

CDEM: Federal capacity grants – adding new federal fiscal year fund to the cost distribution

- The new funds for federal capacity grants are added to the commitment area of CDEM by a batch process. This will occur sometime in July once the funds have been set up in SAP FI master data.
- The new funds are not automatically added to the CDEM distributions.

Screen shot of commitment with new fund added:

Budget Per: 12-12-2019 - 09-30-2024
 Pre-award: N/A
 Department: 81110 | HORTICULTURE
 Pers Resp:
 Notify when budget period extend

Last Changed: 09-07-2021 by DGAGEL

Effective Periods:

	Begin	End	Fund	UFP	Type	Perc	Notes
	01-01-1900	12-31-9999	0251102620	No	AG_EXT	0	
	01-01-1900	12-31-9999	0251102621	No	EXTERN	36.86	
	01-01-1900	12-31-9999	0251102622	No	AG_EXT	36.86	

**New row added for FY22.
The percentage from the prior year is used.**

The percentage is copied from the prior year. If the percentage will change in the new year, you may wish to update the commitment so that the correct percentage will populate the distribution. **THIS IS OPTIONAL.** The only advantage is that the new percentage will be populated in the cost distribution when the new fund is selected. The other option is to change the percentage in the distribution.

To update the commitment percentage:

Commitments (8)

	CumFut Dist?	Val Stat	Description	Fund	UFP	Type	Perc	Notes
	<input checked="" type="checkbox"/>		STATE F...	01				
	<input checked="" type="checkbox"/>		CC 1012555060	07				
	<input checked="" type="checkbox"/>		AG-SR-HO HORT STATE ...	01				
	<input checked="" type="checkbox"/>		WBS 2353187000	12				
	<input checked="" type="checkbox"/>		WBS 2353197000	12				
	<input checked="" type="checkbox"/>		WBS 3048113430	00				

Use View Commitment to see fund details on the right.

Department: 81110 | HORTICULTURE
 Pers Resp:
 Notify

Effective Periods:

	Begin	End	Fund	UFP	Type	Perc	Notes
	01-01-1900	12-31-9999	0251102620	No	AG_EXT	0	
	01-01-1900	12-31-9999	0251102621	No	EXTERN	36.86	
	01-01-1900	12-31-9999	0251102622	No	AG_EXT	36.86	

Use Edit Effective Period button on the row of the new fund.

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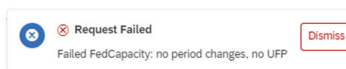
IMPORTANT NOTE: The distribution periods in which federal capacity funds can be used are controlled by SAP funds derivation rules (which define validity periods). For example, funds ending in 22 can only be used in distribution periods that fall within the federal fiscal year: 10/1/2021 to 9/30/2022.

CDEM uses the fund validity period to determine which fund will be available for selection when adding it to a distribution period.

Because of the special nature of federal capacity grant funds, CDEM commitment effective periods are best left to span the period 1/1/1900 to 12/31/9999.

Likewise, Used For Proration is not appropriate for land grants. If there are periods within the federal fiscal year when the percentage needs to change, then manipulate the distribution accordingly.

For federal capacity grants, CDEM will issue an error message if the commitment start/end is changed from 1/1/1900 to 12/31/9999 or if the Used for Proration is checked.



Be aware of a known bug in CDEM related to commitment validation messages:

In CDEM, there is a known bug in the validation messages in commitments section for federal capacity grants. Below is an example, in which CDEM is calculating the total percentage allocated to the funds. For all other grants (i.e. starting with 3), the total is limited to 100% for an effective period.

This message should be ignored for federal capacity grants. It will not impact the distribution processing in any way. Eventually, the commitment validations will be corrected to not show this error for federal capacity grants.

