



Munis Contract Management

*Procedural Documentation
for
The City of Fairfield, CA*

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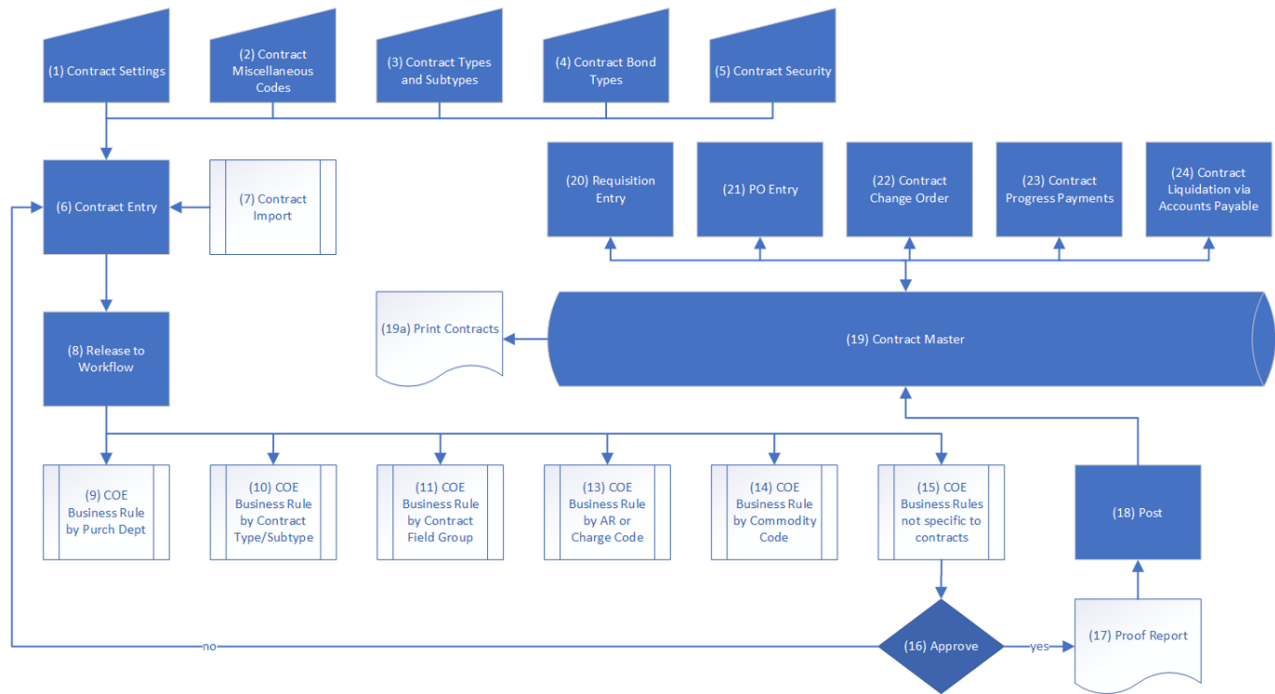
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Purchasing Contracts Process



Entering a Limitless Contract (Service Contracts)

Overview

A contract in Munis is the end result of an agreement with a vendor. This document provides instructions on how to enter a manual contract record into the Munis Contract Entry program. When using this document as a guide, accept the default values in fields, unless otherwise indicated, to complete a contract record.

When you enter a limitless contract, CY and NY amount lines are automatically created by the system with all amounts equal to zero (0). You are not able to maintain the amount lines for a limitless contract. The amount line records provide a means to track activity against the contract when invoices are applied to the contract.

Transactions entered against a limitless contract impact the project ledger and the general ledger, as applicable. Contract budget checks are not performed as there is no budget for the contract.

Prerequisites

Before you can successfully create a contract, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

