

Closing a Contract in Tyler (Not-to-Exceed, Non-Encumbered and Limitless Contracts):

1) Go to Contract Change Orders in Tyler under Financials > Purchasing > Contract Management > Contract Change Orders.

Tyler Menu

Search

- Enterprise ERP
 - Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - Setup
 - Purchase Order Processing
 - Purchase Order Inquiry and Reports
 - Bid Management
 - Contract Management
 - Contract Settings ☆
 - Contract Miscellaneous Codes ☆
 - Contract Types and Subtypes ☆
 - Contract Bond Types ☆
 - Contract Entry ☆
 - Contracts Central ☆
 - Contract Change Orders ☆

2) Click Search, type in the Contract number you want to close, and hit Accept.

Contract Change Orders [City of Fairfield]

Close Accept Cancel Query

Contract Change Orders [City of Fairfield ~CA | TRAIN2 | 04/29] >

Contract

Contract * 324000173

Method *

Line Items *

Customer *

Vendor *

Address

3) Click the "Close Contract" skittle on the Menu bar.

Contract Change Orders [City of Fairfield ~CA | TRAIN2 | 04/29]

Close Search Browse Update Print Display PDF Save Excel Word Email Schedule Attach Reminder Alert Comments Hold Payments Release Output/Post Mass Create Activate Close Contract Open Contract Audits Activity Projects Contract Lens

Contract Change Orders [City of Fairfield ~CA | TRAIN2 | 04/29]

Contract

Contract * 324000173

Method * Not to Exceed

Line Items * None

Customer * REGIONAL GOVERNMENT SERVICES AUTHORITY

Vendor * 2488 Vendors (1)

Address 0

Standing

To Be Rolled

Hold Payments

Require PO for Payment

Status

Original POSTED

Change Order NONE

Audit

Entered by

Entered

Modified

4) If the Output screen pops up, select “Save” as the Output type and leave the Save in location as the Munis spool directory and hit OK.

Output

Output type

Munis printer

Save

Save in: Munis spool directory

File name: cmentpst0003

Save as type: Plain text (.txt)

Comment: Saves to a file retrievable from the Saved Reports program.
You may accept the default or enter your own file name.

Report title

CONTRACT CLOSE REPORT

Output style

Presentation

Plain Text

Output options

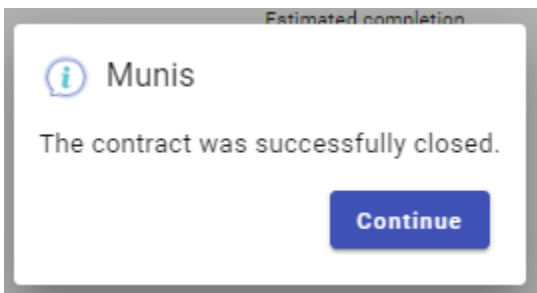
Landscape

Enable hyperlinks if present

Copies: 1

Cancel OK

5) The below message will pop-up, hit Continue.



6) The status of the PO should change from “Posted” to “Closed” and the Available amount should now be zero.

Status

Original

Change Order

CLOSED

NONE

Closing a Contract with a PO Attached:

1) The PO will need to be closed first before the Contract can be closed (see Instructions for Closing a PO). If there is an open Purchase Order connected to the Contract, the below error will show at the bottom of the screen when trying to Close the Contract:

