

## TRAVEL APPLICATION

## Expense

## HELPFUL HINTS

 Firefly travel application does not require dashes for WBS numbers.

## PROCEDURE

On the expense header or within each individual expense lines, scroll down to the Cost Distribution section. To edit a cost center or WBS on an expense report, select the cost object type from the dropdown menu.

Cost Distribution

Distribution	Cost Object Type
100	Cost Center

Attachments

Cost Center
WBS Element

Click .

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100600	 NEBIS ADMINISTRATION 

## EDIT A COST CENTER OR WBS

Updated January 24, 2024

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

Cost center

Cost Center: <input type="text" value="9145100*"/>	Cost ctr short text: <input type="text"/>			
Company Code: <input type="text" value="1000 - University of Nebraska"/>	Language Key: <input type="text" value="E - English"/>			
Person Responsible: <input type="text"/>	Max hits: <input type="text" value="200"/>			
Items (1) <span style="float: right;">        <b>Search</b></span>				
Cost Ctr	CoCode	Pers.Resp.	Short text	Language
 <b>OK</b> 				

Select button to the right of the desired cost object and click  **OK**.

Cost center

Cost Center: <input type="text" value="9145100*"/>	Cost ctr short text: <input type="text"/>			
Company Code: <input type="text" value="1000 - University of Nebraska"/>	Language Key: <input type="text" value="E - English"/>			
Person Responsible: <input type="text"/>	Max hits: <input type="text" value="200"/>			
Items (12) <span style="float: right;">        <b>Search</b></span>				
Cost Ctr	CoCode	Pers.Resp.	Short text	Language
9145100120	1000	UNCA	NEBIS PSOM	<input type="radio"/>
9145100100	1000	UNCA	NEBIS FUNCTIONAL	<input checked="" type="radio"/>
9145100110	1000	UNCA	NEBIS TECHNICAL	<input type="radio"/>
9145100200	1000	UNCA	NEBIS TRAVEL/TRAIN	<input type="radio"/>
9145100250	1000	UNCA	NEBIS CONSULTING	<input type="radio"/>
9145100300	1000	UNCA	NEBIS SOFTWARE	<input type="radio"/>
 <b>OK</b> 				

The cost object number and description have been updated.

Cost Distribution

+				
Distribution	Cost Object Type	Cost Object	Description	
<input type="text" value="100"/>	<input type="text" value="Cost Center"/>	<input type="text" value="9145100100"/>		<input type="text" value="NEBIS FUNCTIONAL"/>
				

## SPLIT-FUNDING

To split the cost center or WBS funding, reduce the distribution percent amount. Note: currently, cost distribution can only be divided by percentage.

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

Click  to add another cost distribution line.

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
50	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

Click  to update the second cost object. Select button to the right of the desired cost object and click . The cost distribution is updated.

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
50	Cost Center	9145100200	NEBIS TRAVEL/TRAIN
50	Cost Center	2101120001	GRADUATE STUDIES