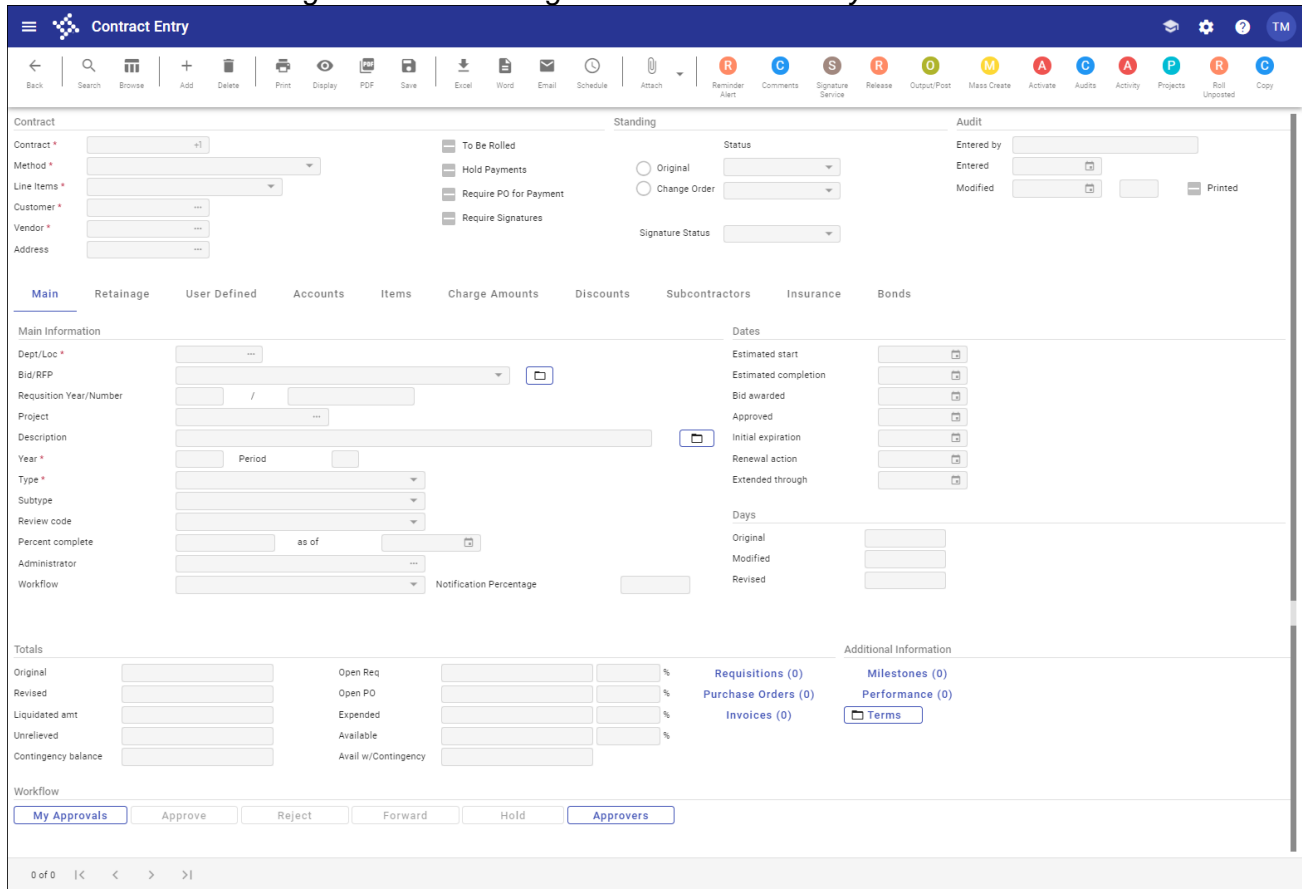
- You have menu access to the Contract Entry program.
- You have the appropriate user permissions:
 - Create New Contracts
 - Release Own Contracts
 - Create/Maintain Contracts
- Settings are established in the Contract Settings program.
- Vendors are established in the Vendors program.
- Department codes are established in the Departments program.
- General ledger accounts are active.
- Workflow business rules for contracts are established, if applicable.

Procedure

Use the following steps to enter a contract:

1. Open the Contract Entry program.

Financials > Purchasing > Contract Management > Contract Entry



2. On the toolbar, click Add.
3. Complete the header fields, and the contract tabs, using the following tables as a guide.

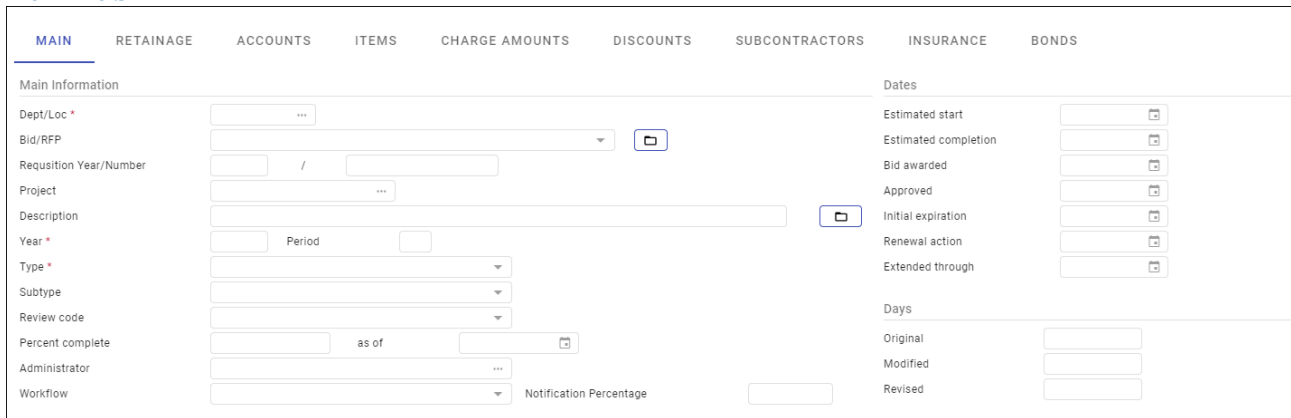
Field	Description	Fairfield, CA
Contract		
Contract	Identifies the contract number. Use the plus one button to assign the next available number or manually assign a number by typing it into the field.	This field will auto populate skip to Method
Method	Specifies the contract enforcement method, which designates how the contract processes. Once a contract has been posted, the enforcement method may not be changed. <ul style="list-style-type: none"> • Limitless Contracts that use this enforcement method are open-ended. These 	This field will default to the only choice: Limitless You can tab through this field.

