CDEM (Cost Distribution Entry Module) Handbook

When an individual works on one or multiple awards, their salary is allocated based on a general percentage that represents a reasonable amount of time in relation to the work performed 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
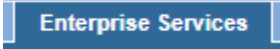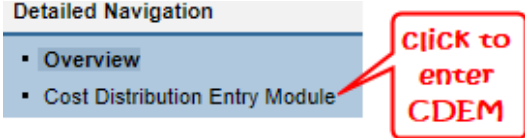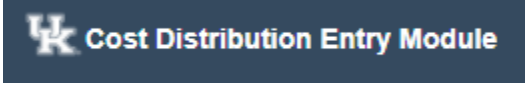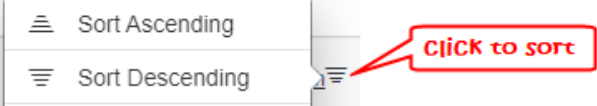
Workflow – The process of replacing the active plan with the In-progress plan

AUTHORIZATION

Individuals must attend CDEM online training into obtain access to CDEM. CDEM authorization structure associates roles to a UserID (linkblue ID) or an organizational unit (five character department number).

Authorization	Access to CDEM is requested as part of an individual's training plan. The CDEM access form is located on the CDEM webpage. Once the individual completes training, access is granted. CDEM provides access based on the type of authorization requested; UserID authorization or Organizational Unit authorization
UserID Authorization	Individuals must have access to SAP to use CDEM, but no specific SAP role is required
Organizational Unit (Department number) Authorization	The department number determines the data the user can access. The user has access to the data associated to the department number AND all sub-departments. _Table below_ access given to 7A800 includes access all sub-departments

Types of Organization Unit (Department number) Authorizations	There are two options when specifying a department number for CDEM authorization:
	  a. Structural Authorization (SA). SA in SAP uses the organizational unit of the user's assignment to determine the organizational units to which they have access for HR transactions. The SA option is recommended for CDEM users who also have access to t-code PA30 to maintain HR data. In addition to the organizational unit of their assignment, these users' positions could be set up to have access to additional departments via the Z20 "manages" relationship. Note that Z20 relationships will not be altered if the required CDEM department access is different from the set of departments a position "manages." Use custom authorization for any exceptions.
	  b. Custom Authorization. If the user does not have the necessary CDEM access per their SAP assignment, use the custom option and specify the department number to which the individual needs access. Custom authorization should be used for STEPS personnel.

Table within Organizational Unit Authorization cell:

Dentistry Oral Health Science		7A800
	Dentistry Oral & Maxillofacial	7A450
	Dentistry Orthodontics	7A500
	Division of OMFS	7A810
	Division of Pediatric Dentistry	7A820
	Division of Adult Dentistry	7A830
	Division of Oral Pathology	7A840
	Division of Orofacial Pain	7A860
	Division of Orthodontics	7A870
	Division of Public Health Dent	7A880

CDEM Roles

Roles in CDEM are not linked to roles in SAP but like roles in SAP provide levels of access and functions in CDEM.

	Types of Role	Description
CDEM Roles provide levels of access and functions based on the type of role A user can have access to multiple roles	Commitment Entry	Add and maintain cost objects and the general percentages in the commitment section, includes: • View general access (including salary and amounts expressed in dollars) The roles for commitment entry and plan entry are separate to provide maximum flexibility. Cost objects must be present in commitments before available for entry in a distribution. In most cases, users who will be entering plans (cost distributions) should also be given the commitment role.
	Plan Entry	Create and enter an in-progress plan (cost distribution), includes: • Perform AVC check • Submit the plan into the workflow • Alerts - acknowledge, confirm or cancel • View general access (including salary and amounts expressed in dollars)
	Approver	User can approve a plan, includes: • Perform AVC check • Return an approved plan to "plan-entry status" • View general access (including salary and amounts expressed in dollars) In CDEM, users who enter plans may also approve the plan. In the current "limited" CDEM workflow, a plan is approved by one of many possible persons and before it is queued for IT27 creation. There is currently no multi-level approver, in which for example there is an approver at the department level, then an approver at the college level.
	View General	View general, includes view of: • Control Records and related data • Commitments • Plans and related data, including salary and amounts expressed in dollars • Alerts, assignment history and related data • Run reports

LOGIN

Log into myUK using your credentials Note: SAP access is not required	**myUK** https://myuk.uky.edu Note: Chrome is the recommended browsers. Firefox and Internet Explorer browsers are not recommended due to limited functions.
Click the Enterprise Services tab	**Enterprise Services**
Within the Financials sub title, click Cost Distribution Entry Module on the left	Detailed Navigation • Overview • Cost Distribution Entry Module Click to enter CDEM Note: CDEM opens as a new tab in your internet browser
The main screen is also referred to as the dashboard	**Cost Distribution Entry Module**

FEATURES

Hover over a question mark for a description	? hover to view description
The Links dropdown menu provides shortcuts to different areas	Search for Person... Links ▾ Click for a dropdown menu of shortcut links
Filter feature can be used to reduce selections. Where applicable, multiple columns can be filtered at one time.	▽ Click to filter selection
Sort features can be used to sort data in ascending or descending order	≜ Sort Ascending ≡ Sort Descending Click to sort

