You have been assigned the role of **Procurement Data Entry Specialist** by your Cost Center Manager (CCM).* This message contains information specific to your role.

## Business processes you can initiate:
- Close Purchase Order
- Create Change Order
- Create Supplier Invoice
- Create Supplier Request
- Verify Procurement Card (PCard) Transactions

## Training
To register for Workday training, log into **ULearn** and search by the complete course name:
- Workday: Procurement
- Workday: Check Requests
- Workday FDM CBL
- Workday Finance: Ask the Experts (February 2018) Video
- Workday Finance: Ask the Experts - Invoices (May 2018) Video
- Workday Ask the Experts - P-Card (July 2018) Video
- Workday Foundational Concepts CBL
- Workday Reporting Webinar: How Do I Find It? – Procurement Transactions (May 2018) Video
- Workday Reporting Webinar: What Did I Pay For? (March 2018) Video

## Reports
To find the following reports in Workday, type the name in the search field:
- Find Procurement Card Transaction Verifications
- Find Purchase Order Line and Line Splits for Organization
- Find Purchase Orders
- Find Requisition Line and Line Splits for Organization
- Find Suppliers
- Match Exception with Reasons (*FIN-P2P-Match Exception with Reasons by Organization*)
- My Requisitions
- POs with Open Encumbrances by Organization (*FIN-P2P-POs with Open Encumbrances by Organization*)
- Supplier Invoice Lines by Organization (*FIN-P2P-Supplier Invoice Lines by Organization*)

## Smart Walk-Thrus:
- Create Requisition – Catalog Goods/Punch Out
- Create Requisition – Non-Catalog Items
- Create Supplier Invoice
- Create Supplier Request
- Initiate a Change Order
- Match Exceptions
- Verify Procurement Card (PCard) Transactions

## 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 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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