

# Enter a Commitment

A commitment represents an agreement to provide funding from one IU organization to another. For example, the College of Arts and Sciences agrees to fund a visiting faculty member over the course of the fiscal year for a school within its Responsibility Center. Commitments may be one time or exist in perpetuity with no end date.

Entering a commitment does not trigger a KFS document or the actual movement of funds.

This document demonstrates how to enter one-time or recurring commitments in CTS, the Commitment Tracking System.

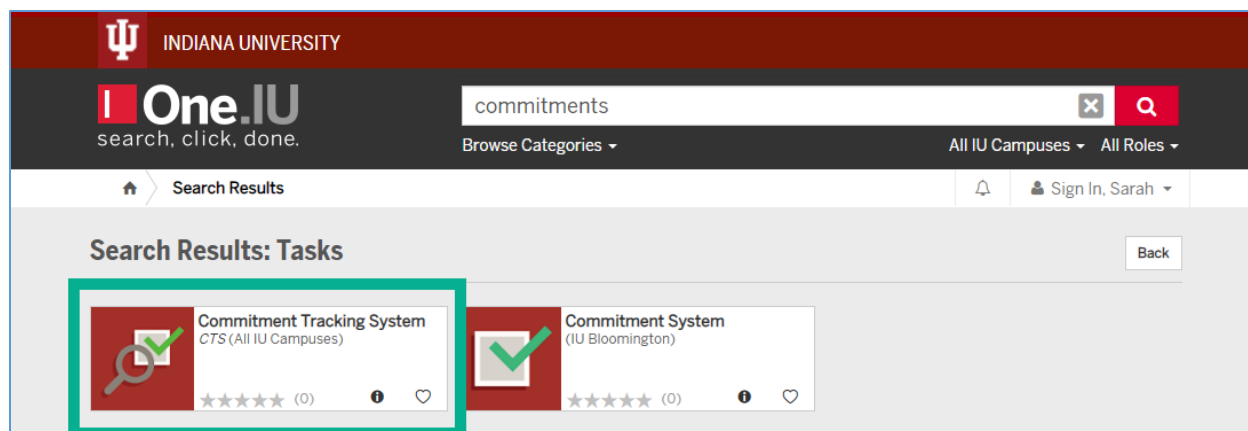
You must be granted access to CTS and have the CTS User or Org Administrator role to enter commitments. Contact your Org Administrator to gain access to CTS or have your role updated. Contact your Fiscal Officer if you do not know who the Org Administrator is for your group.

## Contents

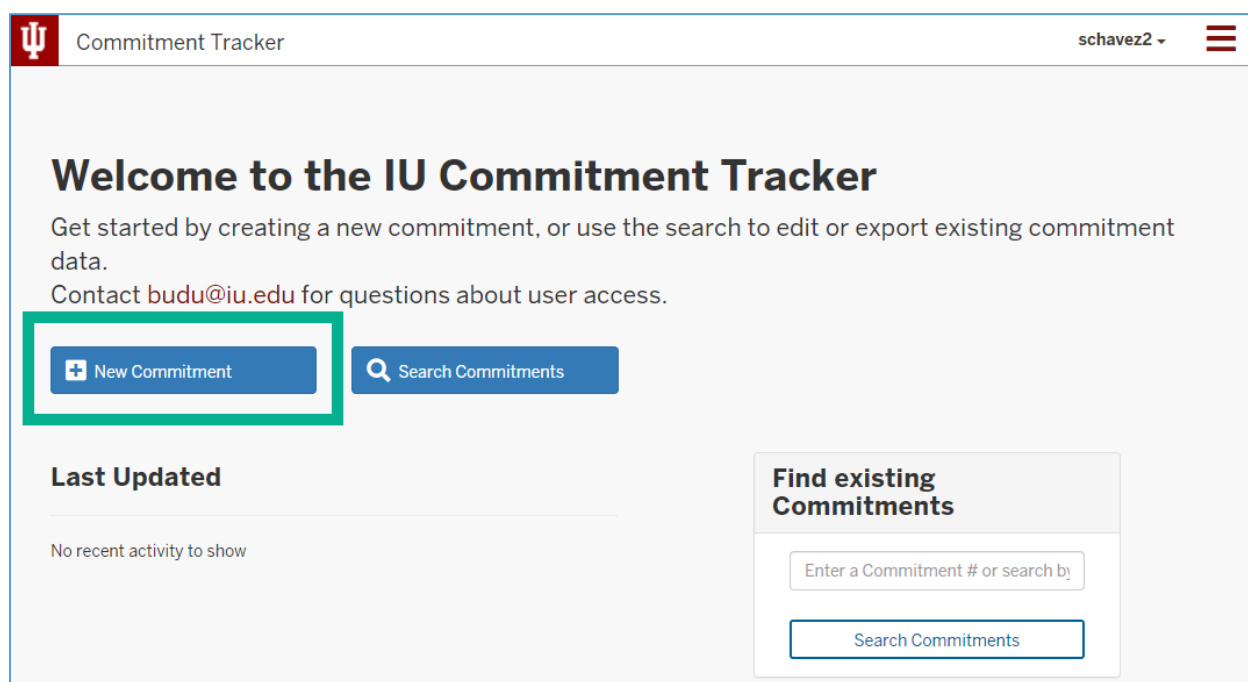
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## Enter a Commitment

