



GMS: Commitment Enquiry Report (UFS)

This report provides a listing of commitments, which are either requisitions, approved Purchase Orders and validated AP invoices waiting for Secondary Invoice Approval, either for a single Project or for a PI.

Used for Checking outstanding commitments, particularly useful at month end for producing information for PIs who do not have access to the Grants module. Also used at the end of a Project to check that there are no outstanding commitments before the final claim is sent to the Sponsor.

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Requests → Run → OK

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values.
To Project Organisation	Enter or select your Organisation from the list or values.
Principal Investigator	Leave blank for all or specify a Principal Investigator for their commitments only.
Project Number	Leave blank for all projects or specify a single project number.
Task Number	Either specify a single task number or leave blank for all tasks.
Order By	Data on the report can be ordered by Award Number, Principal Investigator or Project Number.

Example To request commitments for a specific Project the following parameters would be selected. To request all commitments for an individual PI, leave the *Project number* blank and enter the PI name in the relevant field.



Example report output

```

Project Number      : ZZAG/123
Award Number       : RG12345
Task Number        : 1
Principal Investigator : Darlow, Mrs Rebecca

Expenditure Category : OTHER COSTS

Expenditure Type : Other Costs/Consumables
  
```

Date	Supplier	Type	PO Invoice/ Number	Description	Qty	Status	Commitment
18-SEP-2015	RS COMPONENTS LTD	PO Number	2157433	16w IC socket stamped contacts - Priced Each (Supp	0	APPROVED	-0.01
18-SEP-2015	RS COMPONENTS LTD	PO Number	2157433	5 way 2 row extended header,0.1in pitch - Priced E	0	APPROVED	0.01
23-SEP-2015	LASER 2000 (UK) LTD	Requisition	1044790	Complete part Number:LED-CFP/YFP/mCherry-3X-A-000-	1	INCOMPLETE	1,636.80
01-FEB-2016	MISCO UK LTD T/A MISCO & WSTORE	PO Number	2237803	Raspberry Pi RPi Premium Jumper Wires 40pk (Male/M	1	APPROVED	3.12
01-FEB-2016	MISCO UK LTD T/A MISCO & WSTORE	PO Number	2237803	Raspberry Pi RPi Premium Jumper Wires 40pk (Male/F	1	APPROVED	3.12
01-FEB-2016	MISCO UK LTD T/A MISCO & WSTORE	PO Number	2237803	Raspberry Pi RPi Premium Jumper Wires 40pk (Female	1	APPROVED	3.12
15-FEB-2016	RS COMPONENTS LTD	PO Number	2248078	Termi-Block 2 way pcb r/a- Priced Each (In a Pack	10	APPROVED	6.85
15-FEB-2016	RS COMPONENTS LTD	PO Number	2248078	Relay DPDT- Priced Each - This product must be ord	5	APPROVED	10.69
16-FEB-2016	THORLABS LTD	PO Number	2248641	SM2 Retaining Ring for Dia=26#34; Lens Tubes and M	1	APPROVED	5.35
(Other Costs/Consumables) Expenditure Type Sub Total :							1,669.05
(OTHER COSTS) Expenditure Category Sub Total :							1,669.05
(35) Task Number Sub Total :							1,669.05

Expenditure :

- Depending on the document status, some entries may require investigating and actioning e.g. Incomplete requisitions