WORKDAY DEPARTMENT EXPENSE DATA ENTRY SPECIALIST ROLE

You have been assigned the role of **Department Expense Data Entry Specialist** by your Cost Center Manager (CCM).* This message contains information specific to your role.

BUSINESS PROCESSES YOU CAN INITIATE:

- Create Change Order
- Create Expense Report
- Create Spend Authorization
- Create Supplier Request
- Create Supplier Invoice

TRAINING

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

- **Workday: FDM** - *CBL*
- **Workday Expenses** - *CBL*
- **Workday Check Requests** - *CBL*
- **Workday: Reporting for Data Entry Specialists** - *CBL*

REPORTS

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

- Find Expense Report Lines for Organization *(FIN-P2P-Find Expense Report Lines for Organization)*
- Find Spend Authorization Lines for 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:
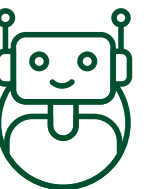
Tip Sheets:

- Workday Finance Reports Matrix

Smart Walk-Thrus:

- Creating an Expense Report
- Creating a Spend Authorization
- Create Supplier Invoice
- Create Supplier Request
- Initiate a Change Order
- Non-Employee and Student Reimbursement Form
- Reassign Travel Card Expense

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: September 2023