



Erroneous Purchase Orders

Run the GMS Commitments Enquiry Report (UFS)

This CUFS report provides a listing of commitments, which are rejected or approved Requisitions, 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, 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

Navigate: Requests > Run

| Parameters | |
|---------------------------|--|
| From Project Organisation | Enter or select your Organisation from the list or values |
| To Project Organisation | |
| 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 Commitments for a specific project

Investigate and resolve the requisitions or orders in the iProcurement module

Investigate in iProcurement under a **UFS xx: iProc Buyer** responsibility as to whether these outstanding commitments are valid ie.

- Requisition is being amended and put back through the approval process
- order raised but the goods have not yet been received; or
- the goods have been delivered but the supplier's invoice has not yet been received.

The orders date may be indicative as to whether either of the above two scenarios are likely. In iProcurement run the *Open Purchase Order Report* to gain a better understanding as to why the order is still open. Guidance on this can be found under the Reference link on the CUFS home page.

Old orders that are no longer required should be cancelled and those old orders which have been fully delivered and paid (although not correctly identified as such on CUFS) should be finally closed. This will remove the commitment from the grant. Requisitions that are also committing funds against a project will need to be investigated.

Note: *care should be taken to ensure that all goods have been received and paid for and there is no likelihood that a credit will subsequently be issued for the transaction, as once an order is 'finally closed' it cannot be re-open again.*

Who is responsible for completing this action will depend on the staff structure within your department: in some areas the Grants Administrator may also have iProc Buyer responsibility; in other departments the Grants Administrator would request their accounts teams to make the adjustment on their behalf.

Full details of how to make these amendments relating to requisitions are available at http://www.finance.admin.cam.ac.uk/files/iproc_mgreg_amnd.pdf

Full details of how to make these amendments relating to purchase orders are available at http://www.finance.admin.cam.ac.uk/files/iproc_bw_amendpo.pdf

Full details on how to deal with incomplete orders are available at http://www.finance.admin.cam.ac.uk/files/iproc_bw_incord.pdf