

# MARS User Guide

# Commitment Data Processing



United States Department of Commerce  
National Oceanic and Atmospheric Administration  
National Marine Fisheries Service  
Office of the CIO



## Commitment Data Processing

Document Revision 2.0

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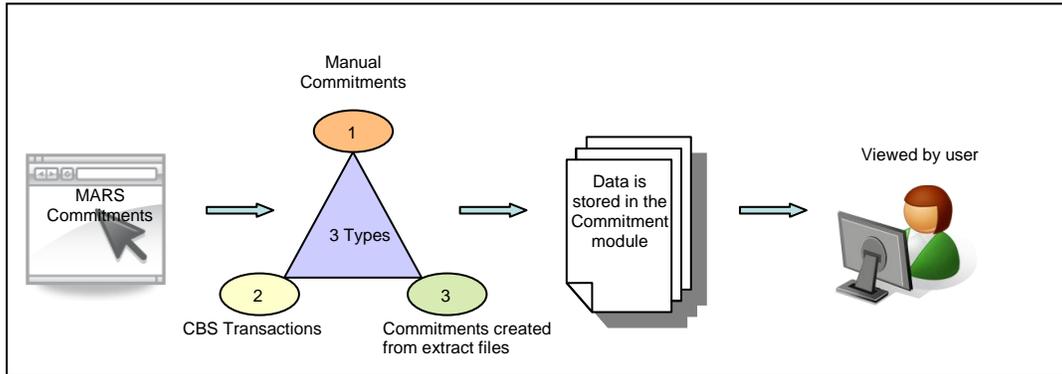
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## **Commitment Data Processing**

Commitments are funds that have been designated or promised for a specific purpose. The individual Line Office/FMC will decide which types of documents to track as Commitments in MARS. All commitments are verified for a valid organization code, project code and task code.

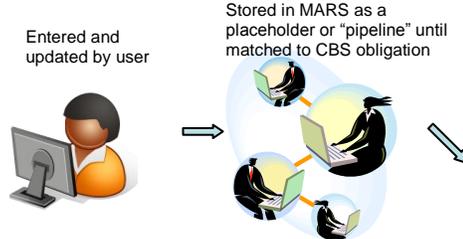
**Workflow Diagram**

**Commitment Module**



**1 - Manual Commitments \***  
 based on LO Business Rules

Examples:  
 Contracts  
 Interagency Agreements

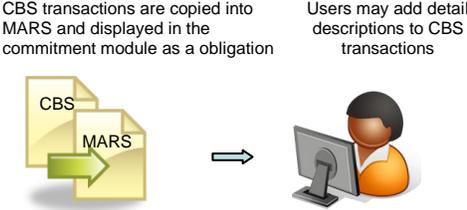


Formula:  
 Commit. - CBS Obligation = Pipeline  
 500.00 - 100.00 = 400.00

Reflected on Commitment and Status of Funds Reports

**2 - CBS Transactions – Auto**  
 Obligation Documents based on LO Business Rules

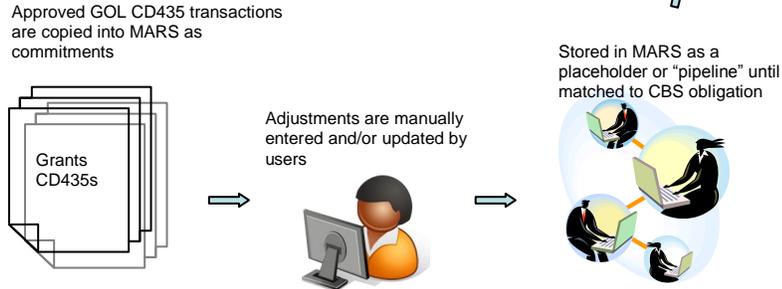
Examples:  
 AP Trans Labor Data  
 Summary Level Adjustments  
 Fedex Payments  
 Bank Card Transactions  
 Travel (TM orders obligations)



**3 – Commitments created from**  
 Extract files\*\*

Examples:  
 Grants

Future Extract Files:  
 CAward

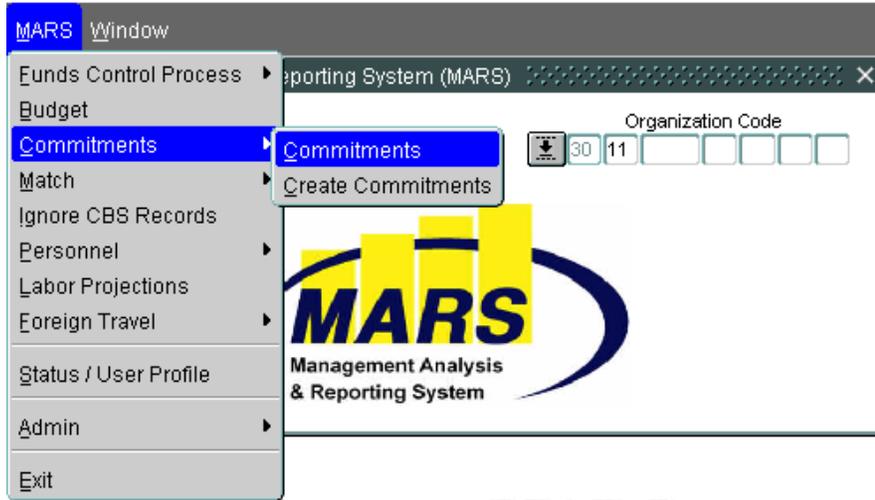


\*Further enhancements will reduce the need for manual commitment entry.  
 \*\*Only approved transactions will be copied into MARS.

