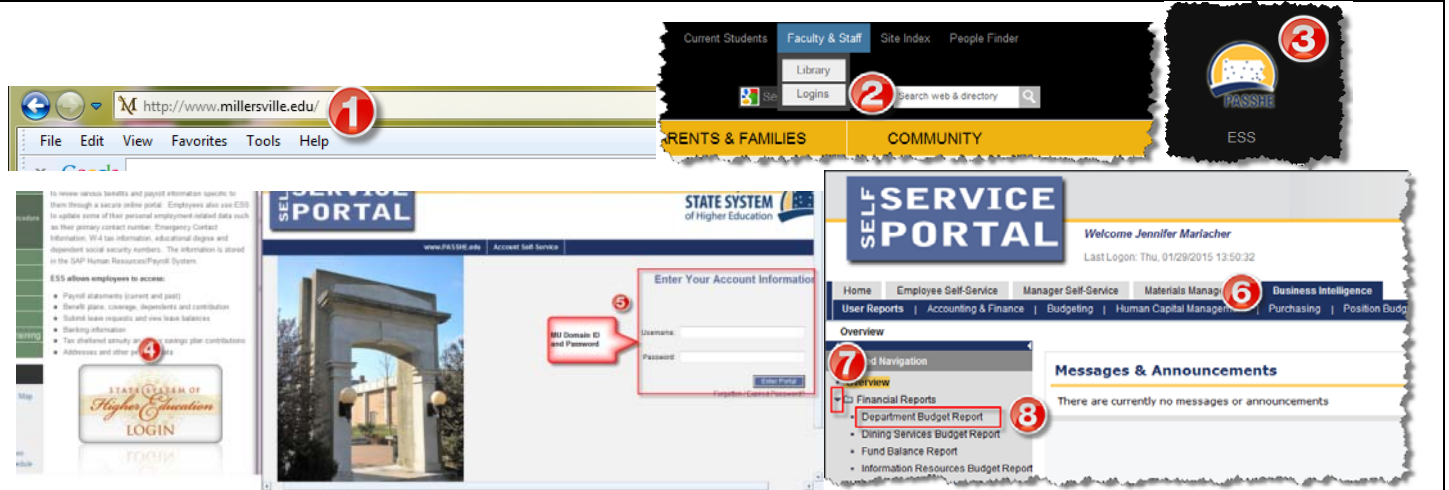


QUICK REFERENCE Open Commitments

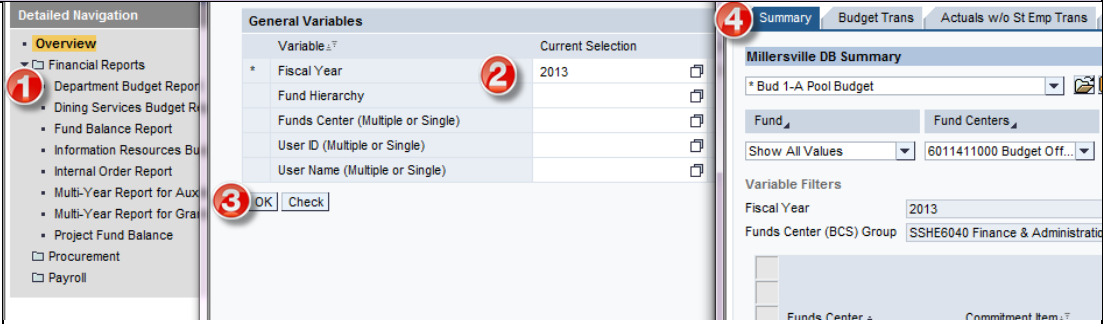
How to look at your open commitments for funds centers beginning with 601

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



BEx Web - Millersville DB Budget Report (7.0)

Summary Budget Trans Actuals w/o St Emp **5** Commitments Trans Student Emp Trans Travel Prior Year Trend Payments Charts

Millersville DB Summary
* Bud 1-A Pool Budget

Fund: 6011272000 Biology Dept

Funds Center	Commitment Item	Description	Budget	Actuals	Commitments	Remaining	Remaining %
6011272000	BIOL Dept						
	510580	Univ Funded Std Empl	26,000.00	9,197.79		16,802.21	64.6
	2-PERSONNEL	Personnel	26,000.00	9,197.79		16,802.21	64.6
	NON-PERSONNEL	Non-Personnel	67,877.48			67,877.48	100.0
	605100	Postage/Freight/Ship		165.06		-165.06	
	606115	Long Dist Tele Svc		63.38		-63.38	
	609100	Memberships/Dues		25,378.00		-25,378.00	
	615100	General Travel		3.00		-3.00	
	650110	Rent/Leas Eqp Mchnry		617.00		-617.00	
	655900	Other Misc Services		383.00		-383.00	
					796.00	-1,179.00	

Vendor: 1047114 REYNOLDS H20 PLUS

Fund	Funds Center	Commitment Item	Vendor	Requestion	Doc #	Item	Text	Date	Original	Reductions & Adjustments	Balance (Open Commitments)
6011000000	6011272000	BIOL Dept	655900 Other Misc Services	1047114	REYNOLDS H20 PLUS	#	4000029902 1 WATER SOFTENING SERVICES FOR BIOLOGY	07/17/2012	1,179.00	-383.00	796.00
									1,179.00	-383.00	796.00
									1,179.00	-383.00	796.00
									1,179.00	-383.00	796.00