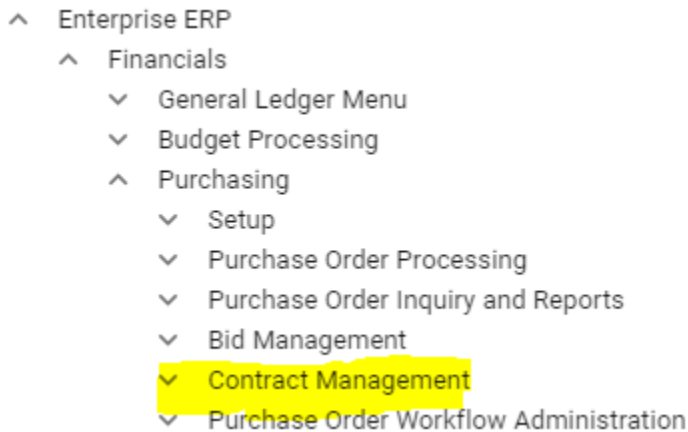


Entering Contracts in Tyler

The contracts module in Tyler is located here:



How to enter and manage contracts in Tyler Munis:

1. **Contract Entry:** Used when entering contracts in Tyler.
2. **Contracts Central:** Can be used to view contracts that have been entered in Tyler.
3. **Contract Change Orders:** Used when a contract needs to be updated.

Determine the Type of Contract to Enter

- **Non-Encumbered Contract:** Use this type for contracts that have a specific amount to be allocated to each fiscal year. This type of contract **will not** encumber any funds in the budget. In order to encumber funds, a requisition will have to be entered and linked to the contract.
- **Encumbered Contract:** Use this type for contracts that have a specific amount allocated to each fiscal year and that need to be encumbered in the budget.
- **Not to Exceed Contract:** Use this type of contract for contracts that have a not to exceed amount tied to it. The not to exceed amount can be for each fiscal year or over the term of the contract. No encumbrance is generated with this type of contract. In order to encumber funds, a requisition will have to be entered and linked to the contract.
- **Limitless Contract:** Use this type of contract for recurring services that the annual amount of the contract is unable to be estimated. No encumbrance is generated with this type of contract.

Entering Non-Encumbered Contracts into Contract Entry

Non-encumbered accounts contracts are contracts that have specific amounts that will be allocated by fiscal year. These amounts **will not** be encumbered until a requisition has been created and linked to the contract (see instructions: Creating a Requisition for a Contract for instructions on how to do this).

The contract can be entered into Tyler once you have the signed contract copy, and council approved resolution (if needed). The contract will need to be entered and posted before creating a requisition or entering any invoices for this contract.

Go to **Contract Entry** which is located under Contract Management.

Click **Add** which will open a blank contract entry screen. A new contract number will automatically populate in the **Contract** field.

For **Method** you will select **Non-Encumbered Accounts**.

Leave the **Line Items** as **None**.

Enter in the **Vendor number**.

If the contract will need to be rolled to the next fiscal year the **To Be Rolled** box will already be checked as a default. This will roll the contract to the next fiscal year once the current fiscal year is closed and the remaining contract amounts for the current year will be rolled to the next fiscal year. If the contract should not be rolled to the next fiscal year the box will need to be unchecked.

Check the **Require PO for Payment** box if the contract needs to have POs used for payment against the contract. If this box is checked, the contract will not allow any payments to be processed unless it is through a PO that has been linked with the contract.

In the Main section of the page for **Dept/Loc** enter in the **Department Code**. The department code should be the most common workflow that is going to be associated with the invoices entered with this contract.

For **Description** enter in a brief description of the contract you are entering.

For **Year** enter in the current fiscal year that the contract is starting and the fiscal period.

For **Type** select the type of contract you are entering. The type should match the "Type of Request" on the City Manager Contract/Purchase Request form.

For **Subtype** select if the contract is recurring or non-recurring.

