Template F4: Grant Document for Commitments

Example: <u>Grant Document for Commitments</u>

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

<u>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)*</u>

<u>NOTE:</u> 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 #	$
50xxxxxx	Science Research Project	95xxxxxxxx	Project YR1	Research Supplies & Minor Equi	510040	CONS SUPPL-RES LAB	08/09/2016	S	100xxxxxxx	1	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	0.00
							08/09/2016	S	100xxxxxxx	2	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	0.00
							08/09/2016	S	100xxxxxxx	3	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	0.00
							08/09/2016	S	100xxxxxxx	4	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	0.00
							08/09/2016	S	85xxxxxxx	1	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	166.48
							08/09/2016	S	85xxxxxxxx	2	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	69.36
							08/09/2016	S	85xxxxxxxx	3	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	78.81
							08/09/2016	S	85xxxxxxxx	4	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	187.30
							08/10/2016	S	100xxxxxxx	1	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	0.00
							08/10/2016	S	100xxxxxxx	2	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	0.00
							08/10/2016	S	85xxxxxxxx	1	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	24.60
							08/10/2016	S	85xxxxxxxx	2	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	31.22
							08/11/2016	S	85xxxxxxxx	1	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	-166.48
							08/11/2016	S	85xxxxxxxx	2	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	-69.36
							08/11/2016	S	85xxxxxxxx	3	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	-78.81
							08/11/2016	S	85xxxxxxxx	4	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	-187.30
							08/11/2016	S	85xxxxxxxx	1	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	-24.60
							08/11/2016	S	85xxxxxxxx	2	Jane 8/16	#	85xxxxxxxx	1000xxxxxx	-31.22
							08/30/2016	S	100xxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	0.00
							08/30/2016	S	100xxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	0.00
							08/30/2016	S	85xxxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	395.00
							08/30/2016	S	85xxxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	215.10
							09/01/2016	S	85xxxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	362.00
							09/01/2016	S	85xxxxxxxx	2	John 8/3	#	85xxxxxxxx	1000xxxxxx	75.50
							09/01/2016	S	85xxxxxxxx	3	John 8/3	#	85xxxxxxxx	1000xxxxxx	63.70
							09/02/2016	S	85xxxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	-362.00
							09/02/2016	S	85xxxxxxxx	2	John 8/3	#	85xxxxxxxx	1000xxxxxx	-75.50
							09/02/2016	S	85xxxxxxxx	3	John 8/3	#	85xxxxxxxx	1000xxxxxx	-63.70
							09/09/2016	S	85xxxxxxxx	1	John 8/3	#	85xxxxxxxx	1000xxxxxx	-215.10
				Animal Care	510050	CONS SUPPL-RES AN RS	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	#	85xxxxxxxx	1000xxxxxx	0.00
							08/01/2016	S	100xxxxxxx	2	Smith 8/1/15	#	85xxxxxxxx	1000xxxxxx	0.00
							08/01/2016	S	100xxxxxxx	3	Smith 8/1/15	#	85xxxxxxxx	1000xxxxxx	0.00
							08/01/2016	S	100xxxxxxx	1	Smith 8/1/15	#	85xxxxxxxx	1000xxxxxx	0.00
							08/01/2016	S	85xxxxxxxx	1	Smith 8/1/15	#	85xxxxxxxx	1000xxxxxx	121.83
							08/01/2016	S	85xxxxxxxx	2	Smith 8/1/15	#	85xxxxxxxx	1000xxxxxx	245.67
							08/01/2016	S	85xxxxxxxx	3	Smith 8/1/15	#	85xxxxxxxx	1000xxxxxx	639.00
Overall Result															2,945.00

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3.

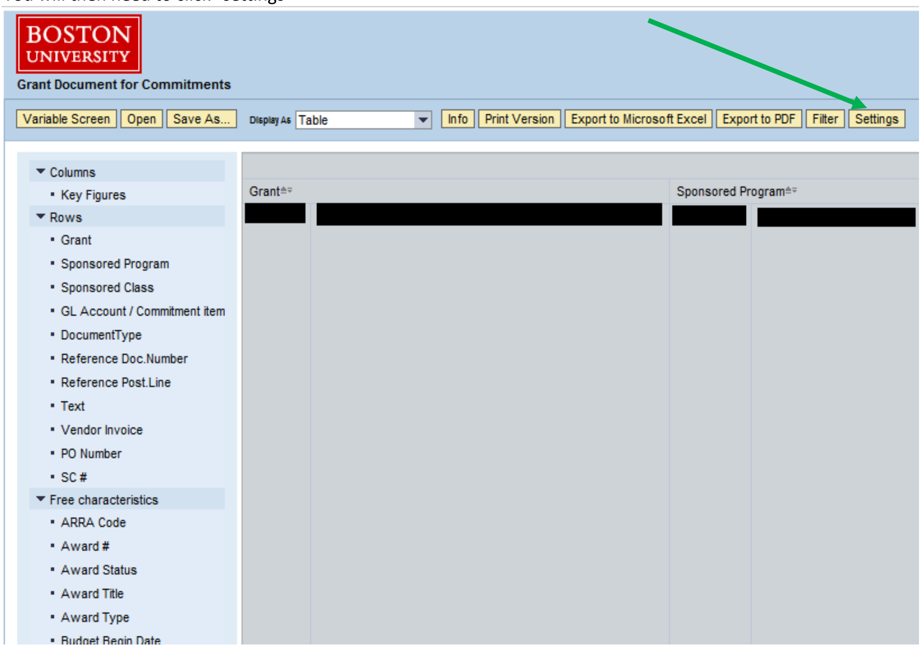
Steps:

