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

*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

---

Last Updated: June 13, 2018