

# WORKDAY EXPENSE DATA ENTRY SPECIALIST ROLE

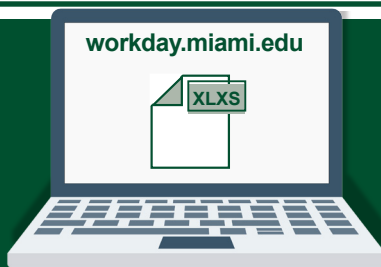
You have been assigned the role of **Expense Data Entry Specialist** by your Cost Center Manager (CCM).<sup>\*</sup> This message contains information specific to your role.

## Business processes you can initiate:

- Create Expense Report
- Create Spend Authorization
- Check Supplier Request/Invoice (formerly eChecks)

## Tip Sheets:

- [Create Expense Report](#)
- [Create Expense Report \(UMH\)](#)
- [Create Expense Report for Per Diem](#)
- [Create Expense Report for Per Diem \(UMH\)](#)
- [Create Expense Report from Spend Authorization](#)
- [Create Spend Authorization](#)
- [Create Supplier Request/Invoice for Check Requests](#)
- [Non-Employee and Student Reimbursement Form](#)
- [Workday Finance Reports Matrix](#)



## Reports

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

- “Find Expense Report Lines for Organization”
- “Find Spend Authorization Lines for 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: Expenses
- Workday: Check Requests (Formerly eChecks)
- 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 Roles Form(s).



## 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](#)

<sup>\*</sup>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](mailto:help@miami.edu).