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).

*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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**TIP SHEETS & SMART WALK-THRU**
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

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*Last Updated: August 2022*