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)

**Tip Sheets:**
- Create Internal Catalog
- Create Internal Service Delivery (ISD)
- Workday Finance Reports Matrix

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**Training**

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

- Workday: FDM - CBL
- Workday: Internal Service Providers (ISPs) - Curriculum
- Workday for Approvers - Video
- Workday: Reporting for Data Entry Specialists - CBL

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**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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**Support Resources:**

Business Process Approval Workflows  
Frequently Asked Questions (FAQs)  
FRS/FDM Conversion Tool  
Interactive Guides  
Reports in Workday  
Tip Sheets and Tutorials

**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.