Under **Dates** on the right side of the Main Information section enter in the **Contract End Date** in the **Initial Expiration field**.

Select **Accept** at the top of the page which will then move you to the **Accounts tab**.

Enter **the fiscal year, account number and amount for each fiscal year** in the contract.

***Note** – the account code entered in this field will have to match the account code used on the PO. Also, the amount listed in each fiscal year will determine how much the PO for the year can be issued.

Click **Accept** at the top of the screen.

If the contract has a contingency go back to the **Accounts Tab** and at the bottom section of the screen you will see **Contingency Amounts** available to select.

Select **Contingency Amounts** and then the **Update** button at the top of the screen.

This will open the line item fields to enter in the contingency. The contingency can be entered in multiple ways. You can tie the contingency to multiple fiscal years and accounts (you will have to enter in an account if you enter a fiscal year) OR you cannot enter in a fiscal year and account and just enter in an amount. If you just enter in an amount, it will not be tied to a specific year. In order to utilize the

contingency balance a change order will need to be created and submitted invoking the contingency amount to the specific fiscal year.

Once all this information is entered go back to the main screen and at the top click **Attach**. In this page all backup documentation including the signed contract, City Manager Contract form and council approved resolution.

Once all information is entered and documentation attached select **Release** at the top of the page on the right side.

This will release the contract to workflow for approval. Once approved and in **Posted status** you can create and link a requisition to the contract. You will be able to see what open reqs/open PO's are tied to a specific contract by looking at the bottom of the screen on the Contract Entry page. You can also see what has been expended against the contract as well. To the right side of this section there are links which will take you directly to the reqs, PO's and invoices that are tied to the contract.

Totals					
Original	254,819.00	Open Req	0.00	0.00 %	Requisitions (0)
Revised	254,819.00	Open PO	0.00	0.00 %	Purchase Orders (0)
Liquidated amt	0.00	Expended	0.00	0.00 %	Invoices (0)
Unrelieved	254,819.00	Available	254,819.00	100.00 %	
Contingency balance	0.00	Avail w/Contingency	254,819.00		
Workflow					

Entering Encumbered Contracts into Contract Entry

Encumbered contracts are contracts that have specific amounts that will be allocated to each fiscal year. These amounts **will** be encumbered once the contract is posted.

The contract can be entered in Tyler once you have the signed contract copy and council approved resolution (if needed). The contract will need to be posted before entering any invoices against the contract.

Go to **Contract Entry** which is located under Contract Management.

Click **Add** which will open a blank contract entry screen. A new contract number will automatically populate in the **Contract** field.

For **Method** you will select **Encumbered Accounts**.

Leave the **Line Items** as **None**.

Enter in the **Vendor number**.

If the contract will need to be rolled to the next fiscal year the **To Be Rolled** box will already be checked as a default. This will roll the contract to the next fiscal year once the current fiscal year is closed and the remaining contract amounts for the current year will be rolled to the next fiscal year. If the contract should not be rolled to the next fiscal year the box will need to be unchecked.

Check the **Require PO for Payment** box if the contract needs to have POs used for payment against the contract. If this box is checked, the contract will not allow any payments to be processed unless it is through a PO that has been linked with the contract.

In the Main section of the page for **Dept/Loc** enter in the **Department Code**. The department code should be the most common workflow that is going to be associated with the invoices entered with this contract.

For **Description** enter in a brief description of the contract you are entering.

For **Year** enter in the current fiscal year that the contract is starting and the fiscal period.

For **Type** select the type of contract you are entering. The type should match the “Type of Request” on the City Manager Contract/Purchase Request form.

For **Subtype** select if the contract is recurring or non-recurring.

Under **Dates** on the right side of the Main Information section enter in the **Contract End Date** in the **Initial Expiration field**.

Select **Accept** at the top of the page which will then move you to the **Accounts tab**.

Enter **the fiscal year, account number and amount for each fiscal year** in the contract.