Access CTS via the [Commitment Tracking System task tile](#) in One.IU or the direct URL, [commitments.iu.edu](https://commitments.iu.edu).



Click the **+ New Commitment** button on the landing page to get started.



Fields marked with an asterisk (\*) are required. All other fields are optional but encouraged.

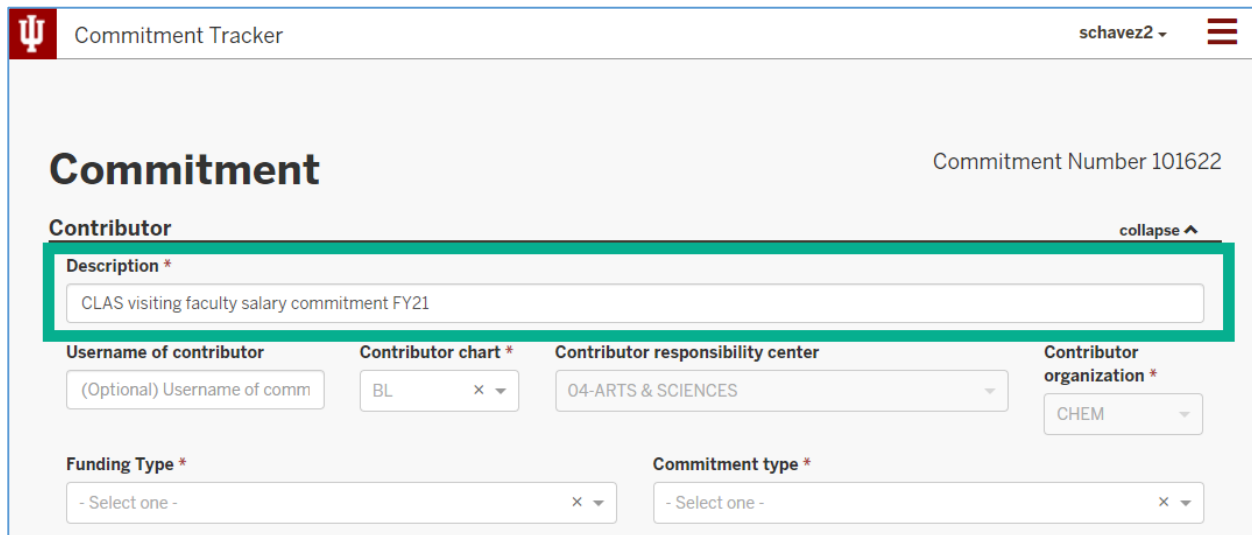
You must complete all required fields before the commitment can be saved.

## Contributor

The Contributor section of the document defines the IU organization funding the commitment and allows the contributor to define the purpose of the commitment.

