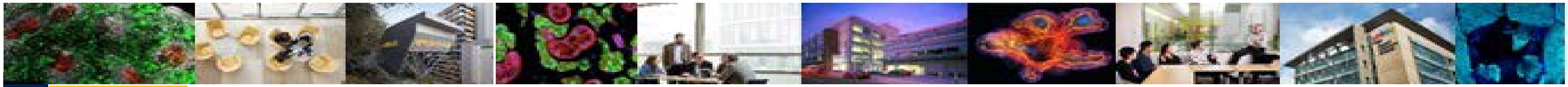

Commitments Tracking

Quick Reference Guide for Commitment Tracking

The Commitments form is the data entry for Commitment Tracking. The form contains a number of fields, some of which determine how the planning transfer feeds to the General Planning module and some of which have no impact on the system, but provide a space to store information for documentation and reporting purposes.

The following table describes each data element:

Members			
Source DeptID	List	Required	Initiator department of commitment and provider of funding
Commitment (CmtXXXXX)	Number	Required	Automatically generated when a commitment is added. Once added, the commitment number is owned by the Source DeptID
Distribution (DistXX)	Number	Required	Automatically generated when a distribution is added. A commitment may have up to 99 distributions.
Short Description	Text	Optional	Description of the commitment. Limited to 255 characters.
Fund	List	Recommended	Type of funding committed
Source Project	List	Recommended	Source project of commitment funding
Target DeptID	List	Recommended	Recipient department of commitment funding
Target Project	List	Recommended	Recipient project of commitment funding
Long Description	Text	Optional	Description of the commitment. Limited to 255 characters. Useful for storing additional background information about a commitment.

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Transfer Type	List	Recommended	Type of commitment, helps identify whether a commitment is an operating or non-operating transfer. Operating transfers appear in the revenue section of the Revenue and Expense form, while non-operating transfers appear in the Other Changes section.
Approval Date	Date	Trigger	The date that the commitment was approved. Commitments that are “unapproved,” (meaning the Approval Date is blank) will be visible to the Target in Commitment reports, but are not visible as a transfer in the General Planning module.
Purpose	List	Optional	Purpose of commitment, for reporting
Duration	List	Optional	Indicates whether commitment is temporary or recurring
Status	List	Optional	Indicates whether a commitment is new, ongoing, anticipated, or completed
Start Date	Date	Optional	The start date of the commitment or allocation. No functionality, only for reference.
End Date	Date	Optional	The end date of the commitment or allocation. This date is used to determine whether a commitment will “roll forward” to new fiscal years as they are added. The actual day of the month is not relevant.
Requestor	Text	Optional	Name or title of the person who requested the commitment
Authorizer	Text	Optional	Name or title of the person that approved or authorized the commitment
Date of Request	Date	Optional	The date that the commitment was requested
Contingent	List	Optional	Yes/No values. Used to indicate whether a commitment has contingencies.

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How to create different types of commitments:

Type	
Approved	Approved commitments will feed to the General Planning module for both the Source and Target departments if data are entered correctly. Be sure to enter a Fund, Source Project, Target DeptID, Target Project, Transfer Type and an Approval Date, in addition to the dollar amounts to be transferred.
Unapproved	Unapproved commitments – those without an Approval Date – will feed to the General Planning module for only the Source department. Without an Approval Date, the transfer will not be fed to the General Planning module for the Target DeptID.
Placeholder	For planned commitments for which the recipient is undetermined or from whom the planned commitment should not be communicated, the “Unspecified DeptID” member can be input as a placeholder Target DeptID. Target Project can be left blank. The transfer out will appear in General Planning for the Source DeptID, so their remaining balance is correct, but the Target DeptID does not exist, so no one will see the other side of the commitment distribution.
Contingency	To indicate that a commitment distribution is contingent for any reason, select “Yes” in the “Contingent” column. This column has no functionality other than serving as an informational record that a contingency exists. The ability to view the commitment in General Planning and in Commitment reports is based on the valid entry of data fields as described above. Note: contingency details can be added to the Long Description field or as a comment in the Contingency cell.