Contracts

This MUNIS reference guide covers the following topics:

- Contract Entry
- Contract Change Order
- Attaching Documentation for all Contract Documents (Contracts, Insurance, Bonds)

Contracts

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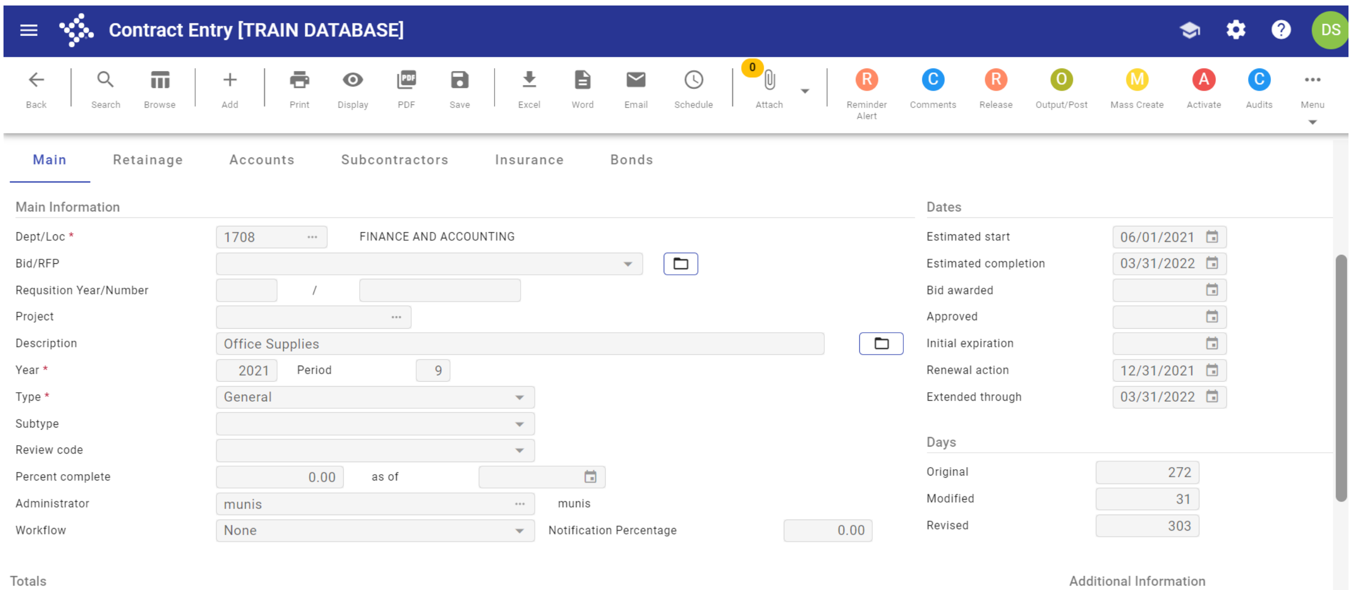
Enter a Contract

A contract in Munis is the end result of an agreement with a vendor. Contract records are entered directly through the Contract Entry program.

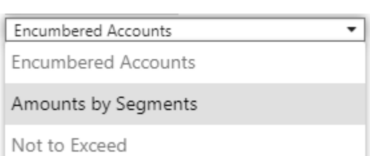


1. From the Tyler Menu, click Financials> Purchasing>Contract Management>Contract Entry

2. Click Add on the ribbon.

3. Click +1 for the program to automatically assign a Contract number

4. The default method is Encumbered Account but if you need to change use drop down to change



5. Line Item: the Default setting is **None**, but if you need to change to another method use the drop down to change it. Using a line item is uncommon.

6. Enter Vendor Number or use field help to look up vendor It will bring up a list of all vendors with your search term. Double click the vendor you want or click on the vendor and click Accept.

7. **To be Rolled** is defaulted as checked. Do not uncheck.