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"



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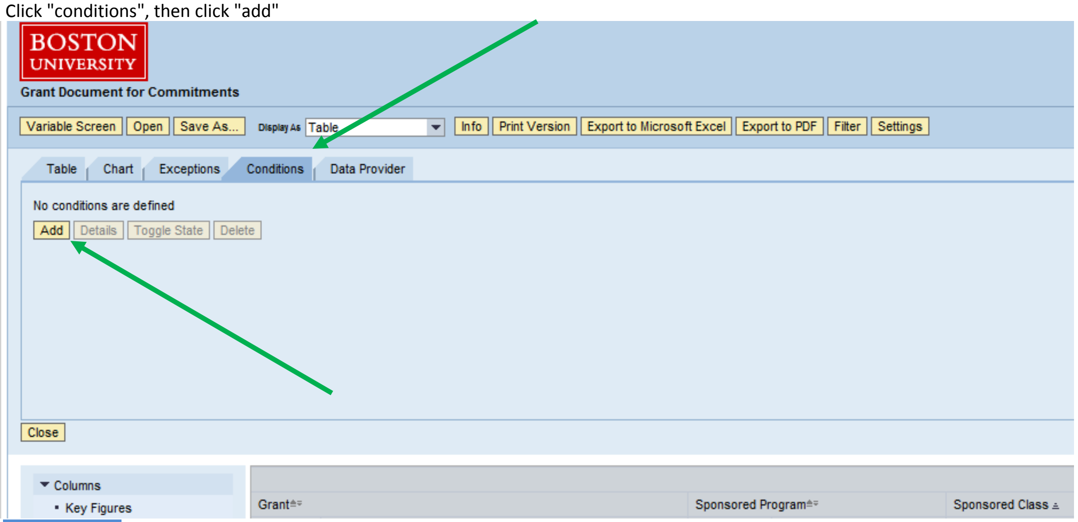
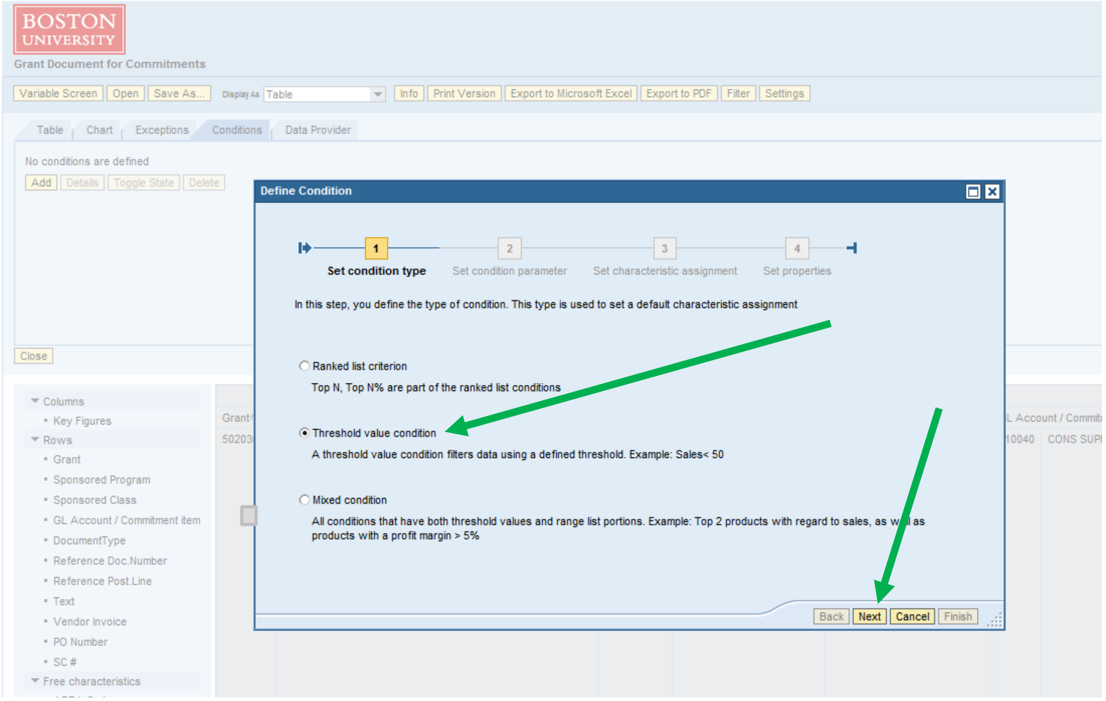
C.

