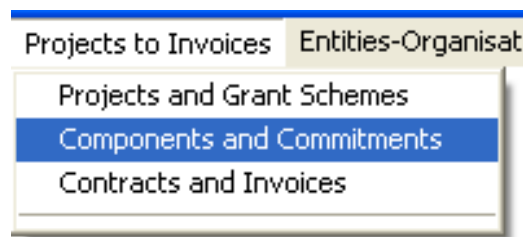


## How to create a new Commitment

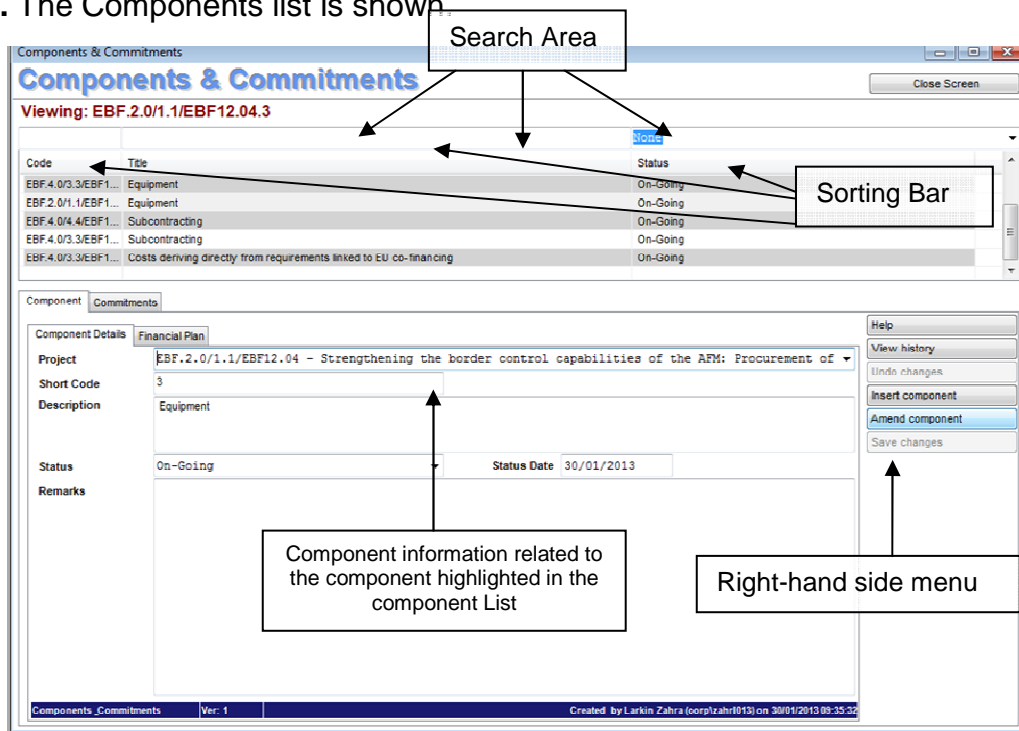
**Preconditions:**

- i. You have been granted rights to manage projects (e.g. Project Leader) and you are part of the respective Project's datagroup.
- ii. Your Project and its Component(s) have already been created by the FPD.

1. Go to *Projects to Invoices*, then click on *Components and Commitments* in the drop down menu



2. The Components list is shown



In the Components & Commitment screen you will see the list of components for which your datagroup has access to.

