

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.servicenow.com/financials?id=sc_category&sys_id=d92cb59bdba9bb00fc9efe8d0f96192f&catalog_id=c45e32c0dbb3ef00fc9efe8d0f9619d8

Foundation Data Model	
Item	Description
Balancing Unit – Request New	This request initiates creation of a new Balancing Unit. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility.
GTF Transfer Request	To request budget amendment(s) between main GTF Worktags.
Cost Center - Request New	Request a new Cost Center (FDM)
Cost Center - Request change	Request a change to an existing Cost Center
Cost Center - Inactivate/ Reactivate existing	Request inactivation or reactivation of an existing Cost Center

Select Cost Center – Request Change

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

Cost Center - Request change

Request a change to an existing Cost Center

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

* Requested By

* Contact Information

Authorized Requestor

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

Company Information

* Select the Company

Cost Center Information

* Current Cost Center Name

* Update Cost Center Name

Cost Center Hierarchy

* Update Cost Center Rollup?

Roles

* Update Cost Center Manager(s)

* Update the PCard Cost Center Manager(s)

* Update RQ Reviewer(s)

* Update Property Coordinator(s)

Select Update Property Coordinator.

Choose to Add, Remove or Add and remove Coordinator

*** Update Property Coordinator(s)**

Select one

|

Select one

No changes required

Add Coordinator(s)

Remove Coordinator(s)

Add and remove Coordinators

Enter the Property Coordinator name and Justification.

*** Update Property Coordinator(s)** *** Property Coordinator(s) to add**

Add Coordinator(s)

Justification

*** Justification for this request**

Please describe the justification for this request

Submit to have the FDM team make the change.