WORKDAY DEPARTMENT EXPENSE DATA ENTRY SPECIALIST ROLE

You have been assigned the role of Department 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, click on the course links below:
- Workday: FDM - CBL
- Workday Expenses - CBL
- Workday Check Requests - CBL
- 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

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).

TIP SHEETS & SMART WALK-THRUS
The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange Need Help? Icon:

Tip Sheets:
- 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
- Non-Employee and Student Reimbursement Form
- Reassign Travel Card Expense

RESOURCES
- Business Process Approval Workflows
- Frequently Asked Questions (FAQs)
- Tip Sheets & Interactive Guides
- Workday Updates
- Data Audit - Cost Center - Company Crosswalk
- Reports in Workday

*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

Last Updated: September 2023