Start by entering a title for the commitment in the **Description** field. This field offers 255 characters and appears on commitment reports. You are also able to search for a commitment by searching for keywords used in the Description.

In this example, we work for the College of Arts & Sciences on the Bloomington campus. It's August and a visiting faculty position needs to be added to Classical Studies due to unanticipated increased enrollment. The College has agreed to fund a visiting faculty member for FY21. We will enter a simple but descriptive title here: "CLAS visiting faculty salary commitment FY21" Include the org code of the recipient in the Description whenever possible.



**Commitment Tracker** schavez2

## Commitment

Commitment Number 101622

**Contributor** collapse

**Description \***

CLAS visiting faculty salary commitment FY21

**Username of contributor** (Optional) Username of comm

**Contributor chart \*** BL

**Contributor responsibility center** 04-ARTS & SCIENCES

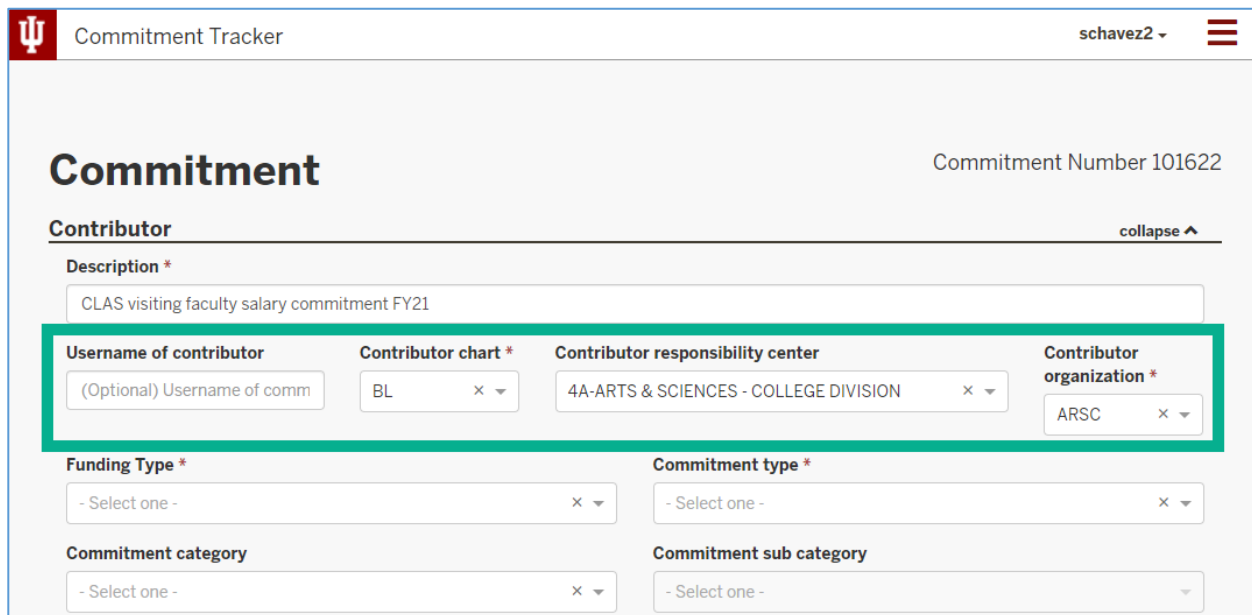
**Contributor organization \*** CHEM

**Funding Type \*** - Select one -

**Commitment type \*** - Select one -

Next, define which IU organization is providing the funding. You are only able to enter commitments on behalf of organizations to which you have permission. This is based on your role setup in CTS.

Select the appropriate chart code from the **Contributor chart** drop-down menu. The **Contributor responsibility center** and **Contributor organization** drop-down menus update dynamically based on the previously defined fields. You may also add a username as a contributor which helps in filtering reports.



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## Commitment

Commitment Number 101622

**Contributor** collapse

**Description \***

CLAS visiting faculty salary commitment FY21

**Username of contributor** (Optional) Username of comm

**Contributor chart \*** BL

**Contributor responsibility center** 4A-ARTS & SCIENCES - COLLEGE DIVISION

**Contributor organization \*** ARSC

**Funding Type \*** - Select one -

**Commitment type \*** - Select one -

**Commitment category** - Select one -

**Commitment sub category** - Select one -

The **Funding Type** drop-down offers several options. Pick the appropriate funding type based on the descriptions in the table below.

