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** - ***Curriculum***
- **Workday: Reporting for Cost Center Managers (CCMs)** - ***CBL***
- **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-Expiring Costing Allocations

Tip Sheets:

- **Approvals**
- **Business Process Notification Preferences**
- **Close Purchase Order**
- **Cost Center Manager Tasks – Verifying the Correct Cost Center Manager**
- **Financial Data Model (FDM)**
- **Find Journal Lines for Sales Tax Reporting**
- **Locate Payment Details for a PO**
- **Non-Employee and Student Reimbursement Form**
- **Summary Balances by Worktag Dashboard**
- **Supplier Invoice Lines by Organization**
- **Workday Finance Reports Matrix**

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

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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Transform your workday