ALERTS

The alert process looks for data impacting IT27s. CDEM does various checks including checks for master FI and HR data changes that affect distribution, cost object end date extensions, changes to a cost object that would cause a future distribution to fail, etc. Alerts messages related to a control record, status changes on an individual's IT27 and budge period changes

Alerts summary is located on the dashboard	Alerts	
	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

Note: Users will be notified by email when an alert occurs

Alerts are categorized by FI, HR and Other types

Types of Messages and Examples

- FI Messages: A cost object becomes closed for posting and invalidate the distribution of an active plan and when a grant budget period changes that may require a change in the active plan
- HR Messages: Assignment changes that impact the control record (for those effective on or after the ERD) and position changes
- Other Messages: Workflow issues and the Approver is no longer at UK

Alerts can be refreshed for an immediate update

Click for an immediate update

Click to view list

Click the boxed arrow to view list of alerts

Individuals with alerts are listed with assignment and alert information

Alerts (1)

Name	Person ID	Pernr	Org Unit	Dept No	Org Unit Name	Message	Secondary Message	Last Detect Date	Resolved Date	Days Out.	Status

Alerts must be resolved before distributions can be updated

- Alert Messages state what caused the alert
- Secondary Messages provide guidance to resolve the alert

Add a date to the Detected since filter to narrow down results for alerts detected since the date entered

Detected Since:

mm/dd/yyyy

add date to narrow results to alerts detected since date entered

Apply Date

Select an Alert status from the list to narrow results to the status selected;

Alert Status:

Select an option

All

Outstanding

Resolved

select an alert status from the list to narrow results to the status selected

Click triple arrow icon to go to the individual's control record

Click to go to Control record

Click display icon to view alert details

Click display to view alert details

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Alert Details will list assignment information, alert message, detected information, resolution information, etc.	**Example:** Name: Jones, Casey | 0000 0000 | 11081108 | M1 Org Unit 30004098 | 7H100 | Anatomy Message: 50006 |Assignment change, control record shortened. IT27 OUTSIDE the new control record boundary. Secondary CDEM created a new plan to delimit IT27 and it is queued for activation. Message: This message resolves automatically when the plan is activated. Message See control record periods on Alert Detail page Data: Resolution Instructions: Plan queued for activation to delimit IT27 Resolution Action: PEND | Pending First Detected 11/10/2020 15:00:02 Last Detected 11/10/2020 15:00:02 Resolved By: Resolved Date: Alert Status: OUTS | Outstanding Days Outstanding: 2 Alert Class: CR shortened IT27 delimit Alert Area & Type: HR |Action Required Confirmation Required: NA | Not Applicable Confirmed By: Confirmed Date: ConRec Original Period: 10/01/2017 to 12/31/9999 Original Active Plan: 200003498 Conrec New Period: 10/01/2017 to 11/09/2020 New Plan: 200005890 New Plan Status: 60 | Approved New Plan Source: CDEM For administrative use: Message Key: CRS1 20171001 99991231 20171001 20201109 CR_ID 100003480 Alert_ID: 500003480
Click Acknowledge button to acknowledge the alert was seen and read on an action CDEM made	⟳ Acknowledge *Click to acknowledge alert was read* These types of alerts are informational that CDEM performed a particular action performed Notes can be added as needed Acknowledge and Reset buttons only appears on alerts that require an acknowledgement
Click Reset button to retract (undo) an acknowledgement Note: Reset does not have any effect on CDEM's action	⟳ Reset *Click reset to retract an acknowledgement* Notes can be added as needed

Click Notes button to view notes added with acknowledge, reset or confirm buttons and where new notes can be added	📋 Notes — *Click to view notes added during acknowldgement, reset, cofirm or within the notes button* Users can edit notes created by originator but not another user Notes does not distinguish which button was selected when adding the note (acknowledge, reset, confirm or note button)
Click Assignment History button for a snapshot of the IT1 assignment information	🕐 Assignment History — *Click to view IT1 assignment information* Assignment History for PERNR 2000000 ✕ Detect Date: 01-11-2021 13:12:17 Assign Period: 09-01-2020 to 12-31-9999 Org Unit: 31006428 | 7N660 | Physician Assistant Studies Payroll Area: M1 Pers Area: 1000 | Main Campus Emp Status: 3 | Active Pers SubArea: 0001 | Reg FT Position: 51044194 | Physician Assistant/Residency Emp Group: A | Staff Job: 41016729 | Physician Assistant/Residency Emp SubGroup: 03 | Exempt Monthly Main Pernr: 20064550 Person ID: 10900381 Close
Within a Control Record, click Alerts tab to view messages specific to this control record Click display icon to view alert details	> Control Record: > Commitments *Click for a list of alert messages specific to the Control record being viewed* Distributions Alerts 📰 *Click display to view alert details*

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.

