Entering Contracts in Filemaker Pro
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.
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
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).
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.
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.
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.
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