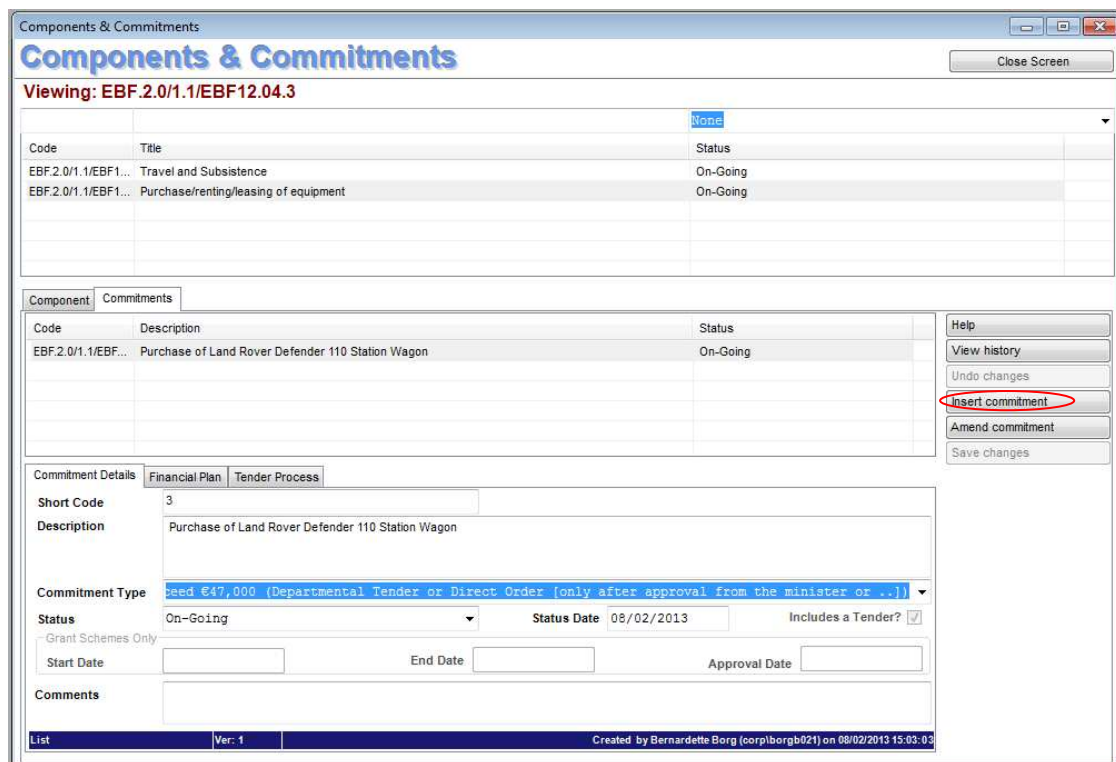
3. Click on the component where you want to add the commitment. The component will be highlighted in blue.

4. Click the *Commitments* tab

Component		Commitments	
Code	Description	Status	
EBF.2.0/1.1/EBF...	Purchase of Land Rover Defender 110 Station Wagon	On-Going	

Commitment Details | Financial Plan | Tender Process

5. The Commitments screen is shown. Click on *Insert commitment* on the right hand side.



The screenshot shows the 'Components & Commitments' application window. At the top, it says 'Viewing: EBF.2.0/1.1/EBF12.04.3'. Below this is a table with columns for Code, Title, and Status. The table contains two rows: 'EBF.2.0/1.1/EBF1... Travel and Subsistence' with status 'On-Going', and 'EBF.2.0/1.1/EBF1... Purchase/renting/leasing of equipment' with status 'On-Going'. Below the table is a 'Component' tab with a sub-tab 'Commitments' containing a table with columns for Code, Description, and Status. The table contains one row: 'EBF.2.0/1.1/EBF... Purchase of Land Rover Defender 110 Station Wagon' with status 'On-Going'. To the right of this table is a 'Help' menu with buttons for 'View history', 'Undo changes', 'Insert commitment' (circled in red), 'Amend commitment', and 'Save changes'. Below the table is a 'Commitment Details' section with tabs for 'Financial Plan' and 'Tender Process'. The 'Financial Plan' tab is active, showing fields for 'Short Code' (3), 'Description' (Purchase of Land Rover Defender 110 Station Wagon), 'Commitment Type' (ced €47,000 (Departmental Tender or Direct Order [only after approval from the minister or ...])), 'Status' (On-Going), 'Status Date' (08/02/2013), and 'Includes a Tender?' (checked). There are also fields for 'Start Date', 'End Date', and 'Approval Date'. At the bottom, there is a 'Comments' field and a status bar showing 'List Ver: 1 Created by Bernardette Borg (corp|borgb021) on 08/02/2013 15:03:03'.

An empty Commitment appears. The top and middle sections of the screen are shaded in grey to indicate that you are now creating a new commitment.

