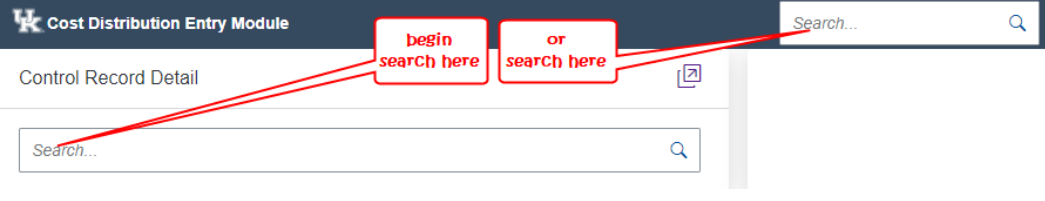

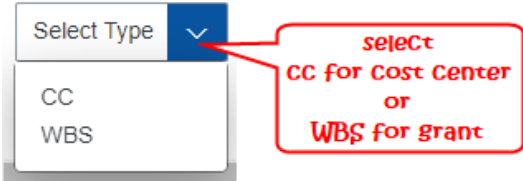
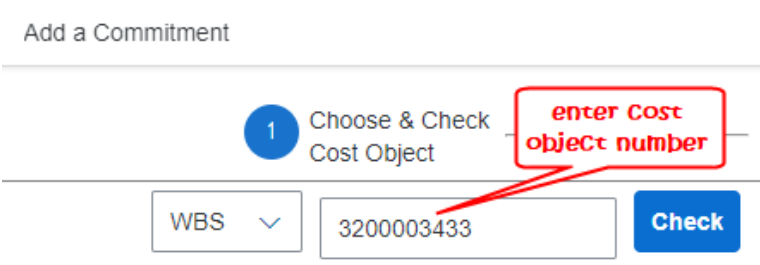


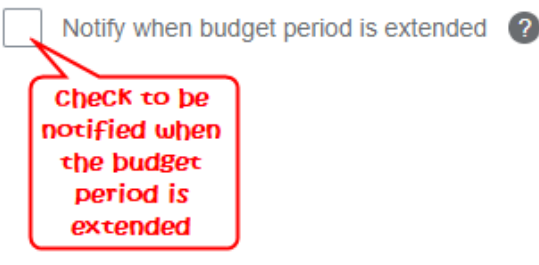
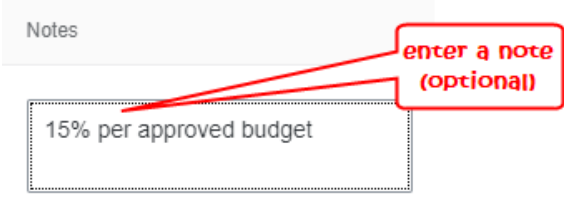


Using Proration in CDEM (Example)




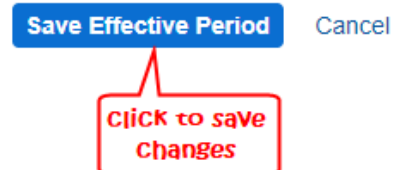

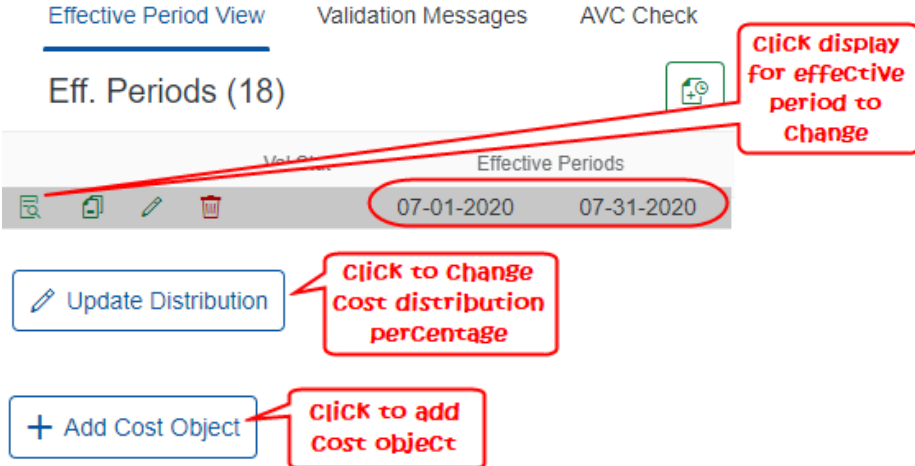
Simplified example and explanation on using proration in CDEM. Broader details and information available on QRC CDEM Complete Details.

