

## Agenda - Proactis Commitments & Accruals

### Understanding and managing Proactis commitments and accruals

**Duration:** 3 hours

**Audience:** System administrators, accounts payable, management accountants

#### Key Objectives:

To be able understand the lifecycle of commitments within Proactis and to be able develop and encourage good practice within Proactis from both an administrative perspective and from that of the end user.

#### Benefits

One of the key benefits of Proactis is the ability to capture data on committed spend as well as actual spend.

Managing commitments effectively will enable better forecasting and budget management for the organisation as a whole. Many organisations do not gain the full benefits of Proactis commitments as a result of inaccurate and obsolete records within the system.

#### Areas Covered:

- Overview of commitment accounting and commitment type definitions
- Commitments models
- How commitments are generated and reversed
- Impact of commitments and accruals on budgets
- Concept of aged commitments
- Integration with the finance system
- Closure of commitments
- Commitment reporting

#### Other resources

- Using targeted dashboards to highlight commitments to users
- Global dashboard for budget holders or finance managers
- Commitment Closure Utility for bulk order closure

#### Delivery

The session will be delivered online via MS Teams to a group of up to 8 individuals from a single or mixed client base.