

# Entering Commitments in FMP

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Revised 5/3/05

**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.**

The screenshot shows the 'Quick Entry' form with the following details:

- Document Type:** Budget Journal
- Speed Type:** 34670
- Vendor:** Bittner Eric
- Description:** Discretionary funds for Counter Offer Year 2 of 3.
- PS Account:** 45300 (Budgeted General Fund Balance Income)
- Amount:** -6,700.00
- Quantity:** 1
- Document #:** NSM
- Reference #:** COMMITMENT
- Proj Yr:** 2 of 3

- 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.**

The screenshot shows the 'Transactions List' layout with the following table:

FY	SpeedType	Sub Acct Code	Type	Vendor Name	Description	DOC #	Ref No	Est Dat	Est Am	Exp Dat	Exp Am	Status	Proj Yr
2006	34670	45300	Budget Journal	Bittner Eric	Discretionary funds	NSM	commit	09/01/05	-6,700.00			Pending	2 of 3
2006	14002	45300	Budget Journal	Daugulis, Olafs	Jr faculty commitm	CHEMIST	Commit	09/01/05	-21,000.00			Pending	1 of 2
2006	14002	45300	Budget Journal	Bittner Eric	Discretionary funds	CHEMIST	Commit	09/01/05	3,300.00			Pending	2 of 3
2006	33878	45300	Budget Journal	Bittner Eric	VAP funds for Coun	NSM	Commit	09/01/05	-15,000.00			Pending	final
2006	14002	45300	Budget Journal	Chow, Dar-chone	partial Post Doc Tu	NSM	Commit	09/01/05	-7,000.00			Pending	final
2006	14002	45300	Budget Journal	Daugulis, Olafs	Post Doc Sep 1-Ma	NSM	Commit	09/01/05	-27,664.00			Pending	final

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.

ACCOUNT DETAIL SUMMARY												
FY	Est Date Of Order	Speed Type	Sub Acct	Acct Code	Ref #	Doc #	Vendor	Description	Estimated Cost	Open Commitments	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.**

**FIND REQUEST**

Find Modified Last Find

New Request New Duplicate Request

**RECORD(S)**

Sort Unsort New

Omit Omit Multiple

**CONTROL RECORDS**

Delete This Record

Duplicate This Record

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Post to Log Document Status: Pending Send E-mail

Document Type:  Speed Type:  Sub Account:

Incorrect SpeedType Please Correct

Project Status:  Sponsor:  Project Year:

Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):

Vendor:

Description:  Invoice #:  Inv. Date:

PS Account:  M & O

Entered By:  Date Entered:  Document #:  Reference #:

Amount:  Encumbrance Amt:  Value must be '1' or greater

Quantity:  Enc. Date:

Purchase Agent Note:

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	Ent/Exp	Enc Dat	Enc Amt
2005	35000	53000	Encumbrance	Daugulis, Olafs	Chemistry	oks	Pending			00	COMMITM	02/15/05			02/15/05	440.40
2005	35000	54000	Voucher	Sigma Aldrich Inc	2,3,4,5-Tetramet	00495707	oks	Paid		00		02/17/05	706.20			
2005	35000	54000	Voucher	Oakwood Product	Diphenylsilane, 2	00495721	oks	Paid		00		02/17/05	299.00			
2005	35000	54000	Voucher	Sigma Aldrich Inc	Methyl propiolate	00496419	oks	Paid		00		02/21/05	90.30			
2005	35000	54000	Voucher	Cambridge Isotop	Chloroform-D 10	00496425	oks	Paid		00		02/21/05	295.86			
2005	35000	54002	Voucher	Matheson Tri-Gas	Liquid nitrogen (N	00496740	oks	Paid		00		02/21/05	44.10			
2005	35000	54000	Voucher	Fisher Scientific	p-toluoyl chloride	00499547	oks	Paid		00		02/28/05	330.70			
2005	35000	54000	Voucher	Sigma Aldrich Inc	2,3,4,5-Tetramet	00500889	oks	Paid		00		02/28/05	50.40			
2005	35000	54000	Voucher	Fisher Scientific	[Bis(trifluoroacet	00499750	oks	Paid		00		03/01/05	76.60			
2005	35000	54000	Voucher	Sigma Aldrich Inc	4-Trifluoromethy	00500430	oks	Paid		00		03/02/05	185.60			
2005	35000	54000	Voucher	JSJ Materials Inc	Palladium (II) ace	00500436	oks	Paid		00		03/02/05	291.19			
2005	35000	54000	Voucher	Fisher Scientific	Silver trifluorome	00502419	oks	Paid		00		03/08/05	58.40			
2005	35000	54000	Voucher	Fisher Scientific	Trifluoroacetic ac	00502421	oks	Paid		00		03/08/05	321.30			
2005	35000	53900	SCR	Research Stores	February 2005	0683953	Ind	Paid		00		03/09/05	32.84			
2005	35000	54000	SCR	Research Stores	February 2005	0683953	Ind	Paid		00		03/09/05	303.98			
2005	35000	54006	SCR	Research Stores	February 2005	0683953	Ind	Paid		00		03/09/05	104.23			
2005	35000	54000	Voucher	Fisher Scientific	4-Iodoacetophen	00505455	oks	Paid		00		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.**

