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

**Business process you can approve:**
- Assign Costing Allocation
- Create Ad Hoc Bank Transaction
- 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:
- “Balance Forward/ Balance Available”
- “Enhanced Journal Line Detail”
- “Match Exception with Reasons”
- “Payroll Obligations”
- “PI Dashboard”
- “POs with Open Encumbrances”
- “Salary Detail”
- “Summary Balances by Worktag Dashboard”
- “Supplier Invoice Lines by Organization”
- “Transaction Audit Report”

**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 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

**Ad Hoc Bank Transaction**
- Create Ad Hoc Bank Transaction

**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)

**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

**Reporting:**
- Summary Balances by Worktag Dashboard
- Workday Finance Reports Matrix

**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

If you have any questions, please contact the UMIT Service Desk: (305) 284-6565 or help@miami.edu.