

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 1st and the 24th of the month, the effective date would be the 1st day of that same month.
- If the request for the change is made between the 25th and the 31st of the month, the effective date would be the **1st 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 <u>cannot</u> 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, <u>then a 9203 screen must be</u> <u>created</u>.

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	ଜେ	Display change infor	-	
CNS Fee Cost Distribution 01 S 51030997 1								
	WBS Element		Order	Name			Pct.	
1012520060				PLS STATE	RESEARCH	1	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, excluding student positions within EE group "B". The fees 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 for assistance in correcting these charges. Additional information can be found on the UK ITS website here ITS Converged Fees.

• 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"

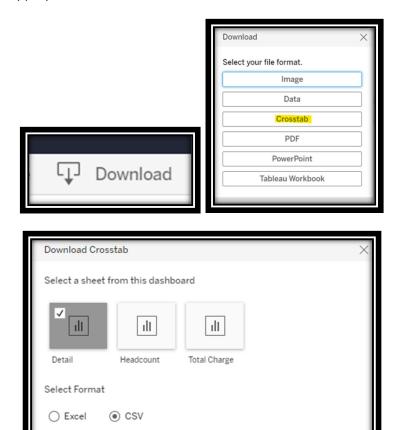


Explore / Employee Reports Detail / ITS Converged Fees

- 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)

IT Service Center Converged Fee Monthly Billing List						
FISCAL YEAR	FISCAL MONTH	Proposed Cost Center Department Code		Proposed Cost Center	Proposed Cost Center Department Code Short	
2018 •	02	• (All)	•	(All)	• (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.



Download