## Getting Started

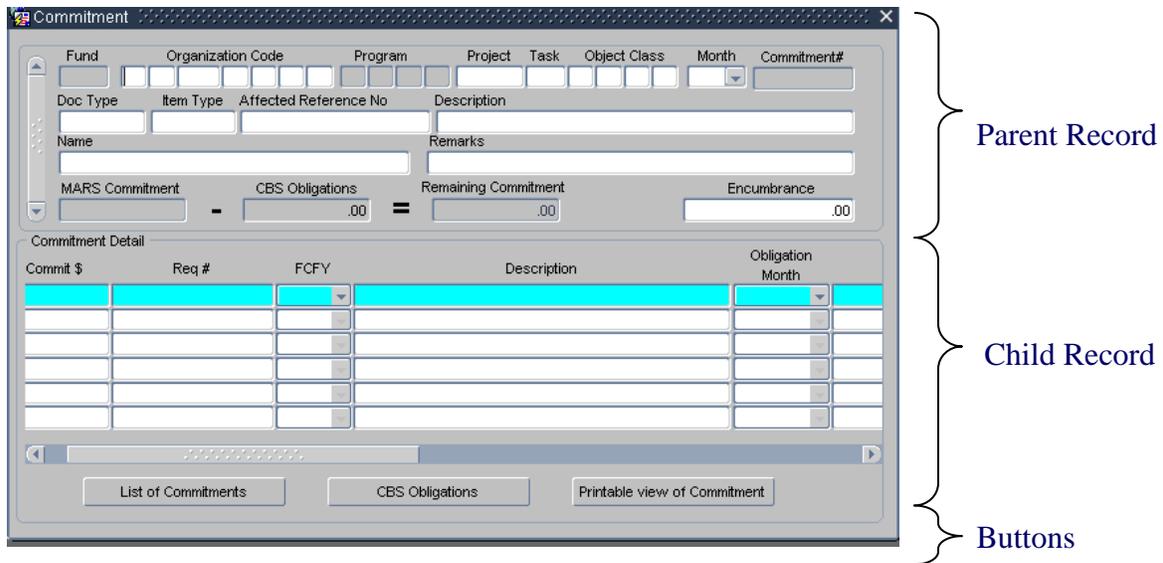
The user must be assigned the Commitment role to use this module. Commitment creation will be restricted to the Organization(s) assigned to each user in the **MARS User Security Form**. Additional security restriction is placed on the capability to create duplicate commitment records.

To access the *Commitment Input Form*, select *Commitments* from the *MARS Menu*, then select *Commitments* from the submenu.



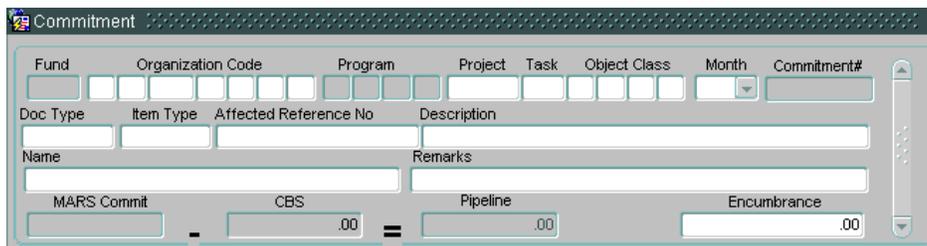
## Commitment Form

The following illustrates the *Commitment Data Input Form*. The information is entered using the originating document (C-Request, Training, Travel, etc.) for reference. Gray Key Fields cannot be modified. These fields are either calculated, defaulted from other data entered, or system generated. The form consists of a Parent and Child record and buttons that are available to the user.



**Parent Record**

The Parent Record contains the following fields which establish the accounting and other identifying information for the commitment. It also displays the calculated amount of the commitment, the amount that has been matched with CBS obligations and the remaining amount in the pipeline (amount left to be obligated). It also contains a transaction number to assist in identifying and retrieving the commitment at a later time.



**Fund**

The Fund Code is a 4-digit code that identifies the different appropriations from the Conference Mark. Each Fund Code has pre-defined relationships with program/project-task codes. A List of Values is available for this field.

**Organization Code**

Organization Code - This is a sixteen position field that uniquely identifies an organization to which the expenditure is charged. It is required. A List of values available for this field.

**Program**

The program code is composed of 4 segments which represent the activity, sub-activity, line item, and Program, Project and Activity (PPA) from the Conference Mark. Program Codes may have multiple projects, fiscal years, and

fund codes.

<b>Project / Task</b>	Project Codes are unique within NOAA and relate to only one fund and program combination. It is a seven digit character field and a three digit character field that is used for account tracking. These fields are required. A List of values is available for this field.
<b>Object Class</b>	An object class is an 8 digit field that identifies the nature of service, article, or other characteristic. List of values is available for this field.
<b>Month</b>	Month Accrued (optional). The last month associated with an accrual item or the month the commitment was made.
<b>Commitment #</b>	A system generated unique number for each commitment. The number is displayed after a record is saved to the database.
<b>Doc Type / Item Type</b>	Identify the type of document and item. A list of values is available for these fields.
<b>Affected Reference No.</b>	The Affected Reference Number is derived from the Source Reference Number that is entered in the Core Financial System (CFS) of CBS. This is not a required field if Requisition Number is entered. But it is required to match a commitment record to a CBS transaction.
<b>Description</b>	A brief explanation of the commitment, i.e., explanation of services, goods, or purpose for which a person is traveling.
<b>Name</b>	The name of the COTR, Traveler, or Trainee.
<b>Remarks</b>	Any comments or remarks for that particular commitment. You can list the dates of Travel here.
<b>MARS Commit</b>	Commitment Amount. This is a system generated field. This field displays the sum of the individual detail amounts from the lower half of the form.
<b>CBS (Obligation)</b>	A system generated field populated by the match routine. After the match process is executed and a CBS record is matched to a commitment record, the total CBS amount will automatically be entered in this field.

**Pipeline** A system generated field that shows the difference between the FRS Commitment amount and the CBS amount. (**FRS Commitment - CBS = PIPELINE**)

**Encumbrance** An estimated Commitment Amount. The estimate of future commitments.

**Child Record**

The *Child Record* contains the following fields which establish the amounts for each item or requisition, establishes the FCFY and identifies the vendor and a description of the commitment. The *Child Record* can contain many detail lines for the one *Parent Record*.

Commit \$	Req #	FCFY	Description	Obligation Month	Vendor / Itinerary	DOE	Sent Date	Requested Date	Procurement Code	Optional 1

**Commit \$** This field is the detailed commitment amount from a preliminary document such as a purchase order, estimated travel order, or unsigned contract which will ultimately result in an obligation. There may be one or many detailed commitments.

**Req #** Requisition Number is a sequential number that can be up to 14 alphanumeric characters, that is used for internal tracking purposes. This field is optional if affected reference number has been entered.

