

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

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
- 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-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

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