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“.
# TABLE OF CONTENTS (click topic to jump to that section)

- **GLOSSARY**
- **AUTHORIZATION**
- **CDEM ROLES**
- **LOGIN**
- **FEATURES**
- **ALERTS**
- **CONTROL RECORD**
  - Search individual
  - View list of individuals
  - Create new control record
- **COMMITMENTS**
  - View a commitment
  - Delete a commitment
  - Add a commitment
  - Edit a commitment
  - Notify when a cost object is extended
  - Proration
- **DISTRIBUTIONS**
  - Active plan
  - In-Progress plan
    - Create new plan
    - Reset plan
    - Consolidate plan
    - Delete plan
    - Add effective period
    - View effective period
    - Update distribution
    - Copy effective period
    - Delete effective period
    - Validations
    - AVC check
  - Workflow
    - Initiate Workflow
    - Approve Plan
    - Return to Plan Entry
    - Workflow History
    - Plan History
  - Cost Object view
- **GENERAL PROCESS OUTLINES**
  - Add a New Cost Object
  - Salary Cap
  - Assignment Change and the Department or Payroll Area Changes
  - Assignment Change Within Same Department
  - No Cost Extension
  - Create, Initiate and Approve an In-progress plan

---

2
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).

<table>
<thead>
<tr>
<th>Authorization</th>
<th>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</th>
</tr>
</thead>
</table>

**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>
<thead>
<tr>
<th>Department</th>
<th>Department number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry Oral Health Science</td>
<td>7A800</td>
</tr>
<tr>
<td>Dentistry Oral &amp; Maxillofacial</td>
<td>7A450</td>
</tr>
<tr>
<td>Dentistry Orthodontics</td>
<td>7A500</td>
</tr>
<tr>
<td>Division of OMFS</td>
<td>7A810</td>
</tr>
<tr>
<td>Division of Pediatric Dentistry</td>
<td>7A820</td>
</tr>
<tr>
<td>Division of Adult Dentistry</td>
<td>7A830</td>
</tr>
<tr>
<td>Division of Oral Pathology</td>
<td>7A840</td>
</tr>
<tr>
<td>Division of Orofacial Pain</td>
<td>7A860</td>
</tr>
<tr>
<td>Division of Orthodontics</td>
<td>7A870</td>
</tr>
<tr>
<td>Division of Public Health Dent</td>
<td>7A880</td>
</tr>
</tbody>
</table>

**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.
## 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.

A user can have access to multiple roles

<table>
<thead>
<tr>
<th>Types of Role</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 |
# Quick Reference Card – CDEM (Cost Distribution Entry Module) Handbook

**LOGIN**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into myUK using your credentials</td>
<td><img src="https://myuk.uky.edu" alt="myUK Logon" /></td>
</tr>
<tr>
<td>Note: SAP access is not required</td>
<td><img src="https://myuk.uky.edu" alt="https://myuk.uky.edu" /></td>
</tr>
<tr>
<td>Note: Chrome is the recommended browsers. Firefox and Internet Explorer browsers are not recommended due to limited functions.</td>
<td></td>
</tr>
</tbody>
</table>

**Click the Enterprise Services tab**

**Within the Financials sub title, click Cost Distribution Entry Module on the left**

**The main screen is also referred to as the dashboard**

---

**FEATURES**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hover over a question mark for a description</td>
<td><img src="https://myuk.uky.edu" alt="Hover to view description" /></td>
</tr>
<tr>
<td>The Links dropdown menu provides shortcuts to different areas</td>
<td><img src="https://myuk.uky.edu" alt="Click for a dropdown menu of shortcut links" /></td>
</tr>
<tr>
<td>Filter feature can be used to reduce selections. Where applicable, multiple columns can be filtered at one time.</td>
<td><img src="https://myuk.uky.edu" alt="Click to filter selection" /></td>
</tr>
<tr>
<td>Sort features can be used to sort data in ascending or descending order</td>
<td><img src="https://myuk.uky.edu" alt="Click to sort" /></td>
</tr>
</tbody>
</table>
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 budget period changes.

Alerts summary is located on the dashboard.

Alerts are categorized by FI, HR and Other types.

Alerts can be refreshed for an immediate update.

Click the boxed arrow to view list of alerts.

