

## 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.

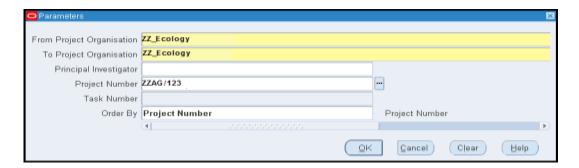
Responsibility: GM Grants Administrator or GM Grants Investigator

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 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 Raspberry Pi RPi Premium Jumper Wires 40pk (Male/F 1 APPROVED Raspberry Pi RPi Premium Jumper Wires 40pk (Female 1 APPROVED 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 SM2 Retaining Ring for Dia=2" Lens Tubes and M 1 APPROVED 01-FEB-2016 MISCO UK LTD T/A MISCO & WSTORE PO Number 2237803 3.12 01-FEB-2016 MISCO UK LTD T/A MISCO & WSTORE 2237803 3.12 PO Number 15-FEB-2016 RS COMPONENTS LTD PO Number 2248078 6.85 2248078 10.69 15-FEB-2016 RS COMPONENTS LTD PO Number 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