Field	Description	Fairfield, CA
	contracts do not have an amount to enter nor an account to enter.	
Line Items	Defines the type of line items to create: <ul style="list-style-type: none"> None—Contracts do not require line items. 	Select None
Customer	Stores the Accounts Receivable customer number for this contract.	This field is greyed out. Tab through
Vendor	Identifies the number of the vendor associated with this contract. The vendor must be established in the Munis Accounts Payable Vendors program.	Select your vendor either by typing the name in the field or by using the field help “...” to search for your vendor
Address	Displays the remittance address of the selected vendor.	Field will auto populate
To Be Rolled	If selected, indicates that the contract should be rolled to the next fiscal year when the current fiscal year is closed. The default value is selected, but you can clear the check box. You cannot close the current fiscal year until all contracts with this status have been rolled to the next fiscal year.	Check this box for the contract to roll over each fiscal year. The box is selected by default.
Hold Payments	If selected, directs the program to prevent invoices from posting if they are associated with this contract record. You can create contract invoices, but while this check box is selected, the invoices cannot be posted.	Do not check this box, it will only be used by Finance.
Require PO for Payment	If selected, indicates that a valid purchase order is required before an invoice can be entered against the contract.	Do not check this box. No PO will be used with contracts.
Standing		
Original/Status	If populated, indicates that this is a record for an original contract, not a change order. The Status list shows the status of the contract during the contract process. When you add a new contract, the status is 2–Created and it updates automatically as the contract is moved through the process. You cannot modify the status, but you can use this field as search criteria during the Search process. Status indicators: <ul style="list-style-type: none"> 0-Rejected 2-Created 4-Released 6-Approved 	Field will auto populate and cannot be changed

Field	Description	Fairfield, CA
	8-Posted 10-Closed	
Change Order/Status	If populated, indicates that this is a record for a contract change order. The Status list that indicates the status of the change order. The program updates the status as the change order is processed. You cannot modify the status, but you can use this field as search criteria during the Search process. Status indicators are: N-None C-Created P-Pending A-Approved R-Rejected	Field will auto populate and cannot be changed
Audit		
Entered By	Displays the user ID of the person who created the record. This field is accessible as search criteria during the Search process.	Field will auto populate and cannot be changed
Entered	Displays the date that the record was created. This field is accessible as search criteria during the Search process.	Field will auto populate and cannot be changed
Modified	Contains the date that the contract was last modified. The program automatically updates this date when the contract record is modified. The numeric box indicates how many times the contract has been modified. This field is accessible as search criteria during the Search process.	Field will auto populate and cannot be changed
Printed	If selected, indicates if the contract has been printed.	Field will have a check mark once it is printed
Totals <i>The Totals group displays below the detail tabs.</i>		
Original	Displays the original dollar amount of the contract.	Field will auto populate once information is entered and cannot be changed
Revised	Displays the dollar amount of contract changes.	Field will auto populate once revised information is entered and cannot be changed
Liquidated Amt	Displays the dollar amount of liquidated contract charges.	Field will auto populate once liquidated information is entered and cannot be changed

Field	Description	Fairfield, CA
Encumb Balance	Displays the dollar amount of contract charges that are still encumbered.	Field will auto populate once information is entered and cannot be changed
Contingency Balance	Displays the total of available contingency amounts for the contract.	Field will auto populate once information is entered and cannot be changed
Open Req	Identifies the percentage of the contract currently on open requisitions.	Field will auto populate once information is entered and cannot be changed
Open PO	Contains the percentage of the contract that is currently on open purchase orders.	Field will auto populate once information is entered and cannot be changed
Expended	Contains the percentage of the contract expended.	Field will auto populate once information is entered and cannot be changed
Available	Identifies the percentage of the contract currently available.	Field will auto populate once information is entered and cannot be changed
Avail w/Contingency	Displays the total available contract amount plus any available contingency amounts.	Field will auto populate once information is entered and cannot be changed

Main Tab



The screenshot shows the 'Main Tab' of a software interface. At the top, there are several tabs: MAIN (selected), RETAINAGE, ACCOUNTS, ITEMS, CHARGE AMOUNTS, DISCOUNTS, SUBCONTRACTORS, INSURANCE, and BONDS. Below the tabs, the 'Main Information' section contains various input fields and dropdown menus. On the left side, fields include Dept/Loc, Bid/RFP, Requisition Year/Number, Project, Description, Year, Type, Subtype, Review code, Percent complete, Administrator, and Workflow. On the right side, there are date-related fields: Estimated start, Estimated completion, Bid awarded, Approved, Initial expiration, Renewal action, and Extended through. At the bottom right, there are 'Days' fields: Original, Modified, and Revised. A 'Notification Percentage' field is also visible at the bottom.

Field	Description	Fairfield, CA
Main Information		
Dept/Loc	Identifies the responsible department. Your department is the default value. To change it, enter a new department code or click the field help button to select a department from the list.	Your department will auto populate but it can be changed if needed to another department.
Bid/RFP	Specifies an associated bid number, if applicable. The program completes the bid number from the Create Bids program when it is converted.	This will be greyed out and will not be available for input.
Requisition Year/Number	Contain the fiscal year and period of the requisition that was used to create the	This will be greyed out and will not be available for input.

