

## **CDEM (Cost Distribution Entry Module) Handbook**

When an individual works on one or multiple awards, their salary is allocated based on a percentage that represents the amount of time devoted to each project. **CDEM** (Cost Distribution Entry Module) is a tool to track and capture the general percentage an individual should charge a cost object and fund over the expected period of work. CDEM is a tool to compare the commitment (proposed salary expense) versus actual salary expense throughout the life of the cost object and assess whether a cost object is being charged as intended. CDEM allows users to build payroll cost distribution plans outside of SAP.

CDEM also provides a way to specify a period to prorate a distribution percentage when the period of work begins or ends in the middle of a payroll period. A commitment entry must be created for every cost object and fund before it can be used in a distribution. A commitment in CDEM should be not confused with a commitment (encumbered) expense in SAP. CDEM commitments are not exported into other institutional reporting systems such as BW Reporting.

CDEM is replacing the FES system for faculty cost distributions and eliminates the need for "tracks and versions".

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## Glossary

**Active Plan** – List of current cost object distributions by effective period

**AVC Check** – Available control; a process that checks encumbered plus actual expenses against budget

**Budget Validity** – Start and end date a cost object is available to be charged

**CDEM** - Cost distribution entry module; a tool to compare the commitment (proposed salary expense) versus actual salary expense throughout the life of the cost object and assesses whether a cost object is being charged as intended

**Commitments** – The general percentage an individual will charge a cost object and fund over the expected period of work

**Control Record** – Information for an individual based on assignment with a contiguous period that has the same payroll area and organizational unit

**Cost Distribution** – The percentage of salary charged to a cost object

**Cost Object** – Cost center or WBS element

**Effective Period** – A cost distribution's start and end date of a cost object

**Fund** – Fund associated with the cost object

**Fund Type** – Fund identifier to distinguish between EXTERN (funded by an external source such as a sponsor), INTERN (funded internally by UK) and CSTSHR (funded by cost share, internally funded by UK)


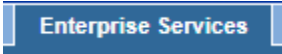
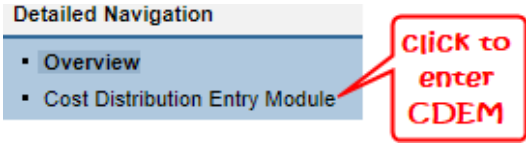
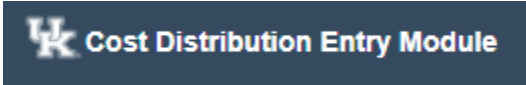



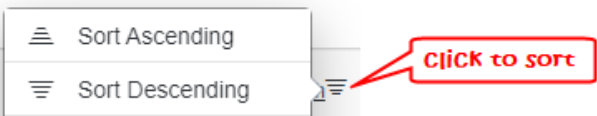
**In-Progress Plan** – List of cost object distributions by effective period for the use of making changes to the cost objects and/or percentages to be charged

**PADR** – Project Account Data Record; document created by OSPA for new and updated award information that contains WBS element details, award documentation, budgets, etc

**PBC** – Position budget control; The salary encumbrance based on assigned cost distributions

**UFP** – Use for Proration; A function to prorate salary and fringe commitment within a distribution when the effective period does not begin and/or end on a payroll cycle

**Workflow** – The process of replacing the active plan with the In-progress plan

<b>LOGIN</b>	
<p>Log into myUK using your credentials</p> <p>Note: SAP access is not required</p>	 <p><a href="https://myuk.uky.edu">https://myuk.uky.edu</a></p> <p>Note: Chrome is the recommended browsers. Firefox and Internet Explorer browsers are not recommended due to limited functions.</p>
<p>Click the Enterprise Services tab</p>	
<p>Within the Financials sub title, click Cost Distribution Entry Module on the left</p>	 <p>Note: CDEM opens as a new tab in your internet browser</p>
<p>The main screen is also referred to as the dashboard</p>	
<b>FEATURES</b>	
<p>Hover over a question mark for a description</p>	
<p>The Links dropdown menu provides shortcuts to different areas</p>	
<p>Filter feature can be used to reduce selections. Where applicable, multiple columns can be filtered at one time.</p>	
<p>Sort features can be used to sort data in ascending or descending order</p>	

# ALERTS

CDEM does various checks including IT27 status updates, non-successful commitments, adding commitments beyond grant end dates, cost object end date is extended, cost object end date is shortened (ends earlier than original), changes to a cost object while an In-progress plan is in the approval workflow, etc.

**Alerts** is a list of messages primarily related to a control record, status changes on an individual's IT27 and budget period changes

Alerts are run daily or can be refreshed for an immediate update

Click the boxed arrow to view list of alerts

Alerts

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Summary of message for organizational units:

	Action Required No. Outstanding	Action Required Ave. Days Outs.	Informational No. Outstanding	Informational Ave. Days Outs.
FI Messages	10	20	25	10
HR Messages	1	5	3	9
Other Messages	0	0	0	0

Click for an immediate update

Click to view list

Need to add when done and changed to alerts

Distributions Alerts list of alert message specific to the control record being viewed

# CONTROL RECORD

The CDEM Control Record captures the contiguous periods when an assignment number (PERNR on PA0001) has the same payroll area and organizational unit. The Control Record is the parent record to all the other CDEM tables housing commitment and distribution plan information to be controlled by users which authorization to the HR organizational unit. Control Record List is the location to find in-progress plans with validation errors or plans queued for infotype 27 batch creation, etc. It works in similar fashion as the SAP HR structural authorization.

<p><u>Option 1:</u> There are two <b>search</b> fields that function alike</p>	
<p>Enter their first or last name, person ID or PERNR</p> <p>Available results will populate as you type</p> <p>Select individual</p> <p>Note: Searches active and inactive individuals</p>	
<p><u>Option 2:</u> Click the boxed arrow to the right of "Control Record Detail" to <b>view a list of individuals</b> you have access to</p> <p>Click triple arrow icon to select individual</p> <p>Note: Results are active individuals plus control records that ended within the last 5 months of the earliest retro date</p>	
<p>Click filter to expand or reduce results for control records active on date entered</p>	

If individual does not populate from the search or available list, click **Create Control Record** to create a new control record

Enter last name or person ID and click Search for Person

Click the box to the left of the individual

Confirm individual's information is correct

Click add icon to create new control record

Note: Duplicate control record produces an error message

or

Create a Control Record ×

Last Name enter last name

Enter last name...

