

Template F4: Grant Document for Commitments

Example: Grant Document for Commitments

This report is used to view commitments (also called encumbrances) on a given award

Procedures:

1.

You will know to run this report when you see open commitments in the Budget vs. Actuals report.

Please note there are (2) way to obtain this report.

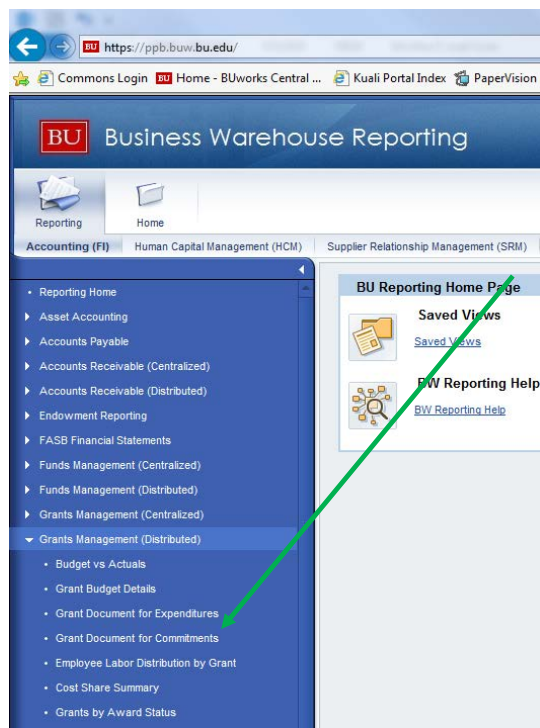
1. Run the report via Grants Management (Distributed) through the Accounting (FI) function in BW (Screenshot Below)

2. When you are viewing a Budget vs. Actuals report you can right click on the value in the commitments column, then hover mouse over "goto", and then click on Grant Document for Commitments. This will bring you to all commitments currently on the account

For condensed overview of potential issues with commitments see *Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance)*

NOTE: Knowing how to use the Business Warehouse to its full capability is vital to saving you time, and avoiding mistakes that can cost your department money. If anything in this template is something you cannot do, is unclear or difficult for you to do, Business Warehouse training is available. BUworks offers training courses (See link below) on how to use the Business Warehouse with courses designed for beginners, intermediate and expert users. Even the most experienced user benefits from such training courses as there are typically subject matter experts at the sessions and the group dynamic can facilitate additional learning.

[\(Training Link\)](#)



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2.

The output you will receive in the BW will look like the spreadsheet output below. You will potentially receive an amount of data that will be too large to easily analyze. To find only the "open" commitments you will need to take a few steps in the BW (see step 3. below)