Field	Description	Fairfield, CA
	bid. These boxes are completed automatically during the Requisition Conversion process, and you cannot access them.	
Project	If your organization uses project codes, select the Munis project from the list of available choices. This is an optional value.	Tab through this field. No contract should have a project selected.
Description	Contains the description for this contract. The description can contain up to 50 characters. You can click the Add'l Desc button to add additional description text.	Describe what the contract is for.
Year	Specifies the first fiscal year in which the contract will be used. The program enters your current fiscal year as the default value	Field will auto populate.
Period	Specifies the first period in which the contract will be used. The program enters your current fiscal period as the default value	Field will auto populate.
Type	Identifies the contract type. Contract type codes are created and maintained in the Contract Types and Subtypes program.	Select the only type of contract: Contract Services
Subtype	Identifies the contract subtype. Contract subtype codes are created and maintained in the Contract Types and Subtypes program. This is an optional value.	Select the appropriate sub-type from the categories provided: Entertainer Instructor IT Purchases Open Service
Review Code	Identifies a contract review code. Review codes are created and maintained in the Contract Management Miscellaneous Codes program for the code type REVW – Review Code. This is an optional value.	N/A - Tab through this field.
Percent Complete	Indicates the percentage of the contract that is complete. This is an optional value.	N/A - Tab through this field.
As of	Provides the date by which the specified percentage of the contract is complete. This is an optional value.	N/A - Tab through this field.
Administrator	Identifies the contract administrator. Enter the user ID for the administrator of the contract or click the field help button to select a Munis user from the list. This is an optional value.	N/A - Tab through this field.

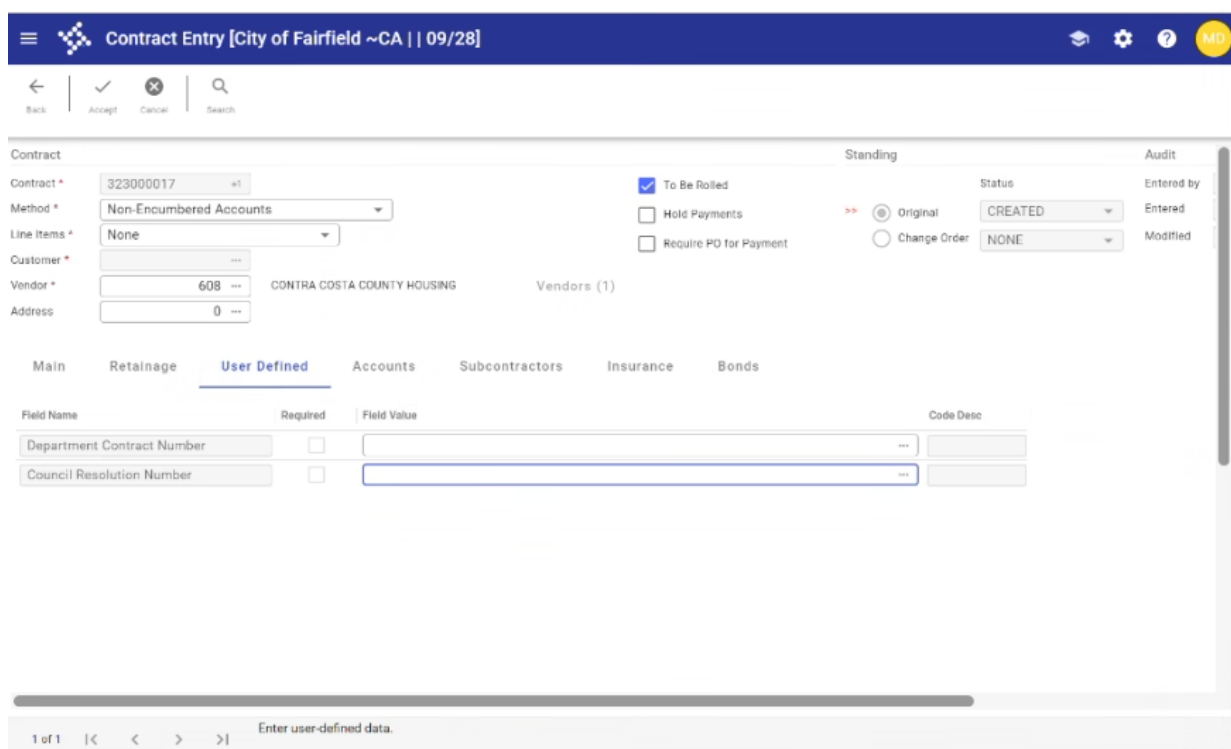
Field	Description	Fairfield, CA
Workflow	Identifies the workflow option for the contract. This list is only accessible if an Administrator is selected. This is an optional value.	N/A - Tab through this field.
Notification Percentage	Indicates the percentage level at which the administrator of the contract will be notified if any requisition, purchase order, or invoice brings the contract above this threshold. This is an optional value.	N/A - Tab through this field.
Dates		
Estimated Start	Indicates an estimated start date for the contract. Enter the date or select a date by clicking the calendar button. This requires manual updates, if changed. This is an optional value.	Enter in a date if applicable to the contract
Estimated Completion	Indicates an estimated completion date for the contract. Enter the date or select a date by clicking the calendar button. This requires manual updates, if changed. This is an optional value.	N/A – Tab through this field.
Bid Awarded	Indicates the date the contract is awarded. Enter the date or select a date by clicking the calendar button. This requires manual updates, if changed. This is an optional value.	Enter in a date if applicable to the contract
Approved	Provides the contract approval date. Enter the date or select a date by clicking the calendar button. This requires manual updates, if changed. This is an optional value.	Enter in a date if applicable to the contract
Initial Expiration	Indicates the contract expiration date. Enter the date or select a date by clicking the calendar button. This requires manual updates, if changed. This is an optional value.	N/A – Tab through this field.
Renewal Action	Indicates the renewal date for the contract. Enter the date required for renewal action or select a date by clicking the calendar button. This will require manual updates, if changed. This is an optional value.	N/A – Tab through this field.
Extended Through	Indicates the contract is extended through this defined date. Enter date or select a date by clicking the calendar button. This will require manual updates, if changed. This is an optional value.	N/A – Tab through this field.
Days		

