



1. Are you using Chrome? Chrome provides the best viewer experience.
2. Did you click on *Create New Plan*?
3. If clicking on the <+ **add 1018**> button and you receive an error that says *Cannot add 1018 details*, Check if any future distributions are on a federal capacity grant, if there is future funding on a 235XXXXXXXX account past the current federal fiscal year, CDEM does not currently know that a new fund is needed. To fix, remove the federal capacity grant from the future distribution and inflate the other account numbers until they equal 100%. Make an outlook calendar reminder to add the federal capacity grant when the new fund is in CDEM.
4. If clicking on the <+ **Add 1018**> button and receiving an error that says *All distributions must equal 100*, then please check future distributions—if any add up to more than 100%, you will need to decrease the percentage amount until it is equal to 100%.
5. Is the account number you are trying to enter in the cost distribution area in the Commitments area? All account numbers used for cost distribution **must first** be entered into the Commitments section.
6. Review the start date? The start date must be **on or after** the employees hire date.

The screenshot shows a dialog box titled "Create an Effective Period" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Start Date:" with the value "01/01/2021" and "End Date:" with the value "02/28/2021". Below these fields is a red error message box with a red 'X' icon and the text: "Failed Effective period earlier than ERDate Effective period begin date cannot be earlier than Control Record begin date." At the bottom right of the dialog box is a blue button labeled "Create Effective Period".