

Using WorkCenters in AP, AM, Buyer & GL Modules

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

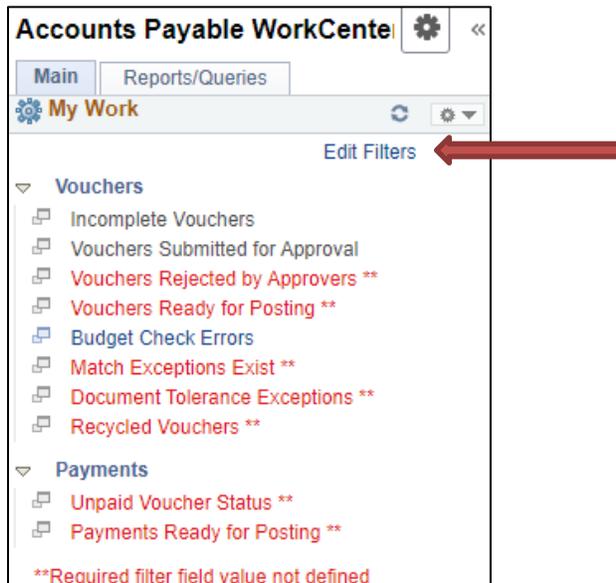
Navigation: Asset Management > Asset Management WorkCenter

Navigation: General Ledger > GL WorkCenter

Navigation: Purchasing > Buyer WorkCenter

Note: The following screenshots are from the Accounts Payable WorkCenter, however all of the WorkCenters have the same functionality.

1. Click **Edit Filters**



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

Edit Filters

Configuration ID AP Accounts Payable WorkCenter
 User ID OIITSAXON

My Work Groups [Search] | 1 of 2 | View All

Group Label Vouchers

My Work Links [Search] | 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**, a required field value, in the Configure Filter Values box that pops up. As of Release 5.92, WorkCenters will also include the option to choose “in” for the business unit. Click OK.

Filter Values

Configure Filter Values

User ID ITS_KMANDERS
 Filter ID AP_INCVCHR Incomplete Voucher

Business Unit [=] [Search]

Voucher ID [=] **in** [Search]

Supplier ID [=] [Search]

Invoice Date [=] [Calendar]

Gross Invoice Amount [=] [Search]

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

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	

Refresh the pagelet to see your changes. (7980,22)
 OK

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

Accounts Payable WorkCenter

Main Reports/Queries

My Work

Edit Filters

- Vouchers
 - Incomplete Vouchers
 - Vouchers Submitted for Approval
 - Vouchers Rejected by Approvers **
 - Vouchers Ready for Posting **
 - Budget Check Errors
 - Match Exceptions Exist **
 - Document Tolerance Exceptions **
 - Recycled Vouchers **
- Payments
 - Unpaid Voucher Status **
 - Payments Ready for Posting **

**Required filter field value not defined