WORKDAY INTERNAL SERVICE PROVIDER (ISP) MANAGER ROLE

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

BUSINESS PROCESSES YOU CAN APPROVE:

- Create Internal Catalog
- Create Internal Service Delivery (ISD)

TRAINING

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

- **Workday: FDM** - *CBL*
- **Workday: Internal Service Providers** - *CBL*
- **Workday for Approvers** - *Video*
- **Workday: Reporting for Data Entry Specialists** - *CBL*

REPORTS

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

- Find Internal Catalog Loads
- Find Internal Service Deliveries *(FIN-P2P-Find Internal Service Deliveries)*
- Find Internal Service Provider
- View Internal Catalog
- View Internal Service Delivery
- View Internal Service Provider

REQUEST SECURITY ROLE ACCESS

To request a change in ISP security role access in Workday, send an email to **costanalysis.ora@miami.edu**

TIP SHEETS & SMART WALK-THRUS

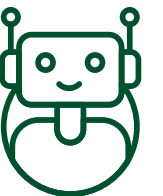The following tip sheets and Walk-Thrus can be accessed within Workday by clicking the orange **Need Help?** icon:

Tip Sheets:
- Create Internal Catalog
- Workday Finance Reports Matrix

Smart Walk-Thru:
- Create Internal Service Delivery (ISD)

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** 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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