													Commitments		
Grant	Sponsored Program		Sponsored Class	GL Account / Commitment item		Posting date	Document Type	Reference Doc.Number	Reference Post. Line	Text	Vendor Invoice	PO Number	SC #	\$	
50xxxxx	Science Research Project	95xxxxxxx	Project YR1	Research Supplies & Minor Equi	510040	CONS SUPPL-RES LAB	08/09/2016	S	100xxxxxxx	1	Jane 8/16	#	85xxxxxxx	1000xxxxx	0.00
							08/09/2016	S	100xxxxxxx	2	Jane 8/16	#	85xxxxxxx	1000xxxxx	0.00
							08/09/2016	S	100xxxxxxx	3	Jane 8/16	#	85xxxxxxx	1000xxxxx	0.00
							08/09/2016	S	100xxxxxxx	4	Jane 8/16	#	85xxxxxxx	1000xxxxx	0.00
							08/09/2016	S	85xxxxxxx	1	Jane 8/16	#	85xxxxxxx	1000xxxxx	166.48
							08/09/2016	S	85xxxxxxx	2	Jane 8/16	#	85xxxxxxx	1000xxxxx	69.36
							08/09/2016	S	85xxxxxxx	3	Jane 8/16	#	85xxxxxxx	1000xxxxx	78.81
							08/09/2016	S	85xxxxxxx	4	Jane 8/16	#	85xxxxxxx	1000xxxxx	187.30
							08/10/2016	S	100xxxxxxx	1	Jane 8/16	#	85xxxxxxx	1000xxxxx	0.00
							08/10/2016	S	100xxxxxxx	2	Jane 8/16	#	85xxxxxxx	1000xxxxx	0.00
							08/10/2016	S	85xxxxxxx	1	Jane 8/16	#	85xxxxxxx	1000xxxxx	24.60
							08/10/2016	S	85xxxxxxx	2	Jane 8/16	#	85xxxxxxx	1000xxxxx	31.22
							08/11/2016	S	85xxxxxxx	1	Jane 8/16	#	85xxxxxxx	1000xxxxx	-166.48
							08/11/2016	S	85xxxxxxx	2	Jane 8/16	#	85xxxxxxx	1000xxxxx	-69.36
							08/11/2016	S	85xxxxxxx	3	Jane 8/16	#	85xxxxxxx	1000xxxxx	-78.81
							08/11/2016	S	85xxxxxxx	4	Jane 8/16	#	85xxxxxxx	1000xxxxx	-187.30
							08/11/2016	S	85xxxxxxx	1	Jane 8/16	#	85xxxxxxx	1000xxxxx	-24.60
							08/11/2016	S	85xxxxxxx	2	Jane 8/16	#	85xxxxxxx	1000xxxxx	-31.22
							08/30/2016	S	100xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	0.00
							08/30/2016	S	100xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	0.00
							08/30/2016	S	85xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	395.00
							08/30/2016	S	85xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	215.10
							09/01/2016	S	85xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	362.00
							09/01/2016	S	85xxxxxxx	2	John 8/3	#	85xxxxxxx	1000xxxxx	75.50
							09/01/2016	S	85xxxxxxx	3	John 8/3	#	85xxxxxxx	1000xxxxx	63.70
							09/02/2016	S	85xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	-362.00
							09/02/2016	S	85xxxxxxx	2	John 8/3	#	85xxxxxxx	1000xxxxx	-75.50
							09/02/2016	S	85xxxxxxx	3	John 8/3	#	85xxxxxxx	1000xxxxx	-63.70
							09/09/2016	S	85xxxxxxx	1	John 8/3	#	85xxxxxxx	1000xxxxx	-215.10
							07/27/2016	S	904xxxxxxx	1	1234	#	#	#	121.83
							07/27/2016	S	904xxxxxxx	2	1234	#	#	#	245.67
							07/27/2016	S	904xxxxxxx	3	1234	#	#	#	639.00
07/27/2016	S	904xxxxxxx	1	1234	#	#	#	537.00							
08/01/2016	S	100xxxxxxx	1	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	0.00							
08/01/2016	S	100xxxxxxx	2	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	0.00							
08/01/2016	S	100xxxxxxx	3	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	0.00							
08/01/2016	S	100xxxxxxx	1	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	0.00							
08/01/2016	S	85xxxxxxx	1	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	121.83							
08/01/2016	S	85xxxxxxx	2	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	245.67							
08/01/2016	S	85xxxxxxx	3	Smith 8/1/15	#	85xxxxxxx	1000xxxxx	639.00							
Overall Result														2,945.00	

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3.

