

Workday: Processing Manual Journals for Sponsored Salaries

Last Updated: 11/08/2017

The Office of Research Administration is now providing training on how to process manual journals for sponsored salaries. This training is recommended for **Cost Center Managers (CCMs)**, **Finance Business Process Initiators (FBPIs)** and **Cost Center Sponsored Programs Managers (CCSPMs)**. During the session, participants will:

- Summarize what comprises effort on a sponsored account
- Gain an understanding of when and how to do a manual journal
- Describe the requirements needed by ORA for a manual salary journal

The dates and times are listed below. Registration is available through [ULearn](#). Keywords: "Manual Journals"

Coral Gables Campus		
Date	Time	Location
Friday, November 10	9:00am - 12:00pm	Gables One Tower Room 639
Friday, November 17	9:00am - 12:00pm	Gables One Tower Room 639

Medical Campus		
Date	Time	Location
Thursday, November 9	9:00am - 12:00pm	Calder Library Room 3003
Thursday, November 20	1:00pm - 4:00pm	Calder Library Room 3003

If you have questions or need further assistance, please feel free to email the ORA at: strategicinitiatives@miami.edu

To register to receive the [Workday Finance Update](#), a monthly publication sent straight to your inbox, email workday@miami.edu or click [here](#) to register.