



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:

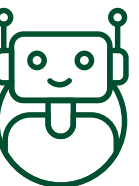
Tip Sheets:

- 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 