8. Check **Hold Payments** if applicable, but this would be uncommon

9. Do not check **Require PO for Payment**

10. Complete the fields in the Main section.
    a. For more details, refer to the Field Descriptions table (click on the "?" icon in the upper right-hand corner to access the field descriptions).
    - **Dept/Loc**: This will default in from your User Attribute. If you need to use it click on Field help and select the correct department.
    - Project: Tab through this field for this demonstration.
      You can enter **Project number** or click on Field help and select the Project that applies to the Contract if applicable.
    - Enter **Description** of Contract
    - Enter **Year** and **Period** of when Contract should start: i.e. 2021/11=August 2021
    - Select **Type** of Contract from drop down
    - Select **Subtype** of Contract from drop down if applicable
    - Tab pass **Review Code.**
    - Select **Administrator**. Use field help to access the list.
    - Enter **Estimated Start Date**
    - Enter **Estimated Completion Date**
    - Enter **Bid Award Date** if applicable
    - Enter **Approved Date** if applicable
    - Enter **Renewal Action Date** if applicable
      Munis uses the initial expiration and extended through date for transactions. Other date fields are information only.
    - Click **Accept**

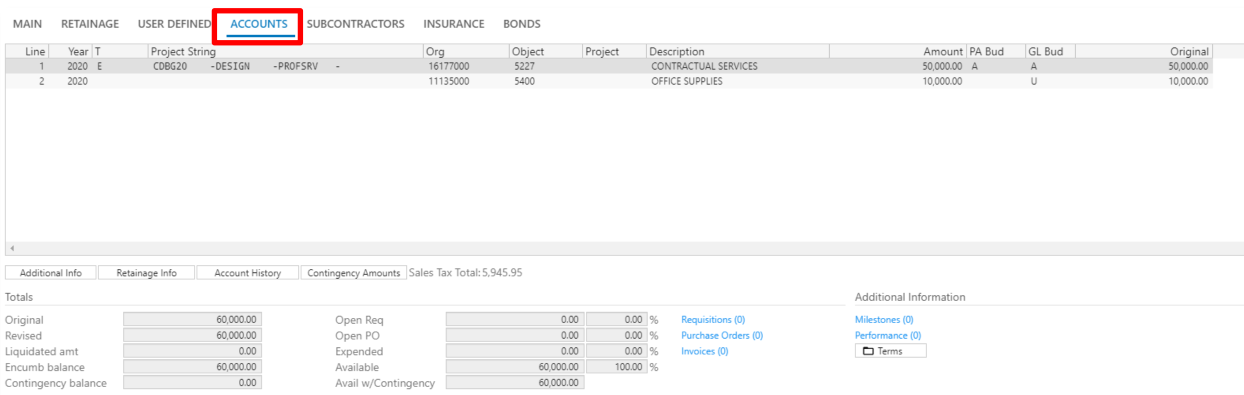
11. Complete the fields in the Accounts section. For more details, refer to the Field Descriptions table (click on the "?" icon in the upper right-hand corner to access the field descriptions).

    - Option 1: **Using a Project**
      Available projects might not be defined prior to this training session.
      1. Year: This will default to the current year
      2. Project String: For this demonstration, tab pass Project String.
         In future, you can enter Project String If applicable. If you do not know the project string use field help to look up the project string, then select the project string and hit accept.
         

      3. Org: This will fill in from the Project. If permissions allow you may change.
      4. Object: This will fill in from the Project. If permissions allow you may change.

5. Enter Amount.

- **Option 2: GL Expense Account**
  1. Year: This will default to the current year
  2. Org: Enter Org Code or use Field help to look up Org Code.
  3. Object: Enter Object Code or use Field help to look up Object Code.
  4. Enter Amount
  5. For Not To Exceed method contracts
     a. If you are entering amounts for multiple years follow same process but put in different year. This only applies to "Not to Exceed"
- Click Accept .

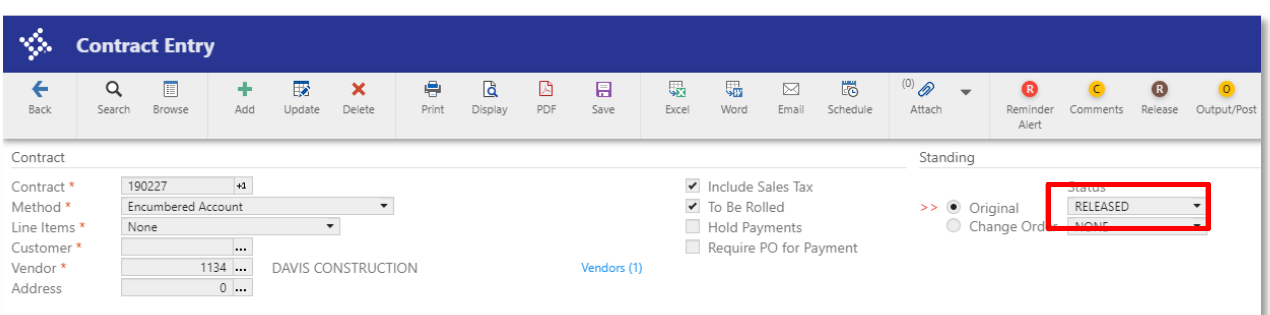


12. If applicable, complete the fields in the Insurance section. For more details, refer to the Field Descriptions table (click on the "?" icon in the upper right-hand corner to access the field help).
    - Click Accept when all types are entered.

