

Introduction

Description

Commitments can be created via a variety of transactions including purchases of goods or services from vendors internal to or outside the university, grant subawards, journal entries and manual funds reservations. This Help Guide describes processes suggested to identify open commitments - budget encumbrances that are outstanding (still open). Topics examined include which reports to run to view commitments and how to focus of commitments related to purchase orders, internal service requests, and grant subawards.

Prerequisites

It is assumed you are familiar with, and know how to run, Business Warehouse (BW) reports and understand basic concepts like filtering data.

Tips and Tricks

- When report data is displayed initially, the result may contain a number of commitments with a zero dollar value. It is possible to filter the **Amount** Key Figure to show only those amounts not equal to \$0. For information on this filter process, refer to the online help document [BW How to - Filter Key Figures using the Condition Function](#).
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Referenced Online Help Documents

- [BW How to - Filter Report Data](#)
- [BW How to - Filter Key Figures using the Condition Function](#)
- [BW How to - Add a Result/Subtotal Line](#)

Procedure

The following reports display commitment information:

Folder	Report
Funds Management (Distributed)	<i>Transaction Detail</i> <i>Transaction Detail w/ Payroll Detail</i>
Grants Management (Distributed)	<i>Grant Document for Commitments</i>
Grants Management (Faculty)	<i>Grant Commitment Detail</i>

This Help Guide is organized in sections that address multiple ways to view commitments. The document can be read in its entirety or click on an item in this list to jump directly to a specific section:

1. Run a Funds Management (FM) Report to View Commitments
2. Run a Grants Management (GM) Report to View Commitments
3. Remove Commitments with Amount = \$0
4. Examining commitments associated with specific categories of data
 - a. Examine Commitments Associated with Purchase Orders
 - b. Examine Commitments Related to Internal Vendors – Viewing ISRs and FSRs
 - c. Examine Commitments Related to Grant Subawards
 - d. Examine Parked or Unapproved Journal Entries
 - e. Close Manual Funds Reservations, as Appropriate

Run a Funds Management (FM) Report to View Commitments

Run either the Funds Management (Distributed) *Transaction Detail* or *Transaction Detail with Payroll Detail* report. A Variable Entry pop-up like this will be displayed:

General Variables		
Variable [≠]	Current Selection	Description
* Posting Date	07/01/2020 - 04/21/2021	07/01/2020 - 04/21/2021
Funds Center		
Revenue (2) / Expense (3)		
GL / Commitment item		
Actual (1) / Commitment (2)	2	
Business area		
Unit Number		

1. Enter "2" (no quotes) in the the **Actual / Commitment** variable field. This will limit the result to show only commitments.
2. Press the **OK** button (not shown) to run the report.

Run a Grants Management (GM) Report to View Commitments

Two reports containing grant commitment information are available:

- *Grant Commitment Detail* in the Grants Management (Faculty) folder. Report output is minimal but shows all outstanding commitments. If a list of grant commitments is all you need, this is the recommended report to use. Note, though, that information in this report is based on specification of Sponsored Program and not by grant. Furthermore, the report does not support filtering and many other conventional BW features.
- *Grant Document for Commitments* in the Grants Management (Distributed) folder is likewise designed to show only open commitments. Unlike the *Grant Commitment Detail* report, this report provides conventional BW features and contains much more data detail, frequently including zero-dollar commitments. The next section describes how to suppress this data, if necessary.

Remove Commitments with Amount = \$0

Regardless of whether you have run an FM or GM report, it is common that some entries will have a value of \$0. Removing those zero-dollar records is optional, but you may find that eliminating them makes it easier to focus on items of potential concern (while a commitment with a value of \$0 may not be closed, it has no impact on your budget, i.e., zero dollars are encumbered).

The Help Guide [BW How to - Filter Key Figures using the Condition Function](#) describes how to suppress \$0 amounts to yield a result like this:

From this	To this (\$0 removed)
Commitments [≠]	Commitments [≠]
\$	\$
0.00	164.73
0.00	28.65
0.00	39.08
0.00	6.39
164.73	32.30
28.65	144.92
39.08	1,250.00
6.39	
0.00	

Examine Commitments Associated with Purchase Orders

Run an FM or GM¹ report as described previously. Optionally, remove zero dollar commitments as described here: [Remove commitments with amount = \\$0.](#)

The recommended Funds Management and Grants Management reports each contains a **PO Number** column. Here's an example:

PO Number ▾	If the commitment involves a purchase order, the PO number will be displayed. If a PO is <u>not</u> involved, a cell will indicate "Not assigned."
Not assigned	
Not assigned	
5500029842	
Not assigned	
Not assigned	
Not assigned	
Not assigned	
5500031734	
Not assigned	
Not assigned	
5500041201	
5500042760	

X	
Not assigned	
PO Number ▾	SC / PR # ▾
Not assigned	#
Not assigned	#
5500029842	1001159521
Not assigned	#
Not assigned	#
Not assigned	#
5500031734	1001161370
Not assigned	#
Not assigned	#
5500041201	1001170647
5500042760	1001172207

To focus on purchase order transactions, the column can be filtered to eliminate any record that contains "Not assigned."

