Introduction

Process and Trigger

An open commitment is a budget encumbrance that is outstanding (still open), regardless of whether or not you have received the goods or services you originally ordered. This document describes the process recommended to identify all open commitments for a Funds Center, grant, or internal order as of a specified date range.

Prerequisites

- 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) → 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 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 - 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
- SRM Reporting User's Guide
There are several mechanisms by which funds can be encumbered. For each mechanism, this document describes how to identify open commitments. Use the process steps 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 **Funds Management (Distributed)** 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.**

   A. **Posting Date** is the only required field. Note that it is initially populated with a date range from the start of the current Fiscal Year through today. You may want to specify a start date earlier than the beginning of the current Fiscal Year to investigate commitments that may have carried over from the prior year.

   B. **Revenue/Expense**: because commitments are associated only with expense activity, specify **3** (expenses) to limit the amount of data brought into the report.

   C. Specify **2** in the **Actual/Commitment** variable field. This will restrict report to display only open commitments.

3. **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.

This is the same sample data after filtering to exclude the $0 amounts.

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. Slide your cursor right and click on Select Filter Value to open a selection window.
4. Filter the GL/Commitment Item list to show only ISRs and FSRs.

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 click the Refresh button or press the Enter/Return key.
Select all items in the filtered list, add them to the **Selections** column, and activate the filter.

5. Click the **Select All** checkbox (or click each list item individually)
6. Click the **Add** button to move 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. Only ISRs and FSRs are displayed.

Note that some items – **CAS Scientific 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 the left-most column.
Identify individual transactions within each ISR / FSR group and subtotal by group.

**Actions:**

1. Move the **FSR/ISR Number** Characteristic to the right of **GL / Commitment Item**.
2. Add a subtotal by **GL / Commitment Item**.

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

Repeat steps 1-6 in the previous section, **Examine Commitments Related to Internal Vendors**.

With the ISRs / FSRs in the Selection column, set the filter to exclude each of them:

7. Click the **Select All** checkbox to select each of the items in the **Selections** column.

8. Click the red **Exclude** button.

9. Click the **OK** button to activate the filter.

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1 For details on creating report subtotals or grand totals, refer to the online help document **BW How to - Add a Result / Subtotal Line**

2 The Help Guide **BW How to – Filter Report Data** describes various ways to filter, including filtering by exclusion.
The result (after rearranging some of the columns):

![Image of a 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.

Use the SRM/Limit Order Status report to examine activity related to open Limit Orders (A, above, is an example). This report is described in the Help document [SRM Reporting User's Guide](#).

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