13. If applicable, complete the fields in the Bonds section. For more details, refer to the Field Descriptions table (click on the "?" icon in the upper right-hand corner to access the field help).
    - Click Accept when all Bonds are entered.

16. When finished click Release on ribbon.

17. The program updates the contract status to Released.



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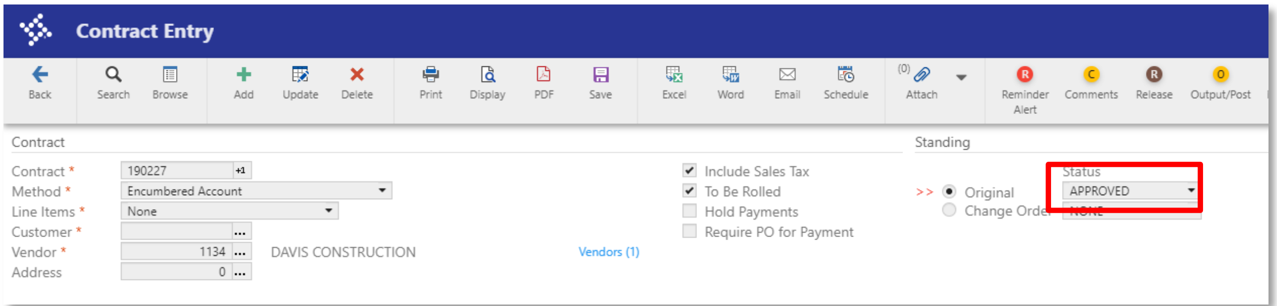
18. After the contract has been approved by a workflow approver, the status changes to Approved.



19. Once approved the Contract will be posted by Finance then the status changes to Posted. Once posted one can create transactions against the Contract.

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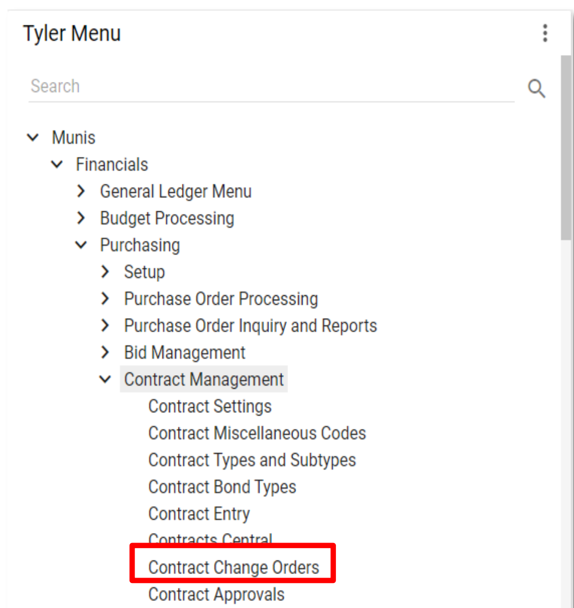
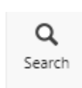
Enter a Contract Change Order

Occasionally during the life cycle of a contract, it becomes necessary to make changes to amounts, accounts, line items, or other aspects of the contract. This is done using a contract change order. Changes that involve encumbering or liquidating amounts require the change order to be posted to the general ledger.

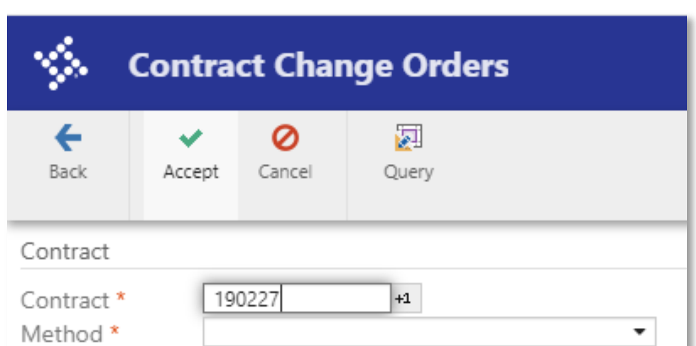
1. From the Tyler Menu, click Financials> Purchasing>Contract Management>Contract Change Order



2. Click Search 

in the ribbon.

