



WORKDAY COST CENTER SPONSORED PROGRAM MANAGER (CCSPM) ROLE

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

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).

TRAINING

To register for Workday training, click on the course links below:

- [Workday: FDM - CBL](#)
- [Workday Finance: Ask the Experts - Match Exception \(April 2018\) - Video](#)
- [Workday for Approvers \(August 2017\)](#)
- [Video Workday Grants 102 \(November 2017\) - Video](#)
- [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-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-Grants 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



TIP SHEETS & SMART WALK-THRUS

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

Tip Sheets:

- Approvals
- Business Process Notification Preferences
- CCM Tasks – Verifying the Correct CCM
- Financial Data Model (FDM)
- My Awards Portfolio Dashboard
- 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 Internal Service Delivery (ISD)
- 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
- Initiate a Change Order
- Locate Payment Details for a PO
- Match Exceptions
- 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](#)



Transform your
workday 

*To identify your CCM, please view the [Security Roles](#) tip sheet. If you have any questions, please contact the [IT Service Desk](#)