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

**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).

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**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-Grants Transaction Audit (Department)
- FIN-GRA-Find My Awards
- FIN-GRA-Find My Grants
- FIN-GRA-Grants Transaction Audit (Department)
- FIN-P2P-Payroll Accounting Adjustment
- FIN-P2P-Payroll Accounting Adjustment
- FIN-P2P-Supplier Invoice Lines by Organization
- FIN-PAY-Expiring Costing Allocations