Option 1: There are two **search** fields that function alike	**Cost Distribution Entry Module** *begin search here* *or search here* Search... Control Record Detail Search...
Enter their first or last name, person ID or PERNR Available results will populate as you type Select individual Note: Searches active and inactive individuals	*type first or last name, person ID or PERNR* Allen Allen Daniel T | XXXXXXXXX | XXXXXXXXX Allen Lynnette |XXXXXXXXX | XXXXXXXXX Allen Rosemarie L |XXXXXXXX | XXXXXXXXX Bennett, Allen | XXXXXXXXX |XXXXXXXXX Gebert, Mark Allen | XXXXXXXXX | XXXXXXXXX Webb, Bruce Allen XXXXXXXXX |XXXXXXXXX
Option 2: Click the boxed arrow to the right of "Control Record Detail" to **view a list of individuals** you have access to Click triple arrow icon to select individual Note: Results are active individuals plus control records that ended within the last 5 months of the earliest retro date	Control Record Detail *Click to view list of individuals you have access to* Control Records Name ▽ ⩳ Aaron, *Click to select individual*
Click filter to expand or reduce results for control records active on date entered	▽ Filter *Click to expand or reduce results for Control records active on date entered* Control Records active on or after: 11/1/2019 *enter date for active Control records on that date* **Apply Dates**

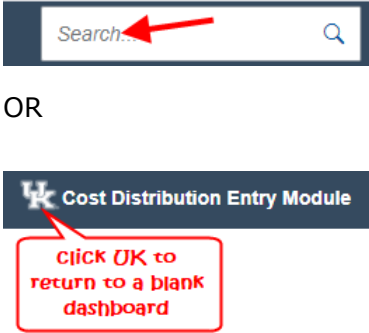|	
If individual does not populate from the search or available list, click **Create Control Record** to create a new control record	Click to Create new Control record or Create Control Record Click to Create new Control record (within list)
	Create a Control Record ✕ Last Name — enter last name Enter last name... OR Person ID — enter person ID Enter person ID... Click to begin search **Search for Person**
Enter last name or person ID and click Search for Person	
Click the box to the left of the individual	**Create a Control Record** ✕ Select a Possible Match: ☑ Click to select individual Clear Results
Confirm individual's information is correct	
Click add icon to create new control record	**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 xxxxxx xxx xxxxxxxx Click to create control record for individual Return to Search List Clear Results
Note: Duplicate control record produces an error message	
	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	🗑 Click to delete a Control record
Review correct individual selected	ⓘ **Confirm Deletion** ✕ Would you like to delete the control record? Click to delete XXXX,XXXXXXXXXXXXXXXXXXXXXX Approve Deletion Cancel
Click Approve Deletion to continue	
	Note: Control records can be deleted if there is a commitment and/or In-progress plan but not if there is an Active plan
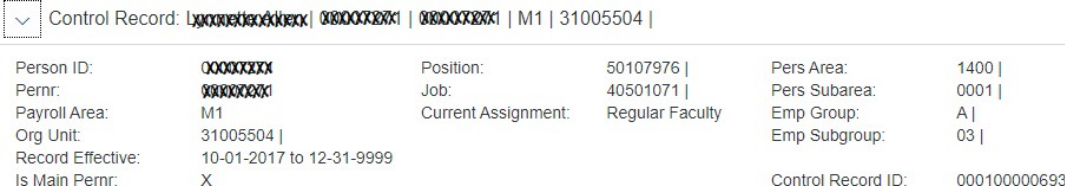
To change from one individual to another, enter information in the search or click UK in the left corner to return to a blank dashboard	Search... 🔍 OR ⬢ Cost Distribution Entry Module Click UK to return to a blank dashboard
Click on the arrow to expand or collapse	＞ Control Record: Click to expand or collapse
Control Record lists current assignment data	⌄ Control Record: Lxxxxxxxxxx | XXXXXXXX1 | XXXXXXXX1 | M1 | 31005504 |

Person ID: 0XXXXXXX   Position: 50107976 \| Pers Area: 1400 \|
Pernr: XXXXXXXX1   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

Note: Record Effective is the continuous period in the same org unit and payroll area |

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 to evaluate whether a cost object is being charged as intended. Commitments in CDEM should not be confused with a commitment (encumbered) item in SAP.

