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.