Introduction

Process and Trigger
This document describes the process recommended to identify all open commitments for a Funds Center as of a specified date.

Prerequisites
- Introduction to BW Reporting at Boston University (video)
- Working with BW Reporting (video)
- To allow you to follow the steps in this work instruction, it is assumed you are familiar with, and know how to run, the Funds Management Transaction Detail report.

Menu Path
BUworks Central → Reporting → Accounting (FI) → Funds Management (Distributed) Reports → Transaction Detail Report

Transaction
None

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 greater than $0. For information on this filter process, refer to the online help document BW How to - Filter Key Figures using the Condition Function.
- At times you may need to use your scrollbar to view additional information.
- 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 - Specify Report Dates
- BW How to - Filter Report Data
- BW How to - Filter Key Figures using the Condition Function
- BW How to - Add a Result/Subtotal Line
There are several mechanisms by which funds can be encumbered. For each mechanism, this document describes how to identify open commitments. Use the links in the following table to view the steps suggested to find associated open commitments.

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**Execute the Transaction Detail Report**

Funds Management reports in the **New FM Account Summary** folder show only open commitments, i.e., they exclude closed commitments. Therefore, working with these reports is a good place to begin the examination process. The Transaction Detail report is used for the steps below because it provides detail sufficient to understand what an open item is related to and when it was requested.

1. **Click on the Portal link to start the report. The Variable Entry screen is displayed.**

2. **Enter selection criteria via the Variable Entry screen.**

   **Posting Date** is the only required field. Note that it is initially populated with a date range from the start of FY 2012 through the current day.

   3. Use the highlighted matchcode box to specify an appropriate **Posting Date** range, e.g., the entire current Fiscal Year. Refer to the online help document **BW How to - Specify Report Dates** for detailed information regarding date specification.

   4. Run the report to show only commitments. Use the **Commitment Vs Actual** matchcode box to select Commitments.

   After entering a Posting Date range and restricting the report data to show only Commitments, your Variable Entry screen will look like this example.

5. **Click OK to run the report.**
The displayed report result will look like this (Posting Date has been moved adjacent to Vendor for illustration purposes).

You may want to remove all commitments with a value of $0 as described in Tips and Tricks.

Examine Commitments Related to Internal Vendors – Viewing ISRs and FSRs
To limit report data to show only ISRs and FSRs, we can use the fact that these items have a GL/Commitment Item account number that begin with “89.”

1. Right-click on the GL/Commitment Item column header to display the context menu.
2. Release the mouse button and slide the cursor down to Filter.
3. Click on Select Filter Value to open a selection window.

Filter the GL/Commitment Item list to show only ISRs and FSRs.

4. Enter “89*” (no quotes) in the GL/Commitment Item Key filter box and press the Enter/Return key.

This step assumes you may have a longer list of GL/Commitment Item numbers than that shown in this example. If your list is as short as this one, you could simply click on each ISR/FSR to select it.
Select all items in the filtered list, add them to the Selections column, and activate the filter.

5. Click the Select All checkbox.

6. Click the Add button to add these items to the Selections list.

7. Click the OK button to activate the filter.

With the filter applied, the sample result now looks like this, displaying only ISRs and FSRs.

Note that some items - Catering ISRs in this example - are not grouped together. The display can be changed to make it considerably easier to view and understand. The following steps show some suggested changes to the report and the actions required.

**Group items in the report by GL/Commitment Item.**
Action: move GL/Commitment Item to left-most column.

**Identify individual transactions within each group.**
Action: add the free characteristics ISR Number and FSR Number to the display.
Determine the total amount of committed funds by Provider.

Action: add a grand total and add subtotals by GL/Commitment Item
(for details on creating report subtotals or grand totals, refer to the online help document *BW How to - Add a Result / Subtotal Line*).

Examine the modified display to determine whether or not any of these items should have been expensed or closed by now. If you have questions, contact the associated Internal Service Provider and reference the associated ISR/FSR number.

**Examine Commitments Related to External Vendors**

A simple way to show commitments associated with external vendors is to hide, or filter by exclusion, all transactions related to internal vendors. Here are the steps required:

1. Right-click on the GL/Commitment Item column header to display the context menu.
2. Release the mouse button and slide the cursor down to Filter.
3. Click on Select Filter Value to open a selection window.

Filter the GL/Commitment Item list to show only ISRs and FSRs.

4. Enter "89*" (no quotes) in the GL/Commitment Item Key filter box and hit Enter/Return.
Select all items in the filtered list, add them to the *Selections* column, and activate the filter.

5. Click the *Select All* checkbox.
6. Click the *Add* button to add these items to the *Selections* list.
7. Click the *OK* button to activate the filter.

Set the filter to exclude each of the ISRs / FSRs.

8. Click the *Select All* checkbox to select each of the items in the *Selections* column.
9. Click the red *Exclude* button.

10. Click the *OK* button to activate the filter.
The result:

<table>
<thead>
<tr>
<th>GL.Commitment Item</th>
<th>Posting date</th>
<th>Vendor Name</th>
<th>Vendor Invoice</th>
<th>PO Number</th>
<th>SC Number</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>510010 SUPPLIES</td>
<td>04/30/2013</td>
<td>Office Depot, Inc.</td>
<td>-</td>
<td>8500004111</td>
<td>1000166782</td>
<td>1,138.84</td>
</tr>
<tr>
<td></td>
<td>05/22/2013</td>
<td>Life Technologies Corporation</td>
<td>-</td>
<td>8500007604</td>
<td>1000173729</td>
<td>466.45</td>
</tr>
<tr>
<td></td>
<td>06/04/2013</td>
<td>Fisher Scientific Company, L.L.C.</td>
<td>-</td>
<td>85000089147</td>
<td>1000176547</td>
<td>40.68</td>
</tr>
<tr>
<td>510030 CONS SUPPL-Office</td>
<td>06/02/2013</td>
<td>Fisher Scientific Company, L.L.C.</td>
<td>-</td>
<td>85000089253</td>
<td>1000175600</td>
<td>119.70</td>
</tr>
<tr>
<td>510040 CONS SUPPL-RES LAB</td>
<td>07/05/2012</td>
<td>Life Technologies Corporation</td>
<td>-</td>
<td>85000041780</td>
<td>1000089391</td>
<td>457.00</td>
</tr>
</tbody>
</table>

Examine the items in the resulting list. Check Shopping Carts, Purchase Orders, Posting dates, associated Text descriptions, and commitment amounts to identify any shopping carts or purchase orders that can be closed. Visit the Sourcing and Procurement web site, [www.bu.edu/sourcing](http://www.bu.edu/sourcing) for information on the current process for reporting items to be closed.

**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)](http://www.bu.edu/sourcing).

**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)](http://www.bu.edu/sourcing).

**Results and Next Steps**

None