

## Now Available: Workday Super User Certification Program

In response to the growing interest to provide more Workday training, we are proud to announce a new Workday Super User Certification Program starting in May 2019. If you are a manager of an employee who handles Procurement or Expenses at the University of Miami, we encourage you to nominate your direct report to be part of this highly selective program. Note: Participants can only be nominated by their direct supervisor. [Click here to learn more about the Workday Super User Certification Program.](#)

**Click here to nominate your direct report for the Workday Super User Certification Program**



Transform your workday 

### Super User Benefits

- Gain in-depth knowledge of Workday and related University policies through the University's Workday Super User Certification Program
- Access to central support teams (e.g. Enterprise Business Solutions (EBS), UMIT Service Desk) and non-production tenant to explore issue resolution
- Be an early adopter of system changes
- Network with Super Users across the University
- Win a sponsored trip to Workday Rising 2019!
  - Five program graduates will have the opportunity to attend Workday's annual conference

[Click Here To Review the Workday Super User Certification Program Overview.](#)

### Workday Super User Certification Program Details:

The program will launch the first week of May and run through August 2019 for the following Workday roles:



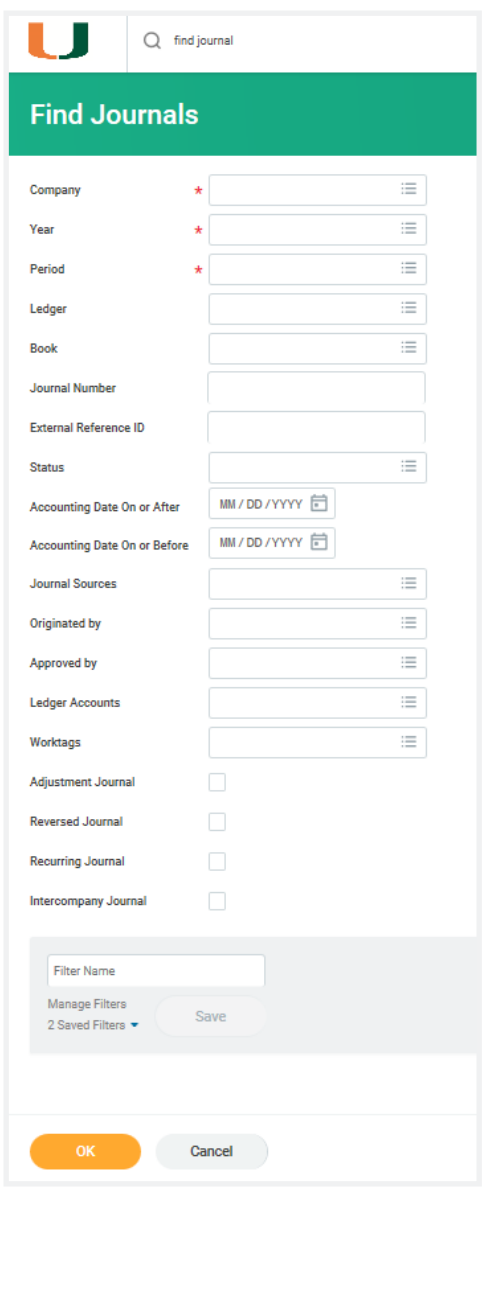
- **Procurement Data Entry Specialists (PDES):** This Workday role process purchases on behalf of others in Workday. [Click here to review the schedule for the Procurement Data Entry Specialist Track.](#)
- **Expense Data Entry Specialists (EDES):** This Workday role process expense reimbursements on behalf of others in Workday. [Click here to review the schedule for the Expense Data Entry Specialist Track.](#)

We look forward to collaborating and maximizing Workday functionality! If you have any questions, please email us at [workday@miami.edu](mailto:workday@miami.edu).

## Workday Microlearning: Finding Journals

The final months of this fiscal year end are quickly approaching! Run the [Find Journals](#) report in [Workday](#) to search for Journals by Company, periods, status, journal source and other criteria. Note: This report is specifically for Workday Accountant and Accounting Manager roles.

To use this report, enter Find Journals in the Workday search bar, (see screengrab for reference). Fill in the Workday required fields and any additional selections to narrow down your search. Note: Use the Manage Filters section at the bottom of the screen to save time if you run frequently run reports with the same filters.



[Click here to test your Finding Journals knowledge!](#)

### Learn more:

Accountant Role-based training is currently available through the end of May. To register, log in to [ULearn](#) and search using the keyword: "Journals" or the complete course name "Workday: Accounting Journals." Sessions are offered at the Coral Gables and Medical campuses.