<p>Proration</p>	<p>CDEM provides a function to prorate commitment to be used for cost distribution when an effective period does not begin and/or end on a payroll cycle. CDEM will calculate the cost distribution percentage based on the dates entered. This allows a more precise calculation and eliminates user errors. Salary and fringe expenses will prorate based on the calculated prorated percentage.</p>														
<p>The benefit of using proration is CDEM will calculate the percentage to charge the cost object based on the number of days in the month</p>	<p>Example of how a cost distribution looks on a proration</p> <table border="1"> <thead> <tr> <th>Entered Perc.</th> <th>Prorated Perc.</th> <th>Salary Pror. Perc.</th> <th>Budget From</th> <th>Budget To</th> <th>Days Charged / Period</th> <th>Proration</th> </tr> </thead> <tbody> <tr> <td>15.00</td> <td>5.85</td> <td>\$1,016.29</td> <td>07-20-2020</td> <td>07-19-2021</td> <td>12 / 31</td> <td>07/20/20-07/31/20 Budget Period</td> </tr> </tbody> </table> <p>Commitment percentage (points to 15.00)</p> <p>Calculated prorated percentage (points to 5.85)</p> <p>Calculated prorated salary to charge cost object (points to \$1,016.29)</p>	Entered Perc.	Prorated Perc.	Salary Pror. Perc.	Budget From	Budget To	Days Charged / Period	Proration	15.00	5.85	\$1,016.29	07-20-2020	07-19-2021	12 / 31	07/20/20-07/31/20 Budget Period
Entered Perc.	Prorated Perc.	Salary Pror. Perc.	Budget From	Budget To	Days Charged / Period	Proration									
15.00	5.85	\$1,016.29	07-20-2020	07-19-2021	12 / 31	07/20/20-07/31/20 Budget Period									
<p>Search for individual</p>	 <p>begin search here</p> <p>or search here</p>														
<p>COST OBJECT STARTS / ENDS IN THE MIDDLE OF A PAY PERIOD</p>															
<p>Click on the arrow to view a list of commitments for the individual</p>	<p>> Commitments</p> <p>click to expand or collapse (points to arrow)</p>														
<p>Click Add a commitment item icon to add commitment</p>	 <p>click to add a new commitment item (points to Add icon)</p>														

Quick Reference Card – CDEM Proration (Example)

<p>Select type of cost object</p> <p>CC = Cost Center WBS = Grant</p>										
<p>Enter cost object number</p> <p>Although this example is a WBS, all cost objects function alike.</p>										
<p>Click check to view the cost object summary</p>										
<p>If the cost object entered is correct, click Enter Percentage</p>										
<p>Check if you want to be notified when the budget period is extended</p> <p>Notification can be check/unchecked at any time</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 Percent distribution by fund:</p> <table border="1" data-bbox="462 1354 1177 1606"> <thead> <tr> <th>Fund</th> <th>Fund Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>0226000000</td> <td>EXTERN</td> <td>15</td> </tr> <tr> <td>0011890200</td> <td>CSTSHR</td> <td>5</td> </tr> </tbody> </table> <p>A callout box points to the '15' percentage field with the text: 'enter percentage of time to commit to Cost object'.</p>	Fund	Fund Type	Percentage	0226000000	EXTERN	15	0011890200	CSTSHR	5
Fund	Fund Type	Percentage								
0226000000	EXTERN	15								
0011890200	CSTSHR	5								
<p>Enter a note (optional) in the text field to add descriptive and helpful information in reference to the entry</p>										

Quick Reference Card – CDEM Proration (Example)

