

Key Roles in Workday Financials

- ***Financial Manager:*** A financial manager has the **fiscal responsibility** for a specific budget, and is responsible for logging into Workday routinely to **approve** transactions which are posted to their respective budget Worktags. Financial Managers are assigned at the Cost Center, Gift, Grant, and Project Worktags. A financial transaction must be **approved** by all managers in Workday before process is complete.
- ***Financial Analyst:*** A financial analyst has **view** access to all budget reporting and transactions posted to a Financial organization in Workday. Analysts can be assigned to the Cost Center, Gift, Grant, Project, or Program worktags.
- ***Buyer:*** Has access within Workday to review requisitions, create and issue purchase orders, manage match exceptions, and overall responsibility for the procurement within their respective organization.
- ***Requester:*** Anyone with access to Workday.