

## Procedure for Supplier Contract Detail by Org Report

Once each quarter, Business Managers are required to run the Supplier Contract Detail by Org report in order to monitor supplier contract balances in their cost center (s). This report will allow Business Managers to review expenditures against the supplier contracts in their Cost Centers. In the report, Cost Center Managers can drill down and see the PO transactions and Invoice Transactions.

Monitoring Supplier Contract balances and reviewing PO transactions against Supplier Contracts is a necessary control to ensure that purchases are happening according to the intended purpose.

The report can be found in the Workday screen, by clicking on the Procurement Icon