OR

Person ID enter person ID

Enter person ID...

CLICK to begin search

**Search for Person**

Create a Control Record ×


Select a Possible Match:

CLICK to select individual

Clear Results

Create a Control Record ×

Click an assignment's create icon to create a control record.

PERNR	Pay Area	Begin Date	End Date	Org Unit	Org	Org Name
 xxxxxxxx	xx	xxxx	xxxx	xxxxxxx	xxx	xxxxxxxx

CLICK to Create Control record for individual

Return to Search List Clear Results

Individual's 1018 cost object will be added to the Commitments and an In-progress plan will be created for revision, review and submission

Within the Control Record list, click delete icon to delete a control record

Review correct individual selected

Click Approve Deletion to continue

CLICK to delete a Control record

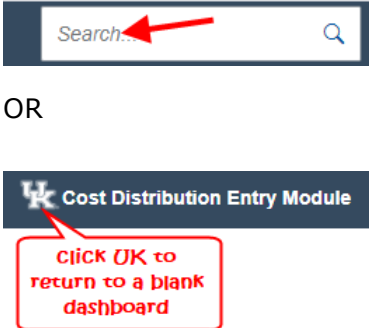


**Confirm Deletion** ×

Would you like to delete the control record?

CLICK to delete

Approve Deletion Cancel


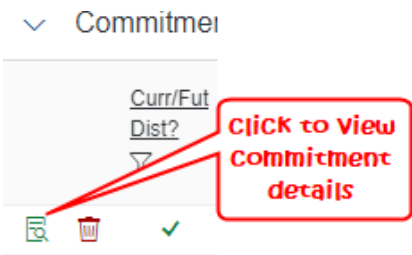
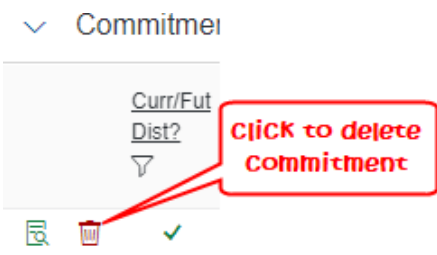
Note: Control records can be deleted if there is a commitment and/or In-progress plan but not if there is an Active plan

<p>To change from one individual to another, enter information in the search or click UK in the left corner to return to a blank dashboard</p>	 <p>Search...</p> <p>OR</p> <p>Cost Distribution Entry Module</p> <p>CLICK UK to return to a blank dashboard</p>																																				
<p>Click on the arrow to expand or collapse</p>	 <p>&gt; Control Record:</p> <p>CLICK to expand or collapse</p>																																				
<p>Control Record lists current assignment data</p>	 <p>Control Record: <del>XXXXXXXXXX</del>   <del>XXXXXXXXXX</del>   <del>XXXXXXXXXX</del>   M1   31005504  </p> <table border="0"> <tr> <td>Person ID:</td> <td>XXXXXXXXXX</td> <td>Position:</td> <td>50107976  </td> <td>Pers Area:</td> <td>1400  </td> </tr> <tr> <td>Pernr:</td> <td>XXXXXXXXXX</td> <td>Job:</td> <td>40501071  </td> <td>Pers Subarea:</td> <td>0001  </td> </tr> <tr> <td>Payroll Area:</td> <td>M1</td> <td>Current Assignment:</td> <td>Regular Faculty</td> <td>Emp Group:</td> <td>A  </td> </tr> <tr> <td>Org Unit:</td> <td>31005504  </td> <td></td> <td></td> <td>Emp Subgroup:</td> <td>03  </td> </tr> <tr> <td>Record Effective:</td> <td>10-01-2017 to 12-31-9999</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Is Main Pernr:</td> <td>X</td> <td></td> <td></td> <td>Control Record ID:</td> <td>000100000693</td> </tr> </table> <p>Note: Record Effective is the continuous period in the same org unit and payroll area</p>	Person ID:	XXXXXXXXXX	Position:	50107976	Pers Area:	1400	Pernr:	XXXXXXXXXX	Job:	40501071	Pers Subarea:	0001	Payroll Area:	M1	Current Assignment:	Regular Faculty	Emp Group:	A	Org Unit:	31005504			Emp Subgroup:	03	Record Effective:	10-01-2017 to 12-31-9999					Is Main Pernr:	X			Control Record ID:	000100000693
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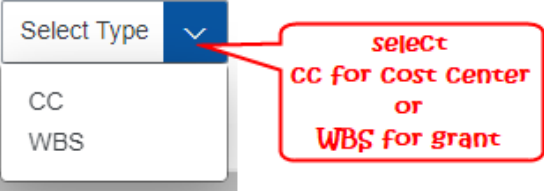
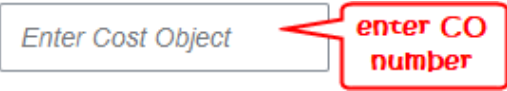

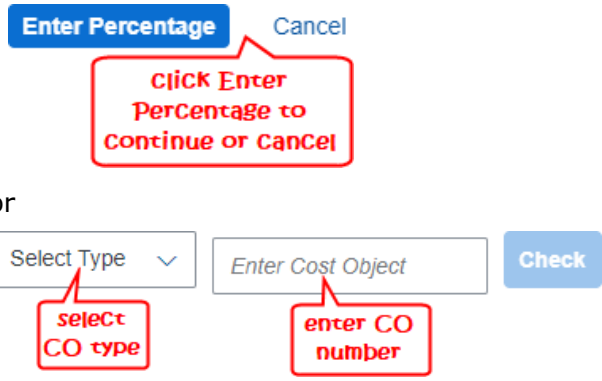
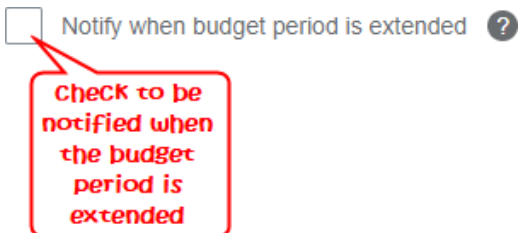


