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.

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.