# Entering Commitments in FMP

**Step 1**: Verify that you have supporting documents for the various types of commitments.
- cost share commitments (NOA)
- new faculty summer salary and discretionary commitments (offer letter)
- teaching and departmental commitments (approved departmental budget)
- dean's miscellaneous commitments (letter signed by the dean)

**Step 2**: Identify the following information:
- Source of funding (NSM, VP Research, your department, other)
- type of commitment
- Cost center receiving and cost center distributing the funds
- Amount
- Length of commitment (in years). Example: year 2 of a 3 year commitment.

**Step 3**: Data enter the commitment in FMP.

Commitments will be data entered differently depending on the following:

A. Funds you are expecting to receive or distribute: Enter as an outstanding "budget journal" using the Quick Entry layout. Once you receive verification (such as copy of the journal), you must update the commitment record with document number.

B. Funds you are encumbering on your own cost center: Enter this type of commitment as an encumbrance on your own cost center, and optionally as a SubAccount budget. (See details in the section of this document titled *B. Funds that you are encumbering on your own cost center*). For example: if you owe one of your faculty members discretionary funds as part of his/her new faculty commitment, and you want to allow the PI to charge the purchases directly to your cost center, you can set up an Encumbrance/SubAccount on your IDC for this commitment.

**Step 4**: Reconcile the commitment as you would any other transaction. For information on reconciling and posting Budget Journals, refer to the FMP instructions "Budget and Equity Journal Entry in Filemaker Pro."

## A. Entering Funds that you expect to receive or distribute in your cost center.

**Enter as an outstanding "budget journal" using the Quick Entry layout.**



| | |
|---|---|
| Status: | **Pending** |
| Document type: | **Budget Journal** |
| Speed type: | your cost center |
| Vendor: | your department name or the name of the PI to whom commitment is owed |
| Description: | details of the commitment |
| Amount: | amount of the commitment |
| PS account | 45300 (verify and change once it posts to the 1074.) |
| Quantity: | **must be a 1.** |
| Document #: | NSM, VP Research, your department name, or name of the department/division that owes you the commitment |
| Reference #: | **COMMITMENT** |

**You can add the number of years of the commitment to the field "Proj Yr" located on the Transaction List layout.**

Once the commitment is posted to the 1074, you should change the "Status" field to Paid and proceed to posting the record as indicated in the instructions "Budget and Equity Journal Entry in FMP."

To view your list of commitments, you can do a find by fiscal year with the word "commitment" in the reference field, and any additional criteria such as by speedtype, fiscal year, etc.

Choose the "Detail Summary" layout to view full description and details of the commitment.



| FY | Est Date Of Order | Speed Type | Sub Acct | Acct Code | Ref # | Doc # | Vendor | Description | Estimated Cost | Open Commitments | ENC | Expended Date | Expended Amount |
|----|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 2006 | 09/01/05 | 33876 | | 45300 | COMMITMEN | NSM | Carrasquillo Edwin | Assoc Chair Stipend Grad Studies | -9,000.00 | -9000.00 | | | |
| 2006 | 09/01/05 | 14002 | | 45300 | COMMITMEN | CHEMISTRY | Department of Chemistry | PI Shop Commitments: Baldelli, Cai, Chow, Daugulis,(maybe Advincula if not used in FY 05) | 31,369.15 | 31369.15 | | | |
| 2006 | 09/01/05 | 14002 | | 45300 | COMMITMEN | CHEMISTRY | Chow, Dar-chone | partial Post Doc Tuan Phan Sept 1, 2005 - Feb 28, 2006 Total salary: $2333.33/mo ($14,240)+ $3978 fringe, no teaching. (re-negotiated new faculty GA commitment). | 11,218.00 | 11218.00 | | | |
| 2006 | 09/01/05 | | | 45300 | COMMITMEN | VP RESEARC | Lubchenko, Vassily | Start Up funds for FY 2006 for New Faculty Commitment | -25,000.00 | -25000.00 | | | |
| 2006 | 09/01/05 | | | 45300 | COMMITMEN | NSM | Lubchenko, Vassily | Summer salary for 3 months at 7222.00/mth for New Faculty | -21,666.00 | -21666.00 | | | |
| 2006 | 09/01/05 | | | 45300 | COMMITMEN | NSM | Lubchenko, Vassily | Equipment, materials, and operations for New Faculty Commitment for FY 2006. | -20,000.00 | -20000.00 | | | |

## B. Funds that you are encumbering on your own cost center.

**OPTIONS:**
There are two options listed below.  On cost centers that do not have a lot of activity, it may be easy to use option #1.  For cost centers that have several commitments and in which expenses will be made on the same cost center, it may be best to identify the commitments by subaccounts.

1.  Encumber the amount and reduce it each time an amount is expended.   See details below.
2.  Create SubAccount Budget with matching Encumbrance Record.  See details below.