**FCFY** Identifies the fiscal year a transaction was recorded in CBS.

**Description** An itemized narrative for each detailed commitment.

**Obligation Month** Expected Obligation Month (default – DOE).

**Vendor/Itinerary** The person, agency, company, etc. that the services are performed by or the itinerary of the traveler.

**DOE** The date of entry for each transaction

**Date Sent** The date a transaction was sent for processing

**Date Requested** The date of goods, services, travel authorization was requested

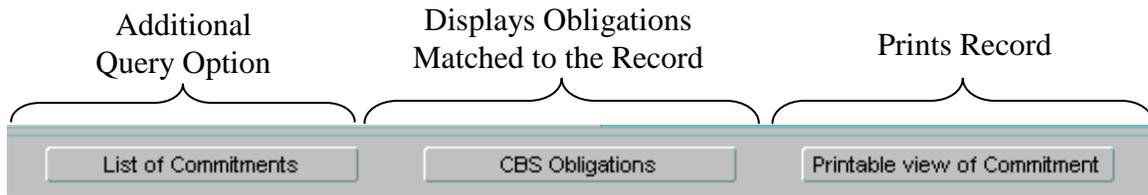
**Procurement Code** Reference codes to identify goods/services procured.  
A list of values is available.

**Optional Field 1** An optional field for each site to use at their discretion

**Optional Field 2** An optional field for each site to use at their discretion

### Buttons

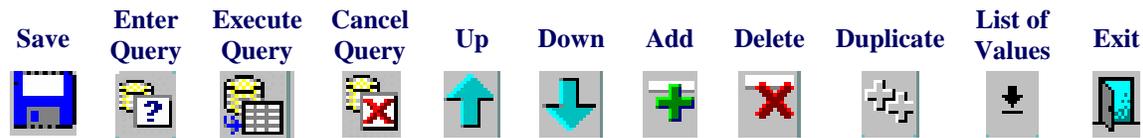
These buttons are located at the bottom of the form and provide specific commands, tools and functionality that is available to the users.



<u>Item</u>	<u>Description</u>
<b>List of Commitments</b>	This option will allow the user to query existing Commitment records. The list displays pertinent information regarding each record matching the query and allows a user to easily scroll through the list to view current Commitment Records to bring one up into the Commitment Form. When the user returns to the list, the list is preserved for the user to make another selection or until the form is closed.
<b>CBS Obligations</b>	This option will display all CBS Transactions that have been matched to the Commitment record.
<b>Printable view of Commitment</b>	This option will display the Commitment Report (Report 15), which can then be printed or saved to a file.

### Icons

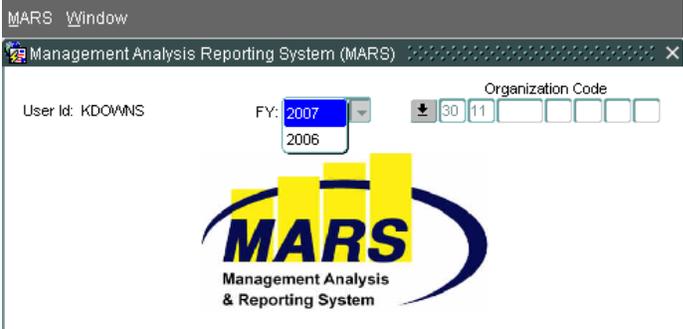
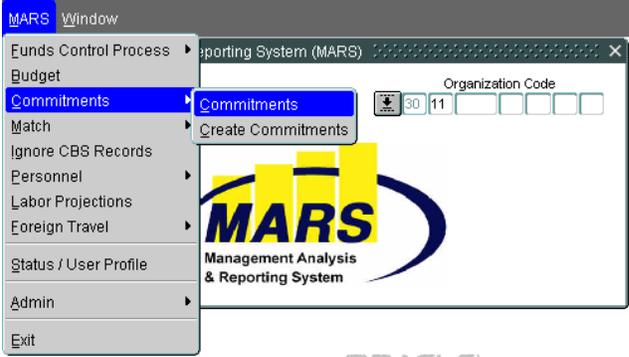
The Icons are located at the top of the Form and provide specific commands, tools or functionality that is available to the user.



**General Data Entry Rules and Guidelines:**

**Add a Record:**

Users perform the following steps to add a record in the *Commitment Form*:

<i>Step</i>	<i>Action</i>
<p><b>1</b></p>	<p>Select the proper Fiscal Year from the <i>Main MARS Form</i>. If the user is responsible for more than one FMC, select the appropriate FMC.</p>  <p>The screenshot shows the MARS Main Menu window. At the top, it says 'User Id: KDOWNNS'. Below that is a dropdown menu for 'FY:' with '2007' selected and a dropdown arrow. A secondary dropdown menu is open below it, showing '2006' as the selected option. To the right of the FY dropdown is an 'Organization Code' field with a dropdown arrow and several input boxes containing '30' and '11'. The MARS logo is centered at the bottom of the window.</p>
<p><b>2</b></p>	<p>Select <i>Commitments</i> from the <i>MARS Main Menu</i> and <i>Commitments</i> from the submenu.</p>  <p>The screenshot shows the MARS Main Menu window with a menu open on the left side. The menu items are: 'Eunds Control Process', 'Budget', 'Commitments', 'Match', 'Ignore CBS Records', 'Personnel', 'Labor Projections', 'Eoreign Travel', 'Status / User Profile', 'Admin', and 'Exit'. The 'Commitments' menu item is highlighted in blue. A submenu is open to the right of 'Commitments', showing 'Commitments' and 'Create Commitments'. The 'Commitments' submenu item is also highlighted in blue. The background of the window shows the MARS logo and the 'Organization Code' field.</p>

3 The **Commitment Form** will open in the insert mode.

- Follow the specific guidelines pertaining to the match parameter set-ups for your FMC. Refer to your FMC's training guide or contact your MARS Administrator.
- Enter only commitments for the **Doc Type** and **Item Type** required by your FMC.
- To avoid ambiguous match errors, enter unique commitment records.

