

FORT HAYS STATE UNIVERSITY
STUDENT ACTIVITY ACCOUNT
COST CENTER CHANGES

The faculty advisor or the Purchasing Office will be responsible for submitting changes to Student Activity Accounts on the Workday Workflow Cost Center Changes Form. Changes may include:

- Cost Center Manager (Advisor) authorized to approve transactions.
- Cost Center Name.
- Inactivate the Cost Center.

Be sure to include all cost centers that the change will affect. This is a serious responsibility and timeliness is critical.

The officer(s) or the Purchasing Office are responsible for initiating Workday business transactions. The officer(s) are responsible for monitoring their Cost Center by using the Cash by Cost Center report in Workday.

Complete the Online Workflow Cost Center Change Form when an organization becomes inactive. If the cost center has a positive balance, that balance will be transferred to a holding cost center until the organization becomes active again.

Workday Online Workflow Cost Center Changes Form must be completed:

- Log in to Workday
- Select External Resources
- Workflow
- Business Office, Cost Center Change Form