How To Change the Default Cost Center on a Position

1. Enter iForms.

2. Click on "Position"

3. Key in the "**Position**" and click "**Go**"

4. Click on iForms

5. Click on "Reorg Position"
6. Change the **Effective Date** and enter the new **Default Cost Center**.
7. "Check" and "Submit" for approval.

Note: This action can be done if another iForm is pending.