

Entering Contracts into File Maker

Create a new record:

- Choose 'Contract' (for regular contracts) or 'SubContract' (for sub-recipient agreements on grants) for document type
- Enter 'Speed Type'
- Enter 'Sub Account' if applicable
- Enter 'Vendor'
- Enter 'Description'. Include start and end date of the contract.
- Enter 'Total Amount of Contract' in the Encumbrance Amount Field
- Enter 'Enc. Date'
- Enter the 'K' or "R" number in the PO Number Field. If contract also generates a PO, both numbers can be entered here.

To Pay the Contract (credit card, voucher, PO voucher, etc)

- Create a Second Record (duplicate original)
- Choose the applicable Document Type (Voucher, PO Voucher, T-Card, etc)
- Enter the Amount Paid in the Amount field
- Enter the Amount Paid with a negative sign in the Encumbrance Amount Field

Reconciliation List View

- Find all related contract records by searching for contract # in the PO Number field.
- There will be one record showing the original contract (document type = contract).
- The other payment records will be shown as either expended during monthly reconciliation or still outstanding.

fy	SpeedType	Sub	Program	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	PO #	Est. Am	Enc. Dat	Enc. Amt	Exp. Dat	Exp. Am		
2007	34739	UHC	608832	53857	T-Card	Southwest Airline	Air - Martin Bonsangue	00735835	NSM DEAN MA	R070125	102.80		-102.80	05/10/07	102.80		
2008	34739	UHC	608832	53857	Contract	Bonsangue, Marti	To pay for service			R070125			7,323.30				
											102.80	7,220.90	102.80				
											Monthly Expenditures:			YT			
Account Title											AMP University of Houston Central	PI	Beal, John	Sponsor	NSF	Starts	Remains

Account Summary View

When the contract is searched by Contract number in the PO field, the Account Summary will show the contract status as shown here.

- Expended -contract payments expended/reconciled
- Encumbered – the current contract encumbrance balance
- Outstanding – contract payments made, but not yet expended/reconciled.

BUDGET REFERENCE	STATUS SUMMARY					
	Budgeted	Expended	Encumbered	Outstanding	Balance	
Salaries		0.00	0.00	0.00	0.00	
Fringe Benefits		0.00	0.00	0.00	0.00	
M & O		754.09	569.21	6,000.00	-7,323.30	
Travel		0.00	0.00	0.00	0.00	
Equipment		0.00	0.00	0.00	0.00	
TOTAL		754.09	569.21	6,000.00	-7,323.30	
EQUITY	Carried Forward		PS Fund Equity	-754.09	UnBudgeted (PS)	0.00
	Revenue	0.00			Prior Yr. Encumbered	0.00
	Fund Adjustments	0.00			Outstanding	0.00
	Expenses (Prior BRef)	0.00			UnBudgeted (Dept)	0.00
	PS Accumulated Fund	0.00				
Reconcile Month: 8/31/2007					Current Balance -7,323.30	

Releasing the Encumbrance Balance

- Release Encumbrances if full amount not paid
- Create a new record (duplicate the original contract)
- Choose 'Release Order' for new document type
- Enter the excess amount with a negative sign in the Encumbrance Amount field
- Enter the Enc. Date

DO NOT change the Original Contract record Encumbrance Amount

DO NOT do a release order for sub recipient contracts unless instructed by PI and approved by OCG.

Increasing the Contract Encumbrance

- Create a new record (duplicate the original contract)
- Choose 'Contract' for new document type
- Enter the additional amount in the Encumbrance Amount field
- Enter the Enc. Date
- Specify detail in the Description including reason for the increase.

Post to Log		Status:	Send E-mail
Document Type:	Contract	Speed Type:	34739
		Sub Account:	UHC
		Project Status:	Sub
		Sponsor:	Nef
		Project Year:	
Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):			
Vendor:	Bonsangue, Martin	Select Vendor:	15867
Description:	To pay for services rendered to the Houston Louis Stokes Alliance for Minority Participation, April 30, 2007 - May 29,		
PS Account:	53857	CONTRACT SERVICE - OTHE	
		Mand O	
Amount	Quantity	Value must be '1' or greater	
7,323.30			
Encumbrance Amt	Enc. Date		
		Entered By:	
		Date Entered:	10/25/2007
		Document #:	
		Reference #:	
		PO Num:	R070126
		Line #:	
		Invoice #:	
		Inv. Date:	(mm/dd/yy)
		Purchase Agent Note	

Miscellaneous Find Requests

To Find all original Contract Encumbrance Amounts:

- Conduct find using 'contract' in document type field

To Find all Expenditures related to a particular contract:

- Conduct find using 'contract number' in PO field