WORKDAY INTERNAL SERVICE PROVIDER (ISP) ANALYST ROLE

You have been assigned the role of Internal Service Provider (ISP) Analyst by your Cost Center Manager (CCM).* This message contains information specific to your role.

BUSINESS PROCESSES YOU CAN INITIATE:
- Create Internal Catalog
- Create Internal Service Delivery (ISD)

REQUEST SECURITY ROLE ACCESS
To request a change in ISP security role access in Workday, send an email to costanalysis.ora@miami.edu

*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

TRAINING
To register for Workday training, click on the course links below:
- Workday: FDM - CBL
- Workday: Internal Service Providers - CBL
- Workday: Reporting for Data Entry Specialists - CBL

REPORTS
To find the following reports in Workday, type the name in the search field:
- Find Internal Catalog Loads
- Find Internal Service Deliveries (FIN-P2P-Find Internal Service Deliveries)
- Find Internal Service Provider
- View Internal Catalog
- View Internal Service Delivery
- View Internal Service Provider

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:
  - Create Internal Catalog
  - Workday Finance Reports Matrix
- Smart Walk-Thru:
  - Create Internal Service Delivery (ISD)

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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