**Important:** You will not be able to register until you complete the required Workday Financial Data Model (FDM) online Computer-Based Learning (CBL) module. To launch this CBL, visit ULearn and search for the keywords: "FDM," or the complete course name: "Workday FDM."

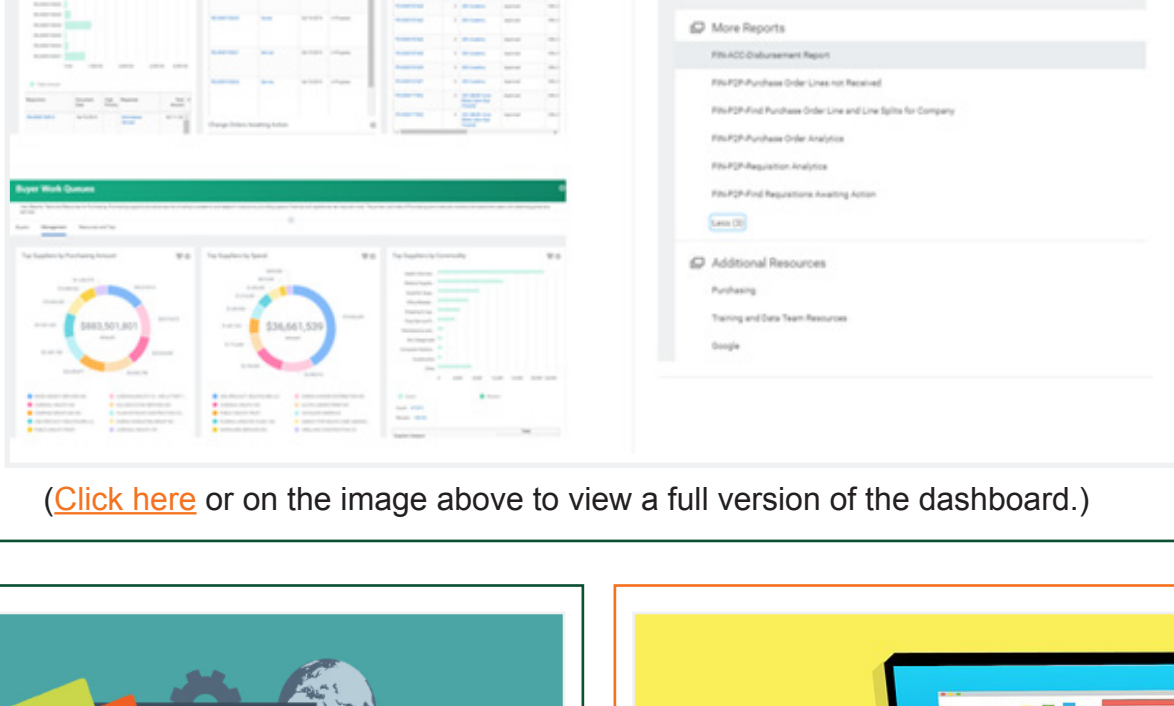
For questions related to training, please contact the Workday team at: [workday@miami.edu](mailto:workday@miami.edu).

## Now Available: Buyer Work Queue Dashboard

As of Thursday, April 25, the Buyer Work Queue Dashboard—a dashboard for Supply Chain—is now available to aid Purchasing with a single view of Purchase Order and Requisition tasks. This exciting improvement will assist with managing workloads, as Buyers will now be able to monitor all of their operations and processes in real time.

The Buyer Work Queue Dashboard does not require setup and will be available on your landing page if your is among the designated roles (Assistant Buyer, Buyers, Senior Buyers, Director of Purchasing, Executive Director of Purchasing, and Supplier Administration).

Please see a glimpse of the new dashboard below:



[\(Click here or on the image above to view a full version of the dashboard.\)](#)



## System Changes

[Click here for a comprehensive list of completed and in-development system changes.](#)



## Don't Stay in The Clouds, Get Workday Support!

There are a variety of immediate Workday support options to get you the support you need!

### Workday Tip Sheets and Tutorials



Review [Workday Tip Sheets and Tutorials](#) for assistance in completing a business process or running a report.

### Call



Get real-time assistance with Workday issues 24 hours a day, 7 days a week. Please contact the UMIT Service Desk at: (305) 284-6565.

### Email



Submit a question and receive a response by email. Please contact the UMIT Service Desk at: [help@miami.edu](mailto:help@miami.edu).

If you are experiencing difficulties completing a business process or running reports due to system performance, please email screenshots and details of the specific business process to [workday@miami.edu](mailto:workday@miami.edu).

