period	Journal	Ledger Account	Worktags	Ledger/Budget Debit minus Credit	Currency	Operational Transaction	Book Code	Gift	Grant
Saint Leo University	CC 500100 University Campus Admissions	September	Operational Journal: Saint Leo University - 09/01/2019	53100:Professional Services	Cost Center: CC 500100 University Campus Admissions Function: 3 Student Services Fund: 1 Unrestricted Fund Location:	\$3,142.9	USD	Amortization Prepaid Spend: Supplier Invoice: SI-009071			

(Continued)

By clicking the **supplier invoice hyperlink**, Workday displays the **View Supplier Invoice** page.

1. The menu options above the invoice line provide an at-a-glance view of the invoice number and payment status.
2. Using these **menu options**, you can drill down to specific details such as payments, attachments, and process history.

**Invoice Lines** display line item details populated from the requisition.

Invoice Line	Company	Line Item Description	Business Document	Spend Category	Ship-To Address	Ship-To Contact	Ta
Q	Saint Leo University	ACT Invoice # 32159473 Description : AARS College Report (Per Record Copy) \$26.16	PO-013826 - Line 1  Matching 4	Lead Acquisition	33701 SR 52 Saint Leo, FL 33574 United States of America	Sandra Garcia	Ta

From this page, you can **click the PO number to view the original requisition**.

Invoice Line	Company	Line Item Description	Business Document	Spend Category
Q	Saint Leo University	ACT Invoice # 32159473 Description : AARS College Report (Per Record Copy) \$26.16	PO-013826 - Line 1  Matching 4	Lead Acquisition

(Continued)

Once you click the PO number, the View Service Order Line page will display. Scroll to the bottom of the page to view the requisition number.

View Service Order Line	
Service Order Line	Q
Line	1
Purchase Order	PO-013826
Supplier	Act
Start Date	10/07/2019
End Date	10/07/2019
Description	ACT Invoice # 32159473 Description : AARS College Report (Per Record Copy) \$26.16
Spend Category	Lead Acquisition
Tax Applicability	(empty)
Tax Code	(empty)

Click the requisition hyperlink to navigate to the View Requisition page in Workday.

Service Requests 1 item	
Requisition	Extended Amount
<a href="#">RQ-014404</a>	26.16
Total: 26.16	

**Attachments** displays a PDF version of the invoice.

Invoice Lines   Matching Summary   **Attachments**   Payments   Process History

Attachments

 PDF

[Scan Oct 14, 2019 \(129\).pdf](#)  
Uploaded by Kathy

Comment (empty)

**Payments** displays payment date, reconciled status and payment amounts.

Invoice Lines   Matching Summary   Attachments   **Payments**   Process History

Payments 1 item

Supplier Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference	Payment Amount	Discount Taken
...	10/15/2019	Complete	Reconciled	Saint Leo University	11376	26.16	0.00



**NOTE: Reconciled = Invoice was paid and supplier cashed the check**

**Unreconciled = Invoice was paid but the supplier has not cashed the check.**

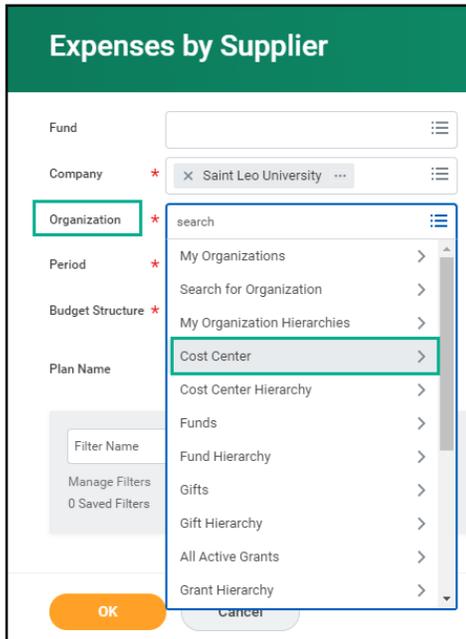
**Process History** displays the entire business process data when available.

Invoice Lines	Matching Summary	Attachments	Payments	<b>Process History</b>
0 items				
Process	Step	Status	Completed On	
<b>No Data</b>				

## FOR MANAGERS OF MULTIPLE COST CENTERS

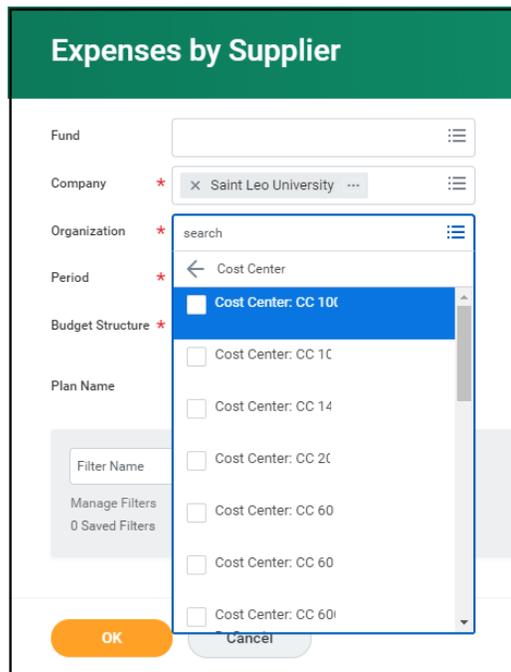
If you are the manager of several cost centers, you can run a single report for all cost centers under your hierarchy.

1. Select Cost Center under the Organization drop-down menu.



The screenshot shows the 'Expenses by Supplier' form. The 'Organization' dropdown menu is open, displaying a list of options. The 'Cost Center' option is highlighted with a green box. The 'Company' field is set to 'Saint Leo University'. The 'Fund' field is empty. The 'Period' field is set to 'My Organizations'. The 'Budget Structure' field is set to 'My Organization Hierarchies'. The 'Plan Name' field is empty. The 'Filter Name' field is empty. The 'Manage Filters' button shows '0 Saved Filters'. The 'OK' and 'Cancel' buttons are visible at the bottom.

2. From drop-down list, select all the cost centers to include in your report.



The screenshot shows the 'Expenses by Supplier' form. The 'Organization' dropdown menu is open, displaying a list of cost centers with checkboxes. The 'Cost Center: CC 10C' option is selected. The 'Company' field is set to 'Saint Leo University'. The 'Fund' field is empty. The 'Period' field is set to 'Cost Center'. The 'Budget Structure' field is set to 'My Organization Hierarchies'. The 'Plan Name' field is empty. The 'Filter Name' field is empty. The 'Manage Filters' button shows '0 Saved Filters'. The 'OK' and 'Cancel' buttons are visible at the bottom.



**Good to know:** Please remember that these are reports, so do not be afraid to “play” around with what you can extract, because you are not *changing data*; rather, you are *retrieving data*.

3. To sort the results by Cost Center, drill into any numbers displayed in blue and select Cost Center.

← Expenses by Supplier Actions

Company: Saint Leo University      Period: FY 2018-2019 - June  
Organization: Cost Center: CC 10      Budget Structure: Saint Leo Monthly Operating Budget  
                  Cost Center: CC 27  
                  Cost Center: CC 27

7 items

Ledger Account	July	August	September	October	November	February
Operating Expenses	597,711.03	338,430.63	532,835.16	721,288.12	719,693.73	23,597.03

4. A popup window will display, allowing you to select a secondary sort field, if available.

Criteria View by: Cost Center and then by: Select a Field... Refresh

3 items

Cost Center	Amount
CC 272	24,736.9
CC 272	694,956.8
Total	719,693.7