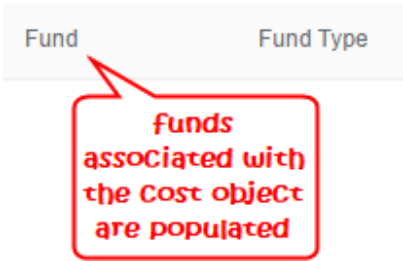
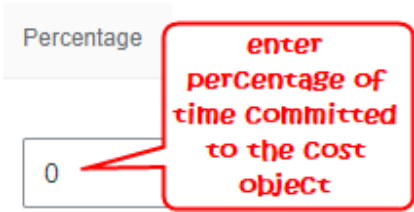
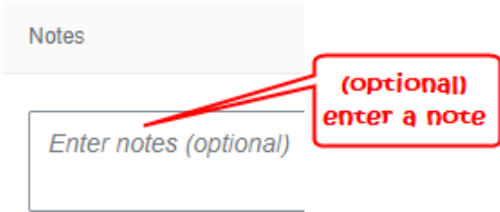

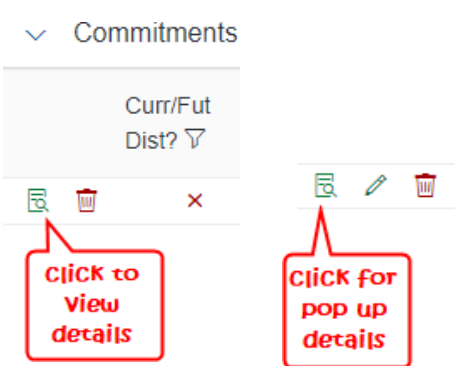
## COMMITMENTS




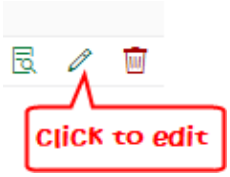
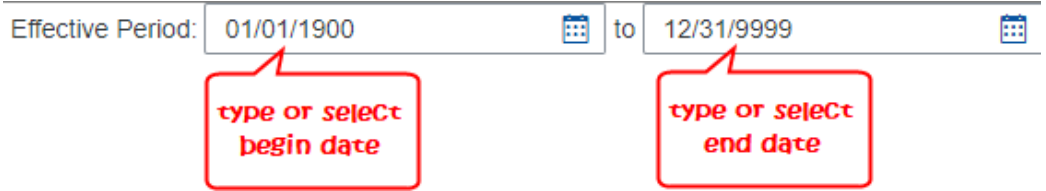
Commitments is a tool that captures the general percentage an individual should charge to a cost object and fund over the expected period of work. This general percentage can be used as a check figure to recognize whether a cost object is being charged as intended. Commitments in CDEM should not be confused with a commitment (encumbered) item in SAP. Commitments contains all cost objects for the PERNR used on infotype 27 records and within the Control Record effective period and with an end date  $\geq$  1/1/2020. Commitments in CDEM should not be confused with a commitment (encumbered) item in SAP. If the individual changes department or payroll area, the cost object could optionally be copied to the new Control Record and a separate cost object history begins.

<p>Commitments</p>	<p>A commitment entry must be created for every cost object and fund before it can be used in a distribution. Commitments can be updated at any time, unrelated to distribution, to build individual funding portfolios.</p>
<p>Click on the arrow to view a list of commitments for the individual</p>	
<p>Click the display icon to <b>view details of a specific commitment</b></p>	 <p>Information on what details are available are discussed below</p>
<p>Click delete icon to <b>remove a commitment</b></p> <p>A commitment can only be removed if it was never used in a distribution</p>	 <p>Note: Deleting a commitment does not alter existing commitments to cover gaps in time</p>

<p>Click Filter to bring up filterable columns</p> <p>Past, current and future commitments are listed. To view current and future commitments only, click on/off toggle button</p> <p>Enter date to reduce list for commitments used on or after date entered</p>	
<p>Validation Status will display a red X for hard stop errors or a yellow triangle for warnings related to commitments</p> <p>Click the error symbol to display the message</p>	
<p>Basic information is listed for each commitment: cost object type, cost object, description, budget start and end dates, notify extended, used for proration, department information and PI</p>	
<p>Notify Extend is an option to be notified when the cost object end date is changed.</p>	
<p>Used Through is the end date of the last distribution of the cost object (the end date of the last IT27 entry)</p>	

<p>Click add icon to <b>add a commitment item</b></p>	
<p>Select type of cost object</p> <p>CC = Cost Center WBS = Grant</p>	
<p>Enter cost object number</p>	
<p>Click check to display cost object details</p> <p>The cost object's summary information will populate</p> <p>Review information to validate this is the correct cost object</p>	
<p>If the cost object entered is correct, click Enter Percentage</p> <p>If the cost object entered is not correct, re-enter the cost object number and click check</p>	
<p>Check to be <b>notified when the budget period is extended</b></p> <p>Notification can be check/unchecked at any time</p>	 <p>Notification message will be listed in Alerts</p>

<p>CDEM populates the funds associated with the cost object</p> <p>For WBS elements, all funds will be present, even if the percentage is 0%</p>	
<p>Enter the general percentage of time committed to working on a project over the effective period</p> <p>Note: Fringe follows salary percentage</p>	
<p>Enter a note (optional) in the text field to add descriptive and helpful information in reference to the entry</p>	
<p>Click Save to continue. The commitment list will refresh with the change</p> <p>Click Back to go back to the cost object enter screen</p> <p>Click Cancel to cancel</p>	
<p>Clicking the display icon within the commitment on the right side brings up a pop-up window of the same information</p>	

<p>Basic cost object details are listed along with the commitment details</p>	
<p>Begin Date is the start date when the commitment is effective. CDEM defaults the begin date to 1/1/1900. The begin date can be changed if commitment will be used for proration.</p>	 <p>See edits below to change date</p>
<p>End Date is the end date when the commitment is effective. CDEM defaults the end date to 12/31/9999. The end date can be changed if the commitment will be used for proration.</p>	 <p>See edits below to change date</p>
<p>Click the edit icon to <b>make changes to a commitment</b></p>	
<p>Effective period can be changed. Enter date or use calendar to change effective period start and end dates</p>	