Field	Description	Fairfield, CA
Original	Indicates the number of original contract days. If estimated start and estimated completion dates are entered, the program calculates this value. You may only access this field while the contract is a status 2-Created. This is an optional value.	N/A – Tab through this field.
Modified	Provides a system-calculated figure and you cannot change it. If there are changes to the number of days in the contract, only the amount changed reflects here. This is an optional value.	This will be greyed out and will not be available for input.
Revised	Provides a system-calculated figure and you cannot change this. If there are changes to the number of days in the contract, this shows the updated total of days in the contract. This can be changed in the Change Orders program. This is an optional value.	This will be greyed out and will not be available for input.

4. On the Munis toolbar, click Accept.
 - All tabs are accessible for updates now if additional information is wanting to be tracked.
5. When you have completed the information on the applicable tabs, click Accept to save the record.

User Defined Tab

The User Defined tab displays when your organization has activated user-defined fields and applied them to the Contract Entry or Contract Change Orders programs.



Results

The contract record is complete.

Status Change

With workflow in place, a released contract is status of 6–Released. Click the Approvers button to see the list of approvers. Without workflow, your contract is status 8–Approved.

GL Impact

There is no effect on the general ledger.

Other Munis Modules Impact

Once the contract is completed and approved, you can reference the contract through the purchasing module.

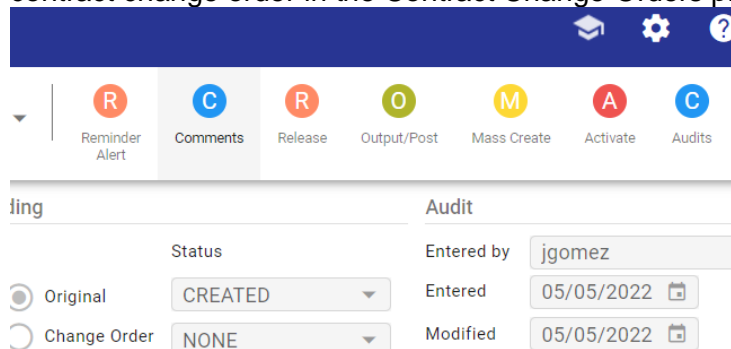
What's Next?

With workflow, the released contract is waiting for approval. Without workflow, the approved contract is ready to have requisitions and purchase orders entered against it.

Contract Approvals

Overview

The contract approval process is initiated when a Munis user enters and releases a new contract or a contract change order in the Contract Change Orders program.



The screenshot shows the 'Audit' tab in the Contract Change Orders program. The interface includes a navigation bar with icons for Reminder Alert, Comments, Release, Output/Post, Mass Create, Activate, and Audits. Below the navigation bar, there are two radio buttons for 'Original' and 'Change Order'. The 'Status' dropdown is set to 'CREATED' and the 'NONE' option is also visible. The 'Entered by' field is populated with 'jgomez', and the 'Entered' and 'Modified' dates are both '05/05/2022'.

Prerequisites

Before you can successfully enter or change a contract, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Munis system administrator to have them updated or added into the Munis system.

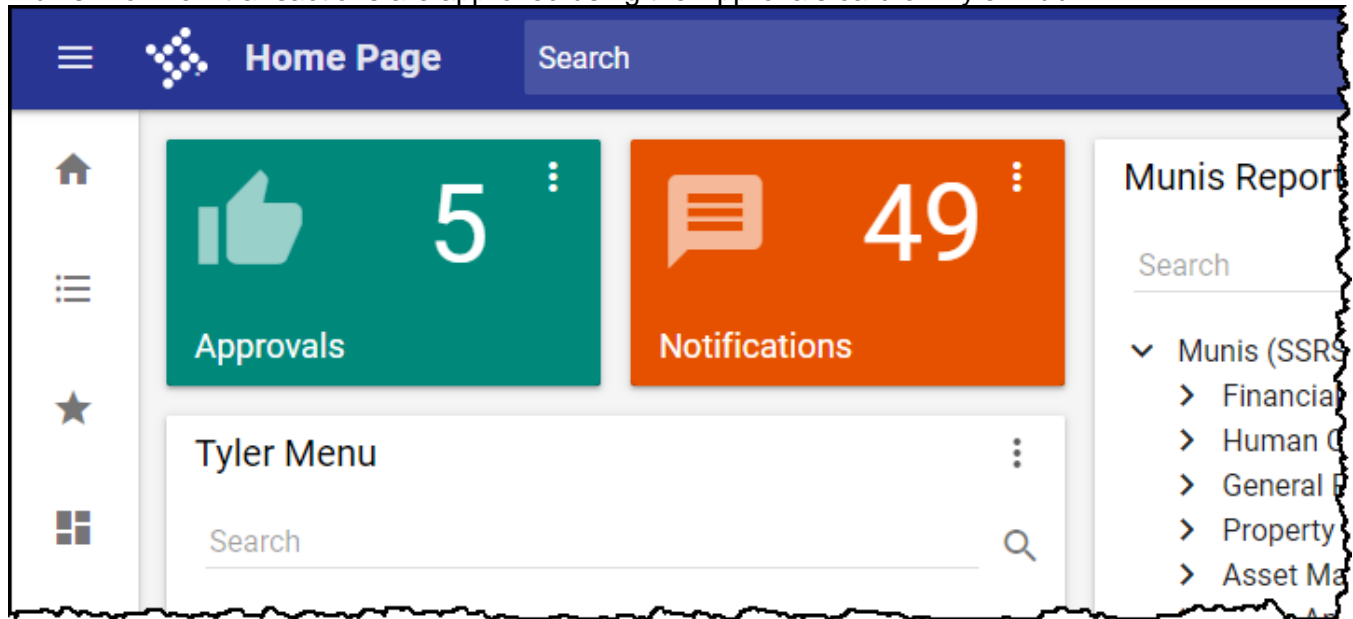
Confirm the following:

