



## 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



## TRAINING

To register for Workday training, click on the course links below:

- [Workday: FDM - CBL](#)
- [Workday: Accounting Journals - CBL](#)
- [Workday: Reporting for Data Entry Specialists - CBL](#)



## 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*)



## 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).

## TIP SHEETS & SMART WALK-THRUS

The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange [Need Help?](#) icon:

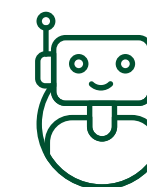
### Tip Sheets:

- 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](#)



Transform your  
workday 

\*To identify your CCM, please view the [Security Roles](#) tip sheet.  
If you have any questions, please contact the [IT Service Desk](#).