WORKDAY INTERNAL SERVICE PROVIDER (ISP) ANALYST ROLE

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

Business process you can initiate:
• Create Internal Catalog
• Create Internal Service Document (ISD)

Tip Sheets:
• Create Internal Catalogue
• Create Internal Service Document (ISD)
• Workday Finance Reports Matrix

Reports
To find the following Reports in Workday, search the name in the search bar:
• Find Internal Catalog Loads
• Find Internal Service Provider
• Find Internal Service Deliveries
• View Internal Catalog
• View Internal Service Provider
• View Internal Service Delivery

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 Internal Service Providers (ISPs)
• 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).

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.