

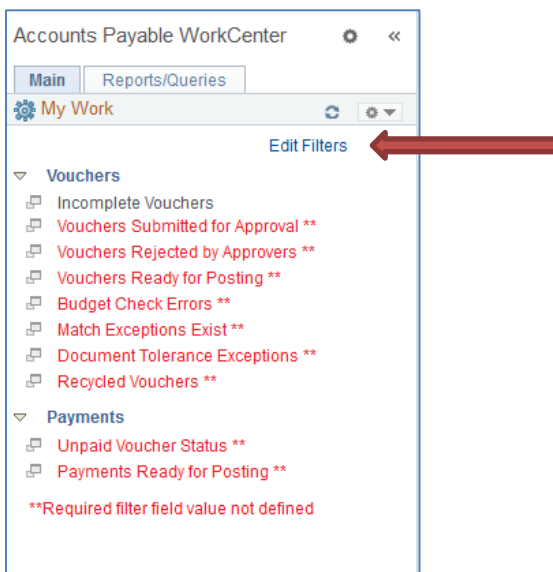
AP & GL WorkCenters in v9.2

In order to use the Accounts Payable or General Ledger WorkCenters, users will need to define their business unit for each work link. Completed edits are in black lettering and work links that need to have their business unit defined are in red lettering.

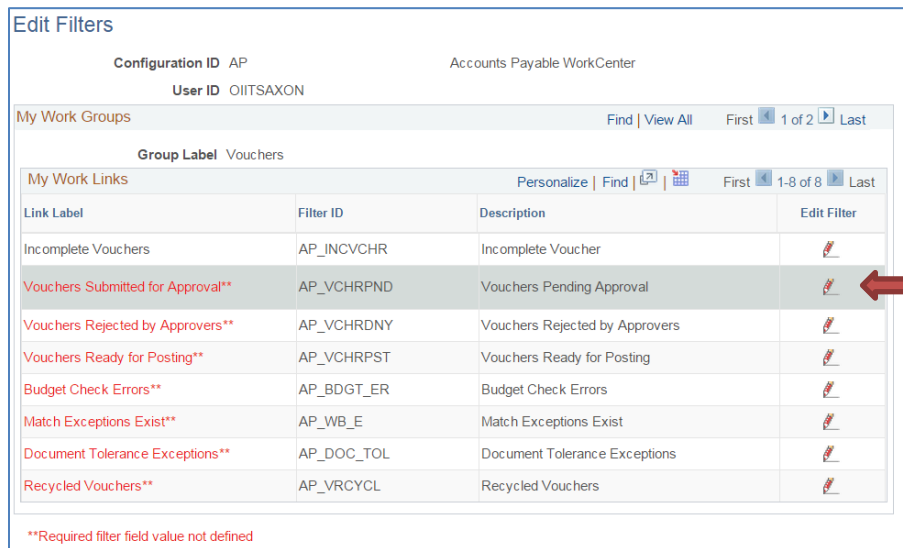
Navigation: Accounts Payable > Accounts Payable WorkCenter

Navigation: General Ledger > GL WorkCenter

1. Click **Edit Filters**



2. My Work Links menu will appear. Click the **Edit Filter** for the Work Link user would like to edit.



3. **Add Business Unit** which is a required field value in the Configure Filter Values box that pops up. Click OK.

The screenshot shows the 'Edit Filters' interface for 'Accounts Payable WorkCenter'. A 'Filter Values' dialog box is open, titled 'Configure Filter Values'. The dialog contains the following information:

- User ID: OIITSAXON
- Filter ID: AP_VCHRPND Vouchers Pending Approval
- Business Unit: 53000
- Voucher ID: (empty)
- Supplier ID: (empty)

4. A message will state user needs to refresh the pagelet to see their changes. **Click OK.**

The screenshot shows the 'Edit Filters' interface with a table of filters. A 'Message' dialog box is overlaid on the table, stating: 'Refresh the pagelet to see your changes. (7980,22)' with an 'OK' button.

Link Label	Filter ID	Description	Edit Filter
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	[Edit]
Vouchers Submitted for Approval	AP_VCHRPND	Vouchers Pending Approval	[Edit]
Vouchers Rejected by Approvers**	AP_VCHRDNY	Vouchers Rejected by Approvers	[Edit]
Vouchers Ready for Posting**	AP_VCHRP	Vouchers Ready for Posting	[Edit]
Budget Check Errors**	AP_BDGT	Budget Check Errors	[Edit]
Match Exceptions Exist**	AP_WB_E	Match Exceptions Exist	[Edit]
Document Tolerance Exceptions**	AP_DOC_T	Document Tolerance Exceptions	[Edit]
Recycled Vouchers**	AP_VRCYCL	Recycled Vouchers	[Edit]

5. Click the **refresh** button in the WorkCenter menu to view changes that were made.

