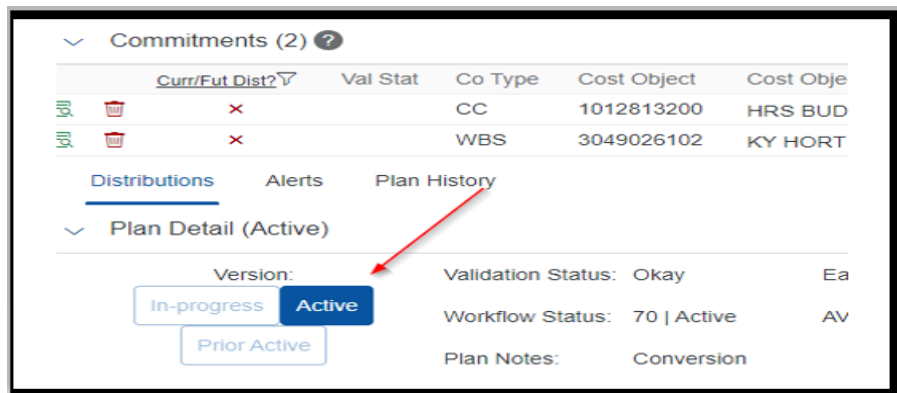


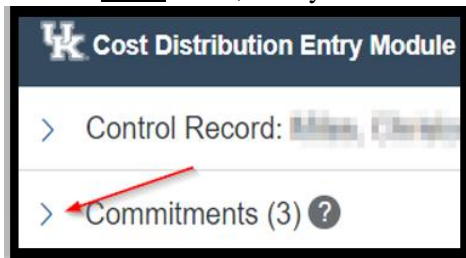
Note: If at anytime you make an error in the cost distribution, you can click on **reset plan** and this will take you back to the original active plan.

Log into CDEM via MyUK, Enterprise Services

1. Search for employee by typing in partial last name, Person ID, etc. and click on name to open Control Record.
2. Be sure you are in an “Active” plan



3. Click on > button to the left of Commitments to view the account numbers. If the account number is not listed, then you will need to add a new commitment.



To add a commitment, click on green icon (right side of screen).





CDEM – Adding a Commitment & Entering Cost Distribution

A pop-up Box will appear. From the Select type drop down menu select either (CC (cost center) or WBS (grant), type in the account number and click <Check>.

Click the *Notify when budget period is extended* box (optional) and enter the percentage of time, add notes (optional) and click <save>.

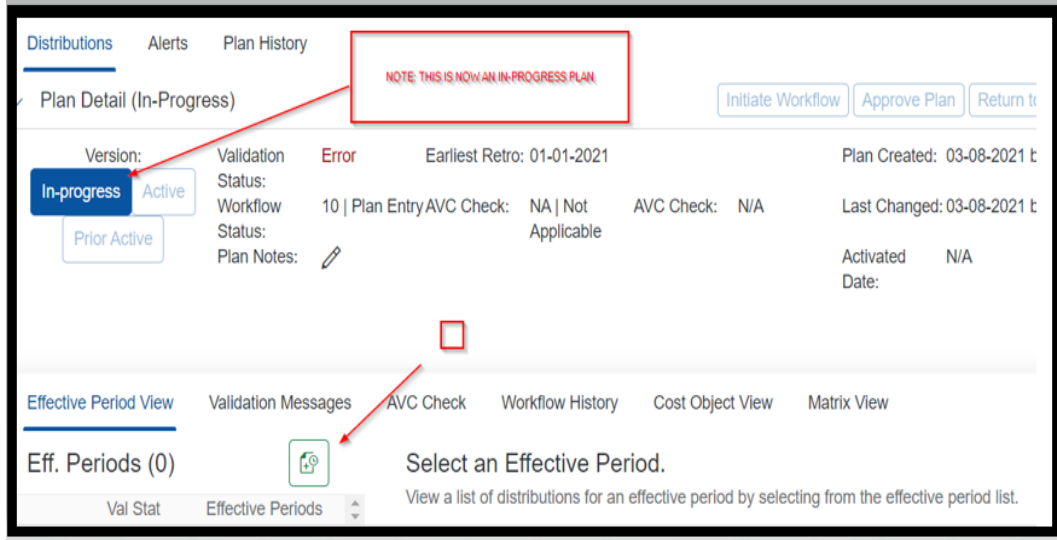
5. Click on the <Create New Plan> button

