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

### Business processes you can approve:
- 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

### Tip Sheets:
- **Approvals**
- **Business Process Notifications Preferences**
- **Close Purchase Order**
- **Cost Center Manager Tasks – Verifying the Correct Cost Center Manager**
- **Create Internal Service Delivery (ISD)**
- **Financial Data Model (FDM)**
- **Locate Payment Details for a PO**
- **My Awards Portfolio Dashboard**
- **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**
- **Initiate a Change Order**
- **Match Exceptions**
- **Reassign Travel Card Expense**
- **Stop Delegation**

### Training
To register for Workday training, click on the course links below:
- **Workday: FDM - CBL**
- **Workday Finance: Ask the Experts - Grants (March 2018) - CBL**
- **Workday Finance: Ask the Experts - Grants (September 2018)** - Video
- **Workday Finance: Ask the Experts - Match Exception (April 2018)** - Video
- **Workday for Approvers** - Video
- **Workday Grants 102** - 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
- FIN-FPA-Management Income Statement – FP&A by Organization
- FIN-GRA-Award Transaction Audit (Department)
- FIN-GRA-Clinical Trials Monitoring (Department)
- FIN-GRA-Enhanced Journal Line Detail by Award (Department)
- FIN-GRA-Find My Awards
- FIN-GRA-Find My Grants
- FIN-GRA-Find My Sub-Awards
- FIN-GRA-Grant Transaction Audit (Department)
- FIN-P2P-Find Expense Report Lines & Payment for Organization
- FIN-P2P-Match Exception with Reasons by 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
- FIN-PAY-Payroll Obligations
- FIN-PAY-Salary Detail
- FIN-PAY-Salary Detail by Award + CFB
- HCM-ADM-Active Employees
- My Awards Portfolio Dashboard

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*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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