***Note** – the account code entered in this field will have to match the account code used on the invoice.

Click **Accept** at the top of the screen.

If the contract has a contingency go back to the **Accounts Tab** and at the bottom section of the screen you will see **Contingency Amounts** available to select.

Select **Contingency Amounts** and then the **Update** button at the top of the screen.

This will open the line item fields to enter in the contingency. The contingency can be entered in multiple ways. You can tie the contingency to multiple fiscal years and accounts (you will have to enter in an account if you enter a fiscal year) OR you cannot enter in a fiscal year and account and just enter in an amount. If you just enter in an amount it will not be tied to a specific year. In order to utilize the contingency balance a change order will need to be created and submitted invoking the contingency amount to the specific fiscal year.

Once all this information is entered go back to the main screen and at the top click **Attach**. In this page all backup documentation including the signed contract, City Manager Contract form and council approved resolution.

Once all information is entered and documentation attached select **Release** at the top of the page on the right side.

This will release the contract to workflow for approval. Once approved and in **Posted status** the contract can be used to pay invoices against.

Entering Not to Exceed Contracts into Contract Entry

These types of contracts are those that have a not to exceed amount tied to either a fiscal year or contract period. They typically are invoiced as services are used on the contract.

Go to **Contract Entry** which is located under Contract Management.

Click **Add** which will open a blank contract entry screen. A new contract number will automatically populate in the **Contract** field.

For **Method** you will select **Not to Exceed**.

Leave the **Line Items** as **None**.

Enter in the **Vendor number**.

If the contract will need to be rolled to the next fiscal year the **To Be Rolled** box will already be checked as a default. This will roll the contract to the next fiscal year once the current fiscal year is closed and the remaining contract amounts for the current year will be rolled to the next fiscal year. If the contract should not be rolled to the next fiscal year the box will need to be unchecked.

Check the **Require PO for Payment** box if the contract needs to have POs used for payment against the contract. If this box is checked, the contract will not allow any payments to be processed unless it is through a PO that has been linked with the contract.

In the Main section of the page for **Dept/Loc** enter in the **Department Code**. The department code should be the most common workflow that is going to be associated with the invoices entered with this contract.

For **Description** enter in a **brief description of the contract** you are entering.

For **Year** enter in the **current fiscal year that the contract is starting and the fiscal period**.

For **Type** select the type of contract you are entering. The type should match the "Type of Request" on the City Manager Contract/Purchase Request form.

For **Subtype** select if the contract is recurring or non-recurring.

Under **Dates** on the right side of the Main Information section enter in the **Contract End Date** in the **Initial Expiration field**.

Select **Accept** at the top of the page which will then move you to the **Accounts tab**.

Enter in the **current fiscal year** and the **total amount of the contract (not to exceed amount)**.

Click **Accept** at the top of the screen.

Once you click accept it will take you back to the main page. If the contract has a contingency you will need to go back to the **Accounts Tab** and then at the bottom section of the screen you will see **Contingency Amounts** available to select.

Select **Contingency Amounts** and then the **Update** button at the top of the screen.

This will open the line item fields to enter in the contingency. The contingency can be entered in multiple ways. You can tie the contingency to multiple fiscal years and accounts (you will have to enter in an account if you enter a fiscal year) OR you can not enter in a fiscal year and account and just enter in an amount. If you just enter in an amount it will not be tied to a specific year. In order to utilize the contingency balance a change order will need to be created and submitted invoking the contingency amount to the specific fiscal year.

Once all this information is entered go back to the main screen and at the top click **Attach**. In this page all backup documentation including the signed contract, City Manager Contract form and council approved resolution.

Once all information is entered and documentation attached select **Release** at the top of the page on the right side.

This will release the contract to workflow for approval. Once approved and in **Posted status** the contract can be used to create requisitions and/or pay invoices against.