Commitment Dist	Val Stat	Co Type	Cost Object	Cost Object Description	Valid From	Valid To	Notify Extend	Used for Proration	Dept No
1012521970	✓	CC	1012521970	KY012043-GENETIC AND...	07-01-2017	12-31-9999	✗	✗	81120
1012560060	✗	CC	1012560060	AG-SR-STATE FUNDS	01-01-1900	12-31-9999	✗	✗	81120
1012814900	✗	CC	1012814900	HRS BUDGET CLEARING	01-01-1900	12-31-9999	✗	✗	81120
2352197000	✗	WBS	2352197000	KY012043-GENETIC AND...	10-12-2017	09-30-2022	✓	✗	81120
2356006000	✗	WBS	2356006000	PPA HATCH RESEARCH F...	10-01-2005	09-30-2031	✓	✗	81120
3200003171	✗	WBS	3200003171	PHYTOPHTHORA RAMORUM...	05-01-2020	04-30-2021	✓	✗	81080

Begin	End	Fund	UFP	Type	Perc	Notes
01-01-1900	12-31-9999	0251101620	No	AG_EXT	63.00	
01-01-1900	12-31-9999	0251101621	No	EXTERN	63.00	

Message Type	Message Code	Message	Message Data
Error	20003	Percentage assigned to funds exceeds 100%	2352197000 eff.period 01-01-1900 percentage total is 126.00

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To update the distributions:

The new fund will need to be added to every distribution period in which it should be charged.

In CDEM, first create an in-progress plan, if one does not already exist.

If not already present, create a new distribution period for the federal fiscal year **or whatever period is necessary**. This can be done by inserting a new period or copying an existing period. Copying a period has the advantage of including in all the cost objects that can be charged per **the cost object validity dates (budget period for grants)**. This will include federal capacity grants.

Example of copying the current distribution that ends on 9/30/2021:

Copy the distribution, using the appropriate dates, given the cost objects that need to continue

View Details of the distribution to copy and note the grant validity periods

Val Stat	Effective Periods	Val Stat	Cost Object	Fund	Statistical Int Order	Salary Pror. Perc.	Valid From	Valid To
	07-01-2021 - 09-30-2021		1012151440	0011020100		\$2,512.05	07-01-2017	12-31-9999
	04-01-2021 - 06-30-2021		1012531470	0011260200		\$27,778.28	07-01-2019	12-31-9999
	02-01-2021 - 03-31-2021		2353147000	0251101621		\$12,560.27	12-04-2019	09-30-2024
	12-01-2020 - 12-31-2020		3200003872	0226000000		\$1,793.61	02-01-2021	01-31-2022
	11-01-2020 - 11-30-2020		3200003872	0011890300		\$15.07	02-01-2021	01-31-2022
	10-01-2020 - 10-31-2020		3210001846	0226000000		\$195.94	02-01-2021	01-31-2022
	09-01-2020 - 09-30-2020		3210001846	0011890300		\$5.02	02-01-2021	01-31-2022
	08-01-2020 - 08-31-2020		3210001851	0226000000		\$1,195.74	02-01-2021	01-31-2022

Copy an Effective Period

Start Date: 10/1/2021 End Date: 1/31/2022

The following distribution will be copied to the new effective period.

Cost Object	Fund	Statistical Int Order	Cost Object Description	Prorated
1012151440	0011020100	Statistical Int Order	AFS NON-SPONSORED RE...	
1012531470	0011260200	Statistical Int Order	KY007104-ENVIRONMENT...	
2353147000	0251101621	Statistical Int	KY007104-	

This period used, so that grants ending 1/31/2022 will be included.

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After the copy, the federal capacity grant will have an error, because the fund is not valid in the new period.