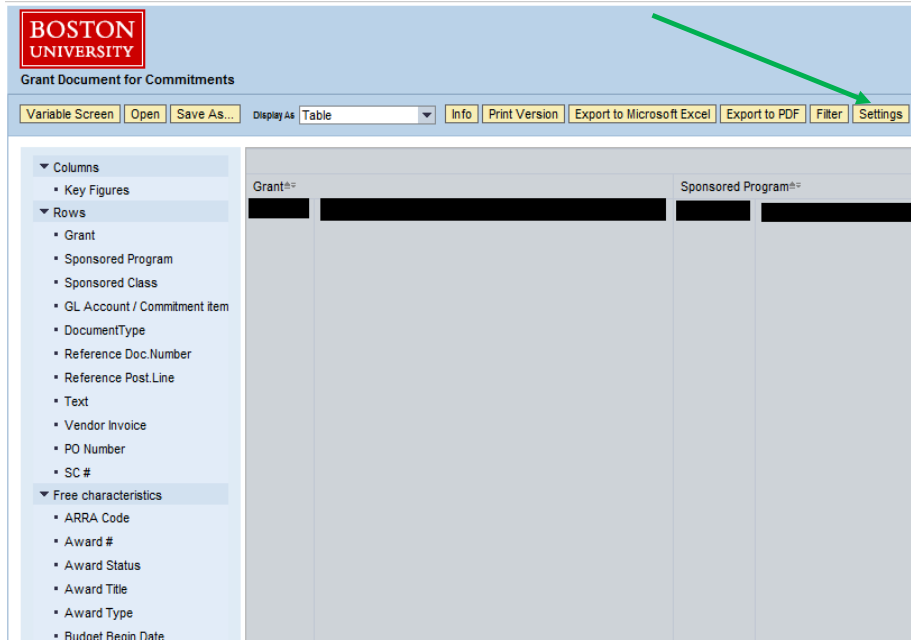
Steps:

A.

The first thing you will want to do is remove the "posting date" column from your output. All you need to do to accomplish this is to click and drag the header "posting date" outside of the output range (that is, the blue area up above the output). There is no screenshot for this step.

B.

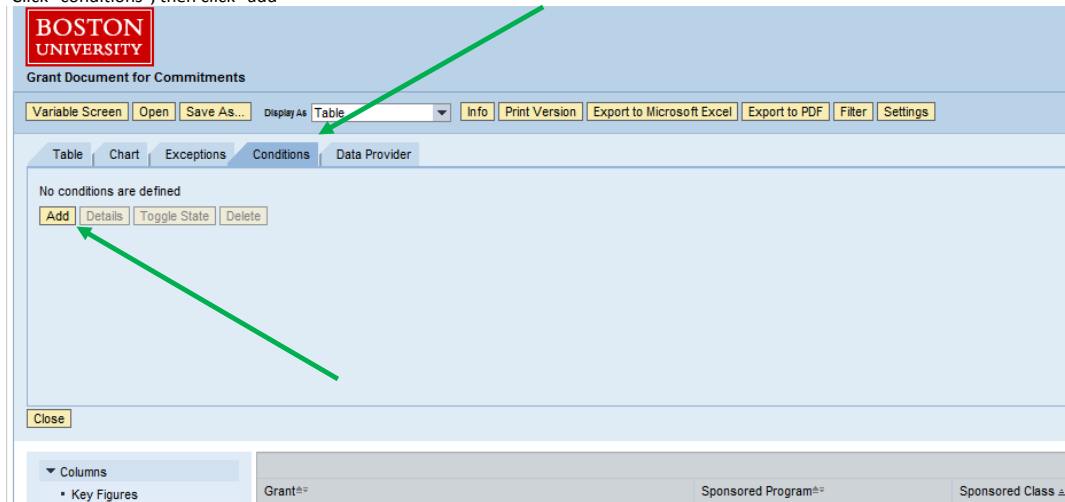
You will then need to click "settings"



The screenshot shows the Boston University Grant Document for Commitments interface. The header includes the Boston University logo and the title "Grant Document for Commitments". Below the header is a toolbar with buttons for "Variable Screen", "Open", "Save As...", "Display As" (set to "Table"), "Info", "Print Version", "Export to Microsoft Excel", "Export to PDF", "Filter", and "Settings". A green arrow points to the "Settings" button. On the left side, there is a sidebar with a tree view of columns and rows. The main area displays a table with two columns: "Grant#=" and "Sponsored Program#=".