SIS 2007-2013 - European Refugee Fund Annual Programme 2012 - [Components & Commitments]

Projects to Invoices - Entities/Organisations/Individuals - Payments Management - Maintenance - Reports - Administration - Help - Log out

**Components & Commitments**

Record is locked by Marika Borg since 13/02/2013 14:30:47

Viewing: ERF.1.02.1/G.1

Code	Title	Status
ERF.1.02.1/G/1	Staff Costs	On-Going
ERF.1.02.1/E/1	Staff Costs	On-Going
ERF.1.02.1/F/1	Staff Costs	On-Going
ERF.1.02.1/G/1	Staff Costs	On-Going
ERF.1.02.1/H/1	Staff Costs	On-Going
ERF.1.02.1/I/1	Staff Costs	On-Going
ERF.1.02.1/J/1	Staff Costs	On-Going

None

Code	Description	Status
ERF.1.02.1/G/1.1	Staff Costs - Project Leader	On-Going
ERF.1.02.1/G/1.2	Staff Costs - Accountant	On-Going

Component: Commitments

Help  
View history  
Undo changes  
Insert commitment  
Amend commitment  
Save changes

Commitment Details | Financial Plan | Tender Process

Short Code: [ ]  
Description: [ ]

Commitment Type: None  
Status: None

Start Date: [ ]  
End Date: [ ]  
Status Date: [ ]  
Includes a Tender?   
Approval Date: [ ]

Comments: [ ]

URL: https://sis.gov.mt/test/webservices/

Current User: Marika Borg | Current Session: 196 | Server Version: 1.0.6 | Build Version: 020101 | Date: 13 February 2013

## Part A – Entering the Commitment Details

6. Enter the commitment's *Short Code* in the field. This should follow the naming convention on the commitments (numbers starting from "1").

✍ Do not create commitment codes which do not follow this convention – otherwise the System Administrator will change them without notice.

7. Enter the commitment's *Description* in the text box.

8. Choose the *Commitment Type* from the drop down menu.

✍ If your commitment type is not included – contact the SIS unit. Do not classify commitment types wrongly!

9. If the process includes a Tender, tick the *Includes a tender?* checkbox.

10. Choose the commitment's status in the *Status* drop down menu.

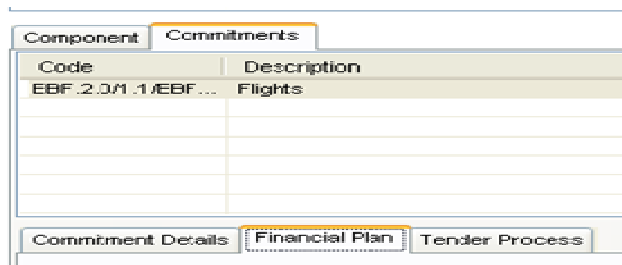
- On-Going – Commitment is currently underway
- Closed – Commitment is closed
- Pending – Commitment is on hold

11. Enter the date related to the status change in the *Status Date* field, using the format dd/mm/yyyy.

12. (optional) Enter any remarks in the *Remarks* text box.

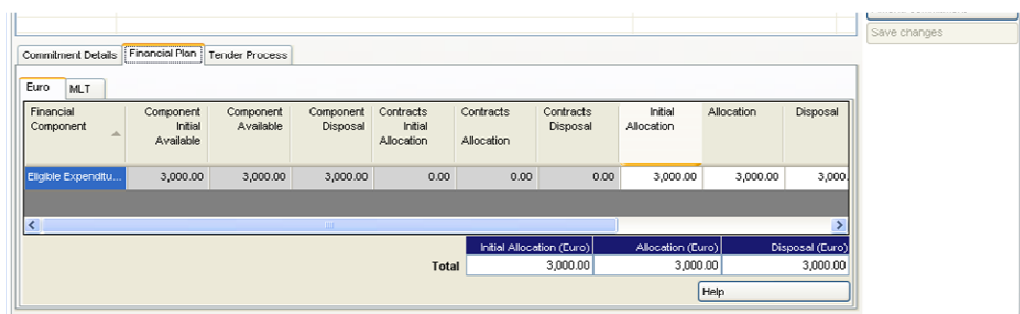
**Part B – Entering the Financial Details**

13. In the Commitment screen, click on the *Financial Plan* tab.



14. You will now see an empty financial plan of the commitment and you will have to insert figures in the white columns: Initial Allocation, Allocation and Disposal. The shaded columns are calculated automatically from higher and lower levels. The funds available from a Project level are shown.

✍ If there is a financial component which is missing, contact your respective Project Manager to take action. *Do not proceed with creating the commitment!*



15. The system allows the user to enter figures both in Euro and MLT. Click on *Euro* to enter the figures in euro.

16. For each and every Financial Component, enter the following Euro figures:

- Initial allocation – this is the allocation when the commitment was approved;
- Allocation – this is commitment’s allocation which could have changed since the commitment’s approval;
- Disposal – this is the amount of the allocation that is available for lower levels.

