WORKDAY INTERNAL SERVICE PROVIDER (ISP) MANAGER ROLE

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

BUSINESS PROCESSES YOU CAN APPROVE:
- 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 for Approvers - Video
- 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

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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:
- 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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