Commitments	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.
Click on the arrow to view a list of commitments for the individual	
Click the display icon to **view details of a specific commitment**	 Information on what details are available are discussed below
Click delete icon to **remove a commitment** A commitment can only be removed if it was never used in a distribution	 Note: Deleting a commitment does not alter existing commitments to cover gaps in time
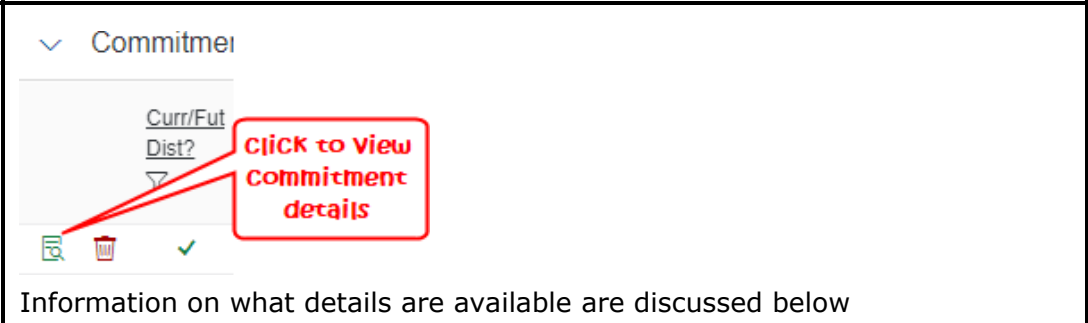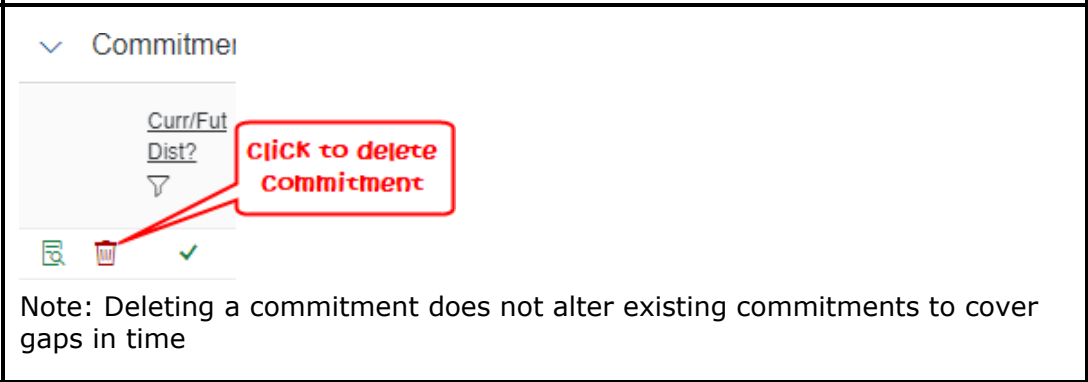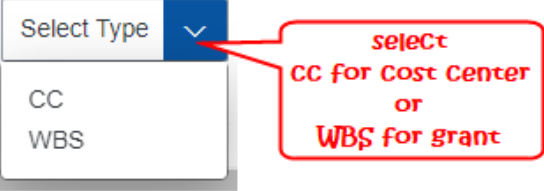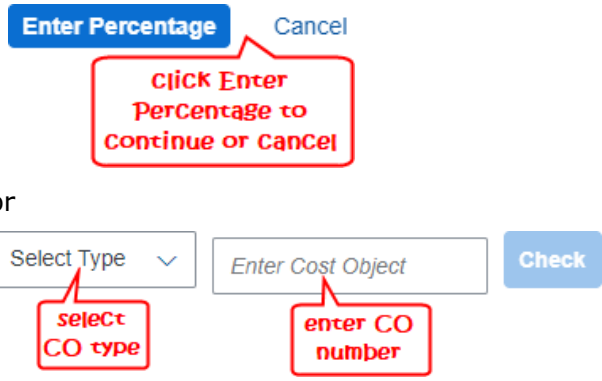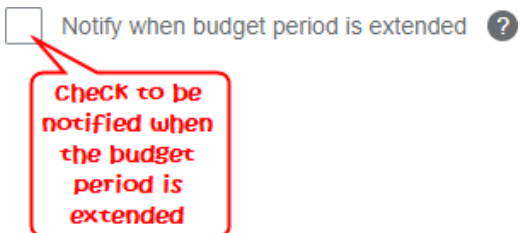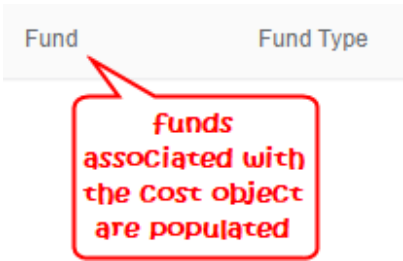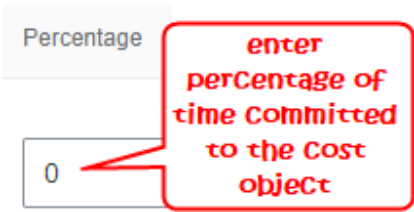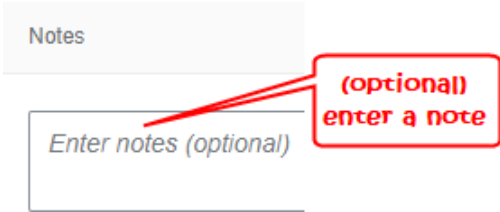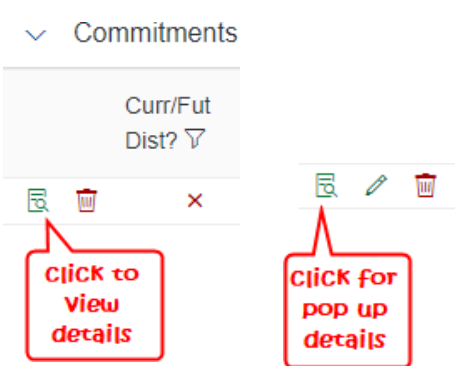
Click Filter to bring up filterable columns

Past, current and future commitments are listed. To view current and future commitments only, click on/off toggle button

Enter date to reduce list for commitments used on or after date entered | ▽ Filter — **Click to bring up filterable columns**

∨ Commitments

Curr/Fut Dist? ▽ — **filter option to show Current and future only**

Curr/Fut Dist? ▽   Val Stat   Cost Object
▽ Show Current Only: [✓ ○] — **Click to toggle on and off**

Used On/After: ❓
mm/dd/yyyy 📅 — **enter date to list commitments used on/after this date** |
| Validation Status will display a red X for hard stop errors or a yellow triangle for warnings related to commitments

Click the error symbol to display the message | Val Stat — **Click to view error message**
⊗ |
| 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 | Co Type — **cost center or WBS**   Cost Object — **cost object number**   Cost Object Description — **cost object title**   Budget From   Budget To — **Cost object budget dates**   Notify Extend — **option to be notified when a CO is extended**   Used for Proration — **option to prorate mid-payroll expenses**   Dept No   Department Name — **department information**   Resp Person — **CO responsible person or WBS Principal Investigator** |
| Notify Extend is an option to be notified when the cost object end date is changed. | Notify Extend
x not Checked
✓ Checked |
| Used Through is the end date of the last distribution of the cost object (the end date of the last IT27 entry) | Used Through ≡ — **end date of the last distribution used** |

