Reviewing Open Commitments

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

A commitment is a budget encumbrance that is outstanding (still open), regardless of whether or not you have received the goods or services you originally ordered. Commitments are created when items are purchased through the College’s eMarket Portal. Committed funds are no longer available for use because they are set aside for payment of goods or services already ordered.

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. The Commitment Liquidation Form should be used to request appropriate adjustments be made to release or update the open commitment if any of the following conditions exist:
   
   - Order was received in full and paid, but invoice amount was less than original PO (price changed)
   - Order was paid directly without liquidating the PO
   - Order was canceled

2. 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.