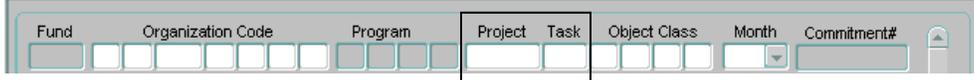
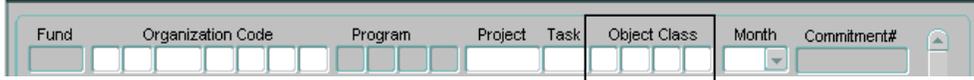
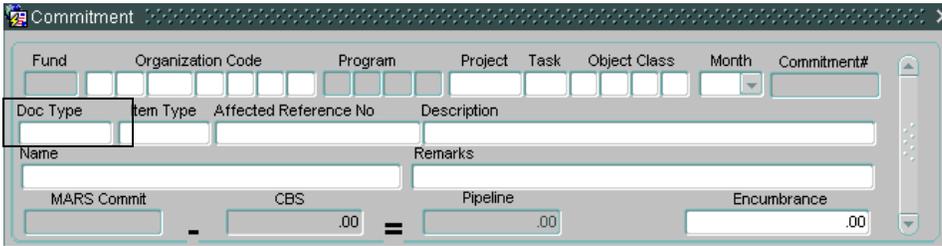
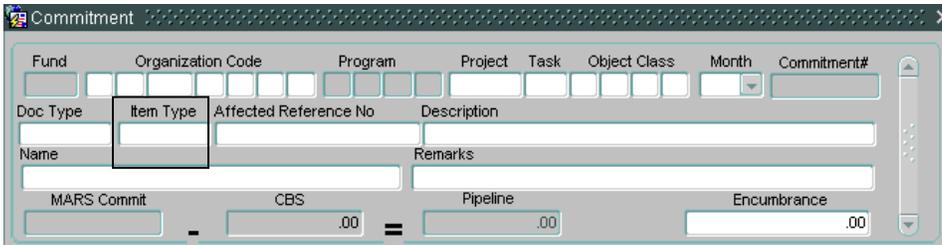
*Note: Each FMC will determine as a Business Rule which Doc Types and Item Types will be entered as a Commitment.*

4 The cursor is in the **Organization Code** field. Enter in a valid Org Code or double click into each field and select from the **List of Values**. This is a required field. The system will advance to the next field.

5 Enter a valid Project or double click in the **Project** field and select from the **LOV**. Enter a valid Task or double click in the **Task** field and select from the **LOV**.

These are required fields. The system will advance to the next field.

*Note: If the Project Code is selected from the LOV, the system will populate the Task.*

	
<p><b>6</b></p>	<p>Enter a valid Object Class or double click in the each <b>Object Class</b> field and select from the <b>LOV</b>.</p> <p>This is a required field.  <i>Note: If you select the Object Class from the LOV, the system will populate all of the Object Class fields.</i></p> 
<p><b>7</b></p>	<p>Click or Tab to <b>Month</b> field. Enter a Month or double click in the field and select from the <b>LOV</b>.</p> 
<p><b>8</b></p>	<p>Click or Tab to <b>Doc Type</b>. Enter a Doc Type or double click in the field and select from the <b>LOV</b>.</p> <p><i>Note: If you select the Doc Type from the LOV, the system will populate the Item Type field.</i></p> <p>This is a required field.</p> 
<p><b>9</b></p>	<p>Click or Tab to <b>Item Type</b> field. Enter a valid Item Type or double click in the field and select from the <b>LOV</b>.</p> 

**10** Click or Tab to the *Affected Reference No.* field. Enter a Number from the Source Document.

The screenshot shows the 'Commitment' form with the following fields and values:

Fund	Organization Code	Program	Project	Task	Object Class	Month	Commitment#
Doc Type	Item Type	Affected Reference No.	Description				
Name		Remarks					
MARS Commit	CBS	Pipeline	Encumbrance				
	.00	.00	.00				

**11** Click or Tab to *Description* field. Enter a brief description that explains the commitment record.

The screenshot shows the 'Commitment' form with the following fields and values:

Fund	Organization Code	Program	Project	Task	Object Class	Month	Commitment#
Doc Type	Item Type	Affected Reference No.	Description				
Name		Remarks					
MARS Commit	CBS	Pipeline	Encumbrance				
	.00	.00	.00				

**12** Click or Tab to *Name* field. Enter the COTR, traveler or trainee.

The screenshot shows the 'Commitment' form with the following fields and values:

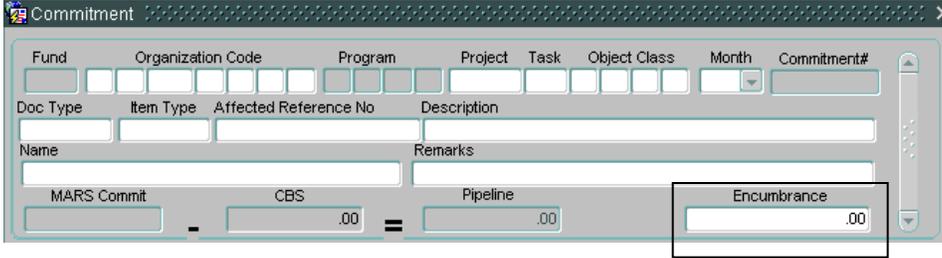
Fund	Organization Code	Program	Project	Task	Object Class	Month	Commitment#
Doc Type	Item Type	Affected Reference No.	Description				
Name		Remarks					
MARS Commit	CBS	Pipeline	Encumbrance				
	.00	.00	.00				

**13** Click or Tab to the *Remarks* field. Enter any comments that will further clarify the commitment (Ex. Enter travel dates).