Click add icon to **add a commitment item**	**CLICK to add a new Commitment item**
Select type of cost object CC = Cost Center WBS = Grant	**select CC for Cost Center or WBS for grant**
Enter cost object number	**enter CO number**
Click check to display cost object details The cost object's summary information will populate Review information to validate this is the correct cost object	**CLICK to continue and display CO details** CO Type: CO, IO or WBS Cost Object: Cost Object Number Name: CO title Valid: budget period Dept: Dept number and title Person Resp: Principal Investigator name Fund Center: Fund center number Cost Object Open: Yes if open, Buget Period Closed if closed Valid for Payroll: X if valid for payroll Sponsored Flag: S if flagged, N if not flagged FuncArea: Functional Area
If the cost object entered is correct, click Enter Percentage If the cost object entered is not correct, re-enter the cost object number and click check	**CLICK Enter Percentage to Continue or Cancel** or **select CO type** **enter CO number**
Check to be **notified when the budget period is extended** Notification can be check/unchecked at any time	Notify when budget period is extended **CheCK to be notified when the budget period is extended** Notification message will be listed in Alerts

CDEM populates the funds associated with the cost object For WBS elements, all funds will be present, even if the percentage is 0%	Fund Fund Type funds associated with the cost object are populated
Enter the general percentage of time committed to working on a project over the effective period Note: Fringe follows salary percentage	Percentage enter percentage of time committed to the cost object 0
Enter a note (optional) in the text field to add descriptive and helpful information in reference to the entry	Notes (optional) enter a note Enter notes (optional)
Click Save to continue. The commitment list will refresh with the change Click Back to go back to the cost object enter screen Click Cancel to cancel	Back **Save** Cancel click save to continue
Clicking the display icon within the commitment on the right side brings up a pop-up window of the same information	∨ Commitments Curr/Fut Dist? ▽ click to view details click for pop up details

Basic cost object details are listed along with the commitment details	Cost Object number and title ✕ Budget Per: Budget period from and to dates Department: Department number and title Func Area: Function area Pers Resp: Principal Investigator ☑ Notify when budget period extend Effective Periods: |	Begin	End	Fund	UFP	Type	Perc	Notes
---	---	---	---	---	---	---	---
🔍 ✏ 🗑	mm-dd-yyyy	mm-dd-yyyy	fund	yes or no	INTERN, EXTERN or CSTSHR	0.00%	notes	
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.	Begin 01-01-1900 default date 1/1/1900 See edits below to change date
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.	End default date 12/31/9999 12-31-9999 See edits below to change date
Click the edit icon to **make changes to a commitment**	🔍 ✏ 🗑 Click to edit
Effective period can be changed. Enter date or use calendar to change effective period start and end dates	Effective Period: 01/01/1900 📅 to 12/31/9999 📅 type or select begin date type or select end date

Check the **Use for Proration (UFP)** 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.	Use For Proration **CliCK to CheCK / unCheCK** Note: Use for Proration allows for the appropriate distribution of all fringe benefits.
Percentage can be changed Note: When the percentage is changed, it does not impact the in-progress or active distribution plans	Percentage 5 **enter perCentage**
Notes can be changed	Notes Budgeted at 5% **Change text as needed**
Click Save Effective Period to save changes or Cancel to exit without changes	**Save Effective Period** Cancel **CliCK to save Changes**

Example of a new commitment that is "inserted" within the pre-existing effective period	**before** 	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 | **after** | 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	
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	**before** 	Begin	End
01-01-1900	12-31-9999
01-01-1900	12-31-9999	 **after** 	Begin	End
04-01-2020	12-31-9999
04-01-2020	12-31-9999
01-01-1900	03-31-2020
01-01-1900	03-31-2020 | 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	**Click to delete** Effective Periods: *for example, one of these effective periods could be deleted* 	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	 Note: A commitment can only be removed if it was never used in a distribution
To add a commitment to the displayed cost objected, click the add icon Enter dates and percentages and check proration as discussed above	**Click to add Commitment** 	Perc	Notes
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DISTRIBUTIONS

Distributions is the tool to update IT27 cost distributions. Distribution is an allocation that represents how an individual spends their time on each cost object. Distributions will list the current Active plan, In-progress plan and Prior Active plan. To make changes to an Active plan, an In-progress plan is created. Once the necessary changes are made and the In-active plan is submit and approved, the In-progress plan becomes the Active plan. Creating an In-progress plan is similar to FES. Payroll will continue to use 1018 cost distributions when there are gaps in effective periods.

