WorkCenters

In order to use any of the 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.

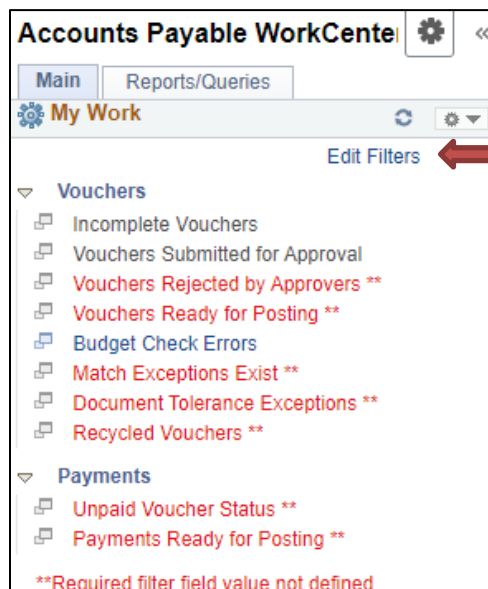**Navigation: Accounts Payable > Accounts Payable WorkCenter**

Navigation: Asset Management > Asset Management WorkCenter

Navigation: General Ledger > GL WorkCenter

Navigation: Purchasing > Buyer WorkCenter

Navigation: Travel & Expense > Expenses 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.

Edit Filters

Configuration ID	AP	Accounts Payable WorkCenter
User ID	OIITSAXON	

My Work Groups 🔍 | ◁ ◁ 1 of 2 ▷ ▷▷ | View All
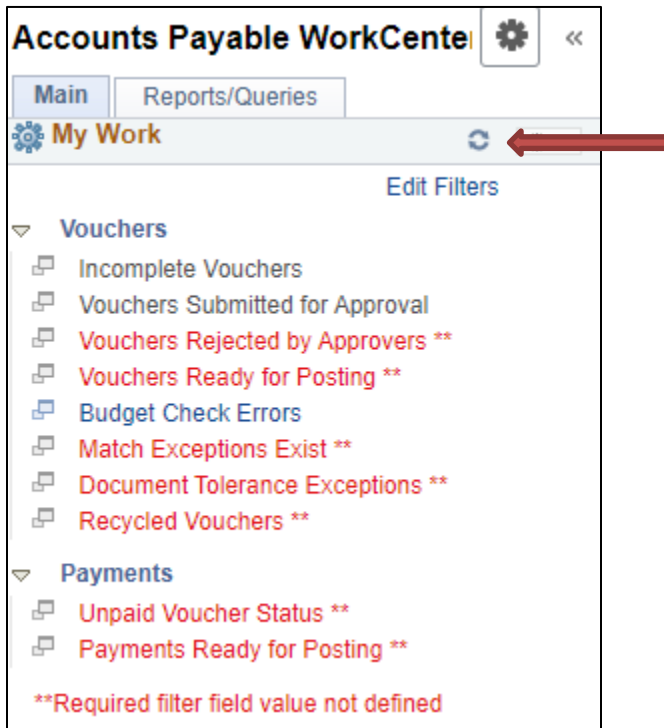
Group Label Vouchers

My Work Links

|◁ ◁ 1-8 of 8 ▷ ▷|

Link Label	Filter ID	Description	Edit Filter
Incomplete Vouchers	AP_INCVCHR	Incomplete Voucher	✏
Vouchers Submitted for Approval	AP_VCHRPND	Vouchers Pending Approval	✏
Vouchers Rejected by Approvers**	AP_VCHRDNY	Vouchers Rejected by Approvers	✏
Vouchers Ready for Posting**	AP_VCHRPST	Vouchers Ready for Posting	✏
Budget Check Errors	AP_BDGT_ER	Budget Check Errors	✏
Match Exceptions Exist**	AP_WB_E	Match Exceptions Exist	✏
Document Tolerance Exceptions**	AP_DOC_TOL	Document Tolerance Exceptions	✏
Recycled Vouchers**	AP_VRCYCL	Recycled Vouchers	✏

**Required filter field value not defined

3. **Add Business Unit** which is a required field value in the Configure Filter Values box that pops up. As of Release 5.92, the AP WorkCenter will also include the option to choose "in" for the business unit. Click OK.

Filter Values

Configure Filter Values

User ID	ITS_AREID	
Filter ID	AP_INCVCHR	Incomplete Voucher
Business Unit	=	53000 🔍
Voucher ID	=	🔍
Supplier ID	< <= = > >= begins with between contains **in** not=	🔍
Invoice Date		📅
Gross Invoice Amount		🔍
Transaction Currency		🔍
Created On		📅
Created By		🔍

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![PeopleSoft 9.2]

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

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