The screenshot shows the 'Commitment' form with the following fields and values:

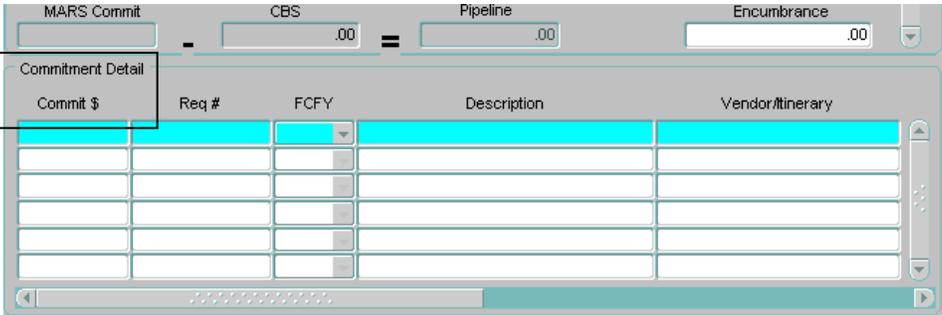
Fund	Organization Code	Program	Project	Task	Object Class	Month	Commitment#
Doc Type	Item Type	Affected Reference No.	Description				
Name		Remarks					
MARS Commit	CBS	Pipeline	Encumbrance				
	.00	.00	.00				

**14** Click to the *Encumbrance* field. Enter the amount of the estimate of the commitment.



The screenshot shows the 'Commitment' form with various fields. The 'Encumbrance' field is highlighted with a red box. The form includes fields for Fund, Organization Code, Program, Project, Task, Object Class, Month, Commitment#, Doc Type, Item Type, Affected Reference No, Description, Name, Remarks, MARS Commit, CBS, Pipeline, and Encumbrance.

**15** Click to the *Commitment Detail* block. Enter in the amount of the commitment.

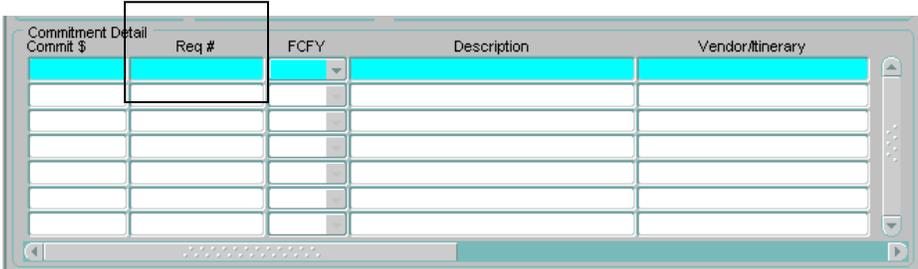


The screenshot shows the 'Commitment Detail' block with a table. The 'Commit \$' field is highlighted in red. The table has columns for Commit \$, Req #, FCY, Description, and Vendor/Itinerary.

Enter actual amounts. Detailed commitment amounts will be summarized in the *MARS Commit* field in the Parent record when the record is saved.

- Amounts are in dollars. Do not use commas.
- Commitment amounts can only be entered in the Detail block.
- Breaking out the commitment amount can be used to detail the costs for a single commitment.

**16** Click or Tab to the *Req #* field. Enter a Requisition Number from the Source document. This field is required when the *Affected Reference No.* is blank.



The screenshot shows the 'Commitment Detail' block with a table. The 'Req #' field is highlighted in red. The table has columns for Commit \$, Req #, FCY, Description, and Vendor/Itinerary.

**17** Click or Tab to the **FCFY #** field. Enter a FCFY or double click in the field and select from the **LOV**.

The screenshot shows the 'Commitment Detail' form with a table. The columns are 'Commit \$', 'Req #', 'FCFY', 'Description', and 'Obligation Month'. The 'FCFY' column in the first row is highlighted with a red box, indicating it is the focus of the instruction.

**18** Click or Tab to the **Description** field. Enter in an itemized description for each detail line.

The screenshot shows the 'Commitment Detail' form with a table. The columns are 'Commit \$', 'Req #', 'FCFY', 'Description', and 'Obligation Month'. The 'Description' column in the first row is highlighted with a red box, indicating it is the focus of the instruction.

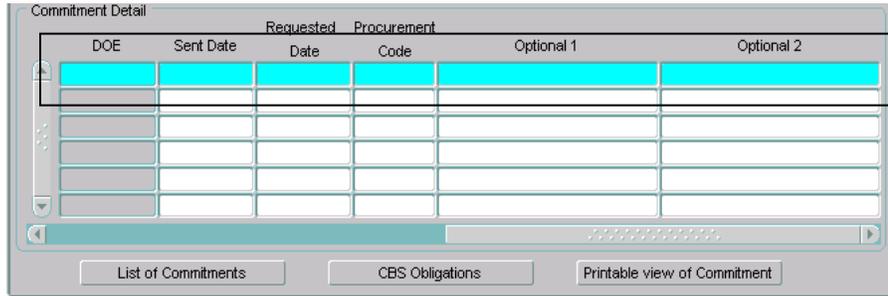
**19** Click or Tab to the **Obligation Month** field. Select Expected Obligation Month from the List.

The screenshot shows the 'Commitment Detail' form with a table. The columns are 'Commit \$', 'Req #', 'FCFY', 'Description', and 'Obligation Month'. The 'Obligation Month' column in the first row is highlighted with a red box, indicating it is the focus of the instruction.

**20** Click or Tab to the **Vendor/Itinerary** field. Enter in a brief name or the description that explains the commitment record

The screenshot shows the 'Commitment Detail' form with a table. The columns are 'Vendor / Itinerary', 'DOE', 'Sent Date', 'Requested Date', 'Procurement Code', and 'Optional 1'. The 'Vendor / Itinerary' column in the first row is highlighted with a red box, indicating it is the focus of the instruction.

**21** Optional text fields are available for each site in the detail block that can be used at the user's discretion. Use the scroll bar in the Detail block to select these fields.



**22** Click on  to save record. The **Commitment number** will be generated when the record has been committed to the database.

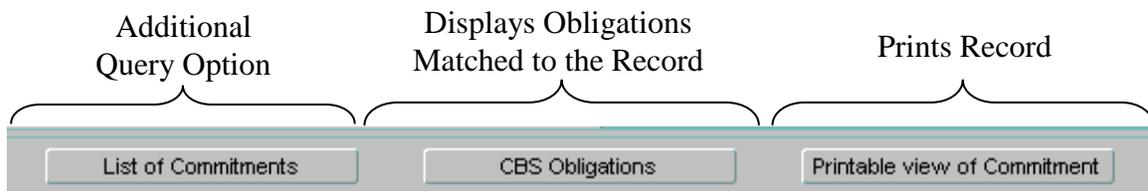
Once the first record has been saved, to enter a new record, press the **Down**  **Arrow** then press the **Add Record**  icon. Follow the step above to complete your data entry. Click the **Exit**  icon to close the form.

*If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without saving your changes.*

Warning messages will pop up for users that have not been granted permission to add duplicate records.

### Functionality of the Buttons

These buttons are located at the bottom of the form and provide specific commands, tools and functionality that is available to the users.



