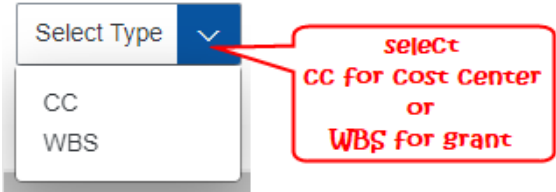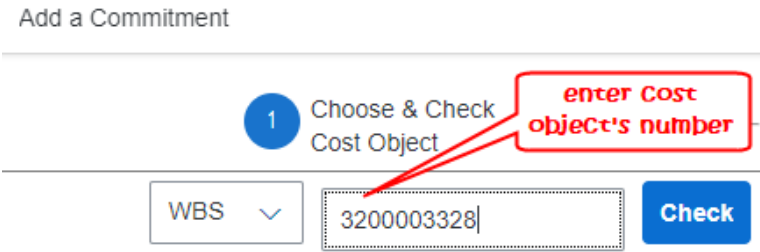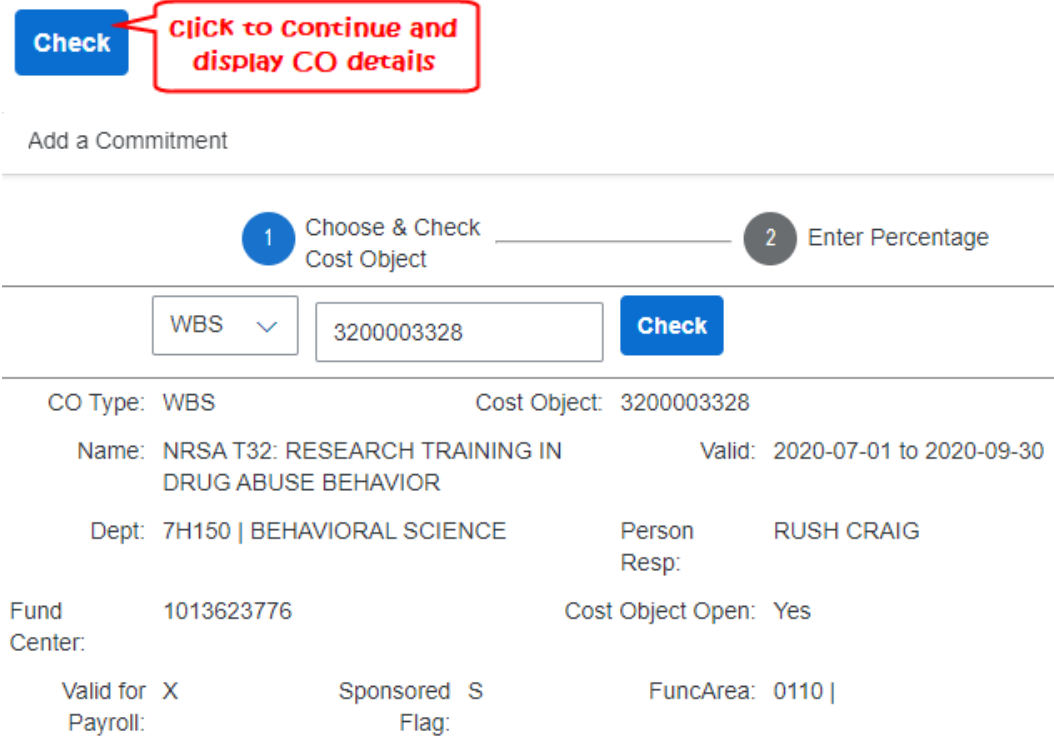# How to Add a New Cost Object (Example)
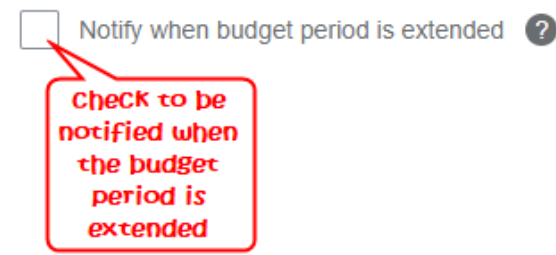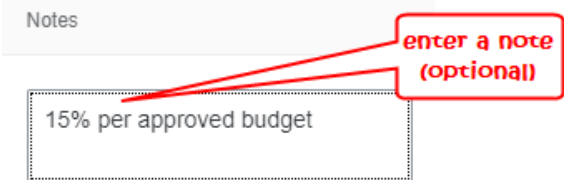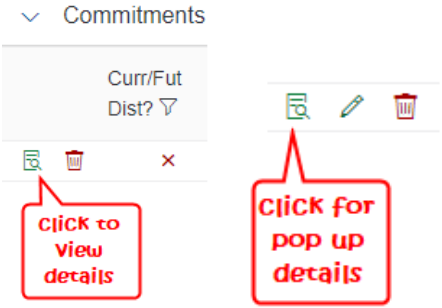
Simplified example on how to add a new cost object to commitments and the distribution. Broader details and information available on QRC CDEM Complete Details.

