



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