## List of Commitments

This option will allow the user to query existing commitment records. The list displays information that allows a user to easily scroll through Commitment records. No additions, corrections, or deletions can be made in the *List of Commitments*. Click on *List of Commitments* button to open the form. Enter a query selection then press the *Execute Query* button. Double click on a row to select a commitment. The user can click back and forth into the *Commitment Form* and the *List of Previously Entered Commitments* without the *List* changing. The *List* will not change until the user executes another query. Additional buttons are available at the bottom of the form to allow users to create additional queries within the form to further refine the selection. There is also the option to re-order the output on the query screen by pressing one of the column headers when the query is complete.



## CBS Obligations

This option will display all CBS Transactions that have been matched to the current Commitment record. If the user has been assigned the **Match** role, they will have the capability to **unmatch** CBS transactions within this window. Refer to the Match Process section of the user guide for detailed instructions.

In the following illustration, CBS obligations equal \$8,017.48. This is the sum of the multiple items that have matched to the commitment.

Commitment

Fund: 1001, Organization Code: 30 11 0006, Program: 2 25 29 4, Project: H8LEA37, Task: N00, Object Class: 23 37 0 0, Month: , Commitment#: 17959775

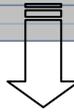
Doc Type: EA, Item Type: TELOPS, Affected Reference No: FFFBB0100FTSAUG10, Description: AUTO OB BY DOCTYPE

Name: , Remarks: TELECOMMUNICATIONS (UTILITY FTS) SERVICE

MARS Commitment: -.48, CBS Obligations: -.48, Remaining Commitment: .00, Encumbrance: .00

Commit \$	Req #	FCFY	Description	Obligation Month
-99.64	30-NOV-10	2010	AFF GRP EA	NOV
-99.16	30-NOV-10	2010	AFF GRP EA	NOV
99.16	30-NOV-10	2010	AFF GRP EA	NOV
99.16	30-NOV-10	2010	AFF GRP EA	NOV

Buttons: List of Commitments, CBS Obligations, Printable view of Commitment



Matched CBS Transactions

FCFY	Organization Codes	Project	Task	DocType	Item	Affected Reference Number	CBS \$	Object Class
2010	30 11 0006 0 0 0	H8LEA37	N00	EA	TELOPS	FFFBB0100FTSAUG10	-99.16	23 37 0 0
2010	30 11 0006 0 0 0	H8LEA37	N00	EA	TELOPS	FFFBB0100FTSAUG10	99.16	23 37 0 0
2010	30 11 0006 0 0 0	H8LEA37	N00	EA	TELOPS	FFFBB0100FTSAUG10	-99.64	23 37 0 0
2010	30 11 0006 0 0 0	H8LEA37	N00	EA	TELOPS	FFFBB0100FTSAUG10	99.16	23 37 0 0

To Un-Match One CBS Transaction Record, Select The Desired Row Then Press The Un-Match Single Transaction Button..

To Un-Match All Listed Transactions, Just Click The Un-Match All Transactions Button

Please Remember, when UN-Matching an Auto-OB Record, you must delete the Matching Commitment Detail Record

Buttons: Un-Match Single Transaction, Un-Match All Transactions, Close

## Printable View of Commitment

This option will display the Commitment Report (Report 15), which can then be printed or saved to a file.

Rec No.	FY	Fund	Organization Code	Proj -Task	Program	Doc type	Item type	Object Class	COTR
17959775	2011	1001	30-11-0006-00-00-00-00	HSLEA37 - N00	02-25-29-004	EA	TELOPS	23-37-00-00	

Affected Reference No.	Description	Total Commitment	CAMS	Remaining Commitment	Estimate	Entered by	Date Entered	Month
FFFB0100FTSAUG10	AUTO OB BY DOCTYPE		-\$0.48	\$0.00	\$0.00	MARS	05-NOV-10	

Req number	FCFY	Amount	Description	Obl Month	Vendor	Optional 1	Optional 2	Seat	Requested Proc Code
30-NOV-10	2010	-\$99.16	Aff Gp EA	NOV	47000017 (470000)	Doc Date 10/21/2010 00:00:00	Doc# 225765		
30-NOV-10	2010	\$99.16	Aff Gp EA	NOV	47000017 (470000)	Doc Date 10/21/2010 00:00:00	Doc# 225765		
30-NOV-10	2010	-\$99.64	Aff Gp EA	NOV	47000017 (470000)	Doc Date 08/01/2010 00:00:00	Doc# 225765		
30-NOV-10	2010	\$99.16	Aff Gp EA	NOV	47000017 (470000)	Doc Date 08/01/2010 00:00:00	Doc# 225765		

