NU**IT** | **Administrative Systems**

*Northwestern University Information Technology*

# Commitments in NUPlans Web

Commitments are a form of revenue for many departments and projects in the university.

In NUPlans Web, budgeters propose the usage of commitment funds over the next four fiscal years and apply the amounts to one or more chart strings.

Commitment revenue flows to NUPlans Contributor where it appears in the Linked from Commitments column associated with the chart string and account.

Note: Commitment or Prep File access is required.

## Navigate to the Commitment Forms

1. Log in to NUPlans Web from the NUPortal or from the FFRA Home Page.
2. Click **Applications** to expand the menu.
3. Click **Commitments** to expand the menu.

## Commitment Budgeting

1. Click **Commitment Budgeting**.
   - Result: the commitment scenario appears in a grid. Commitment values will be spread reflecting the commitment as written.
2. Confirm or select **Proposed Usage**. To change the Scenario, click the drop-down arrows (⇲) to select the alternate scenario from the pop up window, and click OK.
   - You can only enter data in the 'Proposed Usage' commitment version.
3. Select the **Budget Grouping**, click the drop-down arrows (⇲) to select values from the pop up window, and click OK.
   - Result: Commitments loaded by the area Finance Office appear.
   - Data cannot be entered if the budget grouping is locked or if you have view-only access.
4. Conditional: if commitment data does not appear, click **Recalculate**.
   - Review the layout and data. White cells are editable. Grey cells are not.
   - Columns: Description, Commitments Carried Forward, yearly spreads, Chart String, Account, Budgeted Amount, Flag, Add Line, yearly spreads, Total Years, Comments, Source.
   - Rows: Commitment, Usage, Lines 1-5, and Net rows appear per each commitment.
5. Propose usage for the next four years.
   - Enter the amounts in the white cells at the intersection(s) of Usage and Year(s).
   - Usage is blank unless you already received some or all of the commitment this year.
6. Enter **Comments** about the proposed usage, as appropriate.
7. Click **Recalculate**. Result: usage is visible to area Office for review.
8. In the **Chart String** and **Account** columns, select values from the drop down menus.
   - Result: NUPlans displays a message in the Flag column (see below).
9. Enter **Amount**s for the selected chart strings.
10. Review **Flags** for any error messages: "Choose a chart string," "Enter an amount," "Amounts don't match," or "Chart String does not exist/is inactive."

- If the account does not exist in your budget grouping, you can add it with "Add Account to String" in Chart String Maintenance. Accounts added are immediately available.
- If the chart string is inactive, you can reactivate it in Chart String Maintenance. Status changes take effect immediately.

11. Click **Recalculate** to save.

- The proposed usage must be approved before it flows to NUPlans Contributor.
- The form remains available in edit mode throughout the review process.
- Users may edit and refresh multiple times if necessary.

# View Approved Commitment Usage

After the area Finance Office approves usage, it is available to view in NUPlans.

1. Click **Commitment Budgeting**.
   - Result: the proposed scenario may appear by default.
2. Change **Proposed Usage** to **Approved Usage**. To do so, click the drop-down arrows (⇳) to select the alternate value from the pop up window, and click OK.
   - Data does not flow to Approved Usage until it has been approved.
3. Confirm or change the **Budget Grouping**. Click the drop-down arrows (⇳) to select values from the pop up window, and click OK.
4. Click **Recalculate**.
   - Result: approved usage appears.

# Frequently Asked Questions

### *How long is the Commitment Budgeting form available?*

NUPlans web forms remain available throughout the budget preparation process. NUPlans does not enforce a deadline on commitment transactions.

### *What does "scenario" mean in the context of commitments?*

A scenario is a version of commitment usage. There are two commitment scenarios in NUPlans Web: Proposed and Approved.

A. The Proposed scenario is released to end users who can modify it or accept it as is.
B. The Approved scenario represents data that flows to NUPlans Contributor.

### *How does NUPlans fit into the commitments process?*

1. The area Finance Office releases a proposal form into NUPlans Web.
2. Budgeters review and update the proposal in the NUPlans Web "Commitment Budgeting."
3. The area Finance Office reviews the proposal and approves a final amount.
4. NUPlans automatically adds the commitment amounts to your budget. Find the amounts in the appropriate Fund views in the Linked-In Data column.

**NEED HELP?** Contact IT Support Center • 847-491-4357 (1-HELP) • consultant@northwestern.edu