

Create, Initiate and Approve In-Progress Plan in CDEM

Distributions is the tool to update IT27 cost distributions. 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:

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:

The **Active plan** lists cost object distributions by effective periods

Click display icon to display cost objects and percentages for that effective period

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	\$068.62	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 **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 forward

Note: Effective periods with exact match are consolidated (cost object and percentage)

Display, copy, edit and delete discussed below

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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	
Total:				38.33	38.33

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	
Total:				100.00	100.00

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<p>Click Delete Plan to delete the In-progress plan</p> <p>Click confirm to continue with deleting In-progress plan or cancel</p>	
<p>Click Add to create new effective period</p> <p>Enter start date, end date and click Create Effective Period to continue</p>	<p>Follow steps below to add cost objects and percentages</p>
<p>Click display icon to view effective period's cost objects, percentages and salary details</p> <p>Click Update Distribution 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>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>

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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?

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)

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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

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

Start Date: 01/01/2021 End Date: 01/31/2021 [Go to current date.](#)

Here is the distribution for this effective period.

Update Effective Period

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 [Go to current date.](#)

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

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... [Go to current date.](#)

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

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

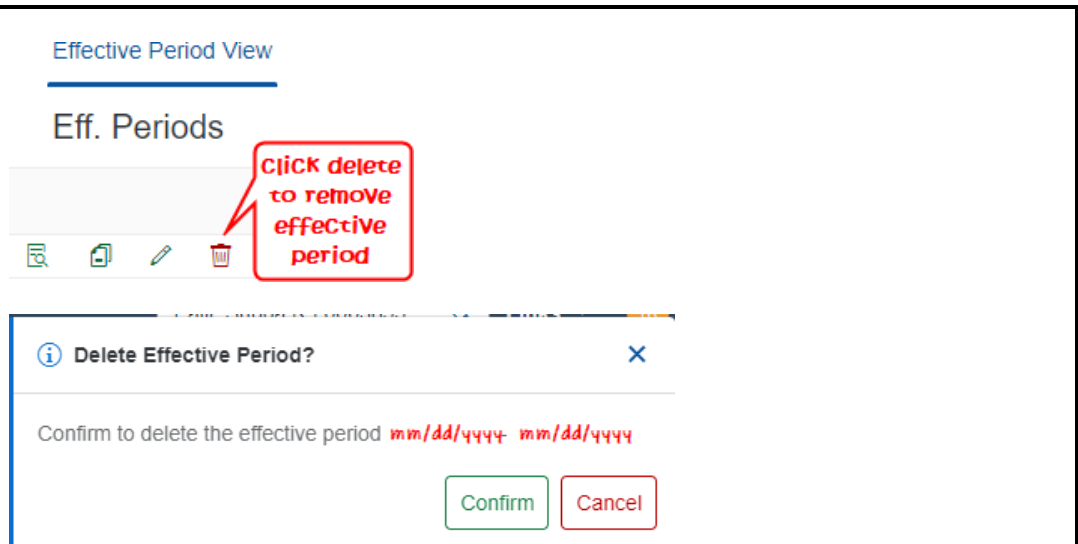
Proceed with Update **Return to Date Entry**

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Click delete to **remove effective period**

Click "confirm" to confirm deletion is correct

Click "cancel" to stop cancellation



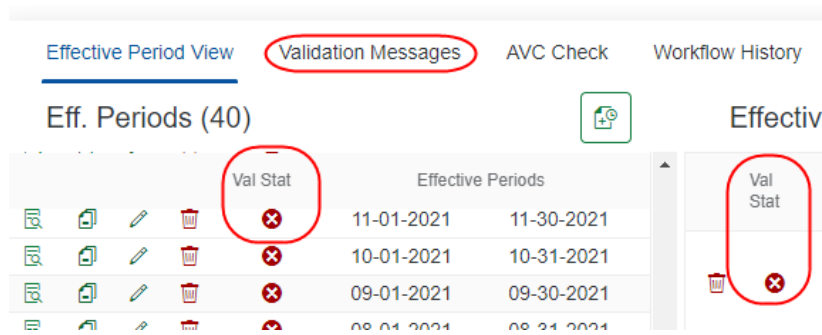
Validations are messages related to in-progress distribution plans, and checks rules for creating distributions are followed and checks for master data issues such as closed cost objects, earliest retro date, etc.

