**Quick Reference Card – FES Client**

**Initial Payroll Distribution Processing**

**Process:** Follow this QRC to enter and process a faculty member’s initial payroll distribution (Track 1/Version 1) for the fiscal year.

**Role:** Authorized Users

**Frequency:** When needed

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**FES Client Main Screen**

Click on the **DOE FY16+** button

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**DOE Versions List – DOE/PD Entry Screen**

Ensure that the desired **Fiscal Year** is displayed

To change, click in the up/down arrows until the desired year is displayed, and then click once directly on the date. The screen will update with that year’s data.

Find the faculty member’s Track 1/Version 1 record in the versions list, and then double click on their name to open the detail screen

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**DOE Version Detail – Version Header Screen**

As a Track 1/Version 1, no data entry is required on the **Version Header** screen. However, if you wish to enter any **Form Comments**, you will need to (1) click on the **Update** icon in the Toolbar, (2) enter the comments, and then (3) click on the **Save** icon in the Toolbar.

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myHelp Website:

http://myhelp.uky.edu/rwd/HTML/index.html
Click on the **Cost Objects / Payroll Dist. / AVC Check** tab

**DOE Version Detail – Cost Objects / Payroll Dist. / AVC Check Screen**

Always start with the **Cost Objects (Commitments)** section.

Either click on the **Insert** icon in the Toolbar or right-click in the section and select **Insert** from the menu.

On the **Payroll Distribution Entry – Insert Mode** screen, select the first cost object's type.

In the field immediately to the right of the cost object type field, enter the cost object number.

Click on the **Save** icon in the Toolbar.

Right-click in the **Charged and Shared Effort** section (auto-populated after saving the cost object data), and then click on the **Update** box.

Enter the correct percentage(s) for the Fund(s) listed in the **Effort %** column.
Click on the **Save** icon

Close the **Payroll Distribution Entry** screen and repeat the last steps for inserting a cost object’s information for each additional cost object in the faculty’s cost distribution.

After all cost objects are entered and saved, review the data on the **Monthly Payroll Distribution** tab in the matrix to ensure each month’s total for the current fiscal year is **100.00** (100%).

If any months have less than 100%, you will need to update the appropriate percentage(s) directly in the matrix (NOT the **Cost Objects (Commitments)** section!

If all months do total 100%, then you will proceed to the next step of performing the AVC Check.

**NOTE:** Always check the **PD / Matrix Messages** tab to see if there are any system messages pertaining to the payroll distribution, especially if you see the red-font word **Error** in the **PD Valid** field in the upper-left corner of the screen:

To update various percentages in the matrix, right-click anywhere in the matrix and select **Update** from the menu.

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## Quick Reference Card – FES Client

### Initial Payroll Distribution Processing

<table>
<thead>
<tr>
<th>Once the payroll distribution is correct and all errors corrected, click on the <strong>AVC Check</strong> button above the <strong>Cost Objects (Commitments)</strong> section</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the <strong>Check AVC</strong> screen opens and the check completes, close the screen and then close the <strong>FES Version Detail</strong> screen.</td>
</tr>
<tr>
<td>To print, click on <strong>Functions/Reports</strong> in the Menu Bar and select <strong>Payroll Distribution Report → Print → Print</strong></td>
</tr>
<tr>
<td>To submit, click on <strong>Functions/Reports</strong> in the Menu Bar and select <strong>Payroll Dist Only – Submit to College</strong></td>
</tr>
</tbody>
</table>

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myHelp Website:

http://myhelp.uky.edu/rwd/HTWL/index.html