

EDIT A COST CENTER OR WBS: NON-TRAVEL EXPENSE

Updated December 15, 2022

TRAVEL APPLICATION

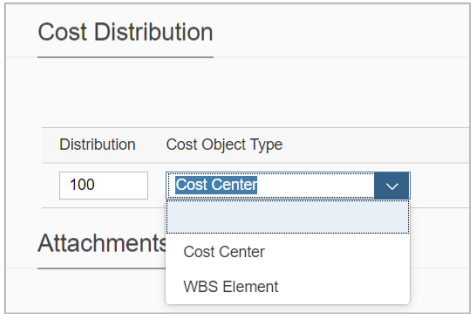
Expense

HELPFUL HINTS

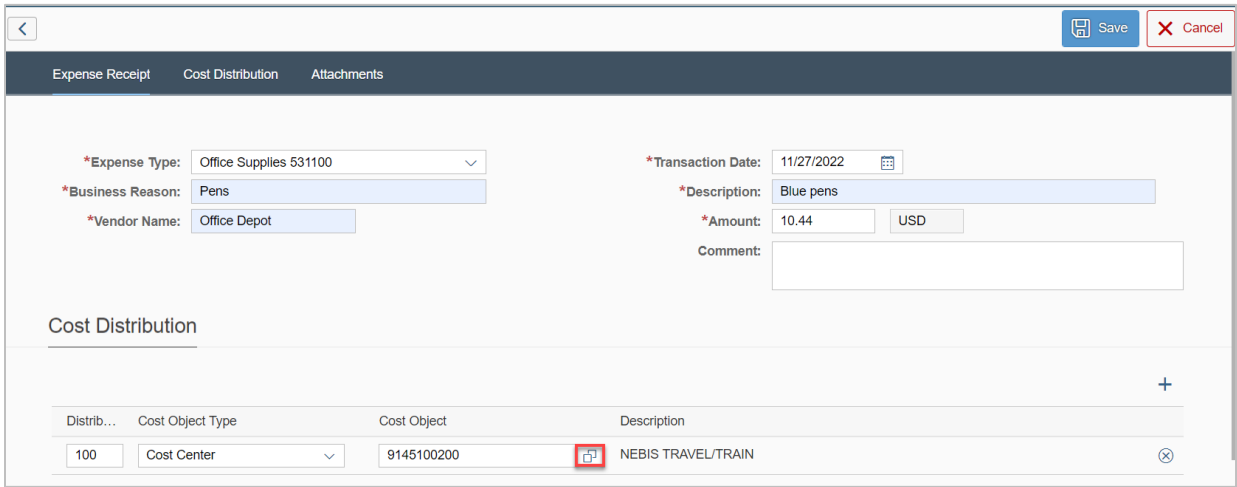
The Firefly travel application does not require dashes for WBS numbers.

PROCEDURE

To edit a cost center or WBS on a non-travel expense report, select the cost object type from the dropdown menu.



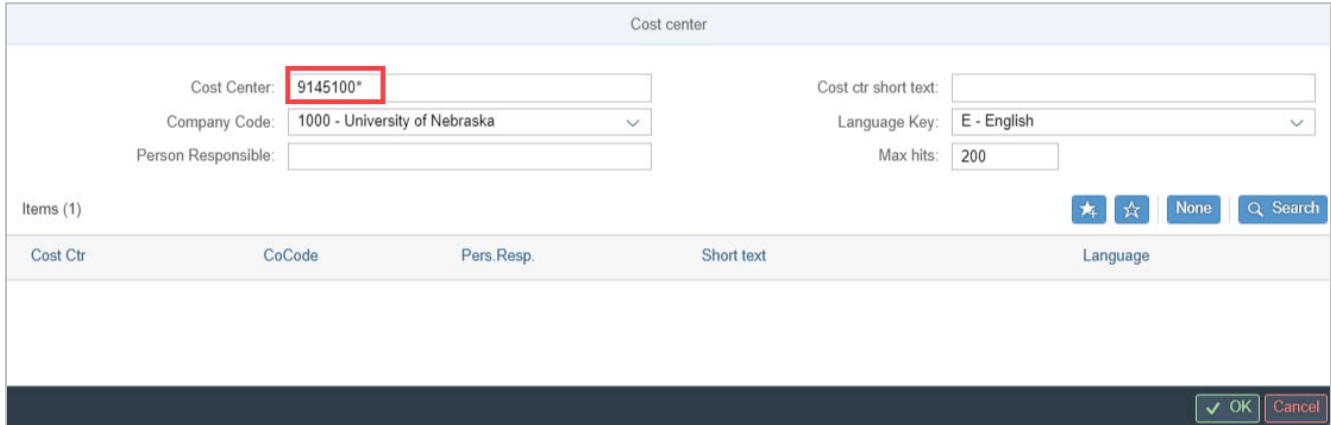
Click .