3. Enter the Contract number you want to make changes to.



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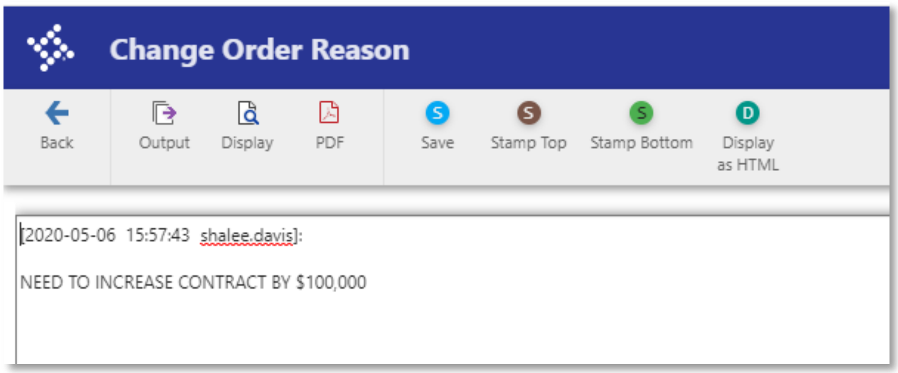
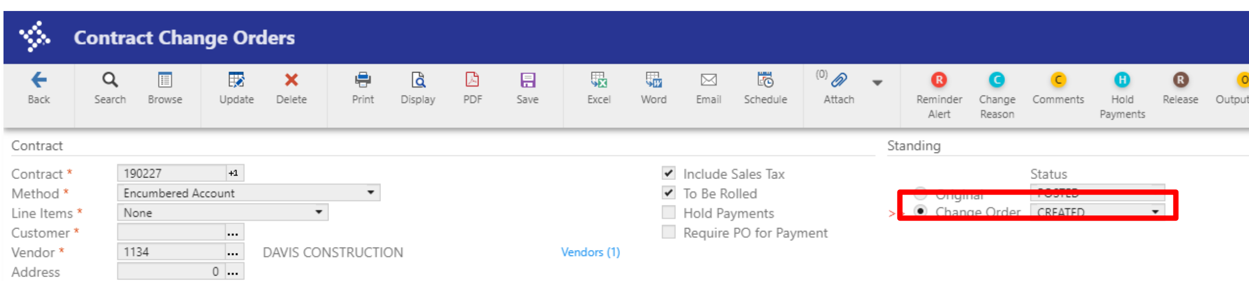
4. Click Accept .
5. Click on the tab you want to update.
6. Click Update on the ribbon

7. The Change Order Reason screen appears.
    - Click on Stamp Top or Stamp Bottom on the ribbon if you desire a time stamp.
    - Enter reason for changes.
    - Click Save on ribbon.

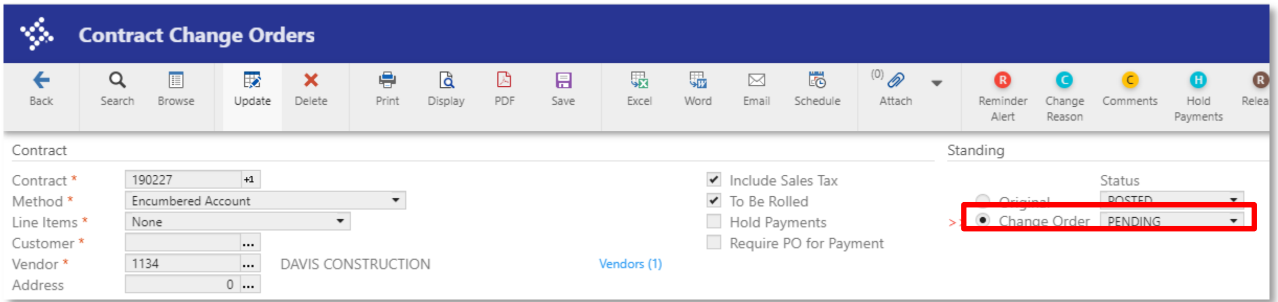


    - Click Back Button on ribbon to return to main interface.
8. Make the desired change in the record.
9. Click Accept .

