



To prepare for Year End, all Soft Commitments must be processed. Soft Commitments cannot exist once the Year End process has started. Soft Commitments consist of Requisitions and all journal entries and vouchers that have been budget checked but not yet posted.

To see the outstanding Soft Commitments, run the 1074 Report - Section 5.

### DEPARTMENT VERIFICATION REPORT-SOFT COMMITMENTS SECTION (1074.5)

Navigate as follows: CUSTOM REPORTS – GL – DEPT VERIFICATION RPT (1074)

Report Parameters

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Run Control ID: 0933898 [Report Manager](#) [Process Monitor](#) Run

Cost Center Manager

Fund 1  Fund 3  Fund 5  Fund 7  
 Fund 2  Fund 4  Fund 6  Fund 9

\*Business Unit:

From FY/Period:

To FY/Period:

Summary by Budget Node Only  
 Summary by Budget Node and Account  
 Transactions

Print All Cost Centers  
 Only Print Active Cost Centers  
 Only Print Inactive Cost Centers

Open Commitments  
 Soft Commitments  
 Balance Sheet

Verification Worksheet

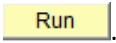
Scroll Area Find First 1 of 1 Last

\*Fund:

10 \*Deptid:  Node:

SpeedType:   \*Prog:

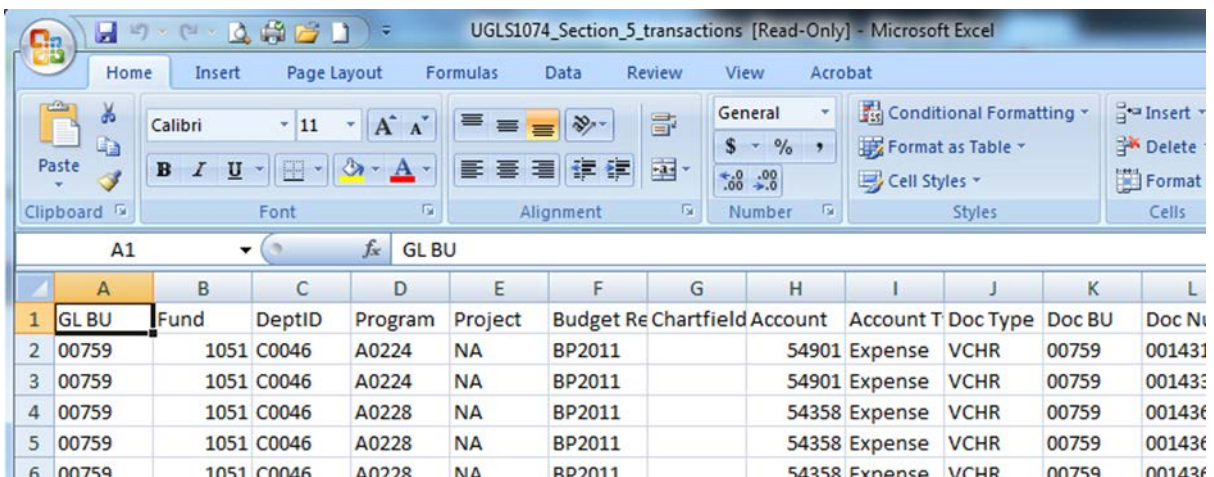
\*Project:

1. Enter the time frame for selection of the Soft Commitments. To review all Soft Commitments in preparation for Year End, select months 1 – 12.
2. Check the Soft Commitments box.
3. Select “Only Print Active Cost Centers”.
4. Choose “ALL” for Fund, Program, and Project. Select the rollup tree node to run the report for an area. These values can be obtained from the DEPTID\_ROLLUP tree. In this example, all departments in the School of Education will be selected.
5. Click .

Once the report finishes running, select the .csv file:

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR UGLS1074_7024847.log</a>	1,498	07/23/2012 4:08:42.426294PM CDT
<a href="#">UGLS1074_Section_5_transactions.csv</a>	10,329	07/23/2012 4:08:42.426294PM CDT
<a href="#">uqls1074_7024847.PDF</a>	226,728	07/23/2012 4:08:42.426294PM CDT
<a href="#">uqls1074_7024847.out</a>	590	07/23/2012 4:08:42.426294PM CDT

The report opens in an excel type format:



The screenshot shows a Microsoft Excel spreadsheet titled "UGLS1074\_Section\_5\_transactions [Read-Only] - Microsoft Excel". The spreadsheet contains a table with the following columns: A (GL BU), B (Fund), C (DeptID), D (Program), E (Project), F (Budget Re Chartfield), G (Account), H (Account T), I (Doc Type), J (Doc BU), K (Doc Nu), and L (Doc Nu). The data rows show transactions for various departments and programs.

	A	B	C	D	E	F	G	H	I	J	K	L
1	GL BU	Fund	DeptID	Program	Project	Budget Re Chartfield	Account	Account T	Doc Type	Doc BU	Doc Nu	
2	00759	1051	C0046	A0224	NA	BP2011	54901	Expense	VCHR	00759	001433	
3	00759	1051	C0046	A0224	NA	BP2011	54901	Expense	VCHR	00759	001433	
4	00759	1051	C0046	A0228	NA	BP2011	54358	Expense	VCHR	00759	001436	
5	00759	1051	C0046	A0228	NA	BP2011	54358	Expense	VCHR	00759	001436	
6	00759	1051	C0046	A0228	NA	BP2011	54358	Expense	VCHR	00759	001436	

Sort the data by Document Type first. All of the requisitions will be listed together. Those requisitions MUST be either turned into a PO or cancelled by the deadline listed on the Year End Calendar. NOTE: If cancelling the requisition, cancel the entire requisition – not the lines.



University  
of Houston  
Clear Lake

# PeopleSoft General Ledger Documentation

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SUBJECT:      Reviewing Soft Commitments

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Vouchers and Journal entries must be posted or deleted as well. Please follow the deadlines listed on the Year End Calendar for these transactions as well.