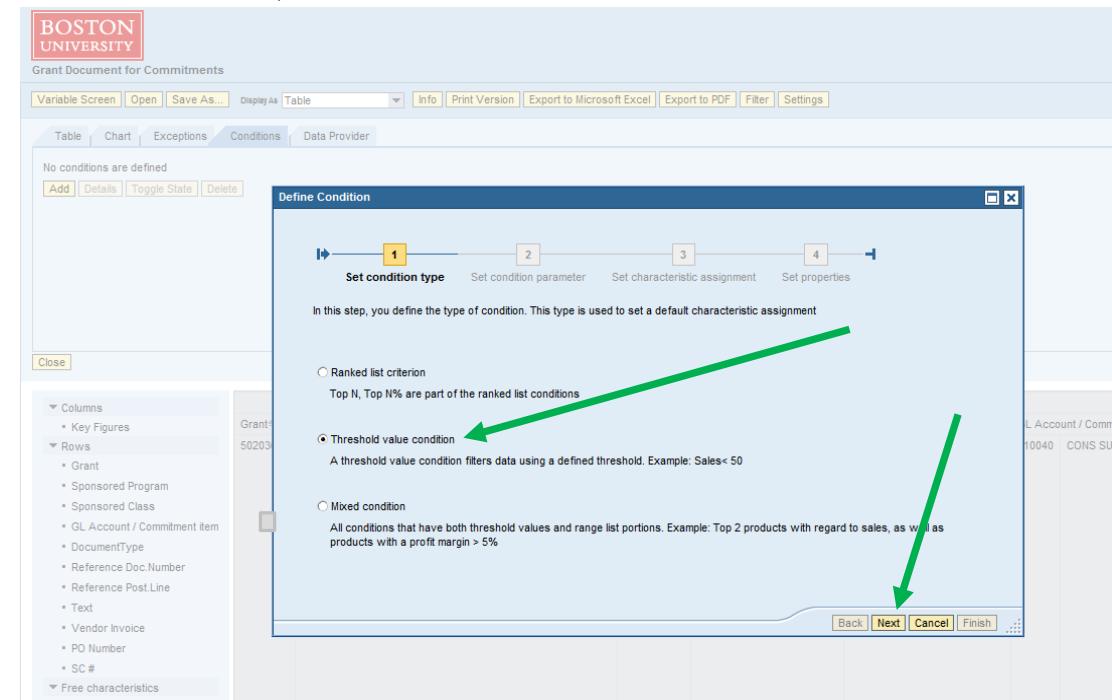
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C.
Click "conditions", then click "add"



The screenshot shows the 'Grant Document for Commitments' interface. At the top left is the Boston University logo. Below it, the title 'Grant Document for Commitments' is displayed. A navigation bar contains buttons for 'Variable Screen', 'Open', 'Save As...', 'Display As' (set to 'Table'), 'Info', 'Print Version', 'Export to Microsoft Excel', 'Export to PDF', 'Filter', and 'Settings'. Below the navigation bar are tabs for 'Table', 'Chart', 'Exceptions', 'Conditions', and 'Data Provider'. The 'Conditions' tab is active, showing the message 'No conditions are defined'. Below this message are buttons for 'Add', 'Details', 'Toggle State', and 'Delete'. The 'Add' button is highlighted with a green arrow. At the bottom of the interface, there is a 'Columns' section with a dropdown arrow and a list of columns: 'Key Figures', 'Grant#', 'Sponsored Program#', and 'Sponsored Class#'. A 'Close' button is located at the bottom left of the main content area.