<p>Check the <b>Use for Proration (UFP)</b> when the effective period does not span the entire payroll period. The UFP cannot be changed if an in-progress plan has been initiated into workflow.</p>	<p><input type="checkbox"/> Use For Proration</p> <p><b>click to check / uncheck</b></p> <p>Note: Use for Proration allows for the appropriate distribution of all fringe benefits.</p>
<p>Percentage can be changed</p> <p>Note: When the percentage is changed, it does not impact the in-progress or active distribution plans</p>	<p>Percentage</p> <p>5 <b>enter percentage</b></p>
<p>Notes can be changed</p>	<p>Notes</p> <p>Budgeted at 5% <b>change text as needed</b></p>
<p>Click Save Effective Period to save changes or Cancel to exit without changes</p>	<p><b>Save Effective Period</b> Cancel</p> <p><b>click to save changes</b></p>

Example of a new commitment that is "inserted" within the pre-existing effective period

Begin	End	Fund	UFP	Type	Perc
04-01-2020	12-31-9999	0226000000	No	EXTERN	25.00
04-01-2020	12-31-9999	0011890300	No	CSTSHR	0

**before**

Begin	End	Fund	UFP	Type	Perc
06-15-2020	12-31-9999	0226000000	No	EXTERN	25.00
06-15-2020	12-31-9999	0011890300	No	CSTSHR	0
05-15-2020	06-14-2020	0226000000	Yes	EXTERN	1.00
05-15-2020	06-14-2020	0011890300	Yes	CSTSHR	0
04-01-2020	05-14-2020	0226000000	No	EXTERN	25.00
04-01-2020	05-14-2020	0011890300	No	CSTSHR	0

**after**

Example of a new commitment that is entered and overlaps the effective period of an existing commitment. CDEM will change the end date of the existing commitment to the day before the start date of the new commitment

Begin	End	Begin	End
04-01-2020	12-31-9999	04-01-2020	12-31-9999
01-01-1900	12-31-9999	01-01-1900	03-31-2020
01-01-1900	12-31-9999	01-01-1900	03-31-2020

**before**

**after**

Note: If a commitment is deleted, CDEM does not change any end dates back to 12/31/9999

Click delete a commitment effective period

Deleting within a cost object can be used when there are multiple commitment periods that have different percentages

Deleting a commitment does not change the end date of any existing commitments to 12/31/999

Begin	End	Fund	UFP	Type	Perc
01-01-2021	12-31-9999	0226000000	No	EXTERN	15.00
01-01-2021	12-31-9999	0011890200	No	CSTSHR	1.00
10-01-2020	12-31-2020	0226000000	No	EXTERN	10.00
10-01-2020	12-31-2020	0011890200	No	CSTSHR	5.00
01-01-1900	09-30-2020	0226000000	No	EXTERN	15.00
01-01-1900	09-30-2020	0011890200	No	CSTSHR	1.00

Effective Periods:

for example, one of these effective periods could be deleted

Note: A commitment can only be removed if it was never used in a distribution

To add a commitment to the displayed cost object, click the add icon

Enter dates and percentages and check proration as discussed above

**Click to add Commitment**

Perc	Notes





Click **Reset Plan** to abort changes to the In-progress plan and return the In-progress plan back to the original copy of the Active plan

**Reset Plan** Click to abort changes and return the In-progress plan back to the original copy of the Active plan

**Reset this plan?**

Confirm to reset the In-progress plan to a copy of the Active plan.

**Confirm** **Cancel** Click Confirm to Continue with reset or Cancel to Keep Current In-progress plan

Click **Consolidate Plan** to consolidate effective periods with an exact match (cost object and percentage) AND adds/increases cost object assigned to their 1018

Note: Consolidate Plan consolidates based on the original copy of the Active plan and not any changes made beforehand.

**Consolidate Plan** Click to consolidate effective periods with like Cost distributions

**Adopt proposed changes to this plan?**

Confirm to automatically consolidate the effective periods of this plan where applicable.

**Confirm** **Cancel** Click Confirm to Continue with Consolidation or Cancel

**Effective Period View** Validation Messages AVC Check

Eff. Periods (42) **before**

Val Stat	Effective Periods
	06-01-2022 06-30-2022
	05-01-2022 05-31-2022
	04-01-2022 04-30-2022
	03-01-2022 03-31-2022
	02-01-2022 02-28-2022
	01-01-2022 01-31-2022
	12-01-2021 12-31-2021
	11-01-2021 11-30-2021
	10-01-2021 10-31-2021
	09-01-2021 09-30-2021
	08-01-2021 08-31-2021
	07-01-2021 07-31-2021

**Effective Period View** Validation Messages AVC Check

Eff. Periods **after**

Val Stat	Effective Periods
	01-01-2022 06-30-2023
	10-01-2021 12-31-2021
	07-01-2021 09-30-2021

**Effective Period: 07-01-2021 - 07-31-2021** **before**

Val Stat	Cost Object	Fund	Fund Type	Entered Perc.	Prorated Perc.
	2352927000	0251102621	EXTERN	12.50	12.50
	2353057000	0251101621	EXTERN	12.50	12.50
	3200001951	0226000000	EXTERN	8.33	8.33
	3200003124	0011890300	CSTSHR	5.00	5.00
			<b>Total:</b>	<b>38.33</b>	<b>38.33</b>

**Effective Period: 07-01-2021 - 09-30-2021** **after**

Val Stat	Cost Object	Fund	Fund Type	Entered Perc.	Prorated Perc.
	1012003600	0011260100	INTERN	23.63	23.63
	1012540060	0011260200	INTERN	35.98	35.98
	1012585560	0011260300	INTERN	2.06	2.06
	2352927000	0251102621	EXTERN	12.50	12.50
	2353057000	0251101621	EXTERN	12.50	12.50
	3200001951	0226000000	EXTERN	8.33	8.33
	3200003124	0011890300	CSTSHR	5.00	5.00
			<b>Total:</b>	<b>100.00</b>	<b>100.00</b>

<p>Click <b>Delete Plan</b> to delete the In-progress plan</p> <p>Click confirm to continue with deleting In-progress plan or cancel</p>	
<p>Click <b>Add to create new effective period</b></p> <p>Enter start date, end date and click Create Effective Period to continue</p>	
<p>Click display icon to <b>view effective period's</b> cost objects, percentages and salary details</p> <p>Click <b>Update Distribution</b> to change cost distributions on cost objects within that effective period</p> <p>Note: Cannot edit or delete effective plans prior to the earliest retro date</p> <p>Delete will remove cost objects within that effective period</p> <p>Click Add Cost Object to add additional cost objects. Available cost objects are from the commitment list. If missing, check if cost object needs to be added in commitments.</p>	<p>Follow steps below to add cost objects and percentages</p> <p>Note: Deleting a cost object will change the delete icon to a + icon so it can be added back if deleted in error. Cost objects with a + are not saved in the Active plan.</p> <p>Note: effective periods can manage up to 35 cost objects (includes cost share)</p>

Enter or change SIO information as needed. Cost objects can have multiple SIO's by adding that cost object again with it's one SIO and percentage.

