

# Entering Contracts in Filemaker Pro

<input type="button" value="Post to Log"/>		Status: <input type="text"/>	<input type="button" value="Send E-mail"/>
<b>Document Type:</b> <input type="text" value="Contract"/>	<b>Speed Type:</b> <input type="text" value="34739"/>	Sub Account: <input type="text" value="UHC"/>	Project Status: <input type="text" value="Sub"/>
		Sponsor: <input type="text" value="Nsf"/>	Project Year: <input type="text"/>
<i>Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):</i>			
<b>Vendor:</b> <input type="text" value="Bonsangue, Martin"/>	<input type="button" value="Select Vendor"/>	<input type="text" value="15867"/>	Invoice #: <input type="text"/>
<b>Description:</b> <input type="text" value="To pay for services rendered to the Houston Louis Stokes Alliance for Minority Participation, April 30, 2007 - May 29."/>		Inv. Date: <input type="text"/>	<small>(mm/dd/yy)</small>
<b>PS Account:</b> <input type="text" value="53857"/> <input type="text" value="CONTRACT SERVICE - OTHE"/>			
	<small>M and O</small>		
<input type="text"/>	<input type="text"/>	<b>Purchase Agent Note</b>	
<small>Amount</small>	<small>Quantity</small>	<input type="text"/>	
<input type="text" value="7,323.30"/>	<input type="text"/>	<input type="text"/>	
<small>Encumbrance Amt</small>	<small>Enc. Date</small>	<input type="text"/>	
	<small>Value must be '1' or greater</small>	<input type="text"/>	
		<input type="text"/>	

- 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.

## Paying the Contract

<input type="button" value="Post to Log"/>		Status: <input type="text"/>	<input type="button" value="Send E-mail"/>
<b>Document Type:</b> <input type="text" value="T-Card"/>	<b>Speed Type:</b> <input type="text" value="34739"/>	Sub Account: <input type="text" value="UHC"/>	
		Project Status: <input type="text" value="Sub"/>	
		Sponsor: <input type="text" value="Nsf"/>	
		Project Year: <input type="text" value="3"/>	
<i>Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):</i>			
<b>Vendor:</b> <input type="text" value="Southwest Airlines"/>	<input type="button" value="Select Vendor"/>	<input type="text" value="2980"/>	
<b>Description:</b> <input type="text" value="Air - Martin Bonsangue from Los Angeles to Austin and Houston 04-29-07 to 05-03-07 to evaluate the HLSAMP. Thi"/>		<b>Invoice #:</b> <input type="text" value="BONSANGUE-"/>	
		<b>Inv. Date:</b> <input type="text"/>	(mm/dd/yy)
<b>PS Account:</b> <input type="text" value="53857"/>	<input type="text" value="CONTRACT SERVICE - OTHE"/>		
	<input type="text" value="M and O"/>		
<input type="text" value="102.80"/>	<input type="text" value="1"/>	Value must be '1' or greater	
Amount	Quantity		
<input type="text" value="-102.80"/>	<input type="text"/>		
Encumbrance Amt	Enc. Date		
<b>Entered By:</b> <input type="text" value="kt"/>	<b>Date Entered:</b> <input type="text" value="4/26/2007"/>	<b>Purchase Agent Note:</b>	
<b>Document #:</b> <input type="text" value="00735835"/>	<b>Reference #:</b> <input type="text" value="NSM DEAN MA"/>	<input type="text"/>	
<b>PO Num:</b> <input type="text" value="R070125"/>	<b>Line #:</b> <input type="text" value="1"/>		

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

## Viewing and Reconciling the Contract Records

Reconciliation List															
Main Menu		Ledger Menu		Detail Summary		Acct Summary of Found Records				Monthly		Report			
FY	SpeedType	Sub	Program / Project	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	PO #	Est Am	Enc Dat	Enc Amt	Exp Dat	Exp Am
2007	34739	UHC	G088832	53857	T-Card	Southwest Airline	Air - Martin Bansa	00735835	NSM DEA	R070125	102.80		-102.80	05/31/07	102.80
2008	34739	UHC	G088832	53857	Contract	Bonsangue, Marti	To pay for servic			R070125			7,323.30		
											102.80	7,220.50	102.80		
											Monthly Expenditures:				YT
Account Title						P I			Sponsor			Startin			
AMP University of Houston Central						Bear, John			NSF			Remainin			

- The first line (above) is the payment record. This record is expended during monthly reconciliation.
- The second line (above) is the original contract encumbrance. It will remain unchanged in FMP.
- The remaining balance of the contract is circled (above).

## Viewing the Contract in Account Summary

STATUS SUMMARY						
	Budgeted	Expended	Encumbered	Outstanding	Balance	
BUDGET REFERENCE	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	
	Equipment	0.00	0.00		0.00	
	<b>TOTAL</b>		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	<b>Current Balance</b>		-7,323.30	

- When the contract is searched by Contract number in the PO field, the Account Summary will show the contract status as above
  - Expended -contract payments expended/reconciled
  - Encumbered – the current contract encumbrance balance
  - Outstanding – contract payments made, but not yet expended/reconciled.

## Releasing Encumbrance Balance

<input type="button" value="Post to Log"/>		Status: <input type="text"/>		<input type="button" value="Send E-mail"/>	
<b>Document Type:</b>	<input type="text" value="Release Order"/>	<b>Speed Type:</b>	<input type="text" value="34739"/>	Sub Account:	<input type="text" value="UHC"/>
				Project Status:	<input type="text" value="Sub"/>
				Sponsor:	<input type="text" value="Nsf"/>
				Project Year:	<input type="text"/>
<p><i>Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):</i></p>					
<b>Vendor:</b>	<input type="text" value="Bonsangue, Martin"/>	<input type="button" value="Select Vendor"/>	<input type="text" value="15867"/>	Invoice #:	<input type="text"/>
<b>Description:</b>	<input type="text" value="RELEASE BALANCE"/> <input type="text" value="To pay for services rendered to the Houston Louis Stokes Alliance for Minorit"/>			Inv. Date:	<input type="text"/>
				(mm/dd/yy)	
<b>PS Account :</b>	<input type="text" value="53857"/>	<input type="text" value="CONTRACT SERVICE - OTHE"/>			
		M and O			
<input type="text"/>	<input type="text"/>	Value must be '1' or greater			
Amount	Quantity				
<input type="text" value="-569.21"/>	<input type="text"/>				
Encumbrance Amt	Enc. Date				
		Entered By:	<input type="text"/>	<b>Purchase Agent Note:</b>	
		Date Entered:	<input type="text" value="10/25/2007"/>	<input type="text"/>	
		Document #:	<input type="text"/>		
		Reference #:	<input type="text"/>		
		PO Num:	<input type="text" value="R070125"/>		
		Line #:	<input type="text"/>		

- 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 Contract Encumbrance

Post to Log Status:

Document Type:  Speed Type:  Sub Account:

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:   15867

Description:

Invoice #:   
Inv. Date:  [mm/dd/yy]

PS Account :  CONTRACT SERVICE - OTHE  
M and O

Amount	Quantity
<input type="text" value="7,323.30"/>	<input type="text"/>
Encumbrance Amt	Enc. Date

Value must be '1' or greater

Entered By: <input type="text"/>
Date Entered: <input type="text" value="10/25/2007"/>
Document #: <input type="text"/>
Reference #: <input type="text"/>
PO Num: <input type="text" value="R070125"/>
Line #: <input type="text"/>

**Purchase Agent Note**

- 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.

## Search Criteria

- 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