Note: The version changes to “In-Progress”

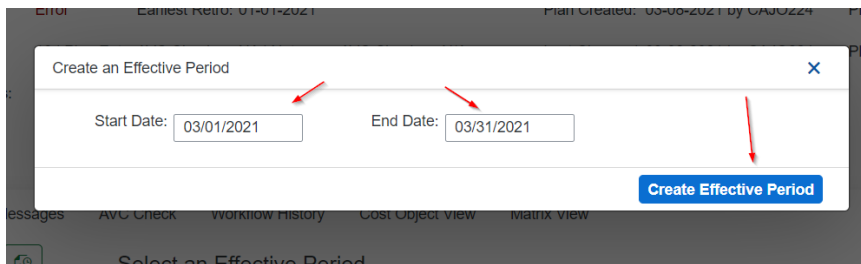


CDEM – Adding a Commitment & Entering Cost Distribution

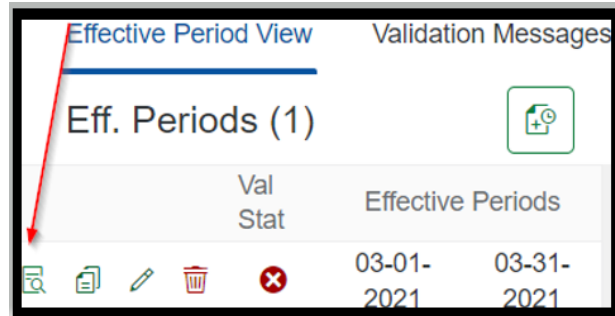
- Click on the green icon under *Effective Period View* to Create a new effective period.



- A pop-up box will appear, add start date, and end date and click <Create Effective Period>.



- Click on the View Detail icon to update the distribution.



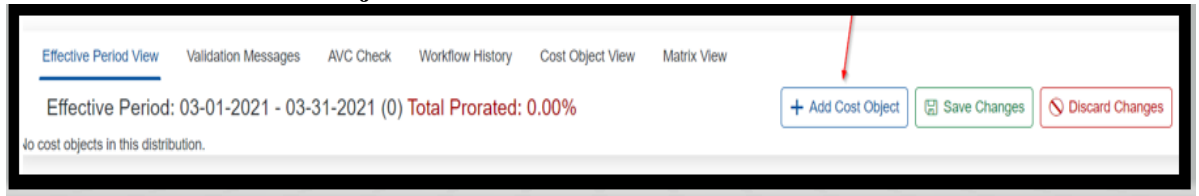
- Click on the <Update Distribution> button.



