

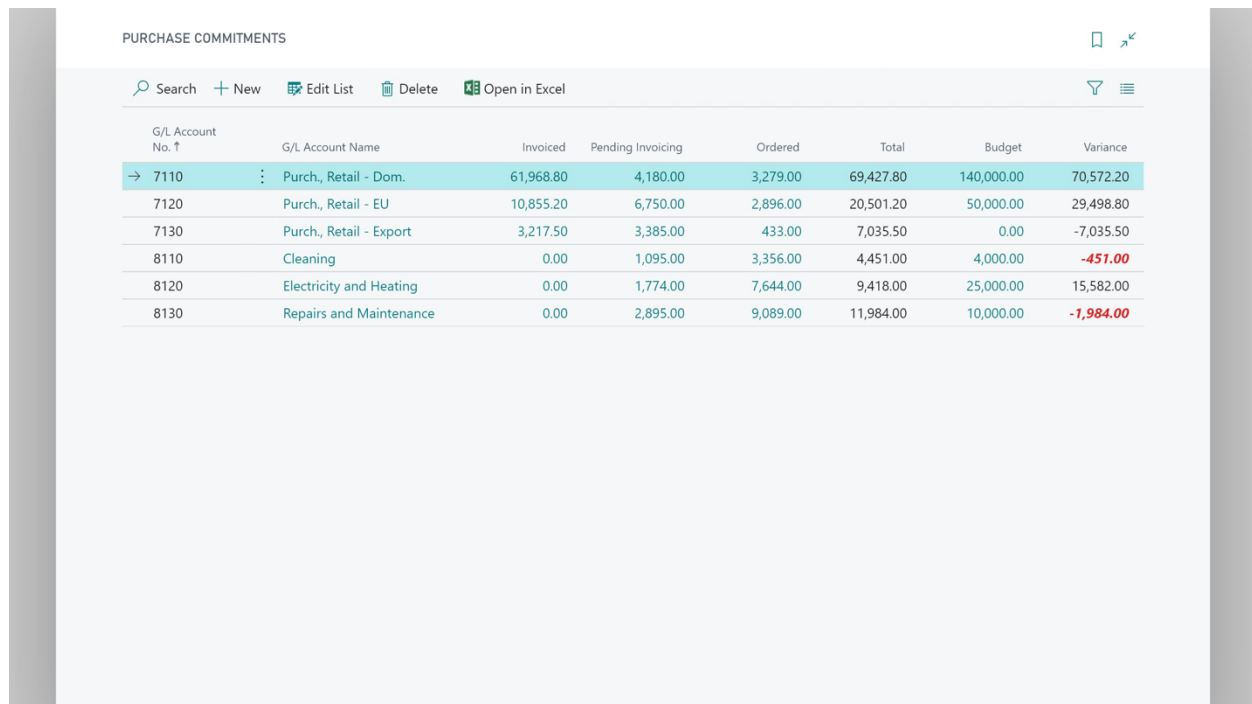
# Purchase Commitments

The Purchase Commitments page shows a dashboard of outstanding purchases from orders, pending invoices, and posted invoices, and tracks variances to the G/L Budgets by Account.

This can be useful for organizations where purchase commitments need to be monitored, even if they aren't yet on a posted document, and compared to G/L Budgets on a regular basis.

To begin, navigate or search for the 'Purchase Commitments' page.

The only field that is editable on this page is the G/L Account No. Enter all the G/L Account No's for which you would like to track purchase commitments:



PURCHASE COMMITMENTS

Search + New Edit List Delete Open in Excel

G/L Account No. ↑	G/L Account Name	Invoiced	Pending Invoicing	Ordered	Total	Budget	Variance
→ 7110	Purch., Retail - Dom.	61,968.80	4,180.00	3,279.00	69,427.80	140,000.00	70,572.20
7120	Purch., Retail - EU	10,855.20	6,750.00	2,896.00	20,501.20	50,000.00	29,498.80
7130	Purch., Retail - Export	3,217.50	3,385.00	433.00	7,035.50	0.00	-7,035.50
8110	Cleaning	0.00	1,095.00	3,356.00	4,451.00	4,000.00	-451.00
8120	Electricity and Heating	0.00	1,774.00	7,644.00	9,418.00	25,000.00	15,582.00
8130	Repairs and Maintenance	0.00	2,895.00	9,089.00	11,984.00	10,000.00	-1,984.00

The remaining fields are all calculated and maintained current by the system. As G/L Accounts are added, these fields will auto-calculate and show you a current total based on the filters selected on the page.

In order to set the filters, click on the funnel icon at the top right of the page, the filter pane will pop up on the left:

The screenshot displays a web application interface for 'PURCHASE COMMITMENTS'. On the left, a filter pane is open, showing 'Views' with an 'All' view selected. Below this, there are sections for 'Filter list by:' and 'Filter totals by:'. The 'Filter list by:' section has a '+ Filter...' button. The 'Filter totals by:' section shows 'Budget Filter: HQ|EU' and 'Date Filter: 01/01/19..12/31/19'. There is an 'Edit' button and a 'Reset filters' link at the bottom of the filter pane. The main table has the following data:

G/L Account No. ↑	G/L Account Name	Invoiced	Pending Invoicing	Ordered	
→ 7110	Purch., Retail - Dom.	61,968.80	4,180.00	3,279.00	69
7120	Purch., Retail - EU	10,855.20	6,750.00	2,896.00	20
7130	Purch., Retail - Export	3,217.50	3,385.00	433.00	7
8110	Cleaning	0.00	1,095.00	3,356.00	4
8120	Electricity and Heating	0.00	1,774.00	7,644.00	9
8130	Repairs and Maintenance	0.00	2,895.00	9,089.00	11

You can filter the list of G/L Account No's shown using the regular "Filter List By" filter, however the amounts in the cells are filtered using the "Filter Totals By" filters, as shown in the screenshot.

Four “Totals By” filters are available:

- Budget Filter
  - The Budget Filter will limit the calculation in the Budget field to only amounts from G/L Budget Entries where the Budget Name is within the Budget Filter.
  
- Date Filter
  - The Date Filter will limit the calculation in the Budget field to only amounts from G/L Budget Entries where the Date is within the Date Filter.
  
  - The Date Filter will also limit the calculation in the Invoiced, Pending Invoicing, and Ordered fields to only amounts from Purchase Order/Invoice Lines or Posted Purchase Invoice Lines, where the Posting Date is within the Date Filter.
  
- Global Dimension 1 Filter
  - The Global Dimension 1 Filter will limit the calculation in the Invoiced, Pending Invoicing, Ordered and Budget fields to only amounts where the Global/Shortcut Dimension 1 Code on the line or budget entry is within the filter.
  
- Global Dimension 2 Filter
  - The Global Dimension 2 Filter will limit the calculation in the Invoiced, Pending Invoicing, Ordered and Budget fields to only amounts where the Global/Shortcut Dimension 2 Code on the line or budget entry is within the filter.

As explained, the “Total By” filters only affect how the amounts in the cells are calculated, in other words, which invoices, orders, or budget lines are considered as part of the total, based on the filters selected.

To see what specific order lines, invoice lines, or budget lines make up the total in any cell, click on the amount in the cell. A new window will pop-up and show the entries that make up the amount.

The Total field is calculated as "Invoiced " + "Pending Invoicing" + "Ordered".

The Variance field is calculated as "Budget" – "Total".

The Variance field will show in bold and red, if it is negative, and if the Budget value on that line is non-zero.



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