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

**Business process you can initiate:**

- Create Journal

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

**Smart Walk-Thru:**
- Create Journal

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**Training**

To register for Workday training, log into Ulearn and search by the complete course name:

- Workday Financial Data Model (FDM) CBL
- Workday: Accounting Journals
- Workday Foundational Concepts CBL
- Workday Reporting Webinar: How Much Do I Have? (March 2018) Video
- Workday Reporting Webinar: What Did I Pay For? (March 2018) Video
- Workday Reporting Webinar: How Do I Find It? - Other Transactions (June 2018) Video

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**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)

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**Support Resources:**

- Business Process Approval Workflows
- Frequently Asked Questions (FAQs)
- FRS/FDM Conversion Tool
- Interactive Guides
- Reports in Workday
- Tip Sheets and Tutorials

**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).

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*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.