To do that, drag any one of the "Not assigned" values up (or down, left, right) until you see an "X" attached to your cursor. Then release your mouse button.

PO Number ▾	The resulting filter <u>excludes</u> all instances of "Not assigned," leaving only purchase order numbers. ²
5500026231	
5500033242	
5500033313	
5500033636	
5500035293	

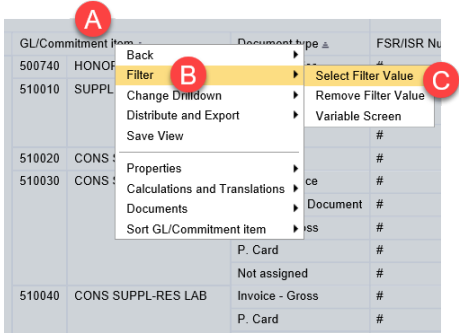
¹ The *Grant Commitment Detail* report does not support filtering, so this section pertains only to one of the recommended FM reports or the *Grant Document for Commitments* GM report.

² For more information on filtering report data, refer to the Help Guide [How to Filter Report Data](#)

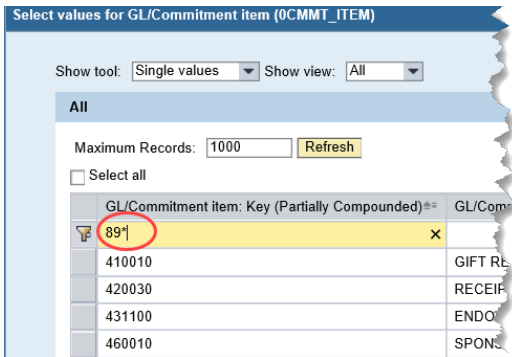
Examine Commitments Related to Internal Vendors – Viewing ISRs and FSRs

Run a GM report as described above. Consider removing zero dollar commitments as described previously.

ISRs and FSRs can be isolated by applying a filter¹ to the **GL/Commitment Item** column. Here’s an example:

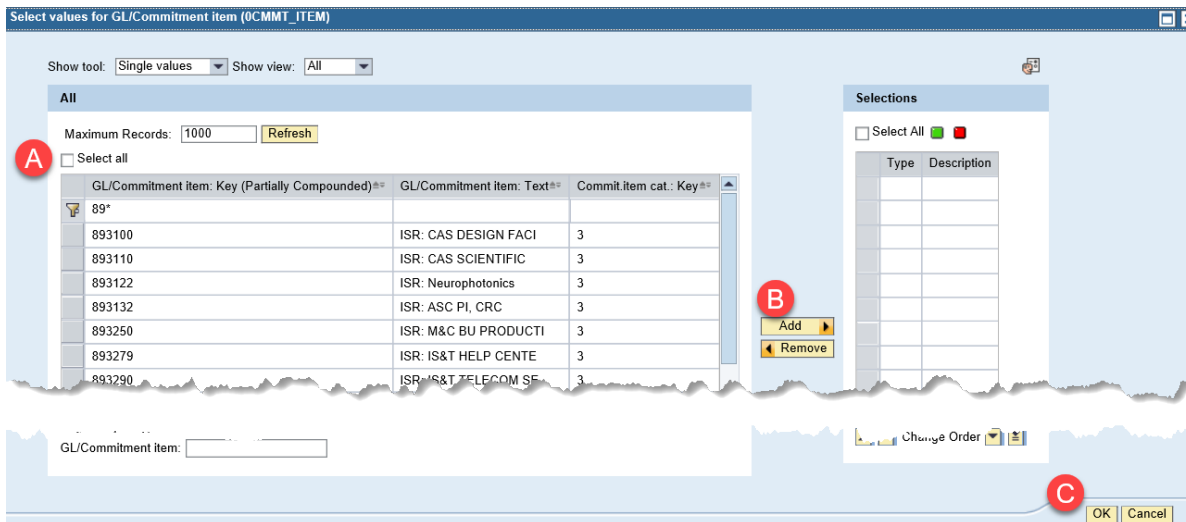


- A. Right-click on the **GL/Commitment Item** column header to display a context menu
- B. Slide your cursor to Filter, then move right
- C. Click on *Select Filter Value*



- Enter “89*” (no quotes) in the **Key** column on the filter line.
- Press the **Enter** key or the **Refresh** button to search for all GL/Commitment Items beginning with 89.

