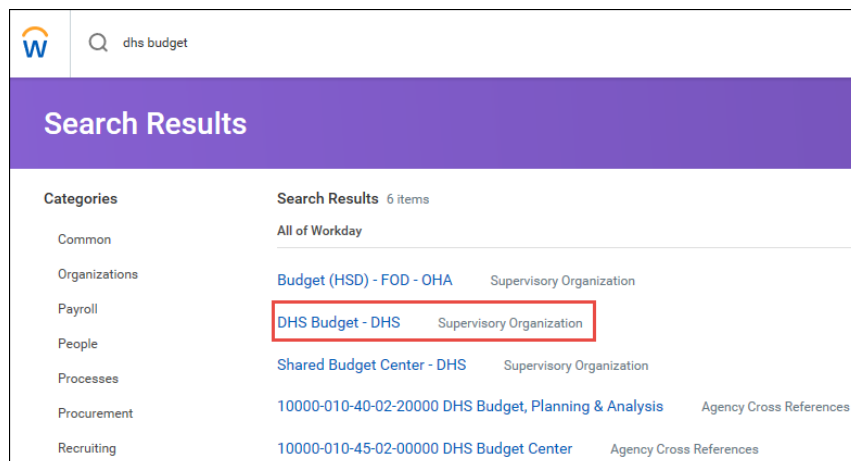


Default cost center on supervisory organization, edit

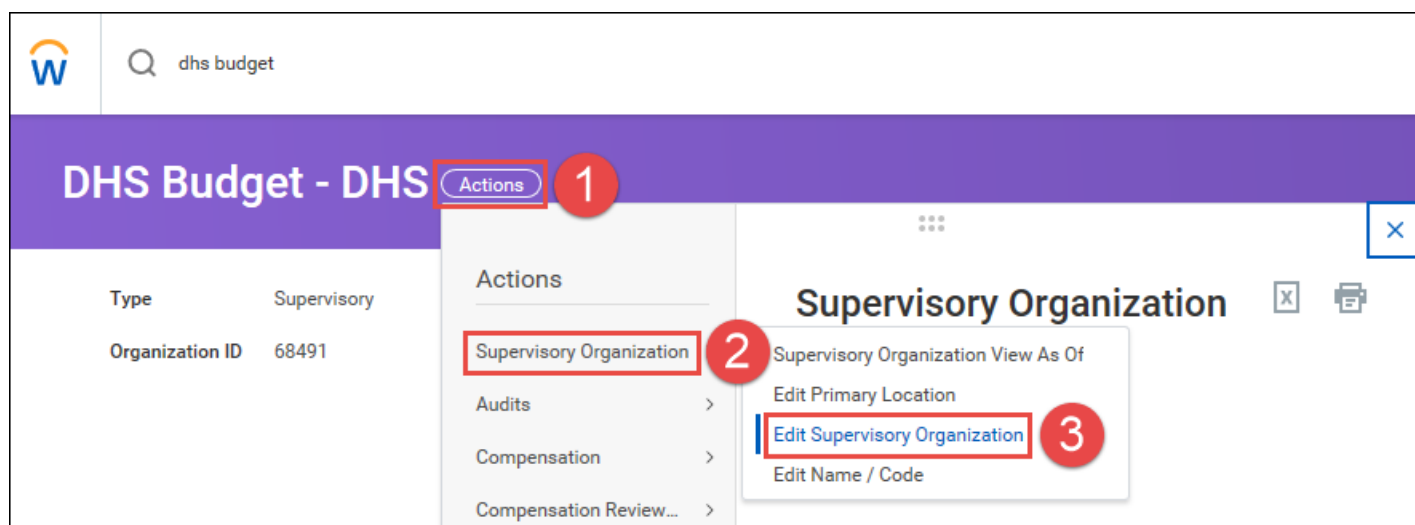
This job aid provides Organization Partners step by step instructions on how to change a default cost center on a supervisory organization.

Step 1: Type in the name of the supervisory organization in the search field and select the organization in the results.




The screenshot shows the Workday search interface. The search bar contains 'dhs budget'. Below the search bar, the 'Search Results' section is displayed. On the left, there is a 'Categories' sidebar with options like Common, Organizations, Payroll, People, Processes, Procurement, and Recruiting. The main search results area shows 'Search Results 6 items' under the 'All of Workday' filter. The results list includes: 'Budget (HSD) - FOD - OHA Supervisory Organization', 'DHS Budget - DHS Supervisory Organization' (highlighted with a red box), 'Shared Budget Center - DHS Supervisory Organization', '10000-010-40-02-20000 DHS Budget, Planning & Analysis Agency Cross References', and '10000-010-45-02-00000 DHS Budget Center Agency Cross References'.

Step 2: Click on **Actions** (1), hover over **Supervisory Organization** (2), and select **Edit Supervisory Organization** (3).



The screenshot shows the Workday record for 'DHS Budget - DHS'. The record details include 'Type: Supervisory' and 'Organization ID: 68491'. The 'Actions' menu is open, showing options like 'Supervisory Organization', 'Audits', 'Compensation', and 'Compensation Review...'. The 'Supervisory Organization' option is highlighted with a red box and a red circle with the number '2'. A secondary dropdown menu is visible for 'Supervisory Organization', showing options like 'Supervisory Organization View As Of', 'Edit Primary Location', 'Edit Supervisory Organization' (highlighted with a red box and a red circle with the number '3'), and 'Edit Name / Code'. The 'Actions' button is also highlighted with a red box and a red circle with the number '1'.

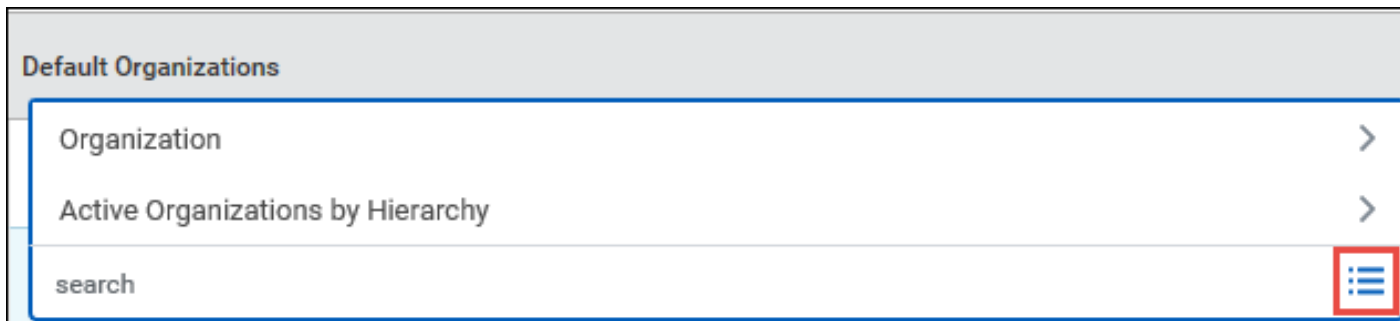


DO NOT CHANGE the *Availability Date* or *Subtype*. Leave them as they are.
DO NOT CHANGE the *Allowed Organizations*. Leave them as they are.

Step 3: Scroll down to the *Organization Assignments* tab (1), and click the **X** in front of the current *Default* cost center to remove it (2).



Step 4: Click on the menu prompt to bring up the submenu and the *Search* field.



Step 5: You can enter the new cost center number in the **Search** field if you know it, or enter a partial number and click *enter* on your keyboard to return a list of cost center numbers. Once you have the correct cost center selected, click **Ok**.