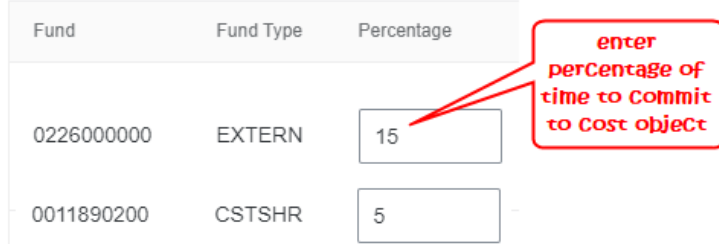|	
Search for faculty member	
Enter their first or last name, person ID or PERNR Available results will populate as you type Select individual	
Click on the arrow to view Control Record details	
Click on the arrow to view a list of commitments for the individual	
Click Add a commitment item icon to add commitment	

Select type of cost object CC = Cost Center WBS = Grant	Select Type ⌄ CC WBS *select CC for Cost Center or WBS for grant*
Enter cost object number Although this example is a WBS, all cost objects function alike.	Add a Commitment ① Choose & Check Cost Object — *enter Cost object's number* WBS ⌄ 3200003328 | Check
Click check The cost object's summary information will populate Review information to validate this is the correct cost object	Check — *Click to Continue and display CO details* Add a Commitment ① Choose & Check Cost Object ——— ② Enter Percentage WBS ⌄ 3200003328 | Check CO Type: WBS Cost Object: 3200003328 Name: NRSA T32: RESEARCH TRAINING IN DRUG ABUSE BEHAVIOR Valid: 2020-07-01 to 2020-09-30 Dept: 7H150 | BEHAVIORAL SCIENCE Person Resp: RUSH CRAIG Fund Center: 1013623776 Cost Object Open: Yes Valid for Payroll: X Sponsored Flag: S FuncArea: 0110 |
If the cost object entered is correct, click Enter Percentage	Enter Percentage Cancel *Click Enter Percentage to Continue or Cancel*

|	
Check if you want to be notified when the budget period is extended Notification can be check/unchecked at any time	☐ Notify when budget period is extended ❓ Check to be notified when the budget period is extended
CDEM populates the funds associated with the cost object For WBS elements, all funds will be present, even if the percentage is 0%	Fund Fund Type funds associated with the cost object are populated
Enter the general percentage of time committed to working on a project over the effective period Note: Fringe follows salary percentage	**Enter Percent distribution by fund:** Fund Fund Type Percentage enter percentage of time to commit to cost object 0226000000 EXTERN 15 0011890200 CSTSHR 5
Enter a note (optional) in the text field to add descriptive and helpful information in reference to the entry	Notes enter a note (optional) 15% per approved budget
Click Save to continue Click Back to go back to the cost object enter screen	Back **Save** Cancel Click save to Continue
To view a commitment, click the display icon within the commitment list on the left. The display icon within the commitment on the right side will bring up a pop up of the same information	⌄ Commitments Curr/Fut Dist? ▽ 🔍 ✏️ 🗑️ 🔍 🗑️ ✕ Click to view details Click for pop up details Note: When a WBS has cost share, click either fund (direct or cost share) to view details of both

