**Commitments Overview**

The Budget Statement has 2 levels:

* a summary report level
* drill-down level where you can see the detailed transactions that make up the summary

In the summary report level the commitment for PO’s is shown in the **Approved Amount** column

Using the Linked Reports drop-down you can drill into the **Approved Amount column** to see the detail behind it. Here, the **Remaining Amount** column shows that actual commitment for the transaction.

**Commitment Lifecycle - ‘Requisition to Invoice’**

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**Awaiting Approval**

1. **Requisition**

**Approved Amount**

2. **PO** **>** 3. **GRN** **>** 4. **PIN (Purchase Invoice)**

**Expenditure**

5. **PIN (Purchase Invoice)**

**Worked Example:**

1. We have a one line Requisition with **Qty 4** at Unit Price of **£25 & Tax Code = PS** (Standard Rate)

**Net £100**

**Gross £120**

In the Budget Statement this appears in **Awaiting Approval**



**Drill down on Awaiting Approval**



1. The Requisition completes in workflow and a PO is now created

In the Budget Statement – the £120 commitment now moves from the Requisition (in **Awaiting Approval)** to the PO (in **Approved Amount)**



**Drill down on Approved Amount**



1. If we then do a GRN for £25 (Qty 1)

We can see that the in **Remaining Amount**, the Gross Amount of the GRN has moved from the PO to the GRN

* The Remaining Amount on the PO is now £90
* The Remaining Amount on the PO is £30
* Total Remaining Amount is still £120



Since the overall Approved Amount is still 120, the total **Approved Amount** is still £120



1. This GRN is now Registered to an invoice for £30



1. When this PIN is approved in workflow it will moved to **Expenditure**



