

WORKDAY RECEIVER ROLE

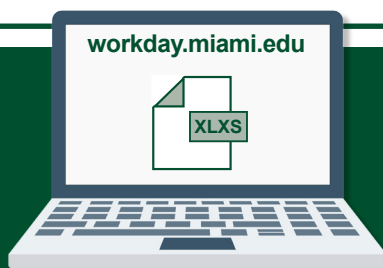
You have been assigned the role of **Receiver** by your Cost Center Manager (CCM).* This message contains information specific to your role.

Business process you can initiate:

- Create Receipt

Tip Sheets:

- [Create Receipt](#)
- [Workday Finance Reports Matrix](#)



Reports

To find the following Reports in Workday, search the name in the search bar:

- “Find Purchase Order Line and Line Splits for Organization”
- “My Receipts”
- “POs with Open Encumbrances”

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 Receivers
- 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.