EDIT A COST CENTER OR WBS: NON-TRAVEL EXPENSE

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Search for the cost center or WBS. Using an asterisk (*) can help with the search. Click  Search.



Cost center

Cost Center: **9145100***

Company Code: 1000 - University of Nebraska

Person Responsible:



Cost ctr short text:

Language Key: E - English

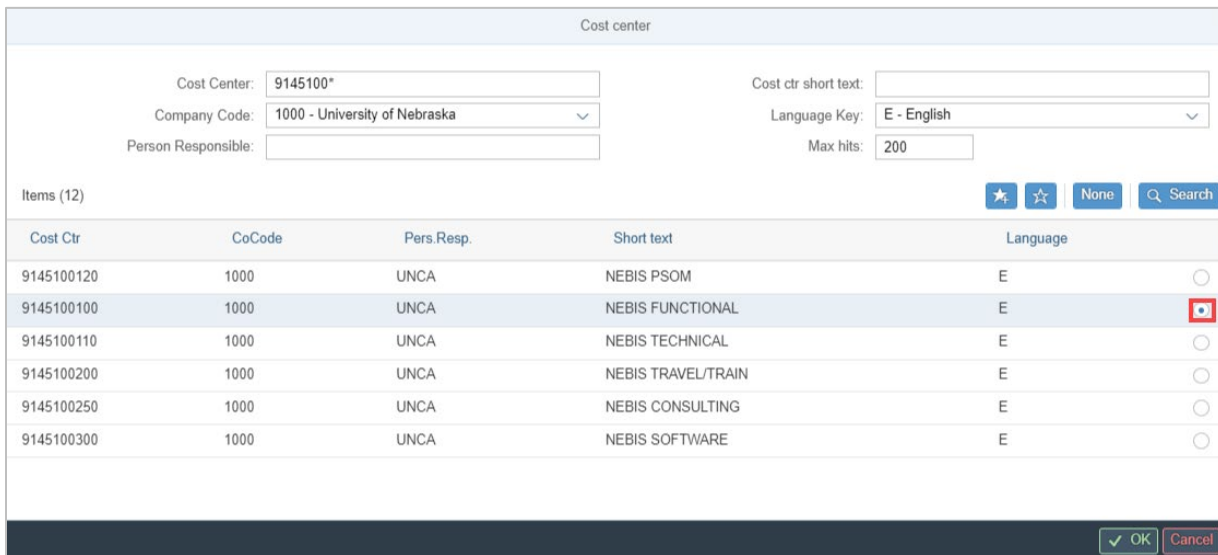
Max hits: 200

Items (1)

Cost Ctr	CoCode	Pers.Resp.	Short text	Language
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Select button to the right of the desired cost object and click .



Cost center

Cost Center: 9145100*

Company Code: 1000 - University of Nebraska

Person Responsible:



Cost ctr short text:

Language Key: E - English

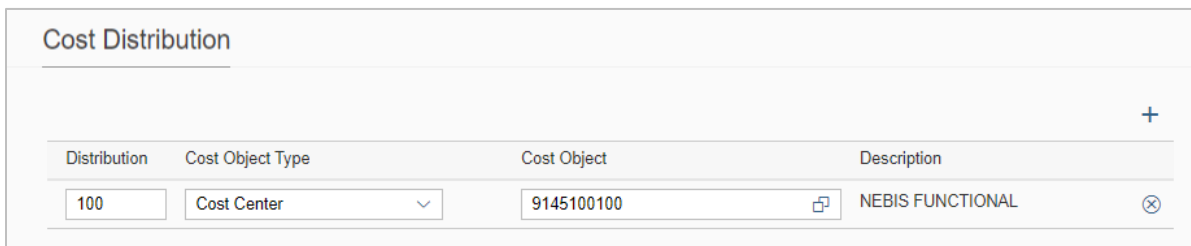
Max hits: 200

Items (12)

Cost Ctr	CoCode	Pers.Resp.	Short text	Language
9145100120	1000	UNCA	NEBIS PSOM	E
9145100100	1000	UNCA	NEBIS FUNCTIONAL	E
9145100110	1000	UNCA	NEBIS TECHNICAL	E
9145100200	1000	UNCA	NEBIS TRAVEL/TRAIN	E
9145100250	1000	UNCA	NEBIS CONSULTING	E
9145100300	1000	UNCA	NEBIS SOFTWARE	E

The cost object number and description have been updated.



Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100100	NEBIS FUNCTIONAL