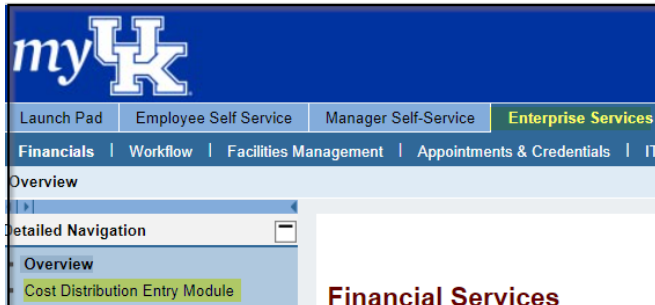
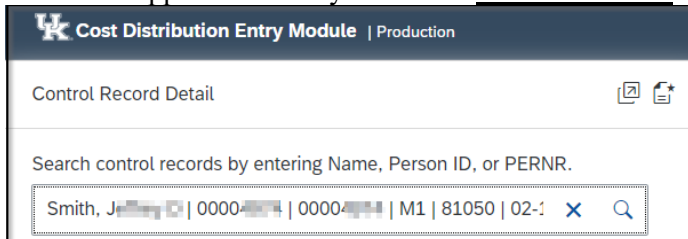


Generating the Report

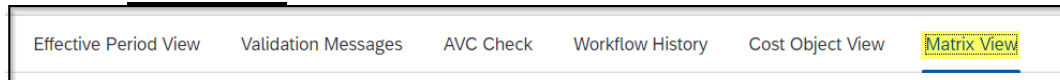
- Log into **CDEM**



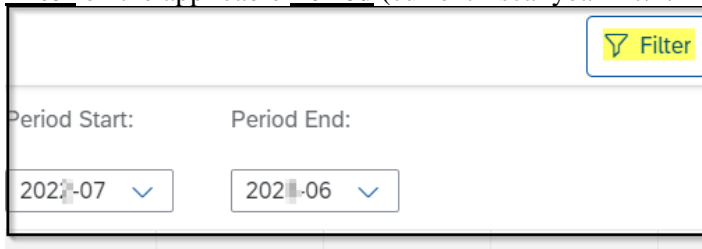
- Locate the applicable faculty member's **Control Record**.



- Select the **Matrix View** button.



- **Filter** on the applicable **Period** (current fiscal year – 7/1/XX – 6/30/XX)



- The data is now available in the **Plan S \$** column.

Status	Cost Obj.	Fund	Internal Order	Cost Object Description	Plan % Sal	Prior Plan % Sal	Diff % Sal	Plan Sal \$	Prior Plan Sal \$	Diff Sal \$
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Exporting the Data

- You may use the **Download Excel Report** button as needed.

