## QRG - CDEM Tips \& Tricks

Instead of using the back arrow, Click on the UK in the upper left corner to return to your dashboard
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## 12 Cost Distribution Entry Module |Production

(1) Eोpail notifications that plans are awaiting approval will not be implemented until week, untineek of $3 / 15$.. Plans will be activated on Thursday $3 / 12$, we are monitoring results

To quickly search for a new record, use the search button on the upper right side

## K cost Distroutuen Entry wosule IPomation

The refresh button at the top right of the screen, just to the left of your initials, is handy to use, especially after you enter a new commitment, click refresh, then create your cost distribution plan.
 March payroll. Plans will be activated today $3 / 18 \sim 11$ am and at 5 Pm, we are monitoring results in the first weeks of CDEM implementation to verity accuracy on this critical function.

If an employee has more than one control record that means 1. They have more than one assignment, so choose the correct Perner, or 2 . There was a break in service, so choose the latest date:


Avoid making any CDEM entries between the Payroll Prelim and the Payroll Final date to reduce errors
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When updating an effective period, you can click on the 2 box icon to see payroll period begin and end dates:


Here is the distribution for this effective period.

## Example:

| $2022-12-18$ | $2023-01$ |
| :--- | :--- |
| $2023-01-01$ | $2023-02$ |
| $2023-01-15$ | $2023-03$ |
| $2023-01-29$ | $2023-04$ |
| $2023-02-12$ | $2023-05$ |
| $2023-02-26$ | $2023-06$ |
| $2023-03-12$ | $2023-07$ |

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To Print a report of your CDEM employees:
-Click on "Links" in upper right hand corner
-Choose "Control Record" from Dropdown
-Change the "Items per page" (bottom right corner) to 100
-click on "Export List to Excel" on top right of page

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You can do CDEM entries when Payroll is running, but it won't post to the SAP 27 screen until payroll is open again

How to see In Progress plans that need attention

1. Click on "View all Control Records" icon


Cost Distribution Entry Module IProduction
Control Record Detail $\qquad$ Alerts

Search control records by entering Name, Person ID, or PERNR.
2. Click on the filter to the right of Plan Status, and choose Plan Entry

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3. A list will display of all control records that are in-progress and need attention.

