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 - Grants (March 2018) - Video
- Workday Finance: Ask the Experts - Grants (September 2018) - Video
- 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-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-THRU
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

*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