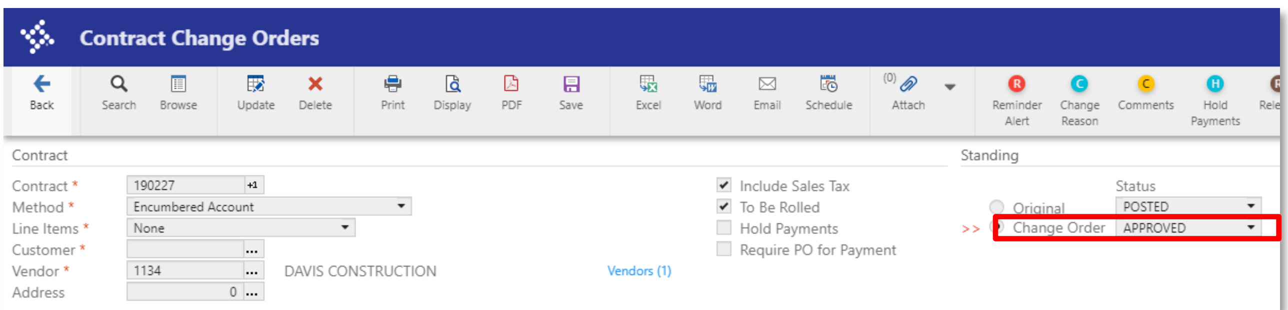
10. The status of the Change order is at Created before it is released



11. When finished click Release on the ribbon.
12. The program updates the contract change order status to Pending.



13. After the contract change order has been approved by a workflow approver, the status changes to Approved.



14. Once approved the contract change order will be posted by Finance then the status changes to Posted. Once posted users can create transactions against the Contract.

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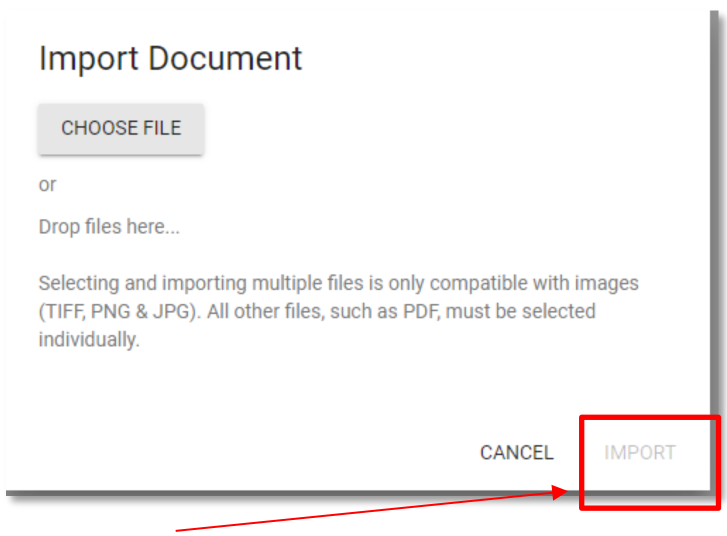
Attaching Documentation for all Contract Documents

Tyler Content Manager (TCM) is where all documents are stored.

1. Attach supporting documents to TCM by clicking on the paper clip on the ribbon.
2. Click Add (+) on the ribbon.
3. Click on Contract Attachment

4. Click Upload  .
5. Choose or drop in file from computer.



6. Click Import.

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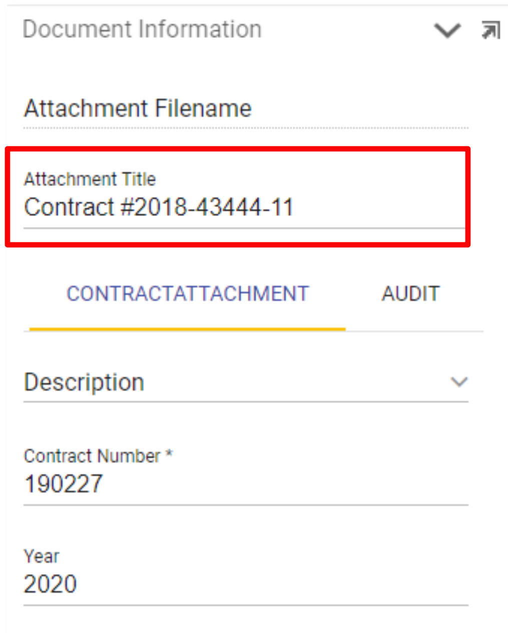
7. Give Document and Attachment Title. This might differ from the Contract number that Munis assigns.



8. Click Save  once you are happy with your attachment setup. You may add as many document attachments as you wish.

9. When finished loading documents click X on far right to close out of TCM