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

Business processes you can initiate:
- Create Change Order
- Create Expense Report
- Create Spend Authorization
- Create Supplier Request
- Create Supplier Invoice

**Training**
To register for Workday training, log into **ULearn** and search by the complete course name:
- Workday Financial Data Model (FDM) 101 *CBL*
- Workday: Expenses
- Workday: Check Requests
- Workday Reporting Webinar: How Do I Find It? - Expense Transactions (May 2018) *Video*
- Workday: Ask the Experts - P-Card/ Travel Card (July 2018) *Video*
- Workday Foundational Concepts CBL

**Reports**
To find the following reports in Workday, type the name in the search field:
- Find Expense Report Lines for Organization (*FIN-P2P-Find Expense Report Lines for Organization*)
- Find Spend Authorization Lines for Organization

**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).

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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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