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

**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).

**TRAINING**
To register for Workday training, click on the course links below:
- Workday: FDM - CBL
- Workday: Procurement - CBL
- Workday: Check Requests - CBL
- Workday: Reporting for Data Entry Specialists - CBL

**TIP SHEETS & SMART WALK-THRU**
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

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