

**QUICK REFERENCE GUIDE**

**When departments request to have the CNS cost distribution changed, keep in mind:**

- CNS Cost Distribution changes should be requested via your department’s business analyst.
- If the request for the change is made between the 1<sup>st</sup> and the 24<sup>th</sup> of the month, the effective date would be the **1<sup>st</sup> day of that same month.**
- If the request for the change is made between the 25<sup>th</sup> and the 31<sup>st</sup> of the month, the effective date would be the **1<sup>st</sup> day of the following month.**
- Positions will need to be checked to make sure that there is only one occupant in that position; if there is more than one, check with the department whether they want the same account to be charged for all occupants. If positions need to be created, contact the [M-G CAFE HR Team](#).
- Changes **will not** be retroactive; departments will need to do a JV in order to make changes to prior months.
- Multiple accounts can be used for CNS cost distribution. State, gift, and income accounts can be used.
- Grants, Federal Funds, Service Centers and Clearing Accounts **cannot** be used for CNS cost distribution.

**NOTE: If there is not a CNS Cost Distribution screen, the charges follow the 1018. If the 1018 is set to federal funds, service centers, or clearing accounts, then a 9203 screen must be created.**

Example 1018 screen:

Cost distribution						
	COAr	Cost ctr	Order	WBS element	Name	Pct.
	UK00	1012811500			HRS BUDGET CLEARING	100.00

Example 9203 (CNS Fee Cost Distribution) screen:

Validity	05/01/2018	to	05/22/2018	Display change infor
CNS Fee Cost Distribution 01 S 51030997 1				
Cost Ctr	WBS Element	Order	Name	Pct.
1012520060			PLS STATE RESEARCH	100.00

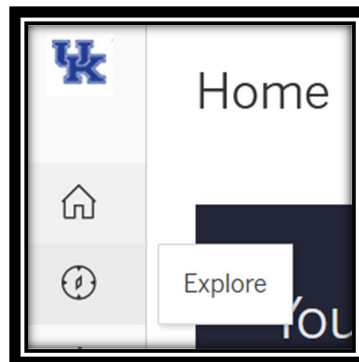
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- **General Information**

1. CNS Converged fees are expenses charged to all UK departments by UKITS. These charges are incurred for all employees, and they cover technical services such as a phone line, network access and network security. It is important for units to regularly review these charges to ensure they are charging to appropriate cost objects for each employee. If you see that converged fees are being charged incorrectly in your unit, please contact the CAFE Business Analysts at [cafeanalysts@uky.edu](mailto:cafeanalysts@uky.edu) for assistance in correcting these charges.

- **Process**

1. To access the report, login to [Tableau](#)
  - If you do not have appropriate Tableau access, request it at [this link](#)
  - Click "Explore" OR follow the direct report link [here](#)
  - Click "Employee Reports Detail"
  - Click "ITS Converged Fees"
  - Click "Detail Dashboard"



[Explore](#) / [Employee Reports Detail](#) / [ITS Converged Fees](#)

2. To run the report

- Select the Fiscal Year from the dropdown
- Select the Fiscal Month from the dropdown
- Select the Department from the dropdown
- Select the Cost Center from the dropdown (as necessary)

The screenshot shows the top section of a report titled "IT Service Center Converged Fee Monthly Billing List". It features five filter dropdown menus: "FISCAL YEAR" (set to 2018), "FISCAL MONTH" (set to 02), "Proposed Cost Center Department Code" (set to (All)), "Proposed Cost Center" (set to (All)), and "Proposed Cost Center Department Code Short" (set to (All)).

3. Download the report

- Select Download and choose Crosstab from pop-up menu
- Choose "CSV" format for best results, and open in Excel. Filter to view charges on appropriate cost center as needed.

