

Why is cost center not required on an authorization?

The cost center field on the authorization will be pulled in automatically from the funding account, so it does not need to be entered. In addition to the cost center, other fields such as funding source and service code will also prepopulate based on the account type selected when creating an authorization. If the funding source, service code, and cost center do not prepopulate, this means that no funding account has been created. In this case, the authorization cannot be saved. If the service code and funding source fields are locked, and the cost center field is not populated, there is no funding account. If this is the case, exit the authorization form and create a funding account to complete the authorization.

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