Enter or change cost distribution percentage as needed

Click Save Changes to save changes made

If the prorated percentage is not 100%, by clicking + Add 1018, CDEM will increase the percentage on the cost objects assigned in the 1018 so the prorated total is 100%

Confirm to continue for CDEM to auto calculate the COs percentage increase

Statistical Int Order

enter SIO information

Entered Perc.

Change Cost distribution perCentage

7.34

Save Changes

Click to save changes

Fund Type	Entered Perc.	Prorated Perc.
Total:	xx.xx	xx.xx

needs to be 100.00%

+ Add 1018

click for CDEM to increase the perCentage of the COs assigned in 1018

Add 1018 to this distribution? X

Confirm to automatically apply this User's 1018 to this distribution.

Click Confirm to Continue

Confirm Cancel

Select copy icon to copy an existing effective period's cost objects and percentages for a new effective period

Enter start and end dates and click Copy Effective Period to save

Note: Plans cannot extend beyond the cost object's end date

Note: Expired cost objects will be crossed out and not included in the new in-progress plan

Effective Period View

Eff. Periods

click to copy cost objects and perCentage

Copy an Effective Period

Start Date: mm/dd/... End Date: mm/dd/... Go to current date.

The following distribution will be copied to the new effective period.

enter start date

enter end date

Copy Effective Period

Click to save new effective period

If the cost objects or percentages need to be changed, use the display function (discussed above)

Click edit icon to change the effective period start and/or end date

Change start and/or end date as needed

Click Update Effective Period to save changes

A message will appear indicating which effective periods will be deleted or delimited by this change

If a cost object has an end date within the effective period, the cost object will be scratched out and be removed

Click proceed with update to allow changes or return to date entry to discard changes.

Effective Period View

Eff. Periods

CLICK to edit Cost objects and percentage

Update the Effective Period 01-01-2021 - 01-31-2021

Start Date: 01/01/2021  End Date: 01/31/2021

Here is the distribution for this effective period.

change start date change end date

CLICK to save changes

If the new effective period overlaps existing effective periods, a message will appear indicating which effective periods will be deleted by this change

Update the Effective Period 03-01-2021 - 03-31-2021

Start Date: 01/01/2021  End Date: 03/31/2021

Current effective period new effective period

The following effective periods will be deleted by the new effective period.

Start Date	End Date
2021-03-01	2021-03-31
2021-01-01	2021-01-31

these effective periods will be deleted AND replaced with the new effective period

If the new effective period does not overlap existing periods, a message will appear indicating which effective period will be delimited by this change

Update the Effective Period 01-01-2021 - 06-30-2021

Start Date: 01/01/2...  End Date: 04/30/2...

Current effective period new effective period

The following effective periods will be delimited by the new effective period.

Start Date	End Date
2021-01-01	2021-06-30

this effective period is replaced with the new effective period; this effective period is NOT split into two effective periods

CLICK to save changes without the COs CLICK to discard changes

Click delete to **remove effective period**

Click "confirm" to confirm deletion is correct

Click "cancel" to stop cancellation



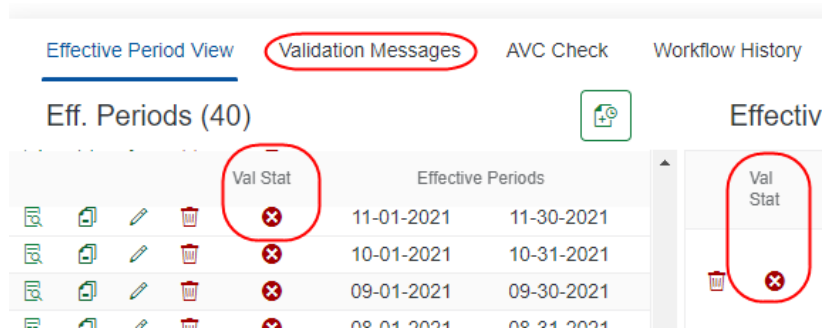
**Validations** are messages related to in-progress distribution plans, and checks rules for creating distributions are followed and checks for master data issues such as closed cost objects, earliest retro date, etc.

Validation messages are regenerated every time a plan is updated by the user. Users will have a function to re-check validations after making fixes and corrections.

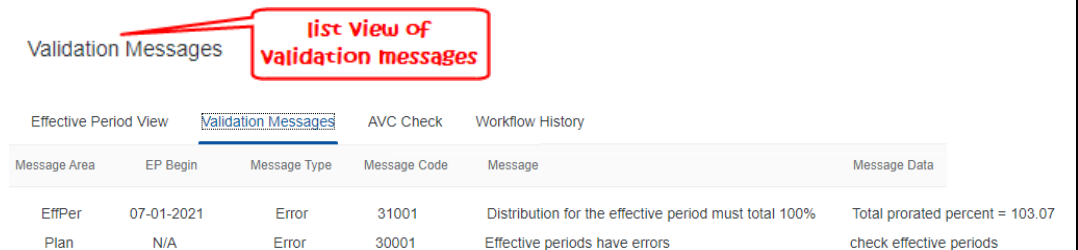
Validation message on in-progress plans are generated daily and when a plan moves through the workflow.

