WORKDAY COST CENTER MANAGER (CCM) ROLE

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

BUSINESS PROCESSES YOU CAN APPROVE:
- Assign Costing Allocation
- Create Ad Hoc Bank Transaction
- Create Change Order
- Create Expense Report
- Create Internal Service Delivery (ISD)
- Create Journal
- Create Payroll Accounting Adjustments
- Create Purchase Requisition
- Create Spend Authorization
- Create Supplier Invoice
- Verify Procurement Card (PCard) Transactions

TRAINING
To register for Workday training, click on the course links below:
- Workday: FDM - CBL
- Cost Center Manager (CCM) Basics - CBL
- Workday Finance: Ask the Experts - Match Exception (April 2018) - Video
- Workday for Approvers - Video
- Workday: Payroll Accounting - CBL
- Workday: Reporting for Cost Center Managers (CCMs) - CBL
- Workday: Security - CBL

REPORTS
To find the following reports in Workday, type the name in the search field:
- FIN-ACC-Balance Forward/Balance Available by Worktag
- FIN-ACC-Balances by Worktag (Management)
- FIN-ACC-Enhanced Journal Line Detail
- FIN-ACC-Fund Account Summary by Organization
- FIN-ACC-Summary Balances by Program
- FIN-ACC-Transaction Audit-P&L by Organization (Management Budget)
- FIN-ACC-Trial Balance by Worktag
- Find Ad Hoc Payment Lines by Organization
- FIN-FPA-Management Income Statement – FP&A by Organization
- FIN-ACC-Award Transaction Audit (Department)
- FIN-ACC-Clinical Trials Monitoring (Department)
- FIN-ACC-Find My Awards
- FIN-ACC-Find My Grants
- FIN-ACC-Grants Transaction Audit (Department)
- FIN-P2P-Expiring Costing Allocations
- FIN-P2P-Create Expense Report Lines & Payment for Organization
- FIN-P2P-Create Change Order
- FIN-P2P-Create Requisition – Catalog Goods/Punch Out
- FIN-P2P-Create Requisition – Non-Catalog Items
- FIN-P2P-Create Supplier Invoice
- FIN-P2P-Create Supplier Request
- FIN-P2P-Create Supplier Invoice
- FIN-P2P-Verify Procurement Card (PCard) Transactions

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-THRU
The following tip sheets and Walk-Thrus can be accessed within Workday by clicking on the orange Need Help? icon.

Tip Sheets:
- Approvals
- Business Process Notification Preferences
- CCM Tasks – Verifying the Correct CCM
- Financial Data Model (FDM)
- Find Journal Lines for Sales Tax Reporting
- Summary Balances by Worktag Dashboard
- Supplier Invoice Lines by Organization
- Workday Finance Reports Matrix

Smart Walk-Thrus:
- Assign Costing Allocation
- Assign Costing Allocation Tasks
- Close Purchase Order
- Create Journal
- Create Payroll Accounting Adjustment
- Create Requisition – Catalog Goods/Punch Out
- Create Requisition – Non-Catalog Items
- Create Supplier Invoice
- Create Supplier Request
- Creating an Expense Report
- Creating a Spend Authorization
- Delegate Inbox Items / Business Processes
- Delegate Task & Stop Delegation
- Grants: Create Payroll Accounting Adjustment
- Locate Payment Details for a PO
- Non-Employee and Student Reimbursement Form
- Reassign Travel Card Expense

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

*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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