

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:

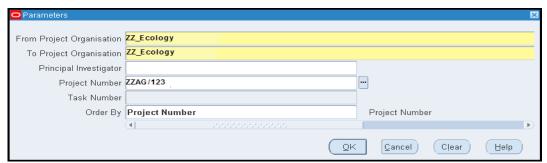
GM Grants Administrator or GM Grants Investigator

Navigate: Requests \rightarrow Run \rightarrow 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 : RG12345 Award Number Task Number : 1 Principal Investigator: Darlow, Mrs Rebecca Expenditure Category : OTHER COSTS Expenditure Type : Other Costs/Consumables Supplier 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 23-SEP-2015 LASER 2000 (UK) LTD Requisition 1044790 18-SEP-2015 RS COMPONENTS LTD PO Number 2157433 5 way 2 row extended header, 0.1in pitch - Priced E 0 APPROVED 0.01 Complete part Number:LED-CFP/YFP/mCherry-3X-A-000- 1 INCOMPLETE 1,636.80 Raspberry Pi RPi Premium Jumper Wires 40pk (Male/M 1 APPROVED 01-FEB-2016 MISCO UK LTD T/A MISCO & WSTORE PO Number 2237803 01-FEB-2016 MISCO UK LTD T/A MISCO & WSTORE Raspberry Pi RPi Premium Jumper Wires 40pk (Male/F 1 APPROVED PO Number 2237803 3.12 01-FEB-2016 MISCO UK LTD T/A MISCO & WSTORE 2237803 Raspberry Pi RPi Premium Jumper Wires 40pk (Female 1 APPROVED 3.12 PO Number Termi-Block 2 way pcb r/a- Priced Each (In a Pack 10 APPROVED Relay DPDT- Priced Each - This product must be ord 5 APPROVED 15-FEB-2016 RS COMPONENTS LTD PO Number 2248078 6.85 10.69 15-FEB-2016 RS COMPONENTS LTD PO Number 2248078 16-FEB-2016 THORLABS LTD PO Number 2248641 SM2 Retaining Ring for Dia=2" 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

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