In-progress plans can be saved with errors; however, the errors must be resolved before the In-progress plan can be submitted

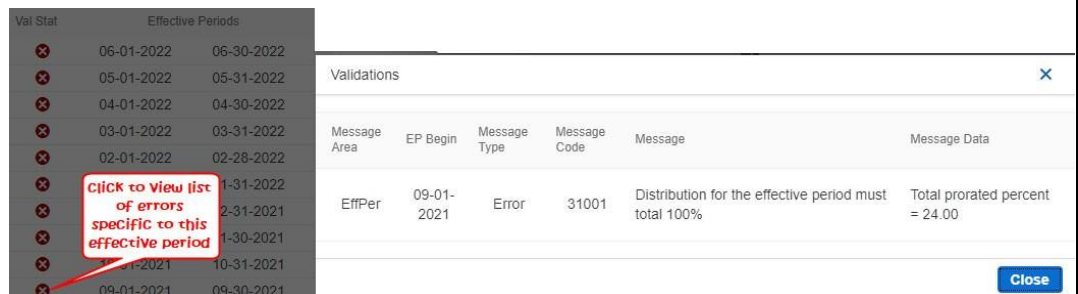
There are multiple locations to view validation messages; Validation Messages in the menu, the effective period on the left and within the effective period on the right



Click Validation Messages for a complete list of error messages



Within the Effective Period View, click on the red X to view errors specific to that effective period



Click **AVC Check** then click Perform AVC to perform the AVC check

AVC Check status must be "Passes" before an In-progress plan can be submitted

The AVC check is performed on each grant in the distribution using the change in salary dollars to be charged

A general percentage of 10% is applied for benefits to the salary dollars

Note: AVC check is only required when at least one cost object is a grant

**AVC Check** Click to perform AVC Check

**Perform AVC** Click to run AVC Check

**Overall Result: P | Passes** status must be "Passes" to initiate workflow

AVC check is the available control (AVC) that checks consumption (actual plus encumbrances) against budget to prevent overcharging. CDEM compares the In-progress plan with the Active plan distributions.

AVC check must pass or pass with credit

- Requires Check – AVC check needs to be performed before workflow can be initiated
- Not Applicable – No grants in the distribution
- Passes – All grants on the version pass the AVC check, no credits involved
- No checks required – All grants on the version pass the AVC check, but a credit is involved (Indicates that another DOE crediting the grant may need to be activated at the same time to release funds. Some credits may be very small and may not be a factor.)
- Fails – At least one grant in the distribution fails the AVC check





Below is a link to RFS's QRC on how to run the CMAVCOVRW tcode  
<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC%20AVC%20Overview.pdf>


AVC Check results provides a list of grants, cost distributions and AVC status

Click the cost object to populate a list of individuals who are using that cost object, budget amount and consumption amount per sponsor class

**Result Examples:**

Grants in Plan: Select cost object to display the result details.

Cost Object	Cost Object Description	Fund	Fund Type	Delta Charge	AVC Result
 3200002718	PRIVATE PESTICIDE AP... ?	0226000010	EXTERN	\$0.00	No checks required
 3200002938	IR-4 LIAISON FUNDS ?	0226000060	EXTERN	\$4,042.14	Passes
 3200003036	RESILIENT SYSTEMS FO... ?	0226000060	EXTERN	-\$2,694.67	No checks required
 3200003046	2020 EXTENSION PSEP ... ?	0226000050	EXTERN	\$6,736.90	Fails

