

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**

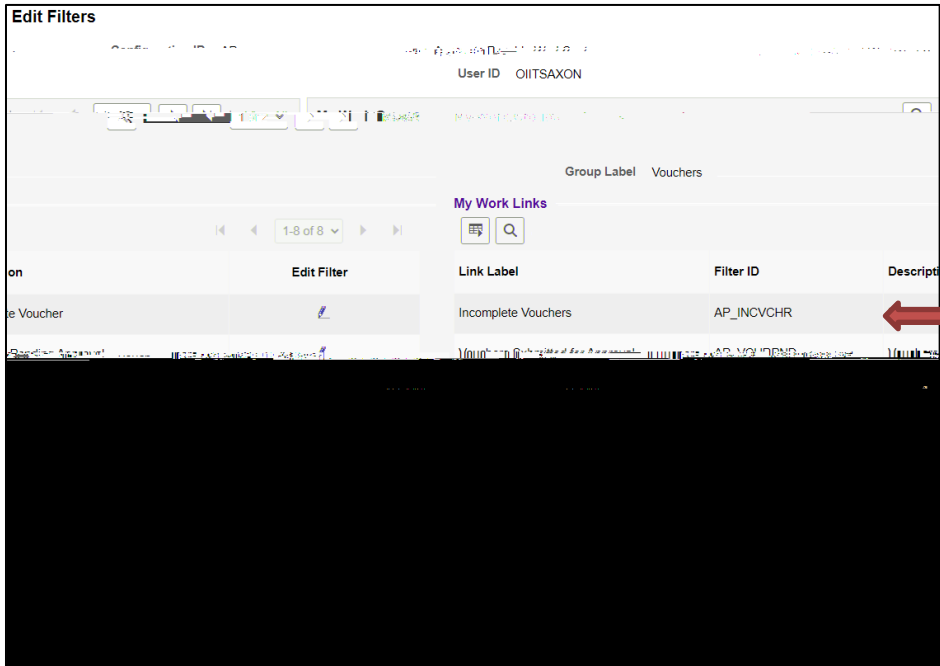
**Navigation: General Ledger > GL WorkCenter**

**Navigation: Purchasing > Buyer WorkCenter**

**Navigation: Travel & Expense > Expenses WorkCenter**

1.

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. As of Release 5.92, the AP WorkCenter will also include the option to choose "in" for the business unit. Click OK.