- You have menu access to Contract Change Orders.
- You have the following contract permissions:
 - Approve Others' Contracts (Limit or Full)
 - Purchasing department only: Post Others' Contracts (Full)
- A contract or change order is available for approval.
- At least one COM workflow business rule has been established.
- Your Munis user ID has been entered as a contract approver in the Workflow User Attributes program.

As an approver, you are notified by email or Workflow Assistant of pending contracts for approval.

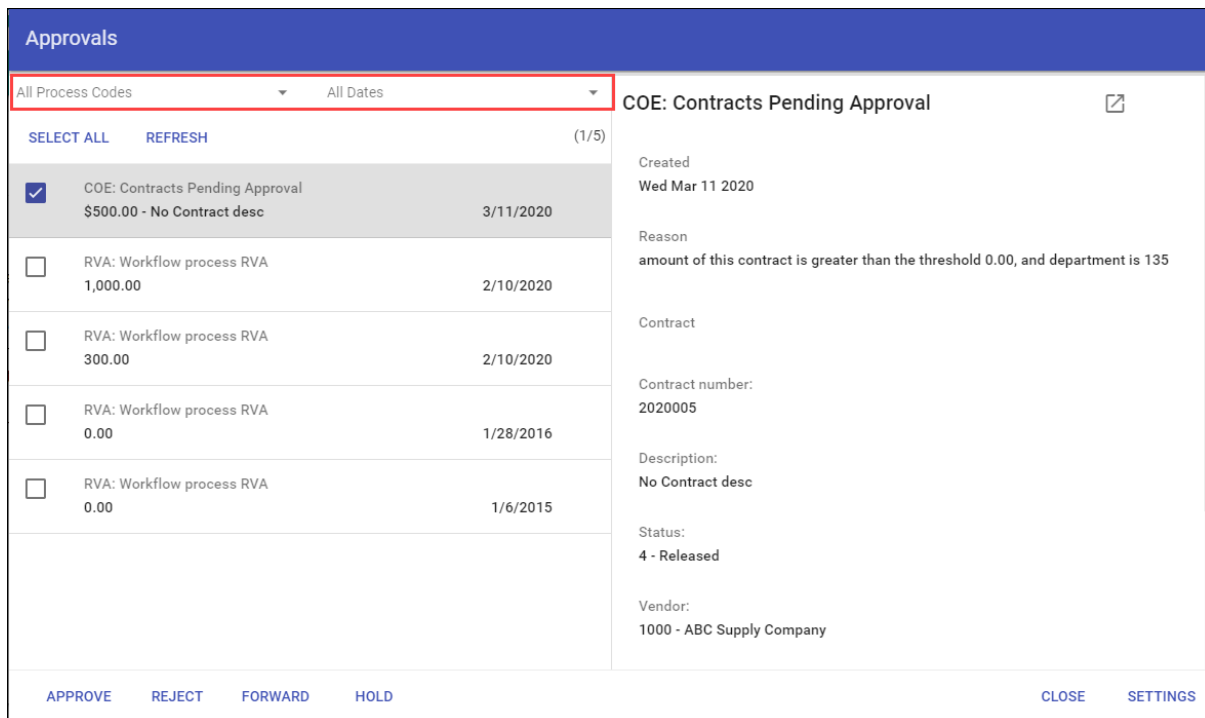
Procedure

Munis Workflow transactions are approved using the Approvals card on Tyler Hub.



To approve an item:

1. Double-click the Approvals card to list all items currently awaiting approval. Use the All Process Codes and All Dates lists to sort the items.



Approvals		
All Process Codes	All Dates	COE: Contracts Pending Approval
<input checked="" type="checkbox"/>	COE: Contracts Pending Approval \$500.00 - No Contract desc	3/11/2020
<input type="checkbox"/>	RVA: Workflow process RVA 1,000.00	2/10/2020
<input type="checkbox"/>	RVA: Workflow process RVA 300.00	2/10/2020
<input type="checkbox"/>	RVA: Workflow process RVA 0.00	1/28/2016
<input type="checkbox"/>	RVA: Workflow process RVA 0.00	1/6/2015

COE: Contracts Pending Approval

Created: Wed Mar 11 2020

Reason: amount of this contract is greater than the threshold 0.00, and department is 135