**Budget Input** Cost Center Expires in days!  
Invalid PS Account

Document Type:  EACH OF THE STARTER AMOUNTS CAN BE DIFFERENT FOR A NEW COST CENTER

Incorrect SpeedType Please Correct  
Speed Type:  Sub Acct:  PS Acct:

Start Amount:

Entered By:  Amounts Are NOT Equal - Needs To Be Corrected

Ref / Doc #:  Click here for more information

Sponsor:

Description:

Salary:   
Fringe Benefits:   
M & O:   
Travel:   
Equipment:   
Indirect Cost:   
Equity:   
End of Year Balance:

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.**

**Budget Input** Invalid PS Account

Document Type:  EACH OF THE STARTER AMOUNTS CAN BE DIFFERENT FOR A NEW COST CENTER

Speed Type:  Sub Acct:  PS Acct:

Start Amount:

Entered By:  Amounts Are NOT Equal - Needs To Be Corrected

Ref / Doc #:  Click here for more information

Sponsor:

Description:

Salary:   
Fringe Benefits:   
M & O:   
Travel:   
Equipment:   
Indirect Cost:   
Equity:   
End of Year Balance:

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.

er Pro - [VChemAcctInfo (vdbs)]

View Insert Format Records Scripts Window Help

Find New Sort Print Award Entry View Archived MAIN MENU

Acct Status Summary List View

Account Title: Department IDC (Seminar Budget) Sponsor: i d o dept

Reconciled Date: 02/28/05

Begin Date: 09/01/1997 Matching Fund:  IDC Rate:  (enter as decimal eg 0.12 for 12%) Rec. By: Elsie

End Date: 12/31/2099 Cost Sharing:  Cost Share Types:

PI Name: La Saundra Cotright PI Short: Department User Id.: lcotright E-mail: lcotright@uh.edu

FRS Acct	Sub Acct	Bus. Unit	Fund	Dept	Program	Project	Speed Type	Sub Ledger	Fiscal Yr	Status
225330	SEM	730	2072	H0107	B0991	NA	14002	S	2002	Active

Award	Award Amounts	Award Date	Award Comments
Award 1	46,198.80		
Award 2			
Award 3			
Award 4			
Award 5			
Award 6			
Award 7			
Award 8			
Award 9			
Award 10			

Account Award: \$46,198.80

Account Comments: Departmental Seminar budget. This is a subaccount within the main IDC cost center.

Comments: 3/7/05 EM; NEED TO TRF AND BUDGET POS FOR LUBCHENKO RAP WHEN NEWLY CREATED POSITION IS AVAILABLE. Jan '05-M&O budget < PS budget due to outstanding BAR's for -1,300 & 663.

Usage: seminar expenses

Created By: cotright 4/14/2005  
Modified By: cotright 4/14/2005

### 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.

Account Status Summary February 2005 Invalid PS Account

Recalculate Find Print

Account P I: Department

2005 14002 730 2072 H0107 B0991 NA 225330

FY SpeedType Sub Acct Begin End Department IDC (Seminar Budget)

	Un-Budgeted (PS)	Revenue	Encumbered	Outstanding	Un-Budgeted (r/Dep)	PS Balance
Equity	0.00	0.00	0.00	0.00	0.00	
<b>Budgeted Expended Encumbered Outstanding Balance</b>						
Salaries		0.00	0.00		0.00	
Fringe Benefits		0.00	0.00		0.00	
M & O	10,000.00	3,137.28	0.00	856.34	6,006.38	
Travel		1,246.25	0.00	1,125.55	2,371.80	
Equipment		0.00	0.00	0.00	0.00	
IDC		0.00	0.00		0.00	
<b>TOTAL</b>	<b>10,000.00</b>	<b>4,383.53</b>	<b>0.00</b>	<b>1,981.89</b>	<b>3,634.58</b>	

Carried Fwd Amt:  PS Fund Equity: **-4,383.53** Accumulated Fund:

Reconcile Month: 02/28/05 Total Fees: **0.00** Current Balance: **-6,365.42**