



## 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)

## 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



## REQUEST SECURITY ROLE ACCESS

To request a change in ISP security role access in Workday, send an email to [costanalysis.ora@miami.edu](mailto:costanalysis.ora@miami.edu)

## TIP SHEETS & SMART WALK-THRUS

The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange

[Need Help?](#) icon:

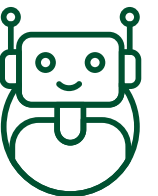
### Tip Sheets:

- 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](#)



Transform your workday 

\*To identify your CCM, please view the [Security Roles](#) tip sheet  
If you have any questions, please contact the [IT Service Desk](#)