<p>Click Save to continue</p> <p>Click Back to go back to the cost object enter screen</p>	
<p>The budget on this example does not span a whole month</p> <p>Click edit icon</p>	
<p>Check the Use for Proration (UFP) when the effective period does not span the entire payroll period</p>	 <p>Note: Use for Proration allows for the appropriate distribution of all fringe benefits</p>
<p>Click Save Effective Period to save changes or Cancel to exit without changes</p>	
<p>Click Create New Plan button to create a new cost distribution plan</p> <p>Effective periods from active plan are copied from 1/1 current year forward</p>	 <p>Note: Effective periods with exact match are consolidated (cost object and percentage)</p>
<p>Click display icon to view that 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>Click Add Cost Object to add additional cost objects</p>	

Quick Reference Card – CDEM Proration (Example)

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

Cost distribution percentage is calculated based on the start/end date and number of days in effective period

If the prorated percentage is not 100%, click + 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

The screenshot shows a software interface for CDEM Proration. At the top, there is a search bar with the text "3200003433 0011890300 BRU" and a magnifying glass icon. Below this, two search results are displayed: "3200003433 0011890300 BRUKER A" and "3200003433 0226000000 BRUKER A". A red callout box points to the search bar with the text "enter cost object (populates based on commitments)".

Below the search results, there is a section titled "Statistical Int Order" with an empty input field. A red callout box points to this field with the text "enter SIO information".

Underneath, there is a section for "Entered Perc." with two input fields. The first field contains "15.00" and the second contains "5.00". A red callout box points to the "15.00" field with the text "use prefilled percentage (based on commitment) or change".

Below the input fields, there is a green button labeled "Save Changes" with a floppy disk icon. A red callout box points to this button with the text "click to save changes".

The main part of the interface shows the "Effective Period: 07-01-2020 - 07-31-2020". Below this is a table with the following columns: Cost Object, Fund, Entered Perc., Prorated Perc., Amount, Start Date, End Date, Days Charged / Period, and Proration. The table contains two rows of data:

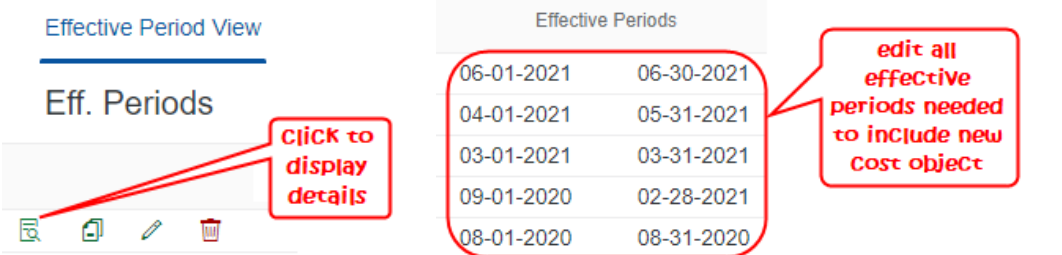
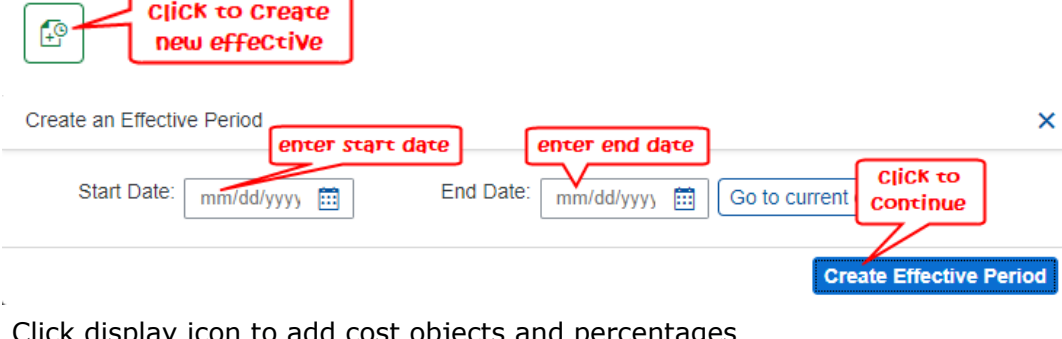


