# WORKDAY COST CENTER SPONSORED PROGRAM MANAGER (CCSPM) ROLE

You have been assigned the role of **Cost Center Sponsored Program Manager** (CCSPM) by your Cost Center Manager (CCM).* This message contains information specific to your role.

## Business process you can approve:

- Create Change Order
- Create Expense Report
- Create Internal Service Delivery (ISD)
- Create Journal
- Create Payroll Accounting Adjustments
- Create Purchase Requisition
- Create Spend Authorization
- Create Supplier Invoice
- Verify Procurement Card (PCard) Transactions

## Reports

To find the following Reports in Workday, search the name in the search bar:

- "Award Transaction Audit"
- "Enhanced Journal Line Detail by Award"
- "Match Exception with Reasons"
- "Payroll Obligations"
- "PI Dashboard"
- "Salary Detail by Award + CFB"
- "Supplier Invoice Lines by Organization"

## Training:

To register for Workday's curriculum (mixed – both instructor-led training (ILT) and computer-based learning (CBL) courses available), log into ULearn and search by the complete course name:

Workday Financial Data Model (FDM) 101 CBL
Workday for Approvers CBL
Workday Security 102: Cost Center vs. Driver Worktag Roles
Workday Finance: Ask the Experts – Grants (March 2018)
Workday Foundational Concepts CBL

## Request Security Role Access

To request a change in security role access in Workday, visit the "Forms" tab on the Workday Finance website to download and complete the appropriate Security Role Form(s).

## Tip Sheets:

Accounting Journals:
- Create Journal
- Create Journal for Payroll Accounting Adjustments (PAAs) Prior to 9/1/2017
- Create Journal for Petty Cash Fund Replenishment

Basics:
- Approvals
- Business Process Notification Preferences

Expenses:
- Create Expense Report for Per Diem
- Create Expense Report
- Create Spend Authorization

Internal Service Provider (ISP):
- Create Internal Service Delivery (ISD)

Payroll Accounting
- Grants: Create Payroll Accounting Adjustments

Procurement:
- Create Change Order
- Create Purchase Requisition for Catalog Goods
- Create Purchase Requisition for Non-Catalog Goods
- Create Purchase Requisition for Services
- Create Supplier Invoice for ACH Payment and Wire Transfer Requests
- Create Supplier Request/ Invoice for Check Requests
- Match Exception
- Verify Procurement Card (PCard) Transactions

Reporting:
- Workday Finance Reports Matrix
- PI Dashboard

## Support Materials:

Frequently Asked Questions (FAQs)
FRS/FDM Conversion Tool
Business Process Approval Workflows
Tip Sheets and Tutorials
Finance Reports in Workday
Workday Finance Glossary

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*To identify your CCM, please view the **Security Roles** tip sheet.
If you have any questions, please contact the UMIT Service Desk: (305) 284-6565 or **help@miami.edu**·

Transform your workday

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