 Click display for AVC results

no change from active plan

changes pass

changes result in a credit

changes fail

<p>AVC Check pass and fail examples</p>	<p><b>Example of a pass:</b></p> <p>AVC Results for 3200002938   0226000060</p> <table border="1"> <thead> <tr> <th>Tol. Prof.</th> <th>AVC SP Class</th> <th>Check Amount</th> <th>Over Budg Amt</th> <th>Available Balance</th> <th>Total Expense</th> <th>Total Budget</th> </tr> </thead> <tbody> <tr> <td>Direct Exp...</td> <td>E510000</td> <td>\$4,042.11</td> <td>\$0.00</td> <td>\$7,022.26</td> <td>\$9,727.74</td> <td>\$16,750.00</td> </tr> </tbody> </table> <p>Where Used In-progress plans for 3200002938   0226000060</p> <table border="1"> <thead> <tr> <th>OrgUnit</th> <th>Person</th> <th>Employee Group</th> <th>PersonID</th> <th>Pemr</th> <th>GLAcct</th> <th>AVC SP Class</th> <th>Delta Charge</th> <th>InProg Plan Charge</th> <th>Active Plan Charge</th> </tr> </thead> <tbody> <tr> <td>30000235   81080   Entomology</td> <td>Bessin, Ricardo T</td> <td>C   Faculty</td> <td>00009542</td> <td>00009542</td> <td>0000511011</td> <td>E510000</td> <td>\$4,042.11</td> <td>\$6,512.38</td> <td>\$2,470.27</td> </tr> </tbody> </table>	Tol. Prof.	AVC SP Class	Check Amount	Over Budg Amt	Available Balance	Total Expense	Total Budget	Direct Exp...	E510000	\$4,042.11	\$0.00	\$7,022.26	\$9,727.74	\$16,750.00	OrgUnit	Person	Employee Group	PersonID	Pemr	GLAcct	AVC SP Class	Delta Charge	InProg Plan Charge	Active Plan Charge	30000235   81080   Entomology	Bessin, Ricardo T	C   Faculty	00009542	00009542	0000511011	E510000	\$4,042.11	\$6,512.38	\$2,470.27
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<p>Click <b>Initiate Workflow</b> to submit In-Progress plan</p> <p>Note: Initiate Workflow button will be greyed out until all errors resolved and AVC passes</p> <p>Enter notes as needed</p> <p>Click Initiate to submit</p> <p>If the In-progress plan matches the Active plan, an error message will populate</p>	<p>Once error free and AVC check passes, Initiate workflow will be visible</p> <p>Initiate Plan Workflow <span style="float: right;">×</span></p> <p>Enter Workflow Notes <span style="margin-left: 20px;">enter notes as needed</span></p> <p><i>Enter Text</i></p> <p style="text-align: right;"><b>Initiate</b> <span style="margin-left: 20px;">Close</span></p> <p>Currently, there is one level of approvers. Future phase will have multiple levels of approvers. These will be pre-defined and stored in a table maintained by the department.</p>
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<p>Click <b>Approve Plan</b> to accept changes contained in the In-progress plan</p> <p>Enter notes as needed</p> <p>Click Approve to accept changes</p> <p>Note: Changes cannot be made while in Approval status</p>																																																			
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<p>General cost distribution workflow</p> <p>Note: Distributions can be entered and submitted when payroll is locked for processing and will automatically feed the changes into SAP once unlocked.</p>	<p><b>Workflow</b></p> <ul style="list-style-type: none"> <li>• User initiates workflow</li> <li>• In-progress plan is locked and cannot be changed</li> <li>• Plan approvals are routed (multiple level approval will be programmed in the future)</li> <li>• Queued for IT27 update (update program runs multiple times daily)</li> <li>• Each time plan changes status, CDEM does an AVC check and checks validations</li> <li>• Email notification sent when a plan does not post and returns to entry level (plan approver or enterer)</li> </ul> <p>Once a plan is posted to IT27 successfully, the In-active plan becomes the Active plan (the Active plan became the Prior Active plan)</p>																																																		
<p><b>Workflow History</b> lists the sequence of events such as submitter userID, dates, plan status, notes, etc.</p>	<table border="1"> <thead> <tr> <th>Status SeqNo</th> <th>Added By</th> <th>Added Date</th> <th>Workflow Round</th> <th>Plan Status From</th> <th>Plan Status To</th> <th>Is Comp</th> <th>Step Completion Notes</th> <th>Completed By</th> <th>Completed Date</th> </tr> </thead> <tbody> <tr> <td>00004</td> <td>TDJO238</td> <td>11-04-2020</td> <td>02</td> <td>30-PENDING APPROVAL LEVEL-1</td> <td></td> <td>✗</td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>00003</td> <td>TDJO238</td> <td>11-04-2020</td> <td>02</td> <td>10-UNIT ENTRY</td> <td>30-PENDING APPROVAL LEVEL-1</td> <td>✓</td> <td>Initiate into the workflow</td> <td>TDJO238</td> <td>11-04-2020</td> </tr> <tr> <td>00002</td> <td>TDJO238</td> <td>11-04-2020</td> <td>01</td> <td>30-PENDING APPROVAL LEVEL-1</td> <td>10-UNIT ENTRY</td> <td>✓</td> <td>Return to plan entry</td> <td>TDJO238</td> <td>11-04-2020</td> </tr> <tr> <td>00001</td> <td>TDJO238</td> <td>10-30-2020</td> <td>01</td> <td>10-UNIT ENTRY</td> <td>30-PENDING APPROVAL LEVEL-1</td> <td>✓</td> <td>Initiate into the workflow</td> <td>TDJO238</td> <td>11-04-2020</td> </tr> </tbody> </table>	Status SeqNo	Added By	Added Date	Workflow Round	Plan Status From	Plan Status To	Is Comp	Step Completion Notes	Completed By	Completed Date	00004	TDJO238	11-04-2020	02	30-PENDING APPROVAL LEVEL-1		✗			N/A	00003	TDJO238	11-04-2020	02	10-UNIT ENTRY	30-PENDING APPROVAL LEVEL-1	✓	Initiate into the workflow	TDJO238	11-04-2020	00002	TDJO238	11-04-2020	01	30-PENDING APPROVAL LEVEL-1	10-UNIT ENTRY	✓	Return to plan entry	TDJO238	11-04-2020	00001	TDJO238	10-30-2020	01	10-UNIT ENTRY	30-PENDING APPROVAL LEVEL-1	✓	Initiate into the workflow	TDJO238	11-04-2020
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<p><b>Plan History</b> provides the historical dates when active and in-progress plans were created and updated</p> <p>Click display for further details of that plan's workflow history</p>	<div style="text-align: center; border: 1px solid black; padding: 2px;">Plan History</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Plan Version</th> <th>Plan Status</th> <th>Plan Source</th> <th>Activate Date</th> <th>Plan Notes</th> <th>ER Date</th> <th>Moved to History</th> <th>Plan ID</th> </tr> </thead> <tbody> <tr> <td>In-Progress</td> <td>Plan Entry</td> <td>DEPT</td> <td>N/A</td> <td></td> <td>04-01-2020</td> <td>N/A</td> <td>000200005368</td> </tr> <tr> <td>Active</td> <td>Active</td> <td>CONV</td> <td>07-23-2020</td> <td></td> <td>04-01-2020</td> <td>N/A</td> <td>000200002903</td> </tr> </tbody> </table> <p>Workflow History for Selected Plan:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status SeqNo</th> <th>Added By</th> <th>Added Date</th> <th>Workflow Round</th> <th>Plan Status From</th> <th>Plan Status To</th> <th>Is Comp</th> <th>Step Completion Notes</th> <th>Completed By</th> <th>Completed Date</th> <th>Completed Time</th> </tr> </thead> <tbody> <tr> <td>00007</td> <td>TDJO238</td> <td>12-10-2020</td> <td>03</td> <td>60-Pending SAP Posting</td> <td></td> <td style="text-align: center;">✘</td> <td></td> <td></td> <td>N/A</td> <td>16:02:36</td> </tr> <tr> <td>00006</td> <td>TDJO238</td> <td>12-10-2020</td> <td>03</td> <td>30-Pending Approval LEVEL-1</td> <td>60-Pending SAP Posting</td> <td style="text-align: center;">✔</td> <td>Approved plan</td> <td>TDJO238</td> <td>12-10-2020</td> <td>16:02:36</td> </tr> <tr> <td>00005</td> <td>TDJO238</td> <td>11-04-2020</td> <td>03</td> <td>10-Plan Entry</td> <td>30-Pending Approval LEVEL-1</td> <td style="text-align: center;">✔</td> <td>Initiate into the workflow</td> <td>TDJO238</td> <td>12-10-2020</td> <td>16:02:28</td> </tr> </tbody> </table>	Plan Version	Plan Status	Plan Source	Activate Date	Plan Notes	ER Date	Moved to History	Plan ID	In-Progress	Plan Entry	DEPT	N/A		04-01-2020	N/A	000200005368	Active	Active	CONV	07-23-2020		04-01-2020	N/A	000200002903	Status SeqNo	Added By	Added Date	Workflow Round	Plan Status From	Plan Status To	Is Comp	Step Completion Notes	Completed By	Completed Date	Completed Time	00007	TDJO238	12-10-2020	03	60-Pending SAP Posting		✘			N/A	16:02:36	00006	TDJO238	12-10-2020	03	30-Pending Approval LEVEL-1	60-Pending SAP Posting	✔	Approved plan	TDJO238	12-10-2020	16:02:36	00005	TDJO238	11-04-2020	03	10-Plan Entry	30-Pending Approval LEVEL-1	✔	Initiate into the workflow	TDJO238	12-10-2020	16:02:28
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## GENERAL PROCESS OUTLINES