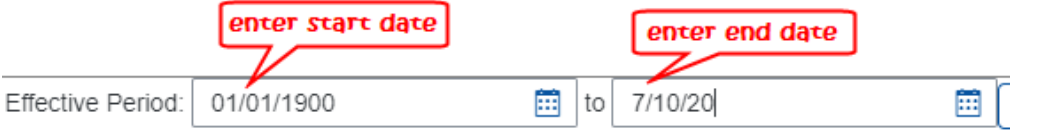
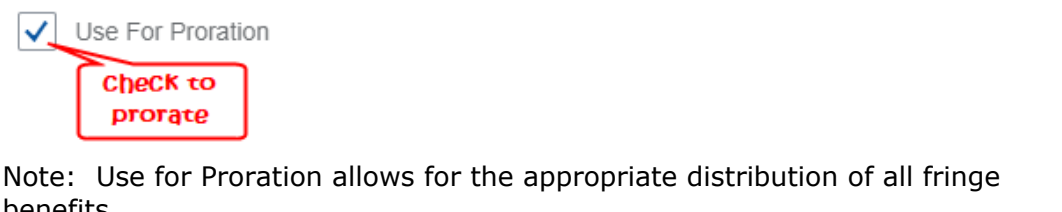
Cost Object	Fund	Entered Perc.	Prorated Perc.	Amount	Start Date	End Date	Days Charged / Period	Proration
3200003433	0226000000	15.00	5.85	\$1,016.29	07-20-2020	07-19-2021	12 / 31	07/20/20-07/31/20 Budget Period
3200003433	0011890300	5.00	1.95	\$338.76	07-20-2020	07-19-2021	12 / 31	07/20/20-07/31/20 Budget Period

Red callout boxes point to the "Prorated Perc." and "Amount" columns with the text "percentage is prorated". Another red callout box points to the "Start Date" and "End Date" columns with the text "based on commitment start/end date". A third red callout box points to the "Days Charged / Period" column with the text "Days Charged / Period".



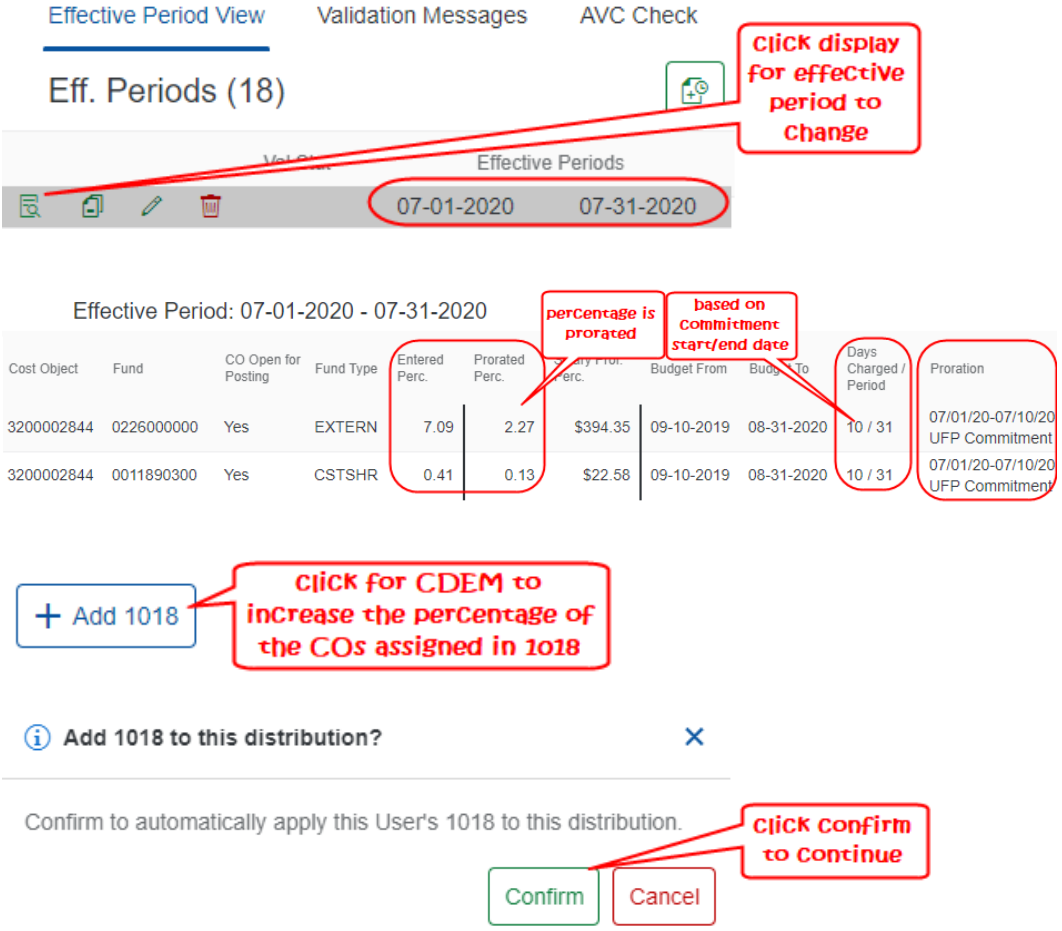
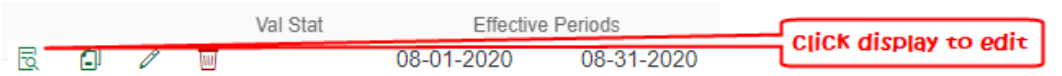
Below the table, there is a blue button labeled "+ Add 1018". A red callout box points to this button with the text "click for CDEM to increase the percentage of the COs assigned in 1018".

