

Workday Deposit Specialist Role

You have been assigned the role of **Workday Deposit Specialist** by your Cost Center Manager (CCM).* This message contains information specific to your role.

Tip Sheets:

- [Create Ad Hoc Bank Transaction](#)
- [Workday Finance Reports Matrix](#)

Business process you can initiate:

- Create Ad Hoc Bank Transaction

Training

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

- [Workday: FDM - CBL](#)
- [Workday: Ad Hoc Bank Transactions - Curriculum](#)
- [Workday: Reporting for Data Entry Specialists - CBL](#)



Reports

To find the following reports in Workday, type the name in the search field:

- Find Ad Hoc Bank Transactions (*FIN-BKG-Find Ad Hoc Bank Transactions*)
- My Ad Hoc Bank Transactions (*FIN-BKG-My Ad Hoc Bank Transactions*)



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.