



Business & Finance Division

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**February 2021**

**Business Managers' Meetings**

## **Supplier Contract Detail by Organization Report**

Supplier contracts can be used in Workday to create blanket orders with punch out suppliers. In December, Business Services added a new custom report to Workday named:

CR FIN Supplier Contract Detail by Organization

Users can run this report to view supplier contract details in their cost center, including: supplier contract original balances, remaining balances, PO amounts, invoiced amounts, and worktags. There is also drilldown capability to view PO and invoice transactions against these supplier contracts. This report is available to all employees and will automatically filter the report to display supplier contracts in their cost center. A shortcut to this report can be found in the Procurement icon on their Workday home page.

Questions on these Workday Procurement updates should be sent to [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).

## **Central Processing**

**Supplier & Supplier Request Res6g 501iu**

## Human Resources

### Business Manager Programming for 2021

session, which focused on Workday Reporting, covered basics like searching for reports, scheduling a report, troubleshooting and report security.

Please join us in February as we highlight [Budget and Forecasting- SLUCare](#), and [Workday Training: Procurement](#). You can see additional details and register for each course by clicking on the course titles above.