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.

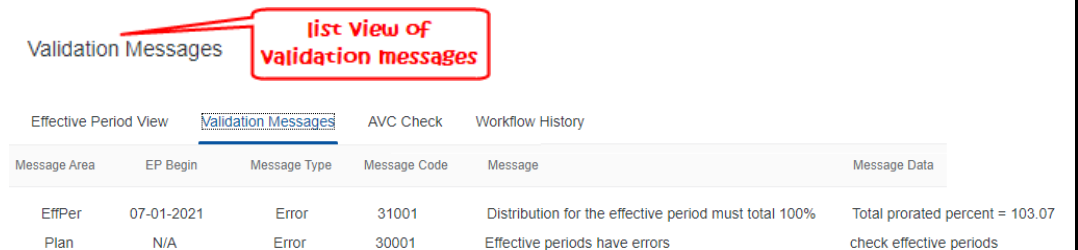
Validation message on in-progress plans are generated daily and when a plan moves through the workflow.

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

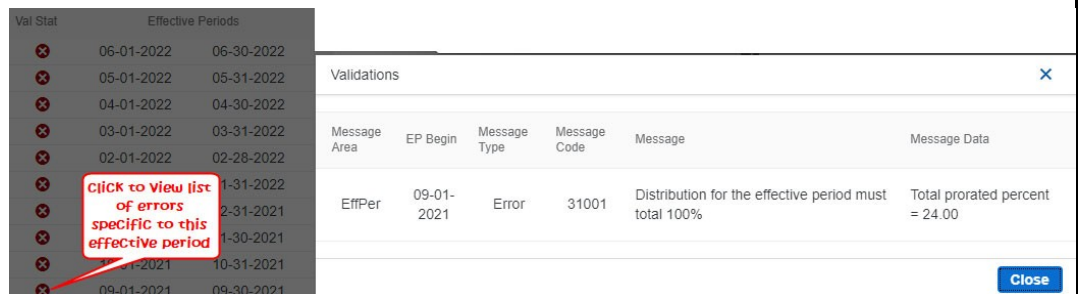
There are multiple locations to view validation messages; Validation Messages in the menu, the effective period on the left and within the effective period on the right



Click Validation Messages for a complete list of error messages



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



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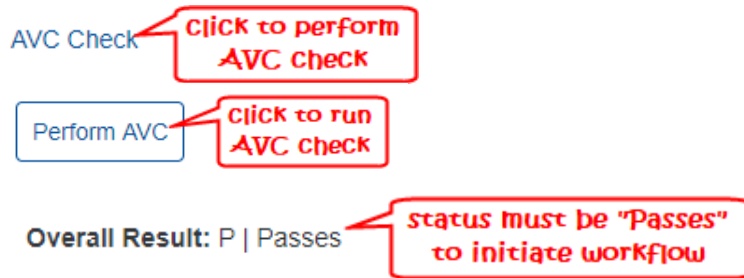
Click **AVC Check** then click Perform AVC to perform the AVC check

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 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>



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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

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

no change from active plan

changes pass

changes result in a credit

changes fail

 Click display for AVC results

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:

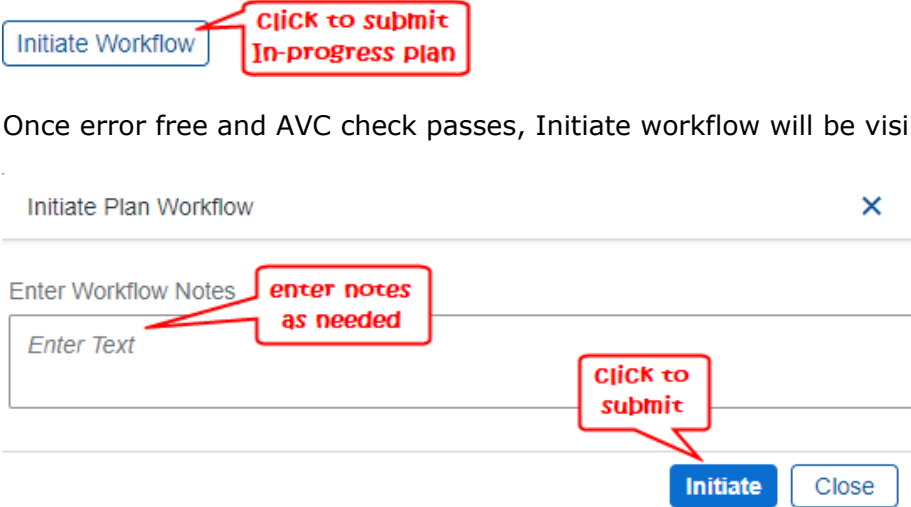
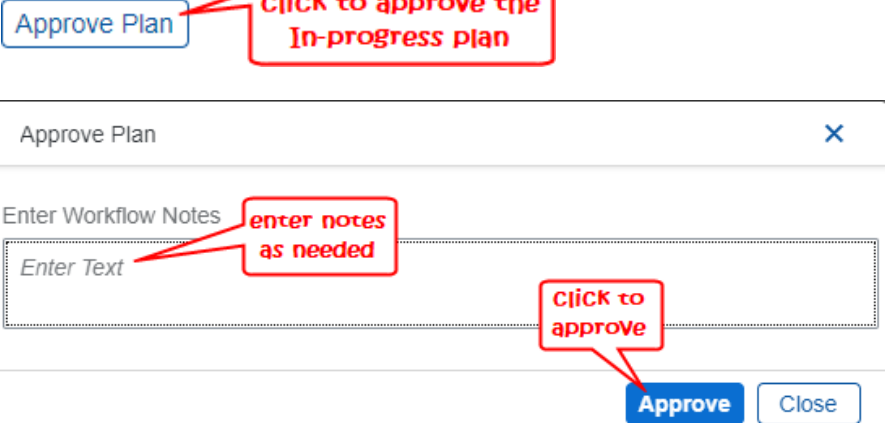
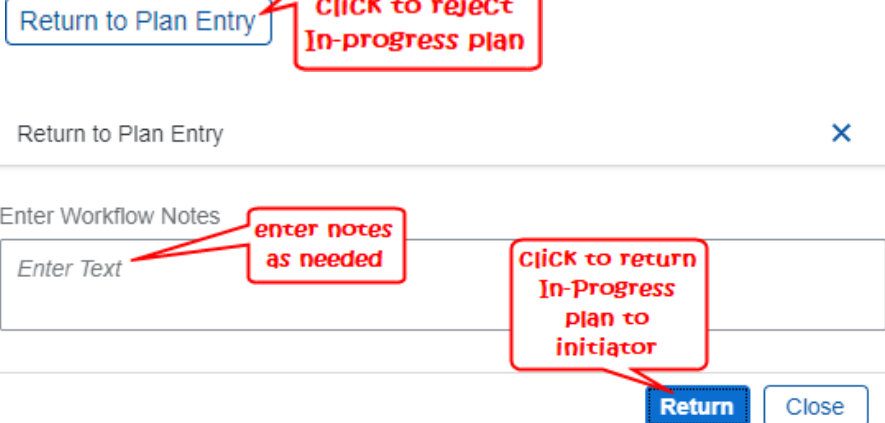
AVC Results for 3200003046 | 0226000050

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

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<p>Click Initiate Workflow 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>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>
<p>Click Approve Plan to accept changes contained in the In-progress plan</p> <p>Enter notes as needed</p> <p>Click Approve to accept changes</p>	
<p>Click Return to Plan Entry to reject In-progress plan</p> <p>Enter notes as needed</p> <p>Click Return to return the In-progress plan to the initiator</p>	

Quick Reference Card – Create, Initiate and Approve In-Progress Plan in CDEM

<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>Workflow</p> <ul style="list-style-type: none"> • 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) <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>
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<p>Workflow History lists the sequence of events such as submitter userID, dates, plan status, notes, etc.</p>	<table border="1"> <thead> <tr> <th>Effective Period View</th> <th>Validation Messages</th> <th>AVC Check</th> <th colspan="7">Workflow History</th> </tr> <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>	Effective Period View	Validation Messages	AVC Check	Workflow History							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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Questions?
Please contact CDEM@uky.edu with questions

Additional Resources
Add CDEM website once created