Click "conditions", then click "add"



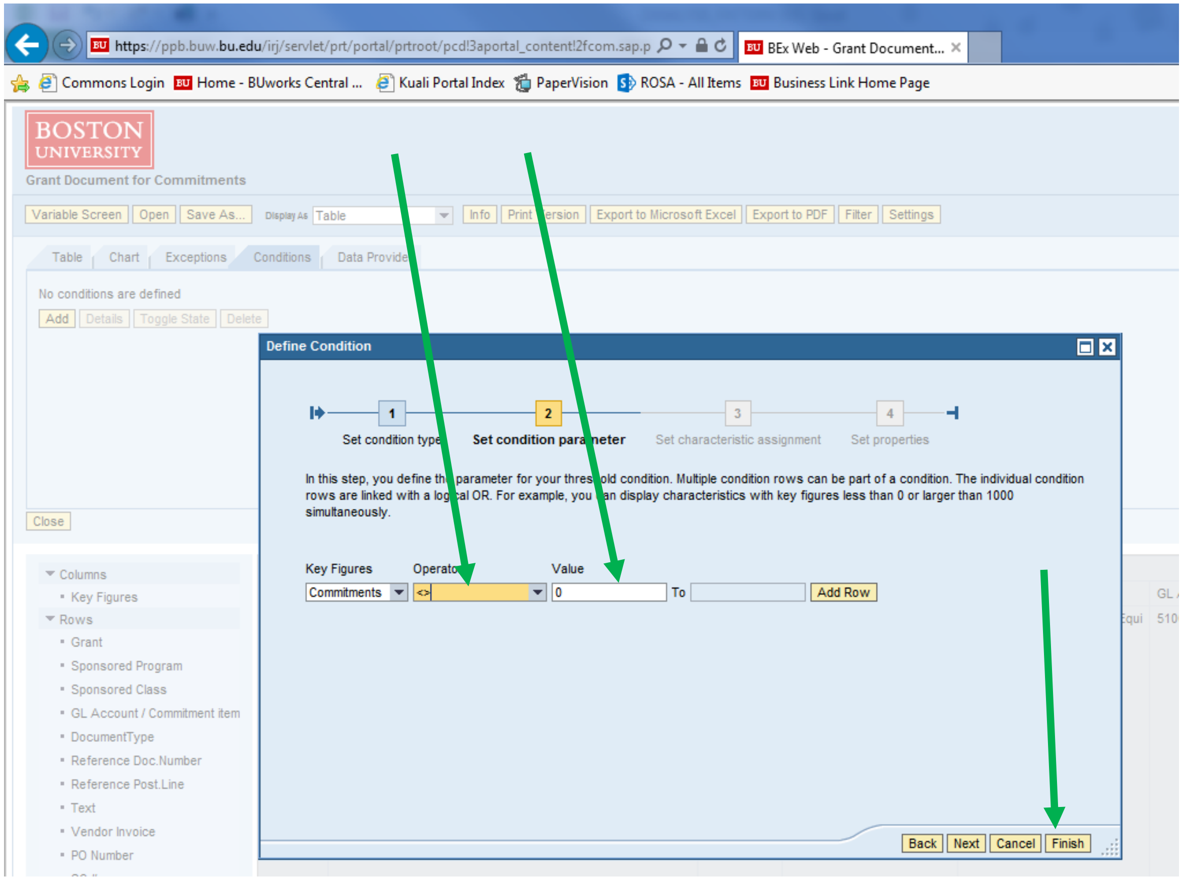
D.

Click "Threshold Value Condition", and then Click Next



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"



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F.

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

Grant		Sponsored Program		Sponsored Class	GL Account / Commitment item		Document Type	Reference Doc.Number	Reference Post. Line	Text	Vendor Invoice	PO Number	SC #	Commitments $	Transaction is okay?
50xxxxxx	Science Research Project	95xxxxxxxx	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	