WORKDAY COST CENTER MANAGER (CCM)

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

Business process you can approve:

- Assign Costing Allocation
- Create Ad Hoc Bank Transaction
- Create Change Order
- Create Expense Report
- Create Internal Service Delivery (ISD)
- Create Journal
- Create Payroll Accounting Adjustments
- Create Purchase Requisition
- Create Spend Authorization
- Create Supplier Invoice
- Verify Procurement Card (PCard) Transactions

Reports

To find the following Reports in Workday, search the name in the search bar:

- "Balance Forward/ Balance Available"
- "Enhanced Journal Line Detail"
- "Match Exception with Reasons"
- "Payroll Obligations"
- "PI Dashboard"
- "POs with Open Encumbrances"
- "Salary Detail"
- "Summary Balances by Worktag Dashboard"
- "Supplier Invoice Lines by Organization"
- "Transaction Audit Report"

Training:

To register for Workday's curriculum (mixed – both instructor-led training (ILT) and computer-based learning (CBL) courses available), log into ULearn and search by the complete course name:

- Workday Financial Data Model (FDM) 101 CBL
- Workday for Approvers CBL
- Workday Security 102: Cost Center vs. Driver Worktag Roles
- Workday Foundational Concepts CBL

Request Security Role Access

To request a change in security role access in Workday, visit the "Forms" tab on the Workday Finance website to download and complete the appropriate Security Role Form(s).

Tip Sheets:

Accounting Journals:

- Create Journal
- Create Journal for Payroll Accounting Adjustments (PAAs) Prior to 9/1/2017
- Create Journal for Petty Cash Fund Replenishment

Ad Hoc Bank Transaction

- Create Ad Hoc Bank Transaction

Basics:

- Approvals
- Business Process Notification Preferences

Expenses:

- Create Expense Report for Per Diem
- Create Expense Report
- Create Spend Authorization

Internal Service Provider (ISP):

- Create Internal Service Delivery (ISD)

Payroll Accounting

- Assign Costing Allocation Tasks
- Create Payroll Accounting Adjustments

Procurement:

- Create Change Order
- Create Purchase Requisition for Catalog Goods
- Create Purchase Requisition for Non-Catalog Goods
- Create Purchase Requisition for Services
- Create Supplier Invoice for ACH Payment and Wire Transfer Requests
- Create Supplier Request/ Invoice for Check Requests
- Match Exception
- Verify Procurement Card (PCard) Transactions

Reporting:

- Summary Balances by Worktag Dashboard
- Workday Finance Reports Matrix

Support Materials:

Frequently Asked Questions (FAQs)
FRS/FDM Conversion Tool
Business Process Approval Workflows
Tip Sheets and Tutorials
Finance Reports in Workday
Workday Finance Glossary

If you have any questions, please contact the UMIT Service Desk: (305) 284-6565 or **help@miami.edu**.

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Transform your workday