UAB GA End User Project Status Inquiry
Commitments

All commitments open on a project can be viewed using the **COMMITMENTS** button.

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1. From the **PROJECT STATUS** window, click on the **COMMITMENTS** button.
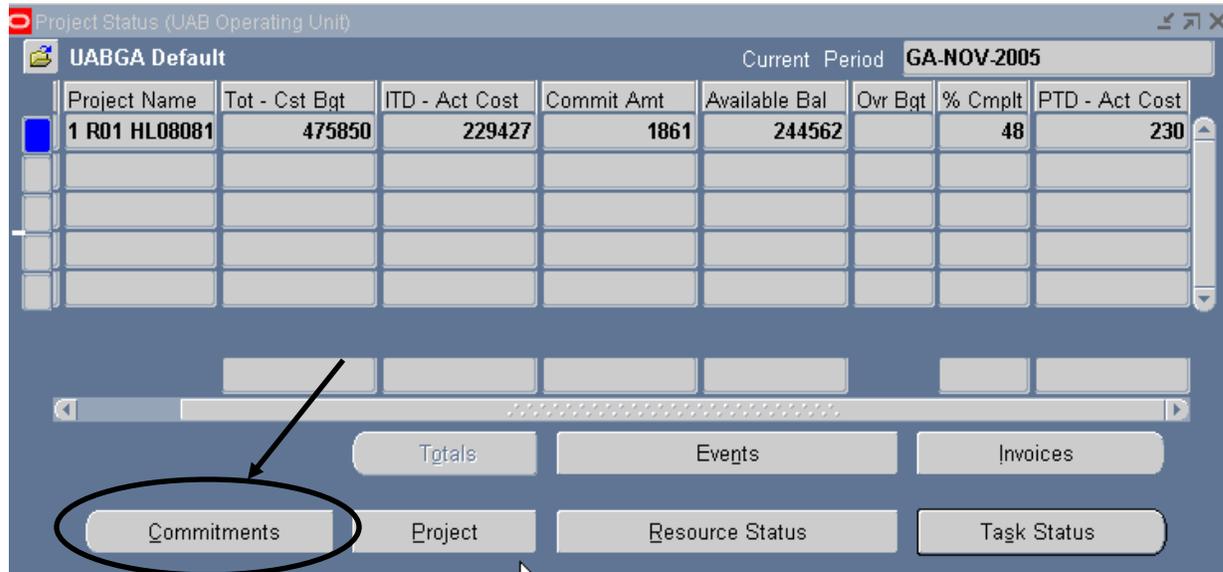
Note: Most attribute information related to a project is maintained at the Award level and is accessible through the **AWARD STATUS INQUIRY** function.

This will open the **FIND COMMITMENTS** window. Note that there are various criteria by which to search for specific commitments related to this project. Enter criteria here to narrow the list of commitments returned, or simply click on the **FIND** button to see all of the commitments related to this project.

2. After entering desired parameters, click on the **FIND** button.

A description of each field in the **FIND COMMITMENTS** window is detailed below.

SUPPLIER NAME	Vendor name.
SUPPLIER NUMBER	Vendor number.
EXPENDITURE TYPE	Object code.
EXPENDITURE ORGANIZATION	Organization associated with the commitment item.
COMMITMENT DATES	Starting date range of commitment items search.
-	Ending date range of commitment items search.
COMMITMENT TYPE	The document type initiated which incurred the commitment. Includes Purchase Order, Requisition, etc.
CLEAR (BUTTON)	Erases data from the fields.
FIND (BUTTON)	Searches for data based on parameters entered.

The **COMMITMENT DETAILS** window will appear with the find results. The type of information contained in this window is equivalent to that contained at the Award level. However, remember that commitments for the entire Project (regardless of funding source) are displayed in this view.

3. To see more of the commitment detail information for this project, scroll to the right using the scroll bar at the bottom of this window.

A description of each column is detailed below.

SUPPLIER NAME	Vendor name.
COMMITMENT DATE	The date upon which the commitment was incurred.
COMMITMENT TYPE	The document type initiated which incurred the commitment.
COMMITMENT NUMBER	The unique number assigned to the document listed in the previous field.
QUANTITY	Expenditure items quantity.
UOM	Expenditure items unit of measure.
PROJECT RAW COST	Expenditure item direct cost.
PROJECT BURDENED COST	Burdened cost or indirect cost.
EXPENDITURE ORGANIZATION	Organization incurring commitment. Remember that in Grants Accounting, this is used only to differentiate between Hospital (70) and Campus (10) projects.
TASK NUMBER	Task number to which specified commitment is tied.
EXPENDITURE TYPE	Object code.
APPROVED	Approval status of document incurring commitment.
DESCRIPTION	Taken from the optional Description field on the requisition or purchase order.

It is possible to export this information to an Excel worksheet. Click here to learn how.

4. On the information has been viewed and/or exported, click on the **X** in the top, right-hand corner of this window to return to the main **PROJECT STATUS** window.

Commitment Details (UAB Operating Unit) - 300005

UABGA Default

Type	Commitment #	Expenditure Type	Amount	Description	Requestor	Quantity	Approved
Purchase Orders	1061412	8202099 SUPP-O	0.00	DISPENSR MULTI TAP 5	Matlock, Sharon	1	☑
Purchase Orders	1061412	8202099 SUPP-O	0.00	NC-9137-987, regulator f	Matlock, Sharon	1	☑
Requisition	69357	8202099 SUPP-O	595.00	T2449-10ML, triglyceride	Matlock, Sharon	10	☐
Requisition	69357	8202099 SUPP-O	260.00	F6428-40H, free glycero	Matlock, Sharon	5	☐
Requisition	69357	8202099 SUPP-O	112.50	F9252, folin-ciocalteu's	Matlock, Sharon	1	☐
Requisition	69357	8202099 SUPP-O	352.00	GAG020-1KT, glucose ((	Matlock, Sharon	10	☐
Requisition	69083	8202099 SUPP-O	150.15	TABLE-UTILTY STEEL 2(	Matlock, Sharon	1	☐
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