## Setting Up an Encumbrance Record

1.  **Go to Quick Entry and enter the commitment details.  See sample below.**  *Note:  if the encumbrance is for salary/fringe, you can  encumber it using the Monthly Summary screen.  However, once the actual encumbent's salary record is posted to FMP Ledger, the salary encumbrance record will need to be deleted.*



2.  **Each time an expense is made:  1) create a record for the expense, and 2) reduce the encumbrance record by the amount of the expense.**

3.  **Note:  You can assign a subaccount code to both the encumbrance record and the expense record in order to link the records.**



| FY | SpeedType | Account | | Type | Vendor Name | Description | DOC # | Initial | Status | Proj Yr | Sub Acct | Ref No | Est Dat | Est Am | ENC/EXP | Enc Dat | Enc Amt |
|----|-----------|---------|---|------|-------------|-------------|-------|---------|--------|---------|----------|--------|---------|--------|---------|---------|---------|
| 2005 | 35000 | 53000 | | Encumbrance | Daugulis, Olafs | | Chemistry | oks | Pending | | OD | COMMITM | 02/15/05 | | $449.49 | 02/15/05 | 449.49 |
| 2005 | 35000 | 54000 | | Voucher | Sigma Aldrich Inc | 2,3,4,5-Tetramet | 00495707 | oks/l | Paid | | OD | | 02/17/05 | 706.20 | | | |
| 2005 | 35000 | 54000 | | Voucher | Oakwood Product | Diphenylsilane, 2 | 00495721 | oks/l | Paid | | OD | | 02/17/05 | 299.00 | | | |
| 2005 | 35000 | 54000 | | Voucher | Sigma Aldrich Inc | Methyl propiolate | 00496419 | oks/l | Paid | | OD | | 02/21/05 | 90.30 | | | |
| 2005 | 35000 | 54000 | | Voucher | Cambridge Isotop | Chloroform-D 10 | 00496425 | oks/l | Paid | | OD | | 02/21/05 | 295.86 | | | |
| 2005 | 35000 | 54002 | | Voucher | Matheson Tri-Gas | Liquid nitrogen (N | 00496740 | oks/l | Paid | | OD | | 02/21/05 | 44.10 | | | |
| 2005 | 35000 | 54000 | | Voucher | Fisher Scientific | p-toluoyl chloride | 00499547 | oks/l | Paid | | OD | | 02/28/05 | 330.70 | | | |
| 2005 | 35000 | 54000 | | Voucher | Sigma Aldrich Inc | 2,3,4,5-Tetramet | 00500889 | oks/l | Paid | | OD | | 02/28/05 | 50.40 | | | |
| 2005 | 35000 | 54000 | | Voucher | Fisher Scientific | [Bis(trifluoroacet | 00499750 | oks/l | Paid | | OD | | 03/01/05 | 76.60 | | | |
| 2005 | 35000 | 54000 | | Voucher | Sigma Aldrich Inc | 4-(Trifluoromethy | 00500430 | oks/l | Paid | | OD | | 03/02/05 | 185.60 | | | |
| 2005 | 35000 | 54000 | | Voucher | J&J Materials Inc | Palladium (II) ace | 00500436 | oks/l | Paid | | OD | | 03/02/05 | 291.19 | | | |
| 2005 | 35000 | 54000 | | Voucher | Fisher Scientific | Silver trifluorome | 00502419 | oks/l | Paid | | OD | | 03/08/05 | 58.40 | | | |
| 2005 | 35000 | 54000 | | Voucher | Fisher Scientific | Trifluoroacetic ac | 00502421 | oks/l | Paid | | OD | | 03/08/05 | 321.30 | | | |
| 2005 | 35000 | 53900 | | SCR | Research Stores | February 2005 | D683953 | lrd | Paid | | OD | | 03/09/05 | 32.84 | | | |
| 2005 | 35000 | 54000 | | SCR | Research Stores | February 2005 | D683953 | lrd | Paid | | OD | | 03/09/05 | 303.98 | | | |
| 2005 | 35000 | 54006 | | SCR | Research Stores | February 2005 | D683953 | lrd | Paid | | OD | | 03/09/05 | 104.23 | | | |
| 2005 | 35000 | 54000 | | Voucher | Fisher Scientific | 4'-Iodoacetophen | 00505455 | oks/l | Paid | | OD | | 03/15/05 | 148.28 | | | |

Encumbrance Record. Shown here is the balance.

Expenses made against the encumbrance.

SubAccount codes

# Setting up a Sub Account Budget in FMP

**Step 1 – Create a Budget Input record for the Sub Account to fund the amount to be budgeted.**



Enter the Sub Account code.

Enter the amount budgeted.

Include a description

**Step 2– Create a Budget Input record to reduce the budgeted amount from the main cost center budget.**



Sub Acct code is left blank.

Enter the amount budgeted as a *negative* figure.

## Step 3 – Create a record in Account Info Database to define the Sub Account.



## Step 4 – Create an Encumbrance record in Quick Entry as detailed in the section above titled "Setting Up an Encumbrance Record."

## Step 5 – to view the Account Summary, perform a find by fiscal year, speedtype, and Sub Account Code.