Change Cost Assignment
Location(s): myNKU → ESS Travel

Purpose: Reference: http://comptroller.nku.edu/travel/Travel_Request.php

The primary Cost Assignment (CA) is reflected under Additional Information in the CA field. To change the CA:

1. Click Change Cost Assignment

2. Click in the Cost Assign cell to edit the percentage for the current CA
    Note: To change CA to 100% new cost assignment, key the new cost assignment without deleting or updating the percentage to the original cost assignment.

3. Click Accept and New Entry

4. Enter the Cost Center number, Order number, or Cost Center and Grant number
5. Click Accept

- The additional CA is reflected
6. Click Accept

- The CA now reflects 2 assignment for 50%

Cost Assignment: 2 Assignments: 50.00 % Cost Center

To delete a CA

1. Click Change Cost Assignment
2. Highlight the row for the appropriate CA
3. Click Delete
4. Change the percentage to reflect 100%
5. Click Accept

- The additional Cost Assignment will be removed; click Accept

Cost Assignment: 100.00 % Cost Center

- The Cost Assignment reflects only one cost center funding 100% of the trip