Entering Limitless Contracts into Contract Entry

Limitless contracts are used in the rare instance that there is recurring service that you are unable to determine the annual amount (ex. Being used by multiple departments such as Alkar). If a limitless contract is used, any invoices over \$25,000 must go to the City Manager to approve.

Go to **Contract Entry** which is located under Contract Management.

Click **Add** which will open a blank contract entry screen. A new contract number will automatically populate in the **Contract** field.

For **Method** you will select **Limitless**

Leave the **Line Items** as **None**.

Enter in the **Vendor number**.

If the contract will need to be rolled to the next fiscal year the **To Be Rolled** box will already be checked as a default. This will roll the contract to the next fiscal year once the current fiscal year is closed and the remaining contract amounts for the current year will be rolled to the next fiscal year. If the contract should not be rolled to the next fiscal year the box will need to be unchecked.

In the Main section of the page for **Dept/Loc** enter in the **Department Code**. The department code should be the most common workflow that is going to be associated with the invoices entered with this contract.

For **Description** enter in a **brief description of the contract** you are entering.

For **Year** enter in the **current fiscal year that the contract is starting and the fiscal period**.

For **Type** select the type of contract you are entering. The type should match the "Type of Request" on the City Manager Contract/Purchase Request form.

For **Subtype** select if the contract is recurring or non-recurring.

Under **Dates** on the right side of the Main Information section enter in the **Contract End Date** in the **Initial Expiration field**.

Once all this information is entered go back to the main screen and at the top click **Attach**. In this page all backup documentation including the signed contract, City Manager Contract form and council approved resolution.

Once all information is entered and documentation attached select **Release** at the top of the page on the right side.

This will release the contract to workflow for approval. Once approved and in **Posted status** the contract can be used to create requisitions and/or pay invoices against.

Contracts Central

Contracts Central can be utilized to view contracts that have been posted. In Contracts Central you can view contract information such as general contract information, activity, purchase orders, invoices, terms, liquidated balances and more. This is a useful tool for seeing all the information you need for each of your department's contracts.

If you do not have all the information, you are looking for when opening Contracts Central go to settings at the top right of the page and an options box will pop up. In this option box select the options you want to see in Contracts Central.

The screenshot displays the Contracts Central web application interface. At the top, there is a search bar containing the number '324000135' and an 'Advanced search' button. A settings gear icon is circled in red in the top right corner. Below the search bar, there are tabs for 'Retainage', 'User Defined', 'Accounts', 'Subcontractors', and 'Insurance'. The main content area shows contract details for 'CHAPLIN & HILL INVESTIGATIVE SERVICES LLC' with a status of 'RELEASED' and a department of 'HUMAN RESOURCES'. A modal window titled 'Application settings' is open, listing various details that can be viewed, such as Activity, Change History, Invoices, Milestones, Requisitions, Liquidated Balances, Approvers, Comments, Liens, Purchase Orders, Terms, and Vendor Performance. The dialog box includes 'Select all' and 'Unselect all' options and 'OK' and 'Cancel' buttons.

Entering Contract Change Orders

If a posted contract needs to be updated or changed, a contract change order can be processed. Once the contract change order has been approved and posted, the contract will reflect those changes and will be available to use.

To process a contract change order:

Go to **Contract Change Orders** which is located under Contract Management.

Click **Search** and enter in the contract number of the contract you want to change.

Click Update and the Change Order Reason screen will pop up. Enter in the change you are making and/or reason for the change. Click **save** and then the **back arrow**.

This will take you back to the contract change order screen. In this screen you can make updates to the main information section of the contract. These updates can be turning on/off the "Require PO for Payment", Initial Expiration date, Description or any other fields not grayed out. Note that the contract method **can not** be updated.

If a change to the account code and/or amounts are needed, click **Accept** at the top and then select **Accounts** in the middle tab section.

