WORKDAY DEPARTMENT ACCOUNTANT ROLE

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

BUSINESS PROCESS YOU CAN INITIATE:
- Create Journal

REQUEST SECURITY ROLE ACCESS
To request a change in security role access in Workday, visit the Forms tab on the Workday website to download and complete the appropriate Security Roles Form(s).

REPORTS
To find the following reports in Workday, type the name in the search field:
- Balance Forward/Balance Available by Worktag (FIN-ACC-Balance Forward/Balance Available by Worktag)
- Enhanced Journal Line Detail (FIN-ACC-Enhanced Journal Line Detail)
- Find Journals
- Find Journal Lines
- Find Recurring Journal Template
- Summary Balances by Worktag Dashboard
- Transaction Audit Report (FIN-ACC-Transaction Audit-P&L by Organization)

TIP SHEETS & SMART WALK-THRUS
The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange Need Help? icon:

Tip Sheets:
- Copy Journal
- Copy and Reverse Journal
- Find Journal Lines for Sales Tax Reporting
- Generate New Recruiting Journal
- Workday Finance Reports Matrix

Smart Walk-Thru:
- Create Journal

RESOURCES
- Business Process Approval Workflows
- Frequently Asked Questions (FAQs)
- Tip Sheets & Interactive Guides
- Workday Updates
- Data Audit - Cost Center - Company Crosswalk
- Reports in Workday

*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

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