

WORKDAY ACCOUNTANT ROLE

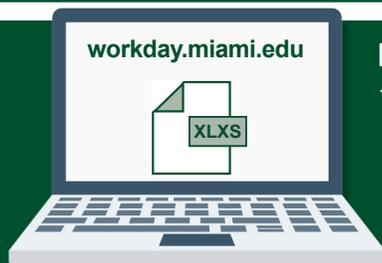
You have been assigned the role of **Accountant** by your Cost Center Manager (CCM).* This message contains information specific to your role.

Business process you can initiate:

- Create Journal

Tip Sheets:

- [Create Journal](#)
- [Create Journal for Petty Cash Replenishment](#)
- [Create Journal for Payroll Accounting Adjustment Prior to 9/1/2017](#)
- [Copy Journal](#)
- [Find Journal Lines for Sales Tax Reporting](#)
- [Generate New Recurring Journal](#)
- [Unpost Journal](#)
- [Workday Finance Reports Matrix](#)



Reports

To find the following [Reports in Workday](#), search the name in the search bar:

- “Enhanced Journal Line Detail (FIN-ACC-Enhanced Journal Line Detail)”
- “Find Journals”
- “Find Journal Lines”
- “Find Recurring Journal Template”
- “Summary Balances by Worktag Dashboard”
- “Transaction Audit Report” or “FIN-ACC-Transaction Audit-P&L 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: Accounting Journals
- 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](#)

*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.