Individuals with alerts are listed with assignment and alert information.

Alerts must be resolved before distributions can be updated.

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

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 display icon to view alert details.

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

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.

Alert Messages state what caused the alert.

Secondary Messages provide guidance to resolve the alert.

Detected Since:

```
mm/dd/yyyy
```

Apply Date

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

Click displayed icon to view alert details.

Click display to view alert details.

Click for an immediate update.

Click to view list.
Alert Details will list assignment information, alert message, detected information, resolution information, etc.

**Example:**

```plaintext
Alert Details:
- 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.

Resolution Instructions: Plan queued for activation to delimit IT27
Resolution Action: PEND | Pending

First Detected: 11/10/2020 15:00:02
Resolved By: Out
Alert Status: OUTS | Outstanding
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
Conrec New Period: 10/01/2017 to 11/09/2020

For administrative use:
- Message Key: CR1 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.

These types of alerts are informational that CDEM performed a particular action performed.

Notes can be added as needed.

- Acknowledge and Reset buttons only appear 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.

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.

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.

Within a Control Record, click Alerts tab to view messages specific to this control record.

Click display icon 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 | ![Search Fields](image1.png)  
| Enter their first or last name, person ID or PERNR | ![Search Results](image2.png)  
| Available results will populate as you type |  
| Select individual |  
| Note: Searches active and inactive individuals | ![Select Individual](image3.png)  

| Option 2: |  
|---|---|
| Click the boxed arrow to the right of “Control Record Detail” to view a list of individuals you have access to | ![Control Record List](image4.png)  
| 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 |  
| Click filter to expand or reduce results for control records active on date entered | ![Filter Option](image5.png)  

Note: On this page, there is an error message that states, “error date for active control records on that date” instead of “active control records on that date.”
<table>
<thead>
<tr>
<th>If individual does not populate from the search or available list, click <strong>Create Control Record</strong> to create a new control record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter last name or person ID and click Search for Person</td>
</tr>
<tr>
<td>Click the box to the left of the individual</td>
</tr>
<tr>
<td>Confirm individual’s information is correct</td>
</tr>
<tr>
<td>Click add icon to create new control record</td>
</tr>
<tr>
<td>Note: Duplicate control record produces an error message</td>
</tr>
</tbody>
</table>

**Create a Control Record**

- Last Name: Enter last name
- Person ID: Enter person ID

**Select a Possible Match:**

- Click to select individual

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

<table>
<thead>
<tr>
<th>PERNR</th>
<th>Pay Area</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Org Unit</th>
<th>Org</th>
<th>Org Name</th>
</tr>
</thead>
</table>

**Click to create control record for individual**

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

<table>
<thead>
<tr>
<th>Within the Control Record list, click delete icon to delete a control record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review correct individual selected</td>
</tr>
<tr>
<td>Click Approve Deletion to continue</td>
</tr>
</tbody>
</table>

**Confirm Deletion**

- Would you like to delete the control record? (Click to delete)

**Approve Deletion**

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.

OR

Click on the arrow to expand or collapse Control Record.

Control Record lists current assignment data.

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.

<table>
<thead>
<tr>
<th>Commitments</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the arrow to view a list of commitments for the individual</td>
<td><img src="image" alt="Click to expand or collapse" /></td>
</tr>
<tr>
<td>Click the display icon to view details of a specific commitment</td>
<td><img src="image" alt="Click to View Commitment details" /></td>
</tr>
<tr>
<td>Information on what details are available are discussed below</td>
<td></td>
</tr>
<tr>
<td>Click delete icon to remove a commitment</td>
<td><img src="image" alt="Click to delete commitment" /></td>
</tr>
<tr>
<td>A commitment can only be removed if it was never used in a distribution</td>
<td></td>
</tr>
<tr>
<td>Note: Deleting a commitment does not alter existing commitments to cover gaps in time</td>
<td></td>
</tr>
<tr>
<td>Click Filter to bring up filterable columns</td>
<td><img src="image" alt="Filter" /></td>
</tr>
<tr>
<td>Past, current and future commitments are listed. To view current and future commitments only, click on/off toggle button</td>