Eff. Periods (10) Effective Period: 10-01-2021 - 01-31-2022 (13) Total Prorated: 100.00%

Val Stat	Effective Periods	Val Stat	Cost Object	Fund	Statistical Int Order	Cost Object Description	CO Open for Posting
✖	10-01-2021 - 01-31-2022		1012151440	0011020100		AFS NON-SPONSORED RE...	Yes
	07-01-2021 - 09-30-2021		1012531470	0011260200		KY007104-ENVIRONMENT...	Yes
	04-01-2021 - 06-30-2021	✖	2353147000	0251101621		KY007104-ENVIRONMENT...	Yes

Validations

Message Area	EP Begin	Message Type	Message Code	Message	Message Data
Dist	10-01-2021	Error	32016	Fund is not valid in effective period.	Fund validity: 07-01-2020 to 09-30-2021
Dist	10-01-2021	Error	32020	Land grant fund not valid in effective period per derivation rule dates.	Fund derived validity: 10-01-2020 to 09-30-2021

Close

To fix the error, update the new distribution period

Effective Period View | Validation Messages | AVC Check | Workflow History | Cost Object View | Matrix View

Effective Period: 10-01-2021 - 01-31-2022 (13) Total Prorated: 100.00%

Val Stat	Cost Object	Fund	Statistical Int Order	Cost Object Description	CO Open for Posting	Fund Type	Entered Perc.	Prorated Perc.	Sa
✖	1012151440	0011020100		AFS NON-SPONSORED RE...	Yes	INTERN	5.00	5.00	
✖	1012531470	0011260200		KY007104-ENVIRONMENT...	Yes	INTERN	55.29	55.29	
✖	2353147000	0251101621		KY007104-ENVIRONMENT...	Yes	EXTERN	25.00	25.00	
+	2353147000	0251101621		KY007104 ENVIRONMENT...	Yes	EXTERN	25.00	25.00	

- Delete the row with the prior year fund
- Use add cost object function to select the new fund for the federal capacity grant
- Scroll to the end of the cost object list and click the search button. The federal capacity grant and the new fund will appear, if the fund validity period is within the distribution period. Select the cost object to add it to the distribution.
- Make any other changes needed to the distribution and Save Changes

+ Add Cost Object

Search...

- 1012003580 0011260100 AG-ST-AS AGR STATE FUNDS INSTRUCTION ANI
- 1012530060 0011260200 AG-SR-AS UNIV FUNDS-GENERAL
- 2353147000 0251101622 KY007104-ENVIRONMENTAL POLLUTANTS, NUTRI

Save Changes

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TIP: If the employee is full-time faculty whose distribution was once maintained in FES (Faculty Effort System), there may be future distributions for single month periods. These distributions can be consolidated first, to reduce data entry. The consolidate function adds the 1018 automatically for periods that do not add to 100%, so after consolidation you may need to remove cost objects or alter percentages.

Plan Detail (In-Progress)

Version: In-progress Active Prior Active
Validation Status: Error
Workflow Status: 10 | Plan Entry
Plan Notes:

Buttons: Initiate Workflow, Approve Plan, Return to Plan Entry, Reset Plan, Consolidate Plan, Delete Plan

09-07-2021 by DGAGEL Plan Id: 000200012244
09-07-2021 by DGAGEL Plan Source: DEPT | Department
N/A

Effective Period View Validation Messages AVC Check Workflow

Eff. Periods (18)

Val Stat	Effective Periods
	12-01-2021 12-31-2021
	11-01-2021 11-30-2021
	10-01-2021 10-31-2021
	09-01-2021 09-30-2021
	08-01-2021 08-31-2021
	07-01-2021 07-31-2021
	06-01-2021 06-30-2021

1 Example of monthly distributions created by FES and imported into CDEM at the March 2021 go-live.

2 Use consolidate plan function to create fewer distribution periods with like cost objects and percentages. Consolidate plan also copies in the distribution from the 1018 to make periods add to 100%

Plan Detail (In-Progress)

Version: In-progress Active Prior Active
Validation Status: Okay
Workflow Status: 10 | Plan Entry
Plan Notes:

Effective Period View Validation Messages AVC Check Workflow Hist

Eff. Periods (12)

Val Stat	Effective Periods
	10-01-2021 12-31-2021
	07-01-2021 09-30-2021
	04-01-2021 06-30-2021
	03-01-2021 03-31-2021
	02-01-2021 02-28-2021

Example after consolidation

For further information on how to update and process distributions CDEM Quick Reference Cards (QRC) at <https://www.uky.edu/ufs/cdem>.