Below the button, there is a section titled "Add 1018 to this distribution?" with a close button (X). Below this section, there is a text prompt: "Confirm to automatically apply this User's 1018 to this distribution." Below the prompt, there are two buttons: "Confirm" and "Cancel". A red callout box points to the "Confirm" button with the text "click confirm to continue".

Quick Reference Card – CDEM Proration (Example)

<p>Click Display to edit effective periods as needed to add new cost object</p>	 <p>Effective Period View</p> <p>Eff. Periods</p> <p>CLICK to display details</p> <table border="1"> <thead> <tr> <th colspan="2">Effective Periods</th> </tr> </thead> <tbody> <tr> <td>06-01-2021</td> <td>06-30-2021</td> </tr> <tr> <td>04-01-2021</td> <td>05-31-2021</td> </tr> <tr> <td>03-01-2021</td> <td>03-31-2021</td> </tr> <tr> <td>09-01-2020</td> <td>02-28-2021</td> </tr> <tr> <td>08-01-2020</td> <td>08-31-2020</td> </tr> </tbody> </table> <p>edit all effective periods needed to include new Cost object</p>	Effective Periods		06-01-2021	06-30-2021	04-01-2021	05-31-2021	03-01-2021	03-31-2021	09-01-2020	02-28-2021	08-01-2020	08-31-2020
Effective Periods													
06-01-2021	06-30-2021												
04-01-2021	05-31-2021												
03-01-2021	03-31-2021												
09-01-2020	02-28-2021												
08-01-2020	08-31-2020												
<p>As needed, click Add to create new effective period</p> <p>Enter start date, end date and click Create Effective Period to continue</p>	 <p>CLICK to Create new effective</p> <p>Create an Effective Period</p> <p>enter start date</p> <p>enter end date</p> <p>CLICK to Continue</p> <p>Go to current</p> <p>Create Effective Period</p> <p>Click display icon to add cost objects and percentages</p>												
<p>Create and initiate In-Progress plan</p>	<p>Follow QRC Create, Initiate and Approve In-Progress Plan in CDEM to update IT27s</p>												
<p>ASSIGNMENT STARTS / ENDS IN THE MIDDLE OF A PAY PERIOD</p>													
<p>Click on the arrow to view a list of commitments for the individual</p>	 <p>> Commitments</p> <p>CLICK to expand or collapse</p>												
<p>On the left, click the Display icon on the cost object to change, then on the right, click the Edit icon</p>	 <p>CLICK display</p> <p>CLICK edit to make changes</p>												
<p>Change start or end date to reflect assignment dates</p>	 <p>enter start date</p> <p>enter end date</p> <p>Effective Period: 01/01/1900 to 7/10/20</p>												
<p>Check the Use for Proration (UFP) when the effective period does not span the entire payroll period</p>	 <p><input checked="" type="checkbox"/> Use For Proration</p> <p>CHECK to prorate</p> <p>Note: Use for Proration allows for the appropriate distribution of all fringe benefits</p>												