<td><img src="image" alt="Filter option to show current and future only" /></td>
</tr>
<tr>
<td>Enter date to reduce list for commitments used on or after date entered</td>
<td><img src="image" alt="Enter date to list commitments used on/after this date" /></td>
</tr>
<tr>
<td>Validation Status will display a red X for hard stop errors or a yellow triangle for warnings related to commitments</td>
<td><img src="image" alt="Click to view error message" /></td>
</tr>
<tr>
<td>Click the error symbol to display the message</td>
<td><img src="image" alt="Click to toggle on and off" /></td>
</tr>
<tr>
<td>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</td>
<td><img src="image" alt="Basic information table" /></td>
</tr>
<tr>
<td>Notify Extend is an option to be notified when the cost object end date is changed.</td>
<td><img src="image" alt="Notify Extend" /></td>
</tr>
<tr>
<td>Used Through is the end date of the last distribution of the cost object (the end date of the last IT27 entry)</td>
<td><img src="image" alt="Used Through" /></td>
</tr>
<tr>
<td>Click add icon to add a commitment item</td>
<td>![Image] Click to add a new commitment item</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Select type of cost object</td>
<td>![Image] Select CC for Cost Center or WBS for Grant</td>
</tr>
</tbody>
</table>
| CC = Cost Center  
WBS = Grant | ![Image] Enter CO number |
<p>| Enter cost object number | ![Image] Click check to display cost object details |
| Click check to display cost object details | ![Image] The cost object’s summary information will populate |
| The cost object’s summary information will populate | ![Image] Review information to validate this is the correct cost object |
| Review information to validate this is the correct cost object | ![Image] If the cost object entered is correct, click Enter Percentage |
| If the cost object entered is correct, click Enter Percentage | ![Image] If the cost object entered is not correct, re-enter the cost object number and click check |
| If the cost object entered is not correct, re-enter the cost object number and click check | ![Image] Check to be notified when the budget period is extended |
| Check to be notified when the budget period is extended | ![Image] Notification message will be listed in Alerts |
| Notification can be check/unchecked at any time |  |</p>
<table>
<thead>
<tr>
<th>CDEM populates the funds associated with the cost object</th>
<th><img src="image" alt="Funds associated with the cost object are populated" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>For WBS elements, all funds will be present, even if the percentage is 0%</td>
<td></td>
</tr>
<tr>
<td>Enter the general percentage of time committed to working on a project over the effective period</td>
<td><img src="image" alt="Enter percentage of time committed to the cost object" /></td>
</tr>
<tr>
<td>Note: Fringe follows salary percentage</td>
<td></td>
</tr>
<tr>
<td>Enter a note (optional) in the text field to add descriptive and helpful information in reference to the entry</td>
<td><img src="image" alt="Enter notes (optional)" /></td>
</tr>
<tr>
<td>Click Save to continue. The commitment list will refresh with the change</td>
<td><img src="image" alt="Click save to continue" /></td>
</tr>
<tr>
<td>Click Back to go back to the cost object enter screen</td>
<td></td>
</tr>
<tr>
<td>Click Cancel to cancel</td>
<td></td>
</tr>
<tr>
<td>Clicking the display icon within the commitment on the right side brings up a pop-up window of the same information</td>
<td><img src="image" alt="Click to view details" /> <img src="image" alt="Click for pop up details" /></td>
</tr>
<tr>
<td>Basic cost object details are listed along with the commitment details</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Click the edit icon to <strong>make changes to a commitment</strong></td>
<td></td>
</tr>
<tr>
<td>Effective period can be changed. Enter date or use calendar to change effective period start and end dates</td>
<td></td>
</tr>
</tbody>
</table>
| 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](Image) 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](Image)  
**enter percentage** |
| **Notes** can be changed | ![Notes](Image)  
**Budgeted at 5%** Change text as needed |
| **Click Save Effective Period** to save changes or **Cancel** to exit without changes | ![Save Effective Period](Image)  
**Click to save changes**  
**Cancel** |
Example of a new commitment that is “inserted” within the pre-existing effective period

<table>
<thead>
<tr>
<th>Begin</th>
<th>End</th>
<th>Fund</th>
<th>UFP</th>
<th>Type</th>
<th>Perc</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-01-2020</td>
<td>12-31-9999</td>
<td>0226000000</td>
<td>No</td>
<td>EXTERN</td>
<td>25.00</td>
</tr>
<tr>
<td>04-01-2020</td>
<td>12-31-9999</td>
<td>0011890300</td>
<td>No</td>
<td>CSTSHR</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**before**

<table>
<thead>
<tr>
<th>Begin</th>
<th>End</th>
<th>Fund</th>
<th>UFP</th>
<th>Type</th>
<th>Perc</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-15-2020</td>
<td>12-31-9999</td>
<td>0226000000</td>
<td>No</td>
<td>EXTERN</td>
<td>25.00</td>
</tr>
<tr>
<td>06-15-2020</td>
<td>12-31-9999</td>
<td>0011890300</td>
<td>No</td>
<td>CSTSHR</td>
<td>0.00</td>
</tr>
<tr>