Basic cost object details are listed along with the commitment details	**3200003328 NRSA T32: RESEARCH TRAINING IN DRUG ABUS** Budget Per: 07-01-2020 - 09-30-2020 Department: 7H150 | BEHAVIORAL SCIENCE Func Area: 0110 | Pers Resp: RUSH CRAIG ☑ Notify when budget period extend Effective Periods: <table><tr><td></td><td>Begin</td><td>End</td><td>Fund</td><td>UFP</td><td>Type</td><td>Perc</td><td>Notes</td></tr><tr><td>📄 ✏ 🗑</td><td>01-01-1900</td><td>12-31-9999</td><td>0226000000</td><td>No</td><td>EXTERN</td><td>15.00</td><td>15% per approved budget</td></tr><tr><td></td><td>01-01-1900</td><td>12-31-9999</td><td>0011890200</td><td>No</td><td>CSTSHR</td><td>5.00</td><td>5% per approved budget</td></tr></table>
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.	Begin 01-01-1900 *default date 1/1/1900* See edits below to change date
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.	End 12-31-9999 *default date 12/31/9999* See edits below to change date
To edit a commitment, first click display of the commitment on the left. On the right, click the pencil icon to edit the commitment.	📄 ✏ 🗑 *Click to edit*
Effective period can be changed. Enter date or use calendar to change effective period start and end dates	**Say this individual will begin this project on 8/15/20** Update Commitment Effective Period *Change effective period as needed* ✕ CO Type: WBS Cost Object: 3200003328 Name: NRSA T32: RESEARCH TRAINING IN DRUG ABUSE BEHAVIOR Valid: 2020-07-01 to 2020-09-30 ❓ Effective Period: 8/15/20 📅 to 12/31/9999 📅 Go to current date.

4

Check the Use for Proration (UFP) when the effective period does not span the entire payroll period.	CLICK to prorate payroll expenses — Use For Proration ☑ Note: Use for Proration allows for the appropriate distribution of all fringe benefits.
Click Save Effective Period to save changes or Cancel to exit without changes	**Save Effective Period** Cancel CLICK to save Changes
To add a commitment to the displayed cost objected, click the add icon Enter dates and percentages and check proration as discussed above	Say this individual will be committing additional time to the project 1/1/21 CLICK to add Commitment 🗎⊕ Perc Notes Add Commitment Effective Period ✕ enter start date CO Type: WBS Cost Object: 3200003328 Name: NRSA T32: RESEARCH TRAINING IN Valid: 2020-07-01 to 2020-09-30 DRUG ABUSE BEHAVIOR ❓ Effective Period: 01/01/2021 📅 to 12/31/9999 📅 [Go to current date.] ❓ ☑ Use For Proration **Enter Percent distribution by fund:** enter percentage to commit enter notes | Fund	Fund Type	Percentage		Notes
---	---	---	---	---
0226000000	EXTERN	50		Budgeted to allocate more time to project starting 1/1/21
0011890200	CSTSHR	5		5% per approved budget	 CLICK to Continue **Create Effective Period** Cancel

Results	Budget Per: 07-01-2020 - 09-30-2020 Department: 7H150 | BEHAVIORAL SCIENCE Func Area: 0110 | Pers Resp: RUSH CRAIG ☑ Notify when budget period extend

Effective Periods:

	Begin	End	Fund	UFP	Type	Perc	Notes
📋 ✏ 🗑	01-01-2021	12-31-9999	0226000000	Yes	EXTERN	50.00	Budgeted to allocate more time to project starting 1/1/21
	01-01-2021	12-31-9999	0011890200	Yes	CSTSHR	5.00	5% per approved budget
📋 ✏ 🗑	08-15-2020	12-31-2020	0226000000	Yes	EXTERN	15.00	15% per approved budget
	08-15-2020	12-31-2020	0011890200	Yes	CSTSHR	5.00	5% per approved budget

Create and initiate In-Progress plan	Follow QRC Create, Initiate and Approve In-Progress Plan in CDEM to update IT27s