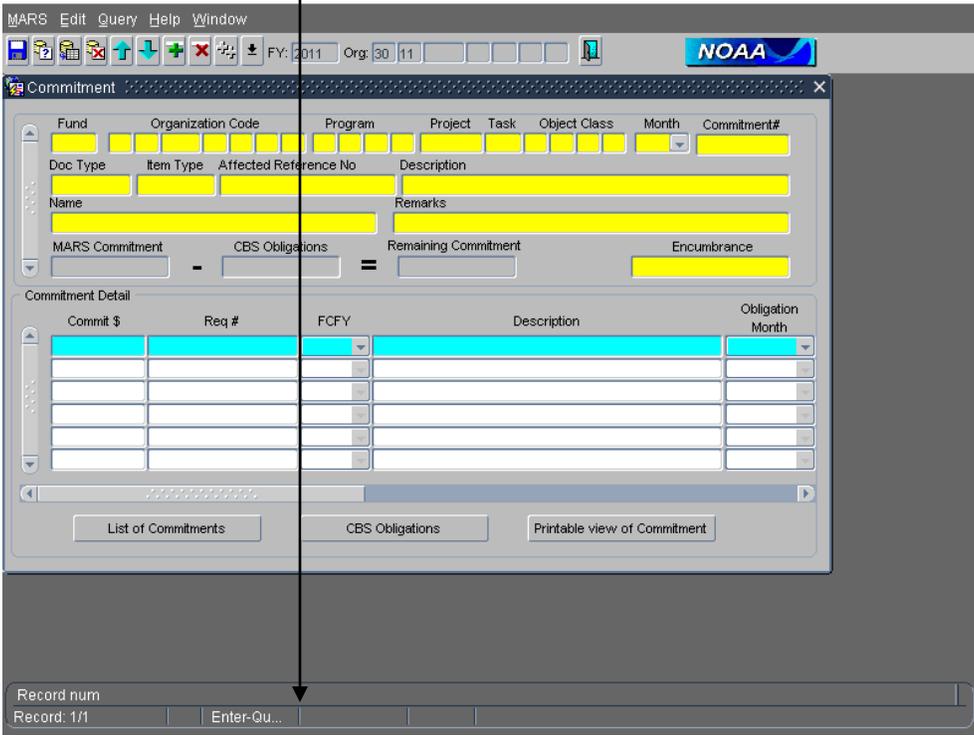
  

Org	Proj -Task	Object Class	Affected Reference No	Doc Type	Item Type	CAMS Amount	CFRS Match
30-11-0006-00-00-00-00	HSLEA37 - N00	23-37-00-00	FFFB0100FTSAUG10	EA	TELOPS	-\$99.16	Automatically Obligated
30-11-0006-00-00-00-00	HSLEA37 - N00	23-37-00-00	FFFB0100FTSAUG10	EA	TELOPS	\$99.16	Automatically Obligated
30-11-0006-00-00-00-00	HSLEA37 - N00	23-37-00-00	FFFB0100FTSAUG10	EA	TELOPS	-\$99.64	Automatically Obligated
30-11-0006-00-00-00-00	HSLEA37 - N00	23-37-00-00	FFFB0100FTSAUG10	EA	TELOPS	\$99.16	Automatically Obligated

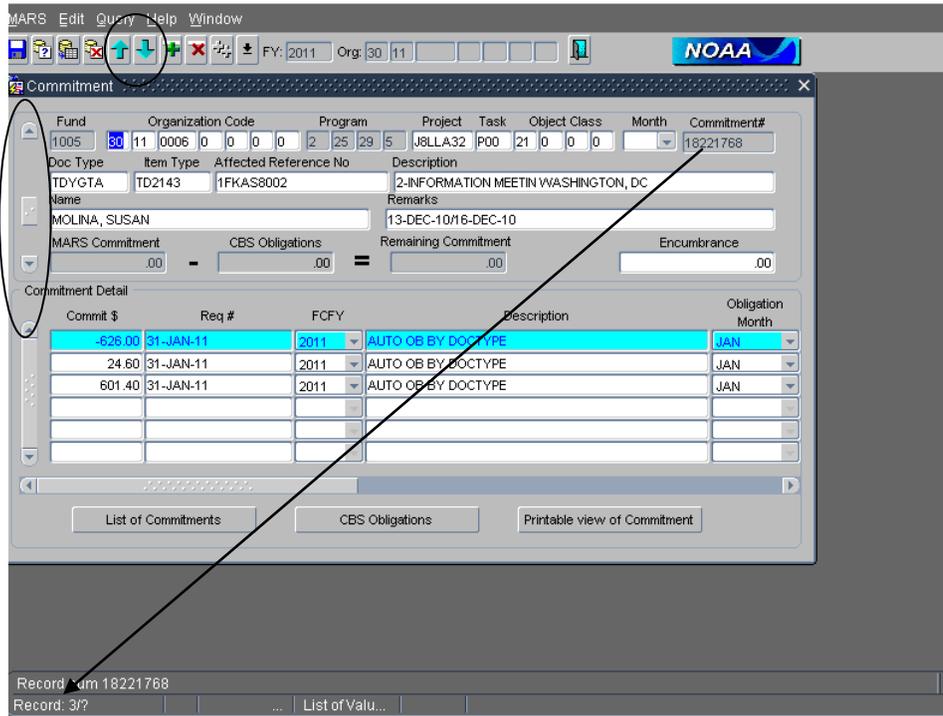
## Query a Record

A user is able to select records by entering Query Mode.

Users perform the following steps to query a record in the *Commitment Form*:

Step	Action
<p><b>1</b></p>	<p>Click on  to enter query mode.</p> <p><i>Note: In the bottom left hand corner of the screen, the system indicates that the system is in “Enter a Query” mode.</i></p> 
<p><b>2</b></p>	<p>Enter data in any field that is highlighted in “yellow” within a Parent Record. Within some of these fields, you can double click to select the data from the <i>List of Values</i>.</p>
<p><b>3</b></p>	<p>Click on  to execute query.</p>

4 Depending on the query, the results may return multiple Parent records.



In this example there are a few Parent records that have been retrieved. Use the

 up and  down arrow keys or the right upper *slide bar* to scroll through the query record set.

5 Click in the Child record. Click on  to enter query mode.

*Note: In the bottom left hand corner of the screen, the system indicates that the system is in “Enter a Query” mode.*

6 Enter data in any field that is highlighted in “yellow” within a Child Record. Within some of these fields, you can double click to select the data from the *List of Values*.

7 Click on  to execute query

8 Depending on the query, the results may return multiple Child records.

The screenshot shows the MARS Commitment form. At the top, there are menu options (MARS, Edit, Query, Help, Window) and a toolbar with various icons. Below the toolbar, there are fields for Fund (1005), Organization Code (30 11), Program (0006 0 0 0 0 2 25 29 5), Project (J8LLA32), Task (P00), Object Class (21 0 0 0 0), Month, and Commitment# (18221768). The form is divided into sections for Doc Type, Name, MARS Commitment, CBS Obligations, and Encumbrance. A 'Commitment Detail' table is shown with the following data:

Commit \$	Req #	FCFY	Description	Obligation Month
-626.00	31-JAN-11	2011	AUTO OB BY DOCTYPE	JAN
24.60	31-JAN-11	2011	AUTO OB BY DOCTYPE	JAN
601.40	31-JAN-11	2011	AUTO OB BY DOCTYPE	JAN

Buttons at the bottom include 'List of Commitments', 'CBS Obligations', and 'Printable view of Commitment'. A status bar at the bottom indicates 'Record: 1/3'.

In this example there are 3 Child records that have been retrieved. Use the  up and  down arrow keys or the right lower slide bar to scroll through the query record set.