<td>05-15-2020</td>
<td>06-14-2020</td>
<td>0226000000</td>
<td>Yes</td>
<td>EXTERN</td>
<td>1.00</td>
</tr>
<tr>
<td>05-15-2020</td>
<td>06-14-2020</td>
<td>0011890300</td>
<td>Yes</td>
<td>CSTSHR</td>
<td>0.00</td>
</tr>
<tr>
<td>04-01-2020</td>
<td>05-14-2020</td>
<td>0226000000</td>
<td>No</td>
<td>EXTERN</td>
<td>25.00</td>
</tr>
<tr>
<td>04-01-2020</td>
<td>05-14-2020</td>
<td>0011890300</td>
<td>No</td>
<td>CSTSHR</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**after**

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

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 12/31/9999

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
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 list general details relative that plan such as validation status, workflow status, ERD, AVC check, etc.

The Active plan lists cost object distributions by effective periods

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

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)

Display, copy, edit and delete discussed below
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.
<table>
<thead>
<tr>
<th><strong>Click Delete Plan to delete the In-progress plan</strong>&lt;br&gt;Click confirm to continue with deleting In-progress plan or cancel</th>
<th><img src="image1" alt="Delete Plan" /></th>
<th><img src="image2" alt="Click Confirm to continue with deleting In-progress plan or cancel" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click Add to create new effective period</strong>&lt;br&gt;Enter start date, end date and click Create Effective Period to continue</td>
<td><img src="image3" alt="Click to create new effective" /></td>
<td><img src="image4" alt="Enter start date" /> <img src="image5" alt="Enter end date" /> <img src="image6" alt="Go to current" /> <img src="image7" alt="Click to continue" /></td>
</tr>
<tr>
<td><strong>Follow steps below to add cost objects and percentages</strong>&lt;br&gt;Click display icon to view effective period’s cost objects, percentages and salary details&lt;br&gt;Click Update Distribution to change cost distributions on cost objects within that effective period&lt;br&gt;Note: Cannot edit or delete effective plans prior to the earliest retro date&lt;br&gt;Delete will remove cost objects within that effective period&lt;br&gt;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.&lt;br&gt;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.&lt;br&gt;Note: effective periods can manage up to 35 cost objects (includes cost share)</td>
<td><img src="image8" alt="Click to display details" /> <img src="image9" alt="Click to change cost distribution percentage" /> <img src="image10" alt="Click to remove cost object" /> <img src="image11" alt="Click to add cost object" /></td>
<td></td>
</tr>
</tbody>
</table>
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

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

If the cost objects or percentages need to be changed, use the display function (discussed above)
Click edit icon to change the effective period start and/or end date

Change start and/or end date as needed

Click Update Effective Period to save changes

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

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

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

<table>
<thead>
<tr>
<th>Start Date: 01/01/2021</th>
<th>End Date: 01/31/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Update the Effective Period 01-01-2021 - 01-31-2021</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Click "confirm" to confirm deletion is correct

Click "cancel" to stop cancellation

---

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

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

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

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

---

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

Click Validation Messages for a complete list of error messages.

Within the Effective Period View, click on the red X to view errors specific to that effective period.
Click **AVC Check** then click **Perform AVC** to perform the AVC check.

AVC Check status must be “Passes” before an In-progress plan can be submitted.

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

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

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

AVC check 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](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:**

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Cost Object Description</th>
<th>Fund</th>
<th>Fund Type</th>
<th>Delta Charge</th>
<th>AVC Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>320000718</td>
<td>PRIVATE PESTICIDE AP.</td>
<td>022500010</td>
<td>EXTERN</td>
<td>$0.00</td>
<td>No checks required</td>
</tr>
<tr>
<td>3200002936</td>
<td>4R-4 LIASON FUNDS</td>
<td>022500060</td>
<td>EXTERN</td>
<td>$4,642.14</td>
<td>Passes</td>
</tr>
<tr>
<td>3200009346</td>
<td>RESILIENT SYSTEMS FO.</td>
<td>022500060</td>
<td>EXTERN</td>
<td>-$2,934.67</td>
<td>No checks required</td>
</tr>
<tr>
<td>320003046</td>
<td>2020 EXTENSION PSPE</td>
<td>022500050</td>
<td>EXTERN</td>
<td>$6,736.90</td>
<td>Fails</td>
</tr>
</tbody>
</table>
AVC Check pass and fail examples

**Example of a pass:**

