Contracts – Create, Edit, Encumber, Cancel

Roles: Financial Manager, Financial Manager Assistant

Project Status: Bid & Award, Construction

Create a Contract	
Step	**Task**
1.	Click the drop-down next to *Go To…* and select the **Project Contracts.**
2.	Scroll to the bottom of the page and click the **Create New Contract** command button.
3.	The **Purchase Type** field is set to *Encumbered*. To enter a contract number, change this type to *Non-Encum* or *Retainer*.
4.	In the **Contract No.** field, enter <u>one</u> of the following numbers for the: • *Banner* Encumbrance • Purchase Order • Internal Work Order
5.	If associated with a *Retainer Contract*, click the drop-down under **Retainer Contract No.** and select the Retainer Contract Vendor.
6.	Click the calendar icon in the **Contract Date** field and select the date.
7.	Select the **Search** link in the *Source and Delivery* area and enter the vendor's name; Click the **Search** command button and select the vendor.
8.	Click the **Add Line** command button; click the drop-down and select the budget line: • Enter the *Banner* account number in the **Account** column. • Enter the amount in the **Amount** column**;** any contract amount over $999,999.99 must be manually encumbered in *Banner*. • Continue until the contract is displayed.
9.	Click the **Submit** command button.
10.	Review the information and click the **Confirm** command button.
11.	Click the **Encumber Contract** command button.
12.	Click the **OK** command button; the contract has been encumbered and its status has been designated as "Placed" in FCPWeb terminology.

Edit an Unencumbered Contract	
Step	**Task**
1.	Click the drop-down next to *Go To…* and select the **Project Contracts.**
2.	Select the contract link for which to edit and click the **Edit Contract** command button.
3.	Edit the contract and click the **Submit** command button.
4.	Review the information and click the **Confirm** command button.
Encumber a Contract	
Step	**Task**
1.	Click the drop-down next to *Go To…* and select the **Project Contracts.**
2.	Select the contract link for which to encumber and click the **Encumber Contract** command button.
3.	Click the **OK** command button.
Cancel a Contract	
Step	**Task**
1.	Click the drop-down next to *Go To…* and select the **Project Contracts.**
2.	Select the contract link for which to cancel and click the **Cancel Contract** command button.
3.	Click the **OK** command button.