WORKDAY DEPARTMENT RECEIVER ROLE

You have been assigned the role of **Department Receiver** by your Cost Center Manager (CCM).* This flyer contains information specific to your role.

BUSINESS PROCESS YOU CAN INITIATE:

- Create Receipt

TRAINING

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

- **Workday: FDM** - *CBL*
- **Workday for Receivers** - *CBL*
- **Workday Finance: Ask the Experts - Match Exception (April 2018)** - *Video*
- **Workday: Reporting for Data Entry Specialists** - *CBL*

REPORTS

To find the following reports in Workday, type the name in the search field:

- Find Purchase Order Line and Line Splits for Organization
- Find Receipts
- Match Exceptions with Reasons
- My Receipts
- POs with Open Encumbrances by Organization *(FIN-P2P-POs with Open Encumbrances 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

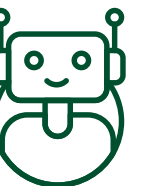The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange **Need Help?** icon:

Tip Sheets:
- Workday Finance Reports Matrix

Smart Walk-Thru:
- Create a Receipt

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 UMIT Service Desk: (305) 284-6565 or **help@miami.edu**

Last Updated: August 2022