

Workday Accountant Role

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

Training

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

- [Workday: FDM - CBL](#)
- [Workday: Accounting Journals - Curriculum](#)
- [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*)



Support Resources:

[Business Process Approval Workflows](#)

[Frequently Asked Questions \(FAQs\)](#)

[ERS/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).

*To identify your CCM, please view the [Security Roles](#) tip sheet.