SAP and OrderPoint Schools Circular   2018 - 2

Title: Checking and Clearing Commitments
Date Released: July 2018
Intended Recipients: Inputters

Executive Summary: This circular illustrates the importance of
                                                regularly checking commitments to
                                                enable accurate budget monitoring

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When an OrderPoint Purchase Order (PO) is approved, it creates a commitment in the school budget. When the invoice relating to that PO is paid, this clears the commitment and creates an actual charge on the appropriate budget GL (General Ledger) code.

There may be some occasions where a commitment has not been cleared e.g. if an OrderPoint invoice has been processed through the VIM system as a Non-PO in error or if a supplier is unable to fulfil part or all of an Order. On these occasions, the amount continues to show in the Commitments and in the case of VIM payments, in the Actual as well, which results in an under-estimate of the budget available.

It is, therefore, important when budget monitoring, to check that the only commitments showing on reports are those still outstanding.

To view the budget with commitments either at GL code or SIO level, the following reports can be run:

Report: S_ALR_87013620 Cost Centres: Actual/Plan/Commitments - for all GL codes

Report: S_ALR_87012999 List: Actual/Plan/Commitments – for SIO's across budget

To view the outstanding commitments on GL codes or SIOs, use the reports listed below:

Report: KSB2 – General Ledger code level report

Report: KOB2 – SIO level report

To clear Commitments:

If an entire Purchase Order has been paid through VIM (Non-PO route), complete the confirmation in OrderPoint and ensure last delivery is ticked, then email accounts.payable@derbyshire.gov.uk and request that the Purchase Order is blocked. Ensure you quote your school name, PO number and the Vendor name to enable Accounts Payable to verify that they are blocking the correct Purchase Order.

If the supplier is unable to either part or fully supply the order, complete the confirmation in OrderPoint, receipting the items that cannot be supplied with a zero in the Confirm Quantity but **ensure last delivery is ticked**. This will clear the commitment.