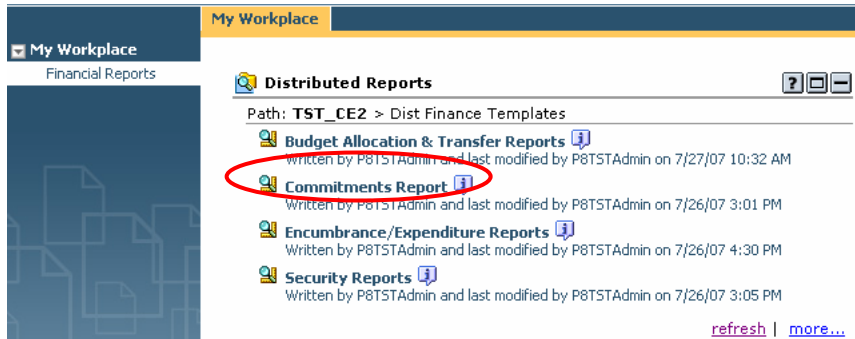
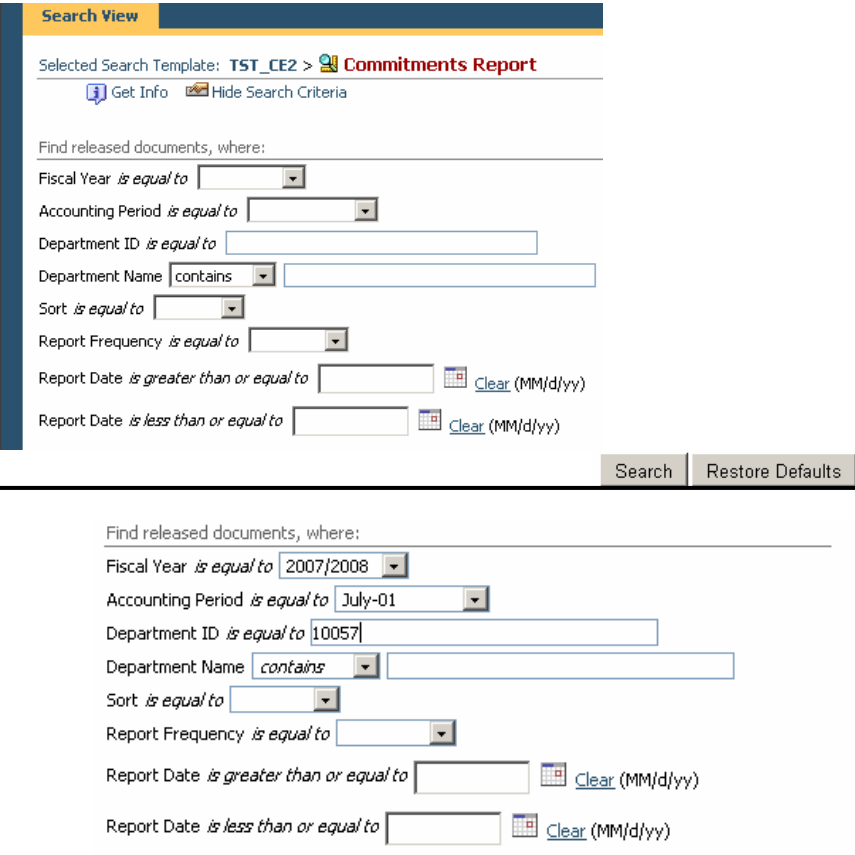




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The Open Commitments Report provides identified users with a list of open commitments entered by the preparer on the “Commitment Data Entry” page in CMS. This report does not show commitments that have been completed or cancelled. Access to this report and specific CMS departments is defined by the user’s security access.

**Frequency:** Ad hoc

<p><b>Step 1:</b></p> <p>From the “My Workplace” homepage, navigate to the <b>Commitments Report</b> link.</p> <p>A new window opens.</p>	
<p><b>Step 2:</b></p> <p>Click <b>Search</b> to receive a list of all the commitments reports you have access to.</p> <p>To filter your reporting results, enter any of the following criteria:</p> <ul style="list-style-type: none"> <li>• Fiscal Year</li> <li>• Accounting Period</li> <li>• Department ID</li> <li>• Department Name</li> <li>• Sort</li> <li>• Report Frequency</li> <li>• Report Date</li> </ul> <p>Then click <b>Search</b>.</p>	





**Step 3:**

A list of available reports is displayed.

Click on the report title [Open Commitments Report](#) to retrieve the report.

**Note:** The report will open in a new window

<input type="checkbox"/>	Title	Fiscal Year	Accounting Period	Department ID	Department Name	Sort	Report Frequency	Report Date
<input type="checkbox"/>	 Open Commitments Report 	2007/2008	July-01	10008	IT-Administration	Account	Monthly	7/23/07 12:00 AM

The **Open Commitments Report** is displayed:

Reference #	Commit ID	Commit Date	Line Description	Distribution Description	Fund	Class	Class Description	Project	Project Description	Original Amount	Current Amount
California State University, Fullerton CSES COMMITMENTS REPORT Sort - Account, Report Frequency - Monthly As of Date - 07/23/2007											
Report ID: FUL0606      Page No. 1 Operator: gburphy      Database: FSPULOV      Run Date 07/23/2007 Dept Mgr: Gordon, Milton A.      Department: 10189 - President's Office      Run Time 12:55:48 PM											
64992 - Travel-Out of State	000000811	03/01/07	May Out-of-State Travel for Fr Justin Case		GAD06					1,500.00	1,500.00
TR8223000	000000808	04/02/07	May Out-of-State Travel for Fr Justin Case		GAD06					1,500.00	1,500.00
Account Subtotal:										3,000.00	3,000.00
64926 - Office Supplies	000000169	04/07/07	FY07/08 Travel for President's Bonnie Ann Clyde		TNEFD					1,000.00	750.00
TR8071234	000000169	04/07/07	FY07/08 Travel for President's Johnny B Goode		TNEFD					500.00	500.00
Account Subtotal:										1,500.00	1,250.00
Department Total:										4,500.00	4,250.00
End of Report for 10189 - President's Office											

\*\*Refer to sample report attached\*\*



The following table lists CMS field names and their definitions used for the Open Commitments Report.

Reference #	An internal reference number assigned by the user.
Commit ID	An auto-generated ID number assigned to the commitment in CMS.
Commit Date	The date on which the commitment entry was created.
Line Description	A description of the commitment entered in CMS.
Distribution Description	Description of the distribution information entered by the user in CMS.
Fund	Fund code that line item is being charged to.
Class	Class code assigned to commitment entry. Class is an extension of the Department field.
Class Description	Short description of the class code.
Project	Project code assigned to commitment entry. Project is an extension of the Account field.
Project Description	Short description of the project code.
Original Amount	Total amount originally entered for the commitment.
Current Amount	Original amount minus the amount expensed.