

Workday Expense Data Entry Specialist Role

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

Tip Sheets:

- [Non-Employee and Student Reimbursement Form](#)
- [Workday Finance Reports Matrix](#)

Smart Walk-Thrus:

- Creating an Expense Report
- Creating a Spend Authorization
- Create Supplier Invoice
- Create Supplier Request
- Initiate a Change Order
- Reassign Travel Card Expense

Training

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

- [Workday: FDM - CBL](#)
- [Workday: Expenses - Curriculum](#)
- [Workday: Check Requests - Curriculum](#)
- [Workday: Reporting for Data Entry Specialists - 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 \(FAQs\)](#)

[ERS/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.