Active, In-progress and Prior-Active plan headers lists general details relative that plan such as validation status, workflow status, ERD, AVC check, etc.	**Active plan example** Validation Status: Okay Earliest Retro: 04-01-2020 Plan Created: 09-26-2020 by DGAGEL Workflow Status: 70	ACTIVATED AVC Check: P	PASSES AVC Check: 07-23-2020 Last Changed: 09-26-2020 by DGAGEL Plan Notes: Activated Date: 07-23-2020 **In-Progress plan example** Validation Status: Error Earliest Retro: 04-01-2020 Plan Created: 10-30-2020 by TDJO238 Workflow Status: 10	UNIT ENTRY AVC Check: R	REQUIRES CHECK AVC Check: N/A Last Changed: 10-30-2020 by TDJO238 Plan Notes: Activated Date: N/A
The **Active plan** lists cost object distributions by effective periods Click display icon to display cost objects and percentages for that effective period	In-progress / Active / Prior Active Effective Period View Validation Messages AVC Check **Eff. Periods** CLICK to display cost objects and percentages for effective period → Effective Periods 06-01-2021 06-30-2021 / 05-01-2021 05-31-2021 Effective Period: 06-01-2021 - 06-30-2021 (7) See table below
Click **Create New Plan** to create a new cost distribution plan (**In-Progress plan**) Effective periods from active plan are copied from 1/1 current year or 7/1 of the previous year, whichever is the newer timeframe (i.e., in February, effective periods from 7/1 are copied, in August, effective periods from 1/1 are copied	Create New Plan ← CLICK to Create new plan Effective Period View **Eff. Periods** display / copy / edit / delete select the icon according to the change needed for each effective period Display, copy, edit and delete discussed below

Effective Period: 06-01-2021 - 06-30-2021 (7)

Val Stat	Cost Object	Fund	Statistical Int Order	Cost Object Description	CO Open for Posting	Fund Type	Entered Perc.	Prorated Perc.	Salary Pror. Perc.	Budget From	Budget To	Days Charged / Period	Proration
	1071512000	0071200100		OB IVF	Yes	INTERN	5.00	5.00	$868.62	07-01-2011	12-31-9999	30 / 30	n/a
	3200000306	0226000000		OVULATION AND LUTEAL...	Yes	EXTERN	3.54	3.54	$614.98	07-01-2015	06-30-2021	30 / 30	n/a
	3200000306	0011890200		OVULATION AND LUTEAL...	Yes	CSTSHR	0.21	0.21	$36.48	07-01-2015	06-30-2021	30 / 30	n/a

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	
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.	

Click **Delete Plan** to delete the In-progress plan Click confirm to continue with deleting In-progress plan or cancel	Delete Plan — Click to delete In-progress plan (i) Delete this plan? ✕ Confirm to delete the In-Progress plan. Click Confirm to Continue with deleting In-progress plan or Cancel Confirm Cancel
Click **Add to create new effective period** Enter start date, end date and click Create Effective Period to continue	Click to Create new effective Create an Effective Period ✕ enter start date enter end date Start Date: mm/dd/yyyy 🗓 End Date: mm/dd/yyyy 🗓 Go to current Click to continue **Create Effective Period** Follow steps below to add cost objects and percentages
Click display icon to **view effective period**'s cost objects, percentages and salary details Click **Update Distribution** to change cost distributions on cost objects within that effective period Note: Cannot edit or delete effective plans prior to the earliest retro date Delete will remove cost objects within that effective period 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.	Effective Period View Eff. Periods Click to display details 🔖 🗐 ✏ 🗑 ✏ Update Distribution — Click to Change Cost distribution percentage 🗑 Click to remove Cost object 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. + Add Cost Object — Click to add Cost object Note: effective periods can manage up to 35 cost objects (includes cost share)

