HELPFUL HINTS

- If the cost object or WBS needs to be changed on an expense report, the financial approver will return the request for changes and include information in the comment section.
- The traveler and delegate (if applicable) will receive an email informing them of the returned expense report.

EDIT A COST OBJECT OR WBS

To edit a cost object of WBS on a returned expense report, click on the Expenses tab. Click on the returned expense report.

Click on the Details dropdown menu and select Report Header.
Make changes to the cost object type (if applicable) then start typing the cost center or WBS in the cost object field and a list will be displayed to select from. Even if the complete cost object is entered, the appropriate cost object must be selected from the dropdown list before the chosen value will be applied.

Tip: the dropdown list is filtered based on actual data entered. To access your campus list, start typing the beginning numbers of the cost object (e.g. begin to type “2” for UNL, “3” for UNMC, “4” for UNO, “5” for UNK, “6” for CSC, “7” for PSC, “8” for WSC and “9” for UNCA or NSC System Office).

Tip: If a cost object or WBS needs to be edited or allocated for an individual expense, click on that expense and update the information. Remember to click on Save.

When finished editing the expense report, click on Submit Report.