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 (FIN-P2P-POs with Open Encumbrances by Organization)
- Supplier Invoice Lines by Organization (FIN-P2P-Supplier 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

*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

Last Updated: September 2023