WORKDAY INTERNAL SERVICE PROVIDER (ISP) MANAGER ROLE

You have been assigned the role of ISP Manager 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.

Last Updated: June 13, 2018