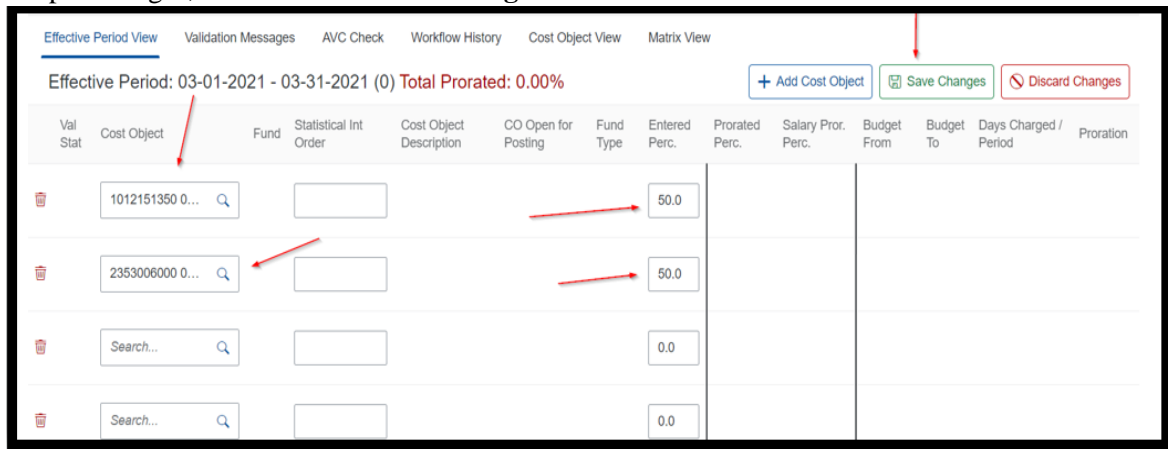


CDEM – Adding a Commitment & Entering Cost Distribution

9. Click on the <+ Add Cost Object> button.

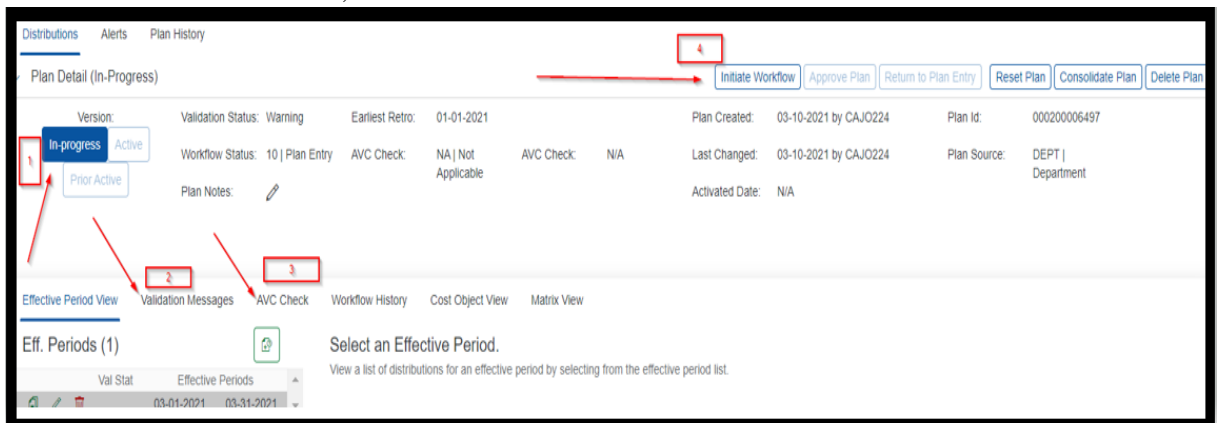


10. Add the account numbers under the Cost Object field—when you start typing the number, you need to **select** one of the options (do just type in the whole number and hit enter - if you do this, the cost object description will not pre-populate), enter your SIO (if applicable), enter the percentages, and click on <Save Changes>.



11. Check if there are any validation messages, if you receive a message that says future cost distributions do not add up to 100%, click on the + **Add 1018** button. This will force CDEM to default to the 1018 distribution when a grant ends and will remove the error message.

12. Click on the AVC check, and **Initiate workflow**



13. A pop up box appears, you can enter notes (optional), click on **initiate**



CDEM – Adding a Commitment & Entering Cost Distribution

14. Review your work, and if correct, click on **Approve Plan**

The screenshot shows the 'Plan Detail (In-Progress)' view in the CDEM system. The 'Approve Plan' button is highlighted with a red arrow. The interface includes tabs for 'Distributions', 'Alerts', and 'Plan History'. Below the tabs, there are buttons for 'Initiate Workflow', 'Approve Plan', 'Return to Plan Entry', and 'Reset Plan'. The main content area displays various plan details:

Version:	Validation Status: Warning	Earliest Retro: 01-01-2021	Plan Created: 03-10-2021 by CAJO224	Plan Id: 000
<input type="button" value="In-progress"/> <input type="button" value="Active"/>	Workflow Status: 30 Pending Approval	AVC Check: NA Not Applicable	AVC Check: N/A	Last Changed: 03-10-2021 by CAJO224
<input type="button" value="Prior Active"/>	Plan Notes: <input type="text"/>		Activated Date: N/A	Plan Source: DEF Dep

A pop up box will appear. Enter notes (optional) and click on **approve**.

You will see a message that says *Pending SAP Posting*. Once it posts to SAP, the plan will change to “Active”.