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*

(i) **Add 1018 to this distribution?**   ×

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

Confirm   Cancel   — *Click Confirm to Continue*

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	**Effective Period View** **Eff. Periods** *CLICK to edit Cost objects and percentage* Update the Effective Period 01-01-2021 - 01-31-2021
Change start and/or end date as needed	Start Date: 01/01/2021 End Date: 01/31/2021 Go to current date. Here is the distribution for this effective period. *Change start date* *Change end date*
Click Update Effective Period to save changes	**Update Effective Period** *CLICK to save Changes*
A message will appear indicating which effective periods will be deleted or delimited by this change	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 — *Current effective period* *new effectiv period* Start Date: 01/01/2021 End Date: 03/31/2021 Go to current date. ⚠ The following effective periods will be deleted by the new effective period. *these effective periods will be deleted AND replaced with the new effective period* Start Date	End Date 2021-03-01	2021-03-31 2021-01-01	2021-01-31
If a cost object has an end date within the effective period, the cost object will be scratched out and be removed	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 — *Current effective period* *new effective period* Start Date: 01/01/2... End Date: 04/30/2... Go to current date. ⚠ The following effective periods will be delimited by the new effective period. *this effective period is replaced with the new effective period; this effective period is NOT split into two effective periods* Start Date	End Date 2021-01-01	2021-06-30
Click proceed with update to allow changes or return to date entry to discard changes.	**Proceed with Update** **Return to Date Entry** *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
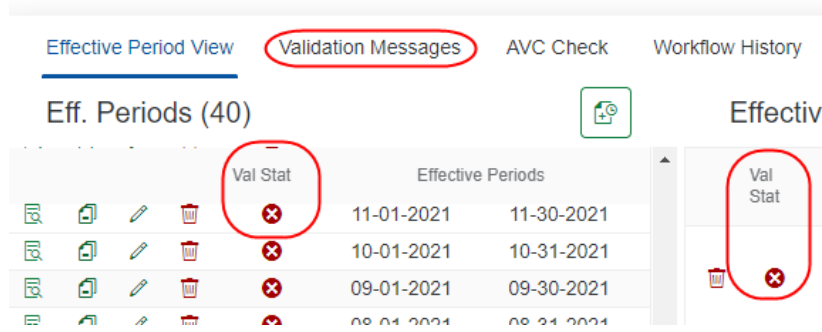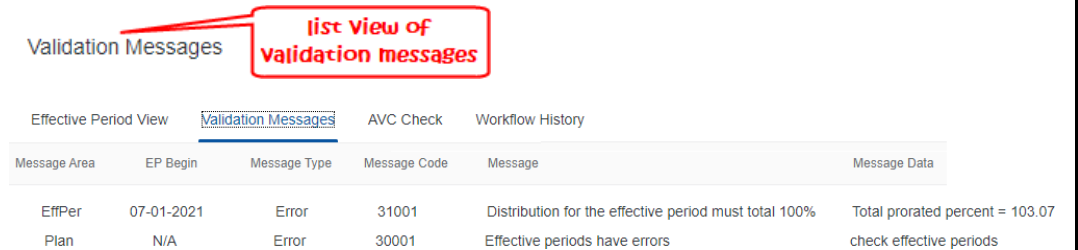
25
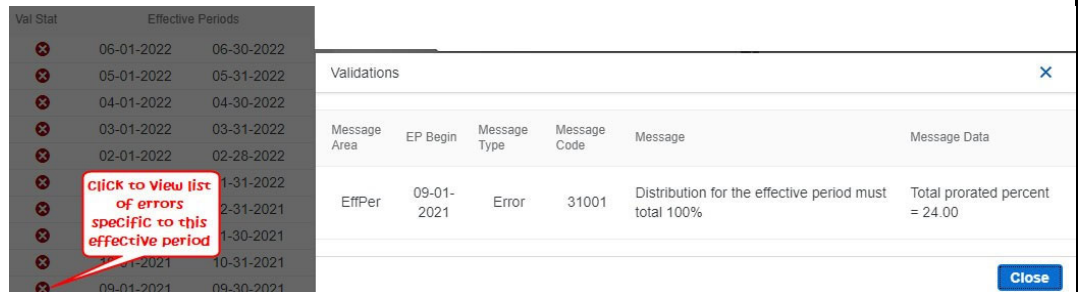
Click **AVC Check** then click Perform AVC to perform the AVC check AVC Check status must be "Passes" before an In-progress plan can be submitted The AVC check is performed on each grant in the distribution using the change in salary dollars to be charged A general percentage of 10% is applied for benefits 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.

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	← **no change from active plan**
	3200002938	IR-4 LIAISON FUNDS	0226000060	EXTERN	$4,042.14	Passes	← **Changes pass**
	3200003036	RESILIENT SYSTEMS FO...	0226000060	EXTERN	-$2,694.67	No checks required	← **Changes result in a Credit**
	3200003046	2020 EXTENSION PSEP ...	0226000050	EXTERN	$6,736.90	Fails	← **Changes fail**

← **Click display for AVC results**

AVC Check pass and fail examples	**Example of a pass:**
	AVC Results for 3200002938 | 0226000060

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

Where Used In-progress plans for 3200002938 | 0226000060

OrgUnit	Person	Employee Group	PersonID	Pernr	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

Example of a fail:

AVC Results for 3200003046 | 0226000050

Tol. Prof.	AVC SP Class	Check Amount	Over Budg Amt	Available Balance	Total Expense	Total Budget
Direct Exp... ❓	E510000	$6,736.87	-$8,347.36	-$1,610.49	$15,677.49	$14,067.00

Where Used In-progress plans for 3200003046 | 0226000050

OrgUnit	Person	Employee Group	PersonID	Pernr	GLAcct	AVC SP Class	Delta Charge	InProg Plan Charge	Active Plan Charge
30000235 | 81080 | Entomology	Bessin, Ricardo T	C | Faculty	00009542	00009542	0000511011	E510000	$6,736.87	$9,152.11	$2,415.24

| Click **Initiate Workflow** to submit In-Progress plan

Note: Initiate Workflow button will be greyed out until all errors resolved and AVC passes

Enter notes as needed

Click Initiate to submit

If the In-progress plan matches the Active plan, an error message will populate | Initiate Workflow — Click to submit In-progress plan

Once error free and AVC check passes, Initiate workflow will be visible

Initiate Plan Workflow ✕

Enter Workflow Notes — enter notes as needed
Enter Text

Click to submit — **Initiate** Close

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. |

Click **Approve Plan** to accept changes contained in the In-progress plan Enter notes as needed Click Approve to accept changes Note: Changes cannot be made while in Approval status	
Click **Return to Plan Entry** to reject In-progress plan Enter notes as needed Click Return to return the In-progress plan to the initiator	
General cost distribution workflow Note: Distributions can be entered and submitted when payroll is locked for processing and will automatically feed the changes into SAP once unlocked.	Workflow • User initiates workflow • In-progress plan is locked and cannot be changed • Plan approvals are routed (multiple level approval will be programmed in the future) • Queued for IT27 update (update program runs multiple times daily) • Each time plan changes status, CDEM does an AVC check and checks validations • Email notification sent when a plan does not post and returns to entry level (plan approver or enterer) Once a plan is posted to IT27 successfully, the In-active plan becomes the Active plan (the Active plan became the Prior Active plan)
Workflow History lists the sequence of events such as submitter userID, dates, plan status, notes, etc.	