```
 AVC Results for 3200002938 | 0226000060

<table>
<thead>
<tr>
<th>Tol Prof</th>
<th>AVC SP Class</th>
<th>Check Amount</th>
<th>Over Budg Amt</th>
<th>Available Balance</th>
<th>Total Expense</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Exp...</td>
<td>E510000</td>
<td>$4,042.11</td>
<td>$0.00</td>
<td>$7,022.26</td>
<td>$9,727.74</td>
<td>$16,750.00</td>
</tr>
</tbody>
</table>
```

Where Used In-progress plans for 3200002938 | 0226000060

**Example of a fail:**

```
 AVC Results for 3200003046 | 0226000050

<table>
<thead>
<tr>
<th>Tol Prof</th>
<th>AVC SP Class</th>
<th>Check Amount</th>
<th>Over Budg Amt</th>
<th>Available Balance</th>
<th>Total Expense</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Exp...</td>
<td>E510000</td>
<td>$6,736.87</td>
<td>-$8,347.36</td>
<td>-$1,610.49</td>
<td>$15,677.49</td>
<td>$14,067.03</td>
</tr>
</tbody>
</table>
```

Where Used In-progress plans for 3200003046 | 0226000050

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

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

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.

<table>
<thead>
<tr>
<th>Workflow History</th>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>lists the sequence of events such as submittter userID, dates, plan status, notes, etc.</td>
<td><strong>User initiates workflow</strong>&lt;br&gt;<strong>In-progress plan is locked and cannot be changed</strong>&lt;br&gt;<strong>Plan approvals are routed (multiple level approval will be programmed in the future)</strong>&lt;br&gt;<strong>Queued for IT27 update (update program runs multiple times daily)</strong>&lt;br&gt;<strong>Each time plan changes status, CDEM does an AVC check and checks validations</strong>&lt;br&gt;<strong>Email notification sent when a plan does not post and returns to entry level (plan approver or enterer)</strong>&lt;br&gt;Once a plan is posted to IT27 successfully, the In-active plan becomes the Active plan (the Active plan became the Prior Active plan)</td>
</tr>
</tbody>
</table>
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.

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.
### GENERAL PROCESS OUTLINES

| **Add New Cost Object** general process | • 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 | • 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 | • 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 initiate In-progress plan to update IT27. If In-progress plan is not approved before the individual’s last day of the assignment, CDEM will delete the In-progress plan.  
• 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 existing 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: Detailed example can be found in QRC CDEM – Add a New Cost Object  
Note: Detailed examples can be found in QRC CDEM – Salary Cap  
Note: Detailed steps can be found in QRC CDEM – Department Change  
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 | • 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: Detailed steps can be found in QRC CDEM – Position Change  

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 | • 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 default 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-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  

• 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-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  

Note: Detailed steps can be found in QRC CDEM – No Cost Extension |
| **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  
• Initiate Workflow  
• Approve Workflow to update IT27  

Note: Detailed steps can be found in QRC CDEM – Create, Initiate and Approve In-progress plan |
## EXTRA

<table>
<thead>
<tr>
<th>CSRF token message</th>
<th>CSRF token error message means CDEM has timed out. Click dismiss or refresh the browser to “wake up” the CDEM connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Http Status 403</td>
<td>Error API (Forbidden) CSRF token validation failed</td>
</tr>
</tbody>
</table>

### Questions?

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

### Additional Resources

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