QUICK REFERENCE
Open Commitments

How to look at your open commitments for funds centers beginning with 601

1. Go to MU Home Page
2. Hover over Faculty & Staff link; select Logins
3. Click ESS button
4. Click ESS Login
5. Enter MU Domain ID and Password (FirstName.LastName@millersville.edu)
6. Click the Business Intelligence tab
7. Click the black arrow to open the Financial Reports
8. Select report
   a. Department Budget Report (NOTE: This report is for all Funds Centers beginning with 601)

Department Budget Report – Open Commitments

1. Once the selection is made, the report will process and an entry form will appear
2. Enter appropriate fiscal year
3. Click OK
4. Summary will default to *Bud 1-A Pool Budget
5. If you see an amount in the Commitments column, click the Commitment Trans tab