Quick Reference Card – CDEM Proration (Example)

<p>Click Save Effective Period to save changes or Cancel to exit without changes</p>	 <p>Save Effective Period Cancel</p> <p>click to save changes</p>																																	
<p>Click Create New Plan button to create a new cost distribution plan</p> <p>Effective periods from active plan are copied from 1/1 current year forward</p>	 <p>Create New Plan click to create new plan</p> <p>Note: Effective periods with exact match are consolidated (cost object and percentage)</p>																																	
<p>Click display icon to view that effective period's cost objects, percentages and salary details</p> <p>Cost distribution percentage is calculated based on the start/end date and number of days in effective period</p> <p>If the prorated percentage is not 100%, click + Add 1018. CDEM will increase the percentage on the cost objects assigned in the 1018 so the prorated total is 100%</p> <p>Confirm to continue for CDEM to auto calculate the COs percentage increase</p>	 <p>Effective Period View Validation Messages AVC Check</p> <p>Eff. Periods (18)</p> <p>Effective Periods</p> <p>07-01-2020 07-31-2020</p> <p>Effective Period: 07-01-2020 - 07-31-2020</p> <table border="1"> <thead> <tr> <th>Cost Object</th> <th>Fund</th> <th>CO Open for Posting</th> <th>Fund Type</th> <th>Entered Perc.</th> <th>Prorated Perc.</th> <th>Salary Prior. Perc.</th> <th>Budget From</th> <th>Budget To</th> <th>Days Charged / Period</th> <th>Proration</th> </tr> </thead> <tbody> <tr> <td>3200002844</td> <td>0226000000</td> <td>Yes</td> <td>EXTERN</td> <td>7.09</td> <td>2.27</td> <td>\$394.35</td> <td>09-10-2019</td> <td>08-31-2020</td> <td>10 / 31</td> <td>07/01/20-07/10/20 UFP Commitment</td> </tr> <tr> <td>3200002844</td> <td>0011890300</td> <td>Yes</td> <td>CSTSHR</td> <td>0.41</td> <td>0.13</td> <td>\$22.58</td> <td>09-10-2019</td> <td>08-31-2020</td> <td>10 / 31</td> <td>07/01/20-07/10/20 UFP Commitment</td> </tr> </tbody> </table> <p>+ Add 1018 click for CDEM to increase the percentage of the COs assigned in 1018</p> <p>Add 1018 to this distribution?</p> <p>Confirm to automatically apply this User's 1018 to this distribution.</p> <p>Confirm Cancel click confirm to continue</p>	Cost Object	Fund	CO Open for Posting	Fund Type	Entered Perc.	Prorated Perc.	Salary Prior. Perc.	Budget From	Budget To	Days Charged / Period	Proration	3200002844	0226000000	Yes	EXTERN	7.09	2.27	\$394.35	09-10-2019	08-31-2020	10 / 31	07/01/20-07/10/20 UFP Commitment	3200002844	0011890300	Yes	CSTSHR	0.41	0.13	\$22.58	09-10-2019	08-31-2020	10 / 31	07/01/20-07/10/20 UFP Commitment
Cost Object	Fund	CO Open for Posting	Fund Type	Entered Perc.	Prorated Perc.	Salary Prior. Perc.	Budget From	Budget To	Days Charged / Period	Proration																								
3200002844	0226000000	Yes	EXTERN	7.09	2.27	\$394.35	09-10-2019	08-31-2020	10 / 31	07/01/20-07/10/20 UFP Commitment																								
3200002844	0011890300	Yes	CSTSHR	0.41	0.13	\$22.58	09-10-2019	08-31-2020	10 / 31	07/01/20-07/10/20 UFP Commitment																								
<p>Subsequent effective periods may need to be edited to remove cost object</p>	<p>In this example, August 2020 needs to be edited to remove this cost object because the original ending date was 8/31/20</p>  <p>Val Stat Effective Periods</p> <p>08-01-2020 08-31-2020</p> <p>click display to edit</p>																																	
<p>Create and initiate In-Progress plan</p>	<p>Follow QRC Create, Initiate and Approve In-Progress Plan in CDEM to update IT27s</p>																																	