### Duplicate a Record

Users perform the following steps to duplicate a record in the *Commitment Form*:

Step	Action
1	Query record to be duplicated if not already displayed.
2	Click  to insert a row.
3	Click  to duplicate only the top half of the Commitment Parent record or the previous row on the detailed commitment.
4	Enter in the data. Field edits will follow the same format as in the Add mode.
5	Click on  to save and commit the changes.

*If you attempt to exit a form and the system has detected unsaved changes, the*

	<i>Form will prompt you to either go back and save or exit the Form without saving your changes.</i>
--	--

**Edit a Record:**

Users perform the following steps to edit a commitment in the *Commitment Form*:

<i>Step</i>	<i>Action</i>
<b>1</b>	Click on the Enter Query  icon.
<b>2</b>	Enter data in any field that is highlighted in “yellow”. Within some of these fields, you can double click to select the data from the list of values.
<b>3</b>	Click the Execute Query  icon.  To scroll through multiple Commitment records, place your cursor in the top part of the Commitment Form, use the up  and down  arrows or the <i>scroll bars</i> . To scroll through multiple detail records use the up  and down  arrows or the <i>scroll bars</i> .
<b>4</b>	Make the desired changes. Field edits will follow the same format as in the Add mode. Certain key fields cannot be modified if the record has been matched.
<b>5</b>	Click on  to save.  <i>If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without saving your changes.</i>

## Delete a Record:

In order to delete the parent record, all associated detail records must be deleted first.

Users perform the following steps to delete a record in the *Commitment Form*:

<i>Step</i>	<i>Action</i>
1	Click on the Enter Query  icon.
2	Enter data in any field that is highlighted in “yellow”. Within some of these fields, you can double click to select the data from the list of values
3	Click the Execute Query  icon.  To scroll through multiple Commitment records, place your cursor in the top part of the <i>Commitment Form</i> , use the up  and down  arrows or the scroll bars. To scroll through multiple detail records use the up  and down  arrows or the scroll bars.
4	Click on  to delete record.  <i>NOTE: Commitments that have been matched to a CBS obligation cannot be deleted.</i>  A CAUTION message will appear saying " <i>Do you want to commit the changes you have made?</i> " Click <i>N</i> for (No) to return to the Form or click <i>Y</i> ; for (Yes) to mark the record for deletion.
5	Click on  to commit the deleted record(s).  <i>NOTE: Once the record(s) has been saved, they are permanently deleted!</i>

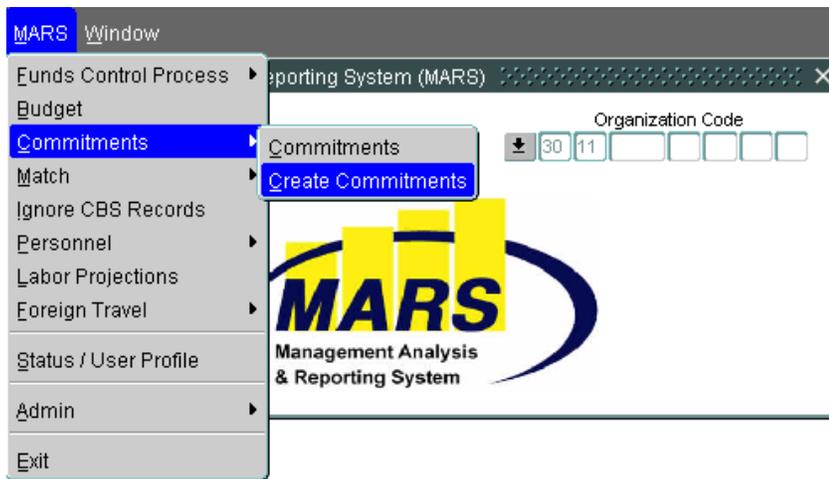
## Create CMARS Commitments

This process will create a commitment record with an obligation amount equal to the total of all of the valid CBS records found.

### Getting Started

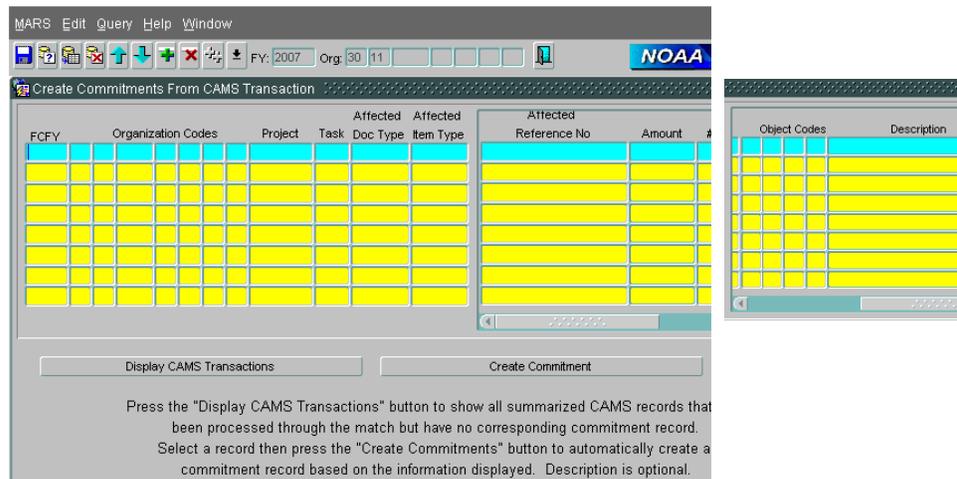
The user must be assigned the **Create Duplicate Commitments** role to use this module. Commitment creation will be restricted to the Organizations assigned to each user in the **MARS User Security form**. Additional security restriction is placed on the capability to create duplicate commitment records.

To access the **Commitment Input Form**, select **Commitments** from the **MARS Menu**, then select **Commitments** from the submenu.



### Create Commitments from CBS Transaction Form

The Create Commitment From CBS Transaction form opens in the query mode.



To add commitments:

- Select the specific records by clicking  to enter the *Query* mode
- Enter in the criteria.
- Click the *Display CBS Transactions* button or click  icon to execute the query to display the CBS Transactions.
- Highlight the desired CBS transaction(s).
- Enter a reason for the commitment in the optional *Description* field, and then click the *Create Commitments* button.
- Multiple CBS records with the same org/task/phase, document type, document number, and object class are rolled up. The total number of records rolled up is indicated by the column "Number of records".