

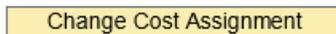
Change Cost Assignment

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.

Cost Assignment for Trip		
New Entry	Check	Delete
<input type="checkbox"/>	Cost Assign (%)	Company Code
	100.00	Northern Kentucky Univ.
		Northern Kentucky University
Cost Center: 2136-00 Cost Assignment Table the Comptroll		

3. Click Accept and New Entry

Cost Assignment for Trip	
New Entry	Check
<input type="checkbox"/>	Cost Assign (%)
	50 Northern Kentucky Univ.
Cost Center:	<input type="checkbox"/> Off of the Comptroll
Order:	<input type="checkbox"/>
Grant:	<input type="checkbox"/> NOT RELEVANT
<input type="checkbox"/> Accept	<input type="checkbox"/> Accept and New Entry
<input type="checkbox"/> Check	<input type="checkbox"/> Delete

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

5. Click Accept

Cost Assignment for Trip		
New Entry	Check	Delete
<input type="checkbox"/>	Cost Assign (%)	Company Code
	50.00	Northern Kentucky Univ.
	50.00	Northern Kentucky Univ.
Cost Center:	<input type="checkbox"/>	
Order:	<input type="checkbox"/>	
Grant:	<input type="checkbox"/>	
<input type="checkbox"/> Accept	<input type="checkbox"/> Accept and New Entry	
<input type="checkbox"/> Check	<input type="checkbox"/> Delete	

- The additional CA is reflected

6. Click Accept

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object
50.00	Northern Kentucky Univ.	Northern Kentucky University	All	NOT F
50.00	Northern Kentucky Univ.	Northern Kentucky University	Cost Center	

- The CA now reflects 2 assignment for 50%
 Cost Assignment: 2 Assignments: 50.00 % Cost Center

To delete a CA

- Click Change Cost Assignment
- Highlight the row for the appropriate CA
- Click Delete

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object
50.00	Northern Kentucky Univ.	Northern Kentucky University	All	
50.00	Northern Kentucky Univ.	Northern Kentucky University	All	

Cost Center: 213020001 Accounts Payable
 Order:
 Grant: NOT RELEVANT

- Change the percentage to reflect 100%
- Click Accept

Cost Assign (%)	Company Code
100	Northern Kentucky Univ.

Cost Center: 213010001 Off of the Comptroll
 Order:
 Grant: NOT RELEVANT

6. The additional Cost Assignment will be removed; click Accept

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code
100.00	Northern Kentucky Univ.

- The Cost Assignment reflects only one cost center funding 100% of the trip
 Cost Assignment: 100.00 % Cost Center