

# Cost Center Manager (CCM) Role



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

This role is the **cost center level approver** for the following business processes\*:

- Expense Reports
- Journal Entries
- Manual Journals
- Supplier Invoices
- Change Orders
- Miscellaneous Payments
- Payroll Costing Allocation
- Accounting Adjustments
- Purchase Requisitions
- Stipend Contract Events

*\*This is not a complete list*

**Online Training** is available in the Learning Exchange. *This is not a complete list. Additional modules are in the **Workday Curriculum: Cost Center Manager***

- WDES-100: Introduction to Workday
- WDES-101: Workday FDM
- WDES-105: Workday Reporting
- WDHR-101: Workday HR Overview
- WDSC-101: Supply Chain Overview
- WDSC-501: How to Purchase in Workday
- WDSC-606: Expense Reporting
- WDFI-206: Analyze and Review Expenses
- WDFI-207: Payroll Costing Allocations

**Reports** are available by typing the following report name\* in the search field:

- Budget vs. Actual by Cost Center
- Budget vs. Actual by Revenue Category
- Expense Journal Lines
- Find Purchase Orders
- Find Supplier Invoices
- Income Statement
- General Ledger Activity Summary
- Ledger Detail
- Ledger Account Summaries Report

*\*This is not a complete list. Note that access to report data is based on role in Workday*

**Quick Reference Guides** are available within the Resources tab of the respective online module or by clicking the links below:

- [Foundational Data Model \(FDM\)](#)
- [Role-Based Security](#)
- [Delegation](#)
- [Mobile](#)
- [Reports](#)
- [Approving Expense Reports](#)

**Smart Walkthrus** are available for the following business processes by clicking **Show Me How** within Workday:

- Delegate Inbox Items/Business Process
- Create Expense Report
- Approve Expense Report
- Payroll Costing Allocation
- Create Purchase Requisition
- Approve Purchase Requisition
- Create Supplier Invoice
- Approve Supplier Invoice
- Create Journal Entry

*\*Smart Walkthrus are continually being added.*

**Additional Information** is available using the links below:

- *\*Security Role questions - submit a Pegasus ticket here*
- [Cost Center Translator](#)
- [Reporting Crosswalk](#)
- [What's Changing with Workday](#)
- [Workday Training Hub](#)
- [Quick Reference Guides](#)
- Training Questions: email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org)

*\*Coming Soon*