The screenshot displays the 'Contract Change Orders' interface for the City of Fairfield. At the top, there are three buttons: 'Close' (with an 'X' icon), 'Accept' (with a checkmark icon and highlighted in yellow), and 'Cancel' (with an 'X' icon). Below this is a breadcrumb trail: 'Contract Change Orders [City of Fairfield ~CA | TRAIN | 04/28] >'. The main section is titled 'Contract' and contains several input fields and checkboxes. The 'Contract #' field has the value '323000437'. The 'Method #' dropdown is set to 'Non-Encumbered Accounts'. The 'Line Items #' dropdown is set to 'None'. The 'Customer #' field is empty. The 'Vendor #' field has the value '1765' and is highlighted with a blue border; the vendor name 'CANON SOLUTIONS AMERICA' is displayed to its right. The 'Address' field has the value '0'. On the right side, there are three checkboxes: 'To Be Rolled' (checked), 'Hold Payments' (unchecked), and 'Require PO for Payme' (checked). At the bottom, there are six tabs: 'Main', 'Retainage', 'Accounts' (highlighted in yellow), 'Subcontractors', 'Insurance', and 'Bonds'.

Once in the Accounts section, click **Update** at the top which will allow you to update the year, project string, org, object and/or amount.

Note if there have been any transactions drawing down or encumbering the funds in the current contract accounts, it will not allow you to make any changes tied to those amounts. Example: In the contract below for FY 2024 there is \$100,000 for the fiscal year for this contract. If there is an open PO of \$50,000 you will not be able to edit the account string for the entire \$100,000. You would have to reduce the FY 24 line down to \$50,000 and create a new line for the remaining \$50,000 with the new account string.

Contract 323000437 Standing Original POSTED Audit Entered by ns

Method * Non-Encumbered Accounts To Be Rolloled Hold Payments Require PO for Payment Change Order Original Audit Entered 01

Line Items * None Require PO for Payment Change Order Original Audit Modified 04

Customer * ...

Vendor * 1765 ... CANON SOLUTIONS AMERICA Vendors (1)

Address 0 ...

Main Retainage **Accounts** Subcontractors Insurance Bonds

Line	Year	T	Project String	Org	Object	Project	Description	Amount
1	2023			52225100	9004		RENT EXPENSE-EQUIPMENT	28,901.54
2	2024			52225100	9004		RENT EXPENSE-EQUIPMENT	100,000.00
3	2025			52225100	9004		RENT EXPENSE-EQUIPMENT	100,000.00
4	2026			52225100	9004		RENT EXPENSE-EQUIPMENT	100,000.00
5	2027			52225100	9004		RENT EXPENSE-EQUIPMENT	100,000.00

Once all changes to the contract have been made, click **Accept** and **Release** at the top. This will put the Contract Change Order in the approval workflow. Once the contract has been approved and posted, the contract will reflect the changes made and can be used for processing invoices/POs/etc.

Invoking a Contract's Contingency Balance

If the contract has a contingency balance and there is need to move some or all of the contingency to a fiscal year line a contract change order to invoke the contingency is needed.

Go to **Contract Change Orders** which is located under Contract Management.

Click **Search** and enter in the contract number of the contract you want to change.

Click Update and the Change Order Reason screen will pop up. Enter in the change you are making and/or reason for the change. Click **save** and then the **back arrow**.

Go to the **Accounts tab** in the middle of the page and click **Update**.

At the bottom of the page, click the **Contingency Amounts** box. This will take you to the contract contingency amounts. These can be contingency amounts by year or for the entire contract depending on the contract.

Click the yellow **Invoke** skittle at the top of the page.

Click the blue **Transfer Amounts** skittle at the top of the page.

Enter in a reason for the change order/contingency. Click **save** and the **back arrow** button.

Enter in the amount that needs to be transferred from the contingency balance to the contract under **Invoke Amount** then click **Accept**.

Once all changes to the contract have been made, click **Accept** and **Release** at the top. This will put the Contract Change Order in the approval workflow. Once the contract has been approved and posted, the contract will reflect the new contract and contingency balances.