### Additional Workday Support

#### Request a Workday Drop-In Lab



Get one-on-one assistance in completing a business process or running a report from a Workday expert. To learn more about requesting a Drop-In Lab in your area click [here](#), or email [workday@miami.edu](mailto:workday@miami.edu).

#### Workday Instructor-Led Training (ILT)

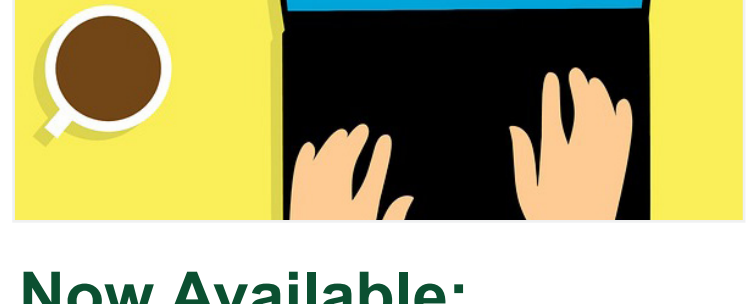


Register for Workday instructor-led training (ILT) courses. Visit the [Workday Finance Training Catalog](#) to review a list of available ILT training.

#### Workday Webinars & Computer-Based Learning (CBLs)



Register for Workday webinar sessions, and computer-based learning (CBLs). Visit the [Workday Finance Training Catalog](#) to review a list of available webinars this month.

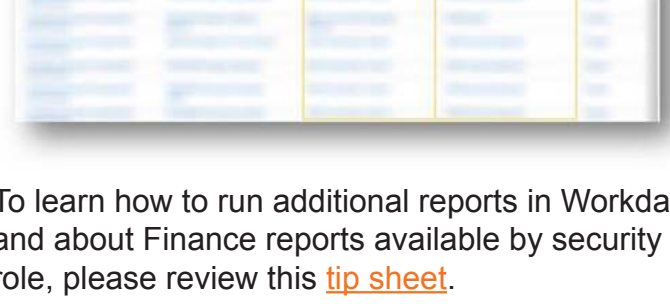


## Now Available: Cost Center for all Drivers Report Update

The Workday team is pleased to announce that effective April 8, a new version of the FIN-ACC-Cost Center for all Drivers Report is now available to be run in [Workday](#).

### What's New?

- The **Fund** and **Financial Class** columns have been added to show all active worktags related to a Cost Center or Cost Center Hierarchy (sample below for reference).



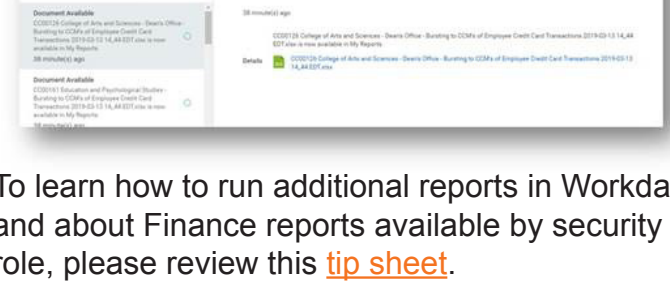
To learn how to run additional reports in Workday, and about Finance reports available by security role, please review this [tip sheet](#).



## Now Available: Find Credit Card Transactions Report

The Workday team is pleased to announce that, effective April 1, the **FIN-P2P-Find Credit Card Transactions Report** will be delivered to Cost Center Managers (CCMs) in [Workday](#) via My Reports (previously, CCMs had to request this report from the Central Office).

CCMs will be notified when this report, in Excel format, is available (sample below for reference). Note: This report will be available to CCMs on a monthly basis and includes all credit card transactions.



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



## Role-Based Resources

Role-based resources, including relevant tip sheets, reports, and training options, have been updated and are available for the following Workday roles:

- [Accountant](#)
- [Cost Center Manager](#)
- [Cost Center Sponsored Program Manager](#)
- [Deposit Specialist](#)
- [Expense Data Entry Specialist](#)
- [ISP Analyst](#)
- [ISP Manager](#)
- [Procurement Data Entry Specialist](#)
- [Receiver](#)

To learn more information specific to other Workday roles, please click [here](#).

## Important Links

- [Log in to Workday](#)
- [Training Resources](#)
- [Frequently Asked Questions](#)
- [Communications](#)

If you have questions related to Workday, please contact the UMIT Service Desk at: (305) 284-6565 or [help@miami.edu](mailto:help@miami.edu).



To subscribe to this message, please contact us at: [workday@miami.edu](mailto:workday@miami.edu) using the subject line "Subscribe to Workday Update."