Contract number: 2020005

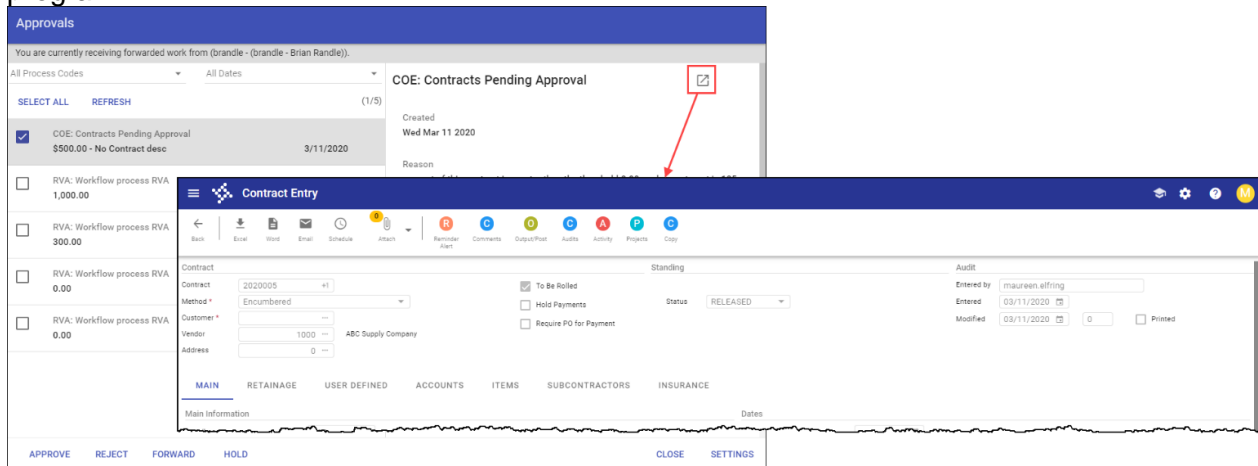
Description: No Contract desc

Status: 4 - Released

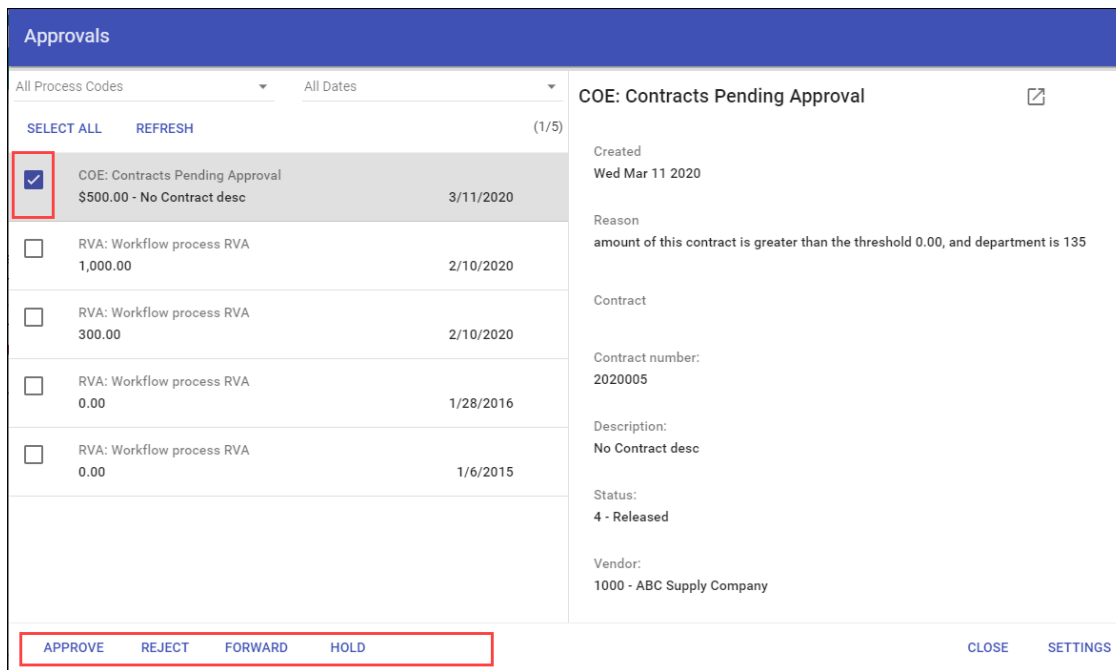
Vendor: 1000 - ABC Supply Company

2. Review the items awaiting approval.

- To view additional information, click the Launch button to view the item in the applicable Munis program.



- To approve the item, select the workflow item and click Approve.



When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Option	Description
Approve	Identifies the record as approved and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).

Option	Description
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.

