WorkCenters in v9.2

In the 9.2 upgrade, WorkCenters were provided for Accounts Payable and General Ledger. As of Release 5.00, GeorgiaFIRST users will also have access to WorkCenters in the Purchasing and Asset Management modules.

PeopleSoft WorkCenters are designed to allow users to access their most commonly used reports, queries, pages and processes in a single location. Each WorkCenter has an area for work and links to frequently accessed pages, reports, and queries.

**Navigation:**
- Accounts Payable > Accounts Payable WorkCenter
- General Ledger > GL WorkCenter
- Purchasing > Buyer WorkCenter
- Asset Management > Asset Management WorkCenter

**Define Your Business Unit**

In order to use the Accounts Payable, General Ledger, Purchasing (Buyer), and Asset Management WorkCenters, you will need to define your 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.

1. Click **Edit Filters**
2. My Work Links menu will appear. Click the Edit Filter for the Work Link you 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.

4. A message will state that you need to refresh the pagelet to see changes. Click OK.
5. Click the **refresh** button in the WorkCenter menu to view changes that were made.
Adding Queries to WorkCenters

You also have the option to add your own commonly used queries to the Reports/Queries section of the WorkCenters.

1. Queries can be added by going to the Queries Pagelet Settings on the Reports/Queries tab of the WorkCenter and choosing the Personalize link.

![Queries Pagelet Settings](image)

2. Add a new Query Group. Enter a Group Label (description) like “My Queries”.

![Define User Query Links](image)

3. Add Queries as desired and click Save.
Added queries will appear in the WorkCenter with the query description displayed. If you would like to change the query description to a more descriptive title:

- Click the **Override Title/Description** checkbox.
- This will allow you to change the query **Description** that will appear in the list.

4. A message will state that you need to refresh the pagelet to see your changes. **Click OK.**
5. Click the **refresh** button in the WorkCenter menu to view changes that were made.

**Adding Links and Reports to WorkCenters**

Currently, only ITS can update the Links section and the Reports section to include additional links and reports. If there are additional links or reports you would like to add, please submit a ticket to the ITS Helpdesk to request them.