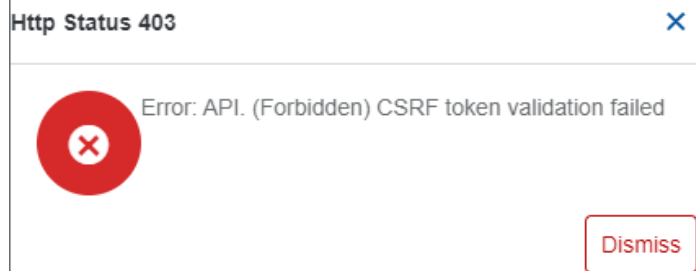
<p><b>Add New Cost Object</b> general process</p> <p>Note: Detailed example can be found in QRC CDEM – Add a New Cost Object</p>	<ul style="list-style-type: none"> <li>• Add cost object and percentage to Commitments</li> <li>• Create In-progress plan</li> <li>• Display effective period to add cost object as needed</li> <li>• Add effective period to add cost object as needed</li> <li>• Process AVC Check</li> <li>• Initiate Workflow to update IT27</li> </ul>
<p><b>Salary Cap</b> general process</p> <p>Note: Detailed examples can be found in QRC CDEM – Salary Cap</p>	<ul style="list-style-type: none"> <li>• Calculate salary cap percentage allowable as direct charge to the grant and percentage to be charged to cost share</li> <li>• Display commitment to edit percentages as needed</li> <li>• Create In-progress plan</li> <li>• Display effective period to add cost object as needed</li> <li>• Display effective period to edit cost object as needed</li> <li>• Add effective period to add cost object as needed</li> <li>• Process AVC Check</li> <li>• Initiate Workflow to update IT27</li> </ul>
<p><b>Assignment Change and the Department or Payroll Area Changes</b> general process</p> <p>Note: Detailed steps can be found in QRC CDEM – Department Change</p>	<ul style="list-style-type: none"> <li>• New department enters an assignment change PA40 Request for Personnel Action</li> <li>• CDEM creates a “Future assignment change” alert when the IT0001 (assignment) change is detected</li> <li>• Prior department needs to review individual’s distribution for accuracy</li> <li>• If distribution needs to change, prior department needs to create In-progress plan, make necessary changes and initiate In-progress plan to update IT27. If In-progress plan is not approved before the individual’s last day of the assignment, CDEM will delete the In-progress plan.</li> <li>• On the first day of new assignment, CDEM delimits the individual’s previous control record effective date to their end date</li> <li>• If there are distribution effective periods that go beyond the prior control record’s end date, CDEM creates an In-progress plan (CDEM will overwrite any existing In-progress plan)</li> <li>• CDEM edits In-progress plan to delimit effective periods beyond the individual’s end date</li> <li>• CDEM initiates and approves In-progress plan to update IT27</li> <li>• New department creates a control record in CDEM if IT27s will be used for the cost distribution</li> <li>• New department adds Commitments for the individual</li> <li>• New department creates In-progress plan to reflect individual’s new cost distribution plan</li> <li>• New department initiates In-progress plan to update IT27</li> </ul>

<p><b>Assignment Change Within Same Department</b> general process</p> <p>Note: Detailed steps can be found in QRC CDEM – Position Change</p>	<ul style="list-style-type: none"> <li>• Department enters an assignment change PA40 Request for Personnel Action</li> <li>• Department adds Commitments for the individual based on how the individual will dedicate time to in the new position</li> <li>• Department creates In-progress plan to reflect individual’s new cost distribution plan by removing cost objects they are no longer devoting time to and adding cost objects they will begin to dedicate time to</li> <li>• Department submits In-progress plan to update IT27</li> </ul>
<p><b>No Cost Extension</b> general process</p> <p>Note: Detailed steps can be found in QRC CDEM – No Cost Extension</p>	<ul style="list-style-type: none"> <li>• Additional salary can be charged to the sponsor as the same percentages                         <ul style="list-style-type: none"> <li>○ Display Commitment effective period to review end date. If end date is not default 12/31/9999, edit effective period end date</li> <li>○ Create In-progress plan</li> <li>○ Display effective periods to add cost object as needed</li> <li>○ Add effective periods to add cost object as needed</li> <li>○ Perform AVC Check</li> <li>○ Initiate workflow</li> </ul> </li> <li>• Additional salary can be charged to the sponsor at a different percentage                         <ul style="list-style-type: none"> <li>○ Display Commitment to add effective period with the new percentage</li> <li>○ Create In-progress plan</li> <li>○ Display effective periods to add cost object as needed</li> <li>○ Add effective periods to add cost object as needed</li> <li>○ Perform AVC Check</li> <li>○ Initiate workflow</li> </ul> </li> <li>• No additional salary can be charged to the sponsor but will be charged to cost share                         <ul style="list-style-type: none"> <li>○ Display Commitment to add effective period with new percentage</li> <li>○ Create In-progress plan</li> <li>○ Display effective periods to add cost object as needed</li> <li>○ Add effective periods to add cost object as needed</li> <li>○ Perform AVC Check</li> <li>○ Initiate workflow</li> </ul> </li> </ul>
<p><b>Create, Initiate and Approve In-progress plan</b></p> <p>Note: Detailed steps can be found in QRC CDEM – Create, Initiate and Approve In-progress plan</p>	<ul style="list-style-type: none"> <li>• Create New Plan to begin an In-progress plan</li> <li>• Consolidate Plan to condense effective periods with like cost distributions and percentages (optional)</li> <li>• Add effective period to add new effective period (as needed)</li> <li>• Edit effective period to change effective period dates (as needed)</li> <li>• Display effective period to update/edit cost objects and/or percentages (as needed)</li> <li>• Copy effective period to create a copy for a new effective period that may be similar that will be edited to change cost objects and/or percentages (as needed)</li> <li>• Delete effective period to remove effective period (as needed)</li> <li>• Review validations for errors</li> <li>• Process AVC Check</li> <li>• Initiate Workflow</li> <li>• Approve Workflow to update IT27</li> </ul>

## EXTRAS

CSRF token message

CSRF token error message means CDEM has timed out. Click dismiss or refresh the browser to “wake up” the CDEM connection



### Questions?

Please contact [CDEM@uky.edu](mailto:CDEM@uky.edu) with questions

### Additional Resources

[www.uky.edu/ufs/cdem](http://www.uky.edu/ufs/cdem)