Commitment Review

Commitments are created when items are purchased through the college’s eMarket Portal.
- Commitments are for goods ordered but not yet received.
- Ensures funds are set aside for payments once goods are received.
- These funds are no longer available for use.

Departments should monitor open commitments in mySwarthmore for their budgets on a monthly basis.

Commitments may not clear in full for the following reasons:
- Order was received in full and paid, but invoice amount was less than original PO
- Order was cancelled or a duplicate order was placed in error
- Order was only partially received
- Order was paid directly without liquidating the PO

Section I. Reviewing Commitments in Banner
1. Log into mySwarthmore
2. Click ‘Finance’ from the Main Menu
3. Click ‘Financial Reporting’
4. Select ‘Fund’ from the drop-down box
5. Select ‘Org’
6. Click ‘Submit’
7. Select ‘Commitments’ on the far left column to view open items.

8. Please note the ‘Commitments’ view below. To download the information into MS Excel, simply scroll to the bottom of the list.

Section II. Liquidating Commitments in Banner

1. During the commitment review process, if any of the following conditions exist, please notify purchasing@swarthmore.edu in order to request appropriate adjustments be made to release or update the open commitment:
   - POs listed were paid
   - The price changed
   - Item(s) were not received
   - Order was cancelled

2. The email notification should contain the following information:
   - PO Number
   - Item Number
   - Amount to be liquidated
   - Reason

3. For POs that have not yet been paid, requisitioners should contact the vendor to request a copy of the invoice to sign and forward to AP.