

Workday Reporting Webinar Series

You are invited to participate in the second series of Workday Reporting webinars, developed to showcase new and existing reports so that you can better analyze your data. Subject matter experts will be available to provide an overview and demonstrate running reports on detail transactions, discuss report usage, and answer your questions.

Please select the session that works best for you and register in [ULearn](#) (search for keywords: “Workday Reporting”):

How Do I Find It? – Procurement Transactions

[Friday, May 18 at 10 a.m.](#)

This ninety-minute session will provide an overview of reports used to view Procurement transactions, including Purchase Requisitions, Purchase Orders, and P-Card purchases. Please note reports covered in this webinar can only be run by Procurement Data Entry Specialists, P-Card holders, and employees who create purchase requisitions.

How Do I Find It? – Expense Transactions

[Wednesday, May 23 at 10 a.m.](#)

This one-hour session will provide an overview of reports used to view Expense transactions, including Expense Reports, Travel Card Transactions, and Spend Authorizations. Please note reports covered in this webinar can only be run by Expense Data Entry Specialists, Travel Card holders, and employees who create their own expense reports.

How Do I Find It? – Other Transactions

[Friday, June 22 at 10 a.m.](#)

This ninety-minute session will provide an overview of reports used to view Journals, Ad Hoc Bank transactions, and Internal Service Deliveries. Please note reports covered in this webinar can only be run by Accountants, Internal Service Provider (ISP) Analysts, ISP Managers, and Deposit Specialists.

Please note these webinars will be available as Computer-Based Learning (CBL) modules after Monday, May 28. To launch these CBLs, visit [ULearn](#) and search for the keywords: “Workday Reporting.”

To learn how to run reports in Workday and about Finance reports available by security role, please review this [tip sheet](#).

For technical issues, please contact the UMIT Service Desk:
(305) 284-6565 or help@miami.edu