Assigning a Missing Coordinating Cost Center to an Asset and/or Property Coordinator to a Cost Center

TO assign a Coordinating Cost Center to an asset:

PLEASE NOTE: This is **not** the process to follow when Transferring an Asset to a different cost center.

Find the asset to verify if the coordinating cost center is missing.

Open Workday and type the BA number in the search bar and click on the blue link to open the asset.

Check to see if there is a coordinating cost center assigned to the asset. If it is empty, follow the below steps to add the coordinating cost center.
Edit the Business Asset: to add the Coordinating Cost Center to the asset

In the Coordinating Cost Center – search and select the cost center.

Verify the CCC has a property coordinator by clicking on the cost center and view the roles to make sure a property coordinator is assigned.

IF the individual does not have the property coordinator role, please follow the directions below for adding a property coordinator: Request the Property Coordinator Role in Workday.
If the individual is terminated or has changed, please follow the directions named: Updating or Removing a Property Coordinator in the Cost Center.

**Request the Property Coordinator Role in Workday:**

First, the individual must complete the Business Assets training, and have the certificate ready for submission. Follow this link to access the training: [https://gatech.geniussis.com/FERegistration.aspx](https://gatech.geniussis.com/FERegistration.aspx)

Login with the GT Login button and view course catalog, search for the business asset course and register for Workday Business Assets for Property Coordinators, go to your cart, and confirm and go to the dashboard for the training:

![Link to access the training](https://gatech.geniussis.com/FERegistration.aspx)

When you have completed the training, download the certificate.

![Completed courses](https://gatech.service-now.com/financials?id=sc_cat_item&sys_id=a49b78c2dba5f300fc9efe8d0f9619f3&sysparm_category=33364360dbec7744fc9efe8d0f96194f)

Click on this link to request the role: [https://gatech.service-now.com/financials?id=sc_cat_item&sys_id=a49b78c2dba5f300fc9efe8d0f9619f3&sysparm_category=33364360dbec7744fc9efe8d0f96194f](https://gatech.service-now.com/financials?id=sc_cat_item&sys_id=a49b78c2dba5f300fc9efe8d0f9619f3&sysparm_category=33364360dbec7744fc9efe8d0f96194f)
You will create a financial service now ticket under Workday Security. In “Requested For” enter the name of the property coordinator and select the Assets checkbox. Click on the Add property coordinator checkbox and note that you must have the Cost Center Name and Code you would like to assign these property coordinators. In the additional comments section, please add the following information so that Property Control can add the new user to the RFTrack Inventory system.

- GT username
- GT Buzzcard number
- Email address
- Work phone number

You should receive Service Now notifications when the role has been added.
For Removing the Property Coordinator Role

You will create a financial service now ticket under Workday Security. In “Requested For” enter the name of the property coordinator and select the Assets checkbox. Click on the Remove property coordinator checkbox and note that you must have the Cost Center Name and Code to remove the property coordinators.

Follow this link: https://gatech.service-now.com/financials?id=sc_cat_item&sys_id=a96a5e68db16bb40fc9efe8d0f96194b&sysparm_category=33364360dbec7744fc9efe8d0f96194f
Updating or Removing a Property Coordinator in the Cost Center:

If the Cost Center Manager needs to update or remove the property coordinator on their cost center, please click on this link to create a ServiceNow ticket: https://gatech.service-now.com/financials?id=sc_category&sys_id=d92cb59bdba9bb00fc9efe8d0f96192f&catalog_id=c45e32c0dbb3ef00fc9efe8d0f9619d8

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balancing Unit – Request New</td>
<td>This request initiates creation of a new Balancing Unit. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility.</td>
</tr>
<tr>
<td>GTF Transfer Request</td>
<td>To request budget amendment(s) between main GTF Worktags.</td>
</tr>
<tr>
<td>Cost Center - Request New</td>
<td>Request a new Cost Center (FDM)</td>
</tr>
<tr>
<td>Cost Center - Request change</td>
<td>Request a change to an existing Cost Center</td>
</tr>
<tr>
<td>Cost Center - Inactivate/ Reactivate existing</td>
<td>Request inactivation or reactivation of an existing Cost Center</td>
</tr>
</tbody>
</table>
Select Cost Center – Request Change

Answer if you are the authorized requester, enter the company information, and the Cost Center Name

<table>
<thead>
<tr>
<th>Cost Center - Request change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request a change to an existing Cost Center</td>
</tr>
</tbody>
</table>

This request initiates changes to an existing Cost Center and its assigned roles. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility. Cost Centers have been established for each school, college, department or unit, generally mimicking operational structure.

* Indicates required

**Preferred Contact Method**

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:whitney.tate@business.gatech.edu">whitney.tate@business.gatech.edu</a></td>
</tr>
</tbody>
</table>

**Requested By**

| Whitney Tate (Business Services) |

**Contact Information**

**Are you the Authorized Requestor or Finance Director for your organization?**

Select one

**Select the Company**

Select one

**Cost Center Information**

**Current Cost Center Name**

Select one

**Update Cost Center Name**

Select one

**Update Cost Center Rollup?**

Select one

**Roles**

**Update Cost Center Manager(s)**

Select one

**Update the PCard Cost Center Manager(s)**

Select one

**Update RQ Reviewer(s)**

Select one

**Update Property Coordinator(s)**

Select one

Select Update Property Coordinator.
Choose to Add, Remove or Add and remove Coordinator

Select one

No changes required

Add Coordinator(s)
Remove Coordinator(s)
Add and remove Coordinators

Enter the Property Coordinator name and Justification.

Add Coordinator(s)

Justification

Property Coordinator(s) to add

Submit to have the FDM team make the change.