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).

*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

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)

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