Funding Type	Use
Base	Commitments in perpetuity
Non-base	Cash commitments
Non-monetary	Non-cash or non-base related commitments, such as office space
Foundation	Funding from IU Foundation

Next, select a **Commitment type**, **category**, and **sub category**. Categories and sub categories must be established by your Org Administrator for use. These fields are helpful in reporting – contact your central office if you are unsure which option you should choose.

In our example, we will select Non-base as our funding type and Compensation – Other as our commitment type. Our Org Administrator has not established any categories or sub categories yet, so we will leave those field blank.

If you are unsure which commitment type to select, contact your central office or campus.

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## Commitment

Commitment Number 101622

**Contributor** collapse

Description \*

CLAS visiting faculty salary commitment FY21

Username of contributor Contributor chart \* Contributor responsibility center Contributor organization \*

(Optional) Username of comm BL 4A-ARTS & SCIENCES - COLLEGE DIVISION ARSC

**Funding Type \*** **Commitment type \***

Non-base Compensation - Other

**Commitment category** **Commitment sub category**

- Select one - - Select one -

**What date was the commitment made? \*** **Source account \*** **Source sub account**

The date this commitment was created Account to fulfill commitment from Example: UXO

Finally, define when the commitment was made and the source account. Enter a commitment start date in the **What date was the commitment made?** field or use the calendar widget to select a date. If typing in the date, use the following format: MM/DD/YYYY.

This commitment was made at the start of FY21, so we will enter 07/01/2020 in the date field, followed by the funding account in the **Source account** field. A source sub account may also be defined, if applicable. Click the **Account Link** text, under the Source account field, to view the Available Balances lookup for that account in KFS.

CTS validates the source account to ensure it is associated with the chart and organization entered in this section. You must use an account associated with the chart/org defined above.

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## Commitment

Commitment Number 101622

### Contributor collapse

**Description \***

CLAS visiting faculty salary commitment FY21

**Username of contributor** **Contributor chart \*** **Contributor responsibility center** **Contributor organization \***

(Optional) Username of comm BL 4A-ARTS & SCIENCES - COLLEGE DIVISION ARSC

**Funding Type \*** **Commitment type \***

Non-base Compensation - Other

**Commitment category** **Commitment sub category**

- Select one - - Select one -

**What date was the commitment made? \*** **Source account \*** **Source sub account**

07/01/2020 2223160 Example: UXO

[Account Link](#)

### Recipient collapse

## Recipient

The Recipient section of the commitment document defines who will receive the commitment, as well as the start and end date of the commitment.

Start by defining the **Recipient chart**, **responsibility center**, and **organization** fields using the drop-down menus. Later menus update dynamically based on the chart etc. that are defined.

A commitment may only have one recipient organization.

You may, however, commit funds to multiple accounts within that organization.

In this example, the position being funded is in the Classical Studies department.

There are several optional fields here that are helpful in reporting. For example, for match accounts the **IUF account number** should be added in the appropriate field. This provides the IUF account number for the unit to verify principal/income for verification of the match amount.

**Contributor** expand

**Description \***

CLAS visiting faculty salary commitment FY21

### Recipient collapse

**Recipient chart \*** **Recipient responsibility center** **Recipient organization \***

BL 4A-ARTS & SCIENCES - COLLEGE DIVISION CLAS

**Username of recipient** **Group** **IUF Account Number**

(Optional) Username of comm (Optional) Is this going to a specific department or group (Optional) The IUF account number associ

**Start Date \*** **Expiration Date \***

Select a date Select a date

Finally, enter the **start** and **end dates** of the commitment. Use the calendar widget to select dates or enter them in the format: MM/DD/YYYY. If the commitment has no end date, enter an end date of 6/30/2050. A system update is under development to accommodate match programs in perpetuity.