D.
Click "Threshold Value Condition", and then Click Next



The screenshot shows the 'Define Condition' dialog box overlaid on the 'Grant Document for Commitments' interface. The dialog box has a title bar with 'Define Condition' and window control buttons. It features a progress bar with four steps: 1. Set condition type, 2. Set condition parameter, 3. Set characteristic assignment, and 4. Set properties. Below the progress bar, the text reads: 'In this step, you define the type of condition. This type is used to set a default characteristic assignment'. There are three radio button options: 'Ranked list criterion' (with subtext 'Top N, Top N% are part of the ranked list conditions'), 'Threshold value condition' (which is selected and highlighted with a green arrow), and 'Mixed condition' (with subtext 'All conditions that have both threshold values and range list portions. Example: Top 2 products with regard to sales, as well as products with a profit margin > 5%'). At the bottom of the dialog box are buttons for 'Back', 'Next', 'Cancel', and 'Finish'. The 'Next' button is highlighted with a green arrow. The background interface shows the 'Conditions' tab and the 'Add' button from the previous screenshot.

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E.

Select "<>" (this means "does not equal"), enter "0" in the value field, then click the "finish" button. You **do not** need to click "Add Row"

The screenshot shows the 'Define Condition' dialog box in a web application. The dialog has a progress bar with four steps: 1. Set condition type, 2. Set condition parameter, 3. Set characteristic assignment, and 4. Set properties. Step 2 is currently active. Below the progress bar, there is a text instruction: "In this step, you define the parameter for your threshold condition. Multiple condition rows can be part of a condition. The individual condition rows are linked with a logical OR. For example, you can display characteristics with key figures less than 0 or larger than 1000 simultaneously." Below this text is a form with three main fields: 'Key Figures', 'Operator', and 'Value'. The 'Key Figures' dropdown is set to 'Commitments', the 'Operator' dropdown is set to '<>', and the 'Value' field contains '0'. To the right of the 'Value' field is a 'To' field and an 'Add Row' button. At the bottom of the dialog, there are four buttons: 'Back', 'Next', 'Cancel', and 'Finish'. A green arrow points from the text above to the '<>' operator, another green arrow points to the '0' value field, and a third green arrow points to the 'Finish' button.

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E.

The output you will receive (Below) will be stripped of \$0.00 commitments, as well as any commitments that "offset" each other. These "offsetting" commitments which net to zero can be frustrating because if there is a \$57.37 debit commitment and a corresponding -\$57.37 credit commitment under the same PO, just in different places among hundreds of commitments, it is virtually impossible to identify them both.

Taking these steps will provide a manageable output, this is very important during closeout.

Once you have your list of open commitments you can then identify which among them need to post as expenses, and which need to be closed.

As you can see, there were really only (6) open commitments. At this point, it is very important to ask:

- A. Are there commitments showing for goods/services that have been received and paid for? If yes, contact Sourcing at sourcing@bu.edu, for shopping carts and purchase orders.
- B. Are there parked journal entries that should be completed or deleted?
- C. Are there journal entries that have been in workflow for an extended period that should be approved or rejected?

Failure to address commitments can **lead to your department needing to cover sponsored research expenses**. If issues are identified they should be addressed with the appropriate office (For sponsored research this will be either the Post Award or Office of Sponsored Programs Administrator)

Grant Document for Commitments

													Commitments	Transaction is okay?	
Grant	Sponsored Program		Sponsored Class	GL Account / Commitment item		Document Type	Reference Doc.Number	Reference Post. Line	Text	Vendor Invoice	PO Number	SC #	\$		
50xxxxxx	Science Research Project	95xxxxxxx	Project YR1	Animal Care	510050	CONS SUPPL-RES AN RS	S	8500xxxxxx	3	Smith 8/15/16	#	8500xxxxxx	1000xxxxxx	500.00	Yes
									1	Smith 8/15/16	#	8500xxxxxx	1000xxxxxx	600.00	Yes
									2	Smith 8/15/16	#	8500xxxxxx	1000xxxxxx	75.00	No Contacted Procurement to close
									2	Smith 8/15/16	#	#	#	750.25	Yes
									3	1234	#	#	#	600.75	Yes
									2	1234	#	#	#	24.00	Yes
Overall Result													2,550.00		