- Use the **Select All** checkbox (A) to select all items in the list returned or click to select each line individually.
- Click the **Add** button (B) to move the selected items to the **Selections** column.
- Press **OK** to activate the filter (C).



GL/Commitment item	
893480	ISR: ASC Sp Srv CRC
893610	FMP: CARPENTERS
893620	FMP: ELECTRICAL
893650	FMP: PLUMBING/ HEATI
893660	FMP: LOCK
893680	FMP: TRUCKING
893480	ISR: ASC Sp Srv CRC
893485	ISR: ASC Sp Srv BUMC
893279	ISR: IS&T HELP CENTE

The resulting list will contain only GL/Commitment items that begin with 89.

After applying the filter, you may want to organize your report data by service provider. The text portion of the **GL/Commitment Item** field contains the provider name. [This video](#) describes how to organize report data based on column position.

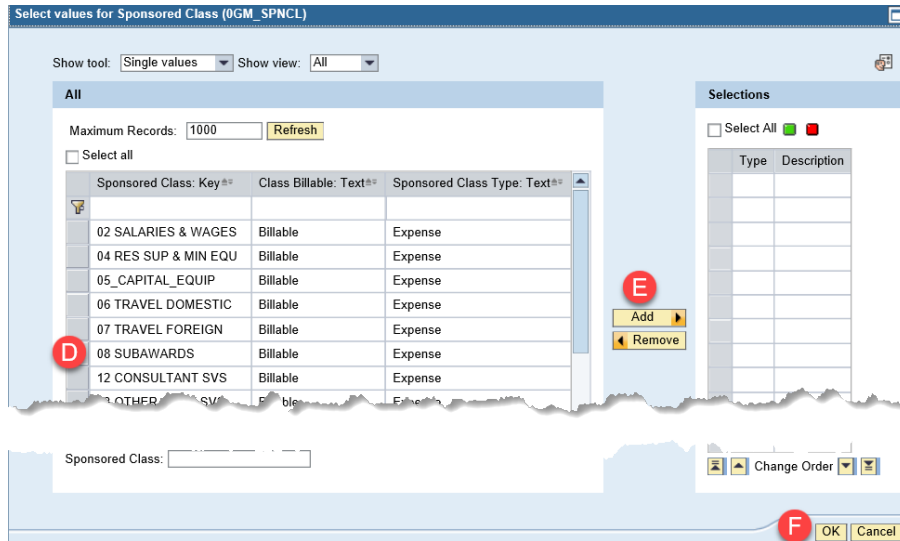
Examine Commitments Related to Grant Subawards

Run a GM report as described above. Consider removing zero dollar commitments as described previously.

Subawards are identified by the *08 Subawards Sponsored Class*. After running the report, filter **Sponsored Class**¹ to select only subawards:

Sponsored Class	GL Account / Commitment item	Docume
04 RES SUP & M	REGULAR	S
05 CAPITAL_EC	BLE CAPITAL	S
06 TRAVEL DOM	MESTIC	S
13 OTHER CON	OTHER	S
30 OFFICE SUP		S
33 OTHER DIRECTS	513900 CONF FEES PAID	S

- A. Right-click on the **Sponsored Class** column header to display a context menu
- B. Slide your cursor to Filter, then move right
- C. Click on *Select Filter Value*



- D. Click to select the 08 SUBAWARDS Sponsored Class.
- E. Click the **Add** button to move the selected item to the **Selections** column.
- F. Press **OK** to activate the filter.

Examine Parked or Unapproved Journal Entries

Examining Journal Entries is beyond the scope of this document. This section has been included for the sake of completeness when investigating all open commitments. For more information about changing or deleting a journal entry, refer to the online help document [How to Change a Journal Entry \(FBV2\)](#).

Close Manual Funds Reservations, as Appropriate

Examining Funds Reservations is beyond the scope of this document. This section has been included for the sake of completeness when investigating all open commitments. For more information about deleting a manual funds reservation, refer to the online help document [How to Reduce or Close a Funds Reservation \(FMX6\)](#).

Results and Next Steps

None