This commitment lasts for the duration of FY21, so we will enter 07/01/2020 and 06/30/2021 in the start and end dates, respectively.

**Contributor** expand ▼

Description \*  
CLAS visiting faculty salary commitment FY21

**Recipient** collapse ▲

Recipient chart \*  
BL

Recipient responsibility center  
4A-ARTS & SCIENCES - COLLEGE DIVISION

Recipient organization \*  
CLAS

Username of recipient  
(Optional) Username of comm

Group  
(Optional) Is this going to a specific department or group

IUF Account Number  
(Optional) The IUF account number associa

**Start Date \***  
07/01/2020

**Expiration Date \***  
06/30/2021

**Amounts** collapse ▲

## Amounts

The Amounts section defines the commitment amount, as well as the recipient's account and object code.

Click the **Add a Year** button to get started. A new window opens.

**Contributor** expand ▼

Description \*  
CLAS visiting faculty salary commitment FY21

**Recipient** expand ▼

Recipient chart \*  
BL

Recipient responsibility center  
4A-ARTS & SCIENCES - COLLEGE DIVISION

Recipient organization \*  
CLAS

**Amounts** collapse ▲

Each fiscal requires a separate amount. All amounts can be revised.

**No fiscal years added.**

**Add a Year**

**Attachments** collapse ▲

If a commitment spans multiple fiscal years, you must enter funds for each fiscal year of the commitment.

Select the **fiscal year** from the drop-down menu or type in the full year, then enter the agreed upon amount for that fiscal year in the **Amount** field. In our example, The College has agreed to provide \$40,000 of funding for a visiting faculty member for FY21.

Next, enter the recipient's account number and the object code associated with the commitment. The object code used depends on the type of commitment being entered. Contact your central office for guidance on object code selection. Sub account and sub object codes may also be defined.

CTS validates the **Recipient award account** based on the recipient information you entered previously. Click the **Account Link** text, located under the Recipient award account field, to view the Available Balances lookup in KFS for that account.

Here, we will enter account 1025202 and object code 2000 (Academic Salary). Click **Submit** to save your work.

Repeat these steps if funds are committed to multiple accounts or across multiple fiscal years. Our example applies to one fiscal year and one account, so we will move on to the Attachments section.

### Attachments

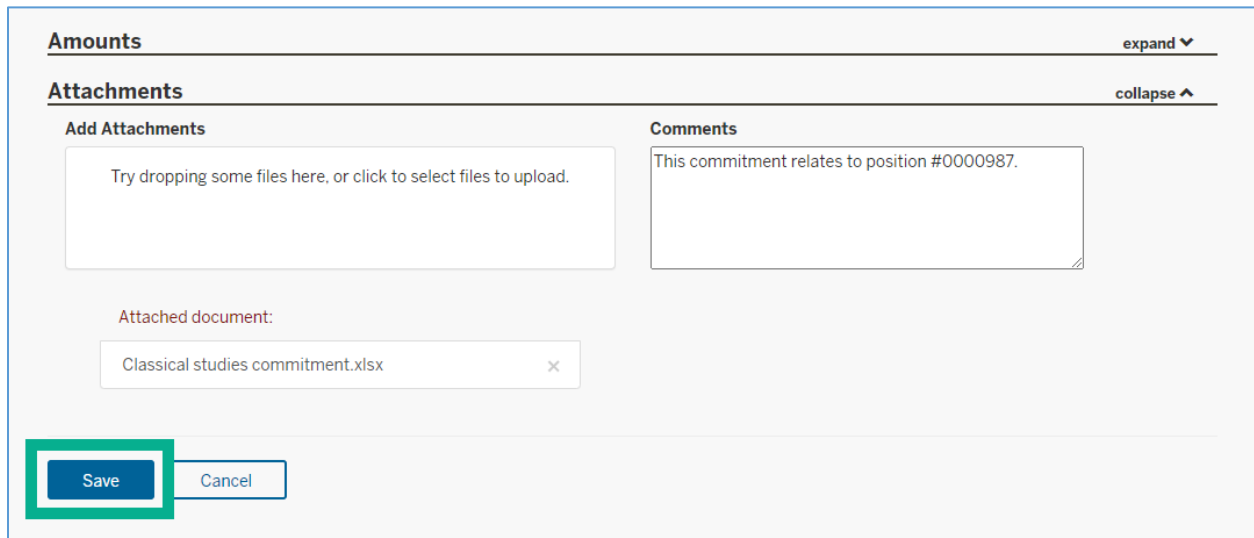
Finally, additional documentation, such as a faculty offer letter, Memorandum of Understanding (MOU) detailing the commitment, or other communication, may be attached.