Plan History
provides the historical dates when active and in-progress plans were created and updated

Click display for further details of that plan's workflow history

Plan History

	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

Workflow History for Selected Plan:

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

Cost object view
lists cost objects used in an effective period

Click display to view the effective periods where that cost object is used

Cost object details are listed along with Budget Period Total Salary, Cost Object Total Salary, Cost Object Salary percentage being charged and current Commitment percentage

Cost Object View

Cost Objects

CO Type	Cost Object	Fund	Internal Order	Fund Type	CO Name	Budget Period

Click to display effective periods where this Cost object is used

∨ Cost Object Detail: 3200000000| 0011890300 | IntOrd: N/A

DEVELOPING A DISEASE SURVEILLANCE.
Budget Period: 10-01-2019 - 09-29-2020
Department: 7   DEPARTMENT OF
BP Tot Sal: $261,225.62   CO Tot Sal: $4,582.89

CO Open: Yes
Responsible Person: CHRISTIAN WARREN
CO % Sal: 1.75%   Comm%: 4.00%

Effective From	Effective To	Dist Perc	Salary Dollars
04-01-2020	04-30-2020	7.00%	$1,527.64
05-01-2020	05-31-2020	1.00%	$218.23
06-01-2020	06-30-2020	1.00%	$218.23
07-01-2020	07-31-2020	4.00%	$872.93
08-01-2020	08-31-2020	4.00%	$872.93
09-01-2020	09-30-2020	4.00%	$872.93
Totals			$4,582.89

GENERAL PROCESS OUTLINES

Add New Cost Object general process Note: Detailed example can be found in QRC CDEM – Add a New Cost Object	• Add cost object and percentage to Commitments • Create In-progress plan • Display effective period to add cost object as needed • Add effective period to add cost object as needed • Process AVC Check • Initiate Workflow to update IT27
Salary Cap general process Note: Detailed examples can be found in QRC CDEM – Salary Cap	• Calculate salary cap percentage allowable as direct charge to the grant and percentage to be charged to cost share • Display commitment to edit percentages as needed • Create In-progress plan • Display effective period to add cost object as needed • Display effective period to edit cost object as needed • Add effective period to add cost object as needed • Process AVC Check • Initiate Workflow to update IT27
Assignment Change and the Department or Payroll Area Changes general process Note: Detailed steps can be found in QRC CDEM – Department Change	• New department enters an assignment change PA40 Request for Personnel Action • CDEM creates a "Future assignment change" alert when the IT0001 (assignment) change is detected • Prior department needs to review individual's distribution for accuracy • If distribution needs to change, prior department needs to create In-progress plan, make necessary changes and inititate 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-progess plan. • On the first day of new assignment, CDEM delimits the individual's previous control record effective date to their end date • If there are distribution effective periods that go beyond the prior control record's end date, CDEM creates an In-progress plan (CDEM will overwrit any exisiting In-progress plan) • CDEM edits In-progress plan to delimit effective periods beyond the individual's end date • CDEM initiates and approves In-progress plan to update IT27 • New department creates a control record in CDEM if IT27s will be used for the cost distribution • New department adds Commitments for the individual • New department creates In-progress plan to reflect individual's new cost distribution plan • New department initiates In-progress plan to update IT27 Note: Control Records for retired personnel are delimited 1 to 2 pay periods pass their end date so fringe and taxes can be charged

Assignment Change Within Same Department general process Note: Detailed steps can be found in QRC CDEM – Position Change	• Department enters an assignment change PA40 Request for Personnel Action • Department adds Commitments for the individual based on how the individual will dedicate time to in the new position • 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 • Department submits In-progress plan to update IT27 Note: Control Records for retired personnel are delimited 1 to 2 pay periods pass their end date so fringe and taxes can be charged

No Cost Extension general process
 	
Note: Detailed steps can be found in QRC CDEM – No Cost Extension
	• Additional salary can be charged to the sponsor as the same percentages
	   o Display Commitment effective period to review end date. If end date is not defult 12/31/9999, edit effective period end date
	   o Create In-progress plan
	   o Display effective periods to add cost object as needed
	   o Add effective periods to add cost object as needed
	   o Perform AVC Check
	   o Initiate workflow
	• Additional salary can be charged to the sponsor at a different percentage
	   o Display Commitment to add effective period with the new percentage
	   o Create In-progres plan
	   o Display effective periods to add cost object as needed
	   o Add effective periods to add cost object as needed
	   o Perform AVC Check
	   o Initiate workflow
	• No additional salary can be charged to the sponsor but will be charged to cost share
	   o Display Commitment to add effective period with new percentage
	   o Create In-progres plan
	   o Display effective periods to add cost object as needed
	   o Add effective periods to add cost object as needed
	   o Perform AVC Check
	   o Initiate workflow

Create, Initiate and Approve In-progress plan Note: Detailed steps can be found in QRC CDEM – Create, Initiate and Approve In-progress plan	• Create New Plan to begin an In-progress plan • Consolidate Plan to condense effective periods with like cost distributions and percentages (optional) • Add effective period to add new effective period (as needed) • Edit effective period to change effective period dates (as needed) • Display effective period to update/edit cost objects and/or percentages (as needed) • 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) • Delete effective period to remove effective period (as needed) • Review validations for errors • Process AVC Check • Inititate Workflow • Approve Workflow to update IT27

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 **Http Status 403** ✕ ❌ Error: API. (Forbidden) CSRF token validation failed Dismiss

Questions?

Please contract CDEM@uky.edu with questions

Additional Resources

www.uky.edu/ufs/cdem