



WORKDAY DEPARTMENT PROCUREMENT DATA ENTRY SPECIALIST ROLE

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

BUSINESS PROCESSES YOU CAN INITIATE:

- Create Purchase Order
- Create Change Order
- Create Supplier Invoice
- Create Supplier Request
- Verify Procurement Card (PCard) Transactions

TRAINING

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

- [Workday: FDM - CBL](#)
- [Workday: Check Requests - CBL](#)
- [Workday: Reporting for Data Entry Specialists - CBL](#)



For training on Workday's procurement processes, please contact your purchasing department:

- [Purchasing \(Academy/MSOM\)](#)
- [UHealth Supply Chain Services](#)

REPORTS

- 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 (*FINP2P-POs with Open Encumbrances by Organization*)
- Supplier Invoice Lines by Organization (*FIN-P2PSupplier Invoice Lines by Organization*)



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).

TIP SHEETS & SMART WALK-THRUS

The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange [Need Help?](#) icon:

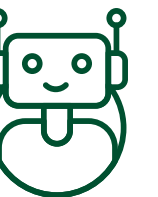
Tip Sheets:

- Correct Company Selected on PCard Verification
- Correct Company Selected on a Purchase Requisition
- Find Purchase Order Line and Line Splits for Organization
- POs with Open Encumbrances by Organization
- Supplier Invoice Lines by Organization
- Workday Finance Reports Matrix



Smart Walk-Thru:

- Close Purchase Order
- Create Requisition – Catalog Goods/Punch Out
- Create Requisition – Non-Catalog Items
- Create Supplier Invoice
- Create Supplier Request
- Initiate a Change Order
- Locate Payment Details for a PO
- Match Exceptions
- Verify Procurement Card (PCard) Transactions



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](#)