Use WorkCenters in Florida PALM to Save Yourself Time

WorkCenter Task Panel

Main | Reports/Queries

⚙ My Work

Edit Filters

▽ **Exceptions**
- Journals with Errors (28)
- Journals With Edit Errors (18)

🔗 Links

▽ **Manage and Monitor Journals**
- Create/Update Journal Entries
- Copy Journals
- Spreadsheet Journal Import
- Flat File Journal Import
- Create Standard Journals
- Edit Journals
- Budget Check Journals
- Mark Journals for Posting
- Post Journals

- A WorkCenter is a role-based tool consisting of a Task Panel (located on the left side of the screen) containing links to your work tasks, transaction pages, queries and reports.

- On the Main tab of the Task Panel use the My Work section to quickly view a list of tasks or items you may need to review, update or approve, depending on your role.

- The Reports/Queries tab allows you to quickly run ad-hoc queries or reports you have previously processed.

- Access your activities, reports and queries using links on the WorkCenter Task Panel to complete tasks directly from the page.