EDIT A COST CENTER OR WBS: NON-TRAVEL EXPENSE

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

Select button to the right of the desired cost object and click ![OK](ok_icon).

The cost object number and description have been updated.