

# EDIT A COST CENTER OR WBS

Updated January 24, 2024

## 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

100

Cost Object Type

Cost Center

Cost Center

WBS Element

Attachments

Click  .

Cost Distribution

Distribution

100

Cost Object Type


Cost Center

Cost Object

9145100600

Description

NEBIS ADMINISTRATION



EDIT A COST CENTER OR WBS

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)

None Search

Cost Ctr	CoCode	Pers.Resp.	Short text	Language
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OK Cancel

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)

None Search

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	

OK Cancel

The cost object number and description have been updated.

Cost Distribution

Distribution

Cost Object Type

Cost Object

Description

100

Cost Center

9145100100

NEBIS FUNCTIONAL

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

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

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