WORKDAY COST CENTER MANAGER (CCM) ROLE

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

BUSINESS PROCESSES 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

TRAINING

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

- **Workday: FDM** - *CBL*
- **Cost Center Manager (CCM) Basics** - *CBL*
- **Workday Finance: Ask the Experts - Match Exception (April 2018)** - *Video*
- **Workday for Approvers** - *Video*
- **Workday: Payroll Accounting** - *CBL*
- **Workday: Reporting for Cost Center Managers (CCMs)** - *CBL*
- **Workday: Security** - *CBL*

REPORTS

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

- FIN-ACC-Balance Forward/Balance Available by Worktag
- FIN-ACC-Balances by Worktag (Management)
- FIN-ACC-Enhanced Journal Line Detail
- FIN-ACC-Fund Account Summary by Organization
- FIN-ACC-Summary Balances by Program
- FIN-ACC-Transaction Audit-P&L by Organization (Management Budget)
- FIN-ACC-Trial Balance by Worktag
- Find Ad Hoc Payment Lines by Organization
- FIN-FPA-Management Income Statement – FP&A by Organization
- FIN-GRA-Award Transaction Audit (Department)
- FIN-GRA-Clinical Trials Monitoring (Department)
- FIN-GRA-Find My Awards
- FIN-GRA-Find My Grants
- FIN-GRA-Grants Transaction Audit (Department)
- FIN-P2P-Find Expense Report Lines & Payment for Organization
- FIN-P2P-POs with Open Encumbrances by Organization
- FIN-P2P-Supplier Contract Lines by Organization
- FIN-P2P-Supplier Invoice Lines by Organization
- FIN-PAY-Expiring Costing Allocations

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:

- Approvals
- Business Process Notification Preferences
- CCM Tasks – Verifying the Correct CCM
- Financial Data Model (FDM)
- Find Journal Lines for Sales Tax Reporting
- Summary Balances by Worktag Dashboard
- Supplier Invoice Lines by Organization
- Workday Finance Reports Matrix

Smart Walk-Thrus:

- Assign Costing Allocation
- Assign Costing Allocation Tasks
- Close Purchase Order
- Create Journal
- Create Payroll Accounting Adjustment
- Create Requisition – Catalog Goods/Punch Out
- Create Requisition – Non-Catalog Items
- Create Supplier Invoice
- Create Supplier Request
- Creating an Expense Report
- Creating a Spend Authorization
- Delegate Inbox Items / Business Processes
- Delegate Task & Stop Delegation
- Grants: Create Payroll Accounting Adjustment
- Locate Payment Details for a PO
- Non-Employee and Student Reimbursement Form
- Reassign Travel Card Expense

RESOURCES

- **Business Process Approval Workflows**
- **Data Audit - Cost Center - Company Crosswalk**
- **Frequently Asked Questions (FAQs)**
- **Tip Sheets & Interactive Guides**
- **Workday Updates**

Transform your **workday** U

*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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