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

**Tip Sheets:**
- Approvals
- Business Process Notification Preferences
- Cost Center Manager Tasks – Verifying the Correct Cost Center Manager
- Financial Data Model (FDM)
- Find Journal Lines for Sales Tax Reporting
- Non-Employee and Student Reimbursement Form
- Summary Balances by Worktag Dashboard
- Workday Finance Reports Matrix

**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

**Smart Walk-Thrus:**
- Assign Costing Allocation
- Assign Costing Allocation Tasks
- Create Journal
- Create Payroll Accounting Adjustment
- Create Requisition – Catalog Goods/Punch Out
- Create Requisition – Non-Catalog Goods
- Create Supplier Invoice
- Create Supplier Request
- Creating an Expense Report
- Creating a Spend Authorization
- Delegate Inbox Items / Business Processes
- Delegate Task
- Grants: Create Payroll Accounting Adjustment
- Reassign Travel Card Expense
- Stop Delegation

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

- Workday FDM CBL
- Workday for Approvers Video
- Workday Foundational Concepts CBL
- Workday: Payroll Accounting
- Workday Reporting Webinar Series Video
- Workday Security 102: Cost Center vs. Driver Worktag Roles Video

**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-GRA-Award Transaction Audit (Department)
- FIN-GRA-Clinical Trials Monitoring (Department)
- FIN-GRA-Find My Awards
- FIN-GRA-Find My Grants
- FIN-GRA-Grants Transaction Audit (Department)
- FIN-P2P-Find Expense Report Lines & Payment for Organization
- FIN-P2P-POs with Open Encumbrances by Organization
- FIN-P2P-Supplier Contract Lines by Organization
- FIN-P2P-Supplier Invoice Lines by Organization
- FIN-PAY-Expanding Costing Allocations

**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).

*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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