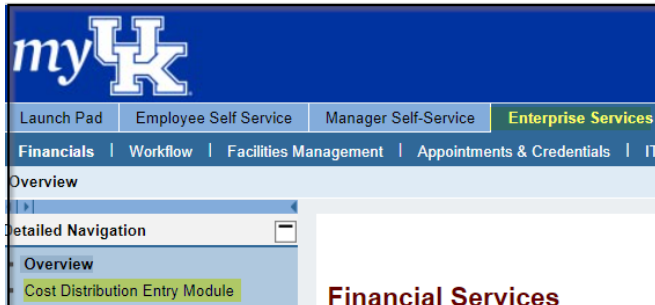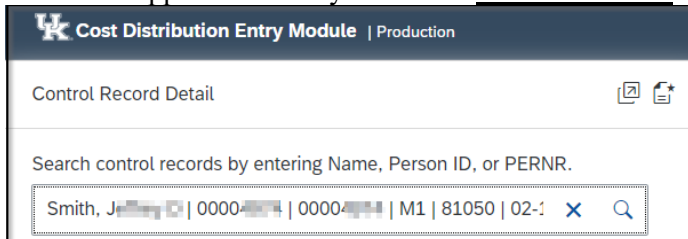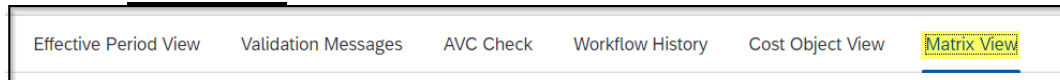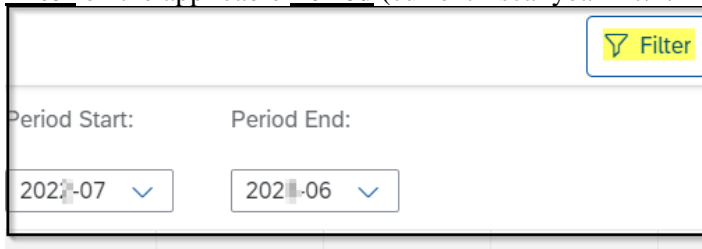## Generating the Report

- 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.

Exporting the Data

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