NEVER attach or enter sensitive or critical data in CTS. These fields are not protected and are not appropriate for storing this type of information. [Review this Knowledge Base article](#) to learn more about properly redacting critical data.

Drag and drop files into the **Add Attachments** field or click the field to search for a file on your machine. Uploaded attachments can be viewed by clicking the attachment.

General comments can be added in the **Comments** field. Comments are saved when you save the commitment document.

Enter any applicable information and click **Save** to save the commitment and your work.



**Amounts** expand ▼

**Attachments** collapse ▲

**Add Attachments**

Try dropping some files here, or click to select files to upload.

**Comments**

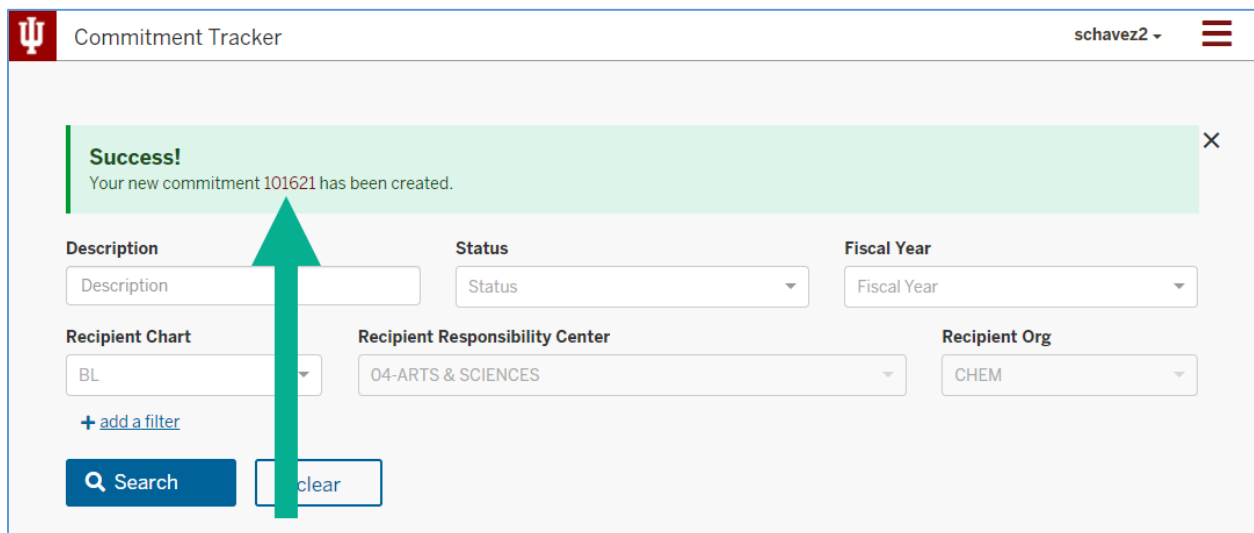
This commitment relates to position #0000987.

Attached document:

Classical studies commitment.xlsx

**Save** **Cancel**

When the commitment has saved successfully, you will receive a confirmation message that contains the commitment number. This unique document number can be used to search for the commitment. The saved commitment also impacts the balances in the CTS reporting tool.



**Commitment Tracker** schavez2 ▾ ☰

**Success!**  
Your new commitment 101621 has been created.

**Description**  **Status**  **Fiscal Year**

**Recipient Chart**  **Recipient Responsibility Center**  **Recipient Org**

[+ add a filter](#)

**Search** **Clear**