✍ **Remember to press the TAB key or click outside the box after each financial entry, otherwise the figure will show as 0.00 .**

**NB: The 'initial allocation' column was designed with the intent to capture the original figures before any financial changes occurred to the Contracts. Subsequent changes taking place to the financial plan are to be reflected in the 'Allocation' and 'Disposal' columns only.**

**You do not need to remove the extra funds at the end of the commitment relating to the Initial Allocation since these will not be deducted from the Programme's budget.**

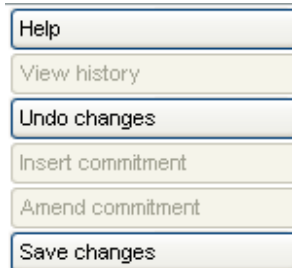
**Any extra funds remaining at the Allocation and Disposal fields will have to be removed at the end of the commitment.**

You may change these figures at a later stage. The system is fully audited and any changes are recorded indicating the user making the changes and the time stamp.

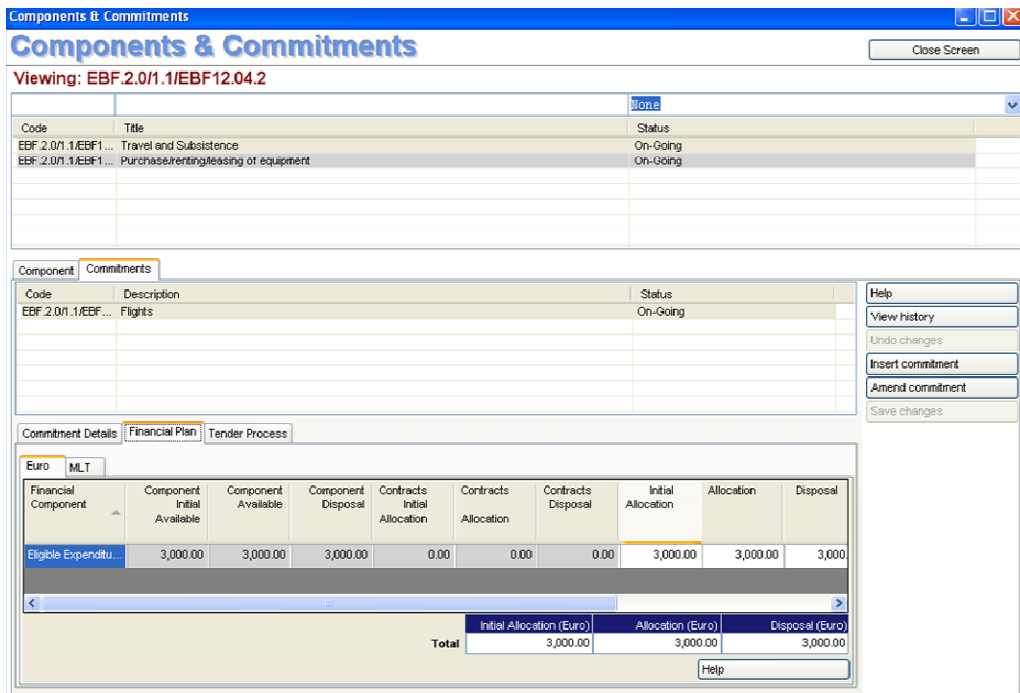
**17.** Check that the figures are correct of each financial commitment and that the total amounts are correct.

**Part C – Saving the commitment**

18. Click on *Save changes* in the right hand side menu to save your commitment.



18. You will now see the new commitment in the list of commitments. Check that all the information is correct.



**Components & Commitments**  
Viewing: EBF.2.0/1.1/EBF12.04.2

Code	Title	Status
EBF.2.0/1.1/EBF1...	Travel and Subsistence	On-Going
EBF.2.0/1.1/EBF1...	Purchase/renting/leasing of equipment	On-Going

Component: Commitments

Code	Description	Status
EBF.2.0/1.1/EEF1...	Flights	On-Going

Commitment Details: Financial Plan

Financial Component	Component Initial Available	Component Available	Component Disposal	Contracts Initial Allocation	Contracts Allocation	Contracts Disposal	Initial Allocation	Allocation	Disposal
Eligible Expenditu...	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
<b>Total</b>							<b>Initial Allocation (Euro)</b>	<b>Allocation (Euro)</b>	<b>Disposal (Euro)</b>
							3,000.00	3,000.00	3,000.00