

## **Generating the Report**

• Log into CDEM



• Locate the applicable faculty member's **<u>Control Record</u>**.

Cost Distribution Entry Module   Production	
Control Record Detail	0
Search control records by entering Name, Person ID, or PERNR.	
Smith, J	Q

• Select the <u>Matrix View</u> button.



• **<u>Filter</u>** on the applicable <u>**Period**</u> (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.

 $\downarrow$  Download Excel Report