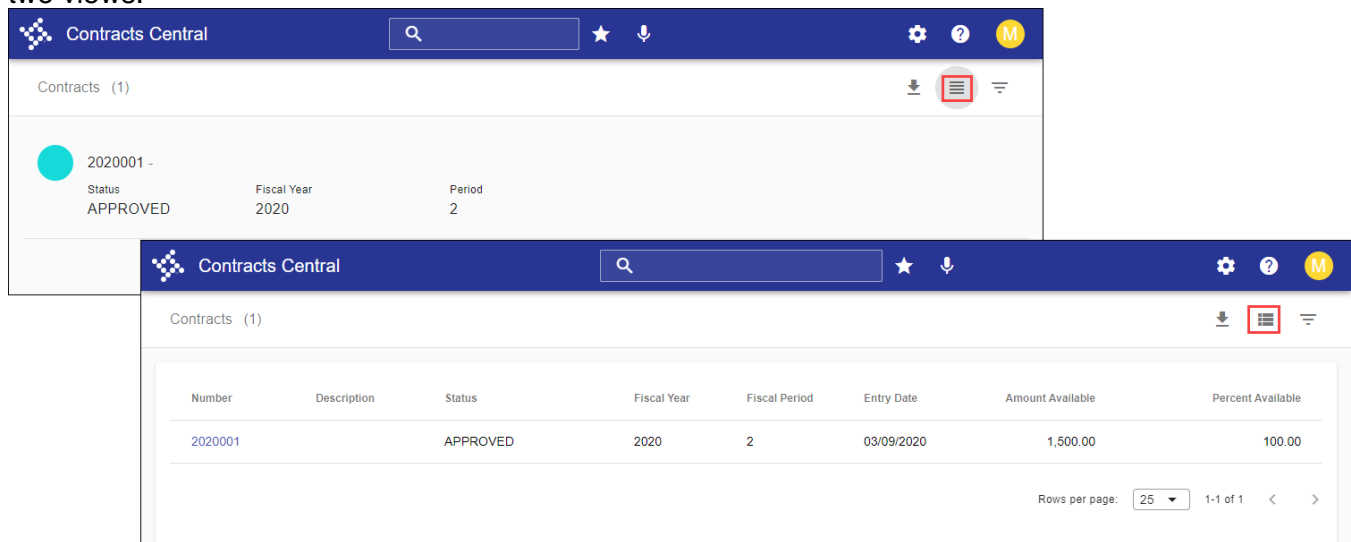
What's Next?

After a contract has been approved and posted, it may be referenced on AP invoices. If additional changes need to be made, they may be entered now, as only one change order per contract may be processed at one time.

Appendix A—Contracts Central

Contracts Central provides information about contracts that exist in your Munis database. Use the Search box in the omnibar to find contracts. Enter a contract number or description and press **Enter** to initiate the search. The Advanced Search (★) button provides more refined search criteria, which you can save for selection at a later time. The Speak to Search (🗣️) button provides searches using spoken criteria.

Search results display in either a list or table format; use the Switch View button to switch between the two views.



Number	Description	Status	Fiscal Year	Fiscal Period	Entry Date	Amount Available	Percent Available
2020001		APPROVED	2020	2	03/09/2020	1,500.00	100.00

On the search results page:

- Click the Export (📄) button to export the contract information as a Microsoft® Excel® spreadsheet.
- Use the Filter (≡) button to refine the contract records in the search results according to specific criteria.
- Click a column heading to sort the results by that criterion. Contract search results are limited to 1000 records. If your search results exceed 1000 records, redefine your search criteria to reduce the number of records found.

Click a contract record to display the Details page, which provides a sidebar with various categories of contract information.

Click the Settings (⚙️) button in the header to determine the categories available on the sidebar. If you select a contract to view and you have not previously defined the tiles to include, the program automatically displays the Settings dialog box.

The following table describes the available detail categories.

Option	Description
Activity	Displays transaction activity that has been entered against the contract.

Option	Description
Change History	Provides a full list of changes that have been made to the contract. View the change history in summary format by clicking the grid button on the pane header.
Invoices	Lists the invoices that have been charged to the contract. The pane contains three tabs: Accounts Payable, Recurring, and General Billing. Each tab displays invoices that match the tab type. For example, the Accounts Payable tab displays accounts payable invoices, but not recurring or general billing invoices. Click an invoice number to open the invoice in Invoice Central or click the vendor name to open the vendor record in Vendor Central. If your organization uses Tyler Content Manager (TCM), you can view files that have been attached to the invoice by clicking the TCM button.
Milestones	Displays the contract's milestone data in three tabs: Main, Dates/Amounts, and Notes. Click the list button in the pane header to view the milestone information in a brief list format.
Requisitions	Contains a list of the requisitions that have been entered against the contract. Click a requisition number to open it using the Requisition Entry program. You can view the requisition data in grid format by clicking the grid button on the pane header.
Liquidated Balances	Provides a summary view of the contract's liquidated balances.
Approvers	Contains a summary view of workflow actions that have been taken for the contract. Use the navigation buttons to view additional workflow records. Click the list button in the pane header to view the workflow information in a list format.
Comments	Displays any comments or notes associated with the contract record. The pane is for informational purposes only. No comments can be added here. You must access the contract record using the Contract Entry or Contract Change Orders programs in order to add comments or notes.
Liens	Identifies liens associated with the selected contract.
Purchase Orders	Lists the purchase orders that have been entered against the contract. Click a purchase order number to open it using the Purchase Order Inquiry program. Change the display format of the pane from list view to grid view by clicking the grid button on the pane header.
Terms	Displays the terms for the selected contract.
Vendor Performance	Displays the vendors that are associated with the contract. Clicking a vendor name opens the Vendor Central program with that vendor as the active record. Click the grid button in the pane header to view additional vendor information in the Vendor/Item, Backup Withholding, and Documents/Notes tabs.

For each of the selected categories, the Contract Central pages displays the details. Click a category on the sidebar to view the detail information.

For each detail category, the Edit, Refresh, Notes, Attach, and Excel Export buttons are available. Use these buttons to maintain the details.



Contract Change Orders

Overview

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.

When a contract is in the process of being changed, two versions of the contract exist: the original contract and the change order. Only one change order may exist at any time. If your organization uses Workflow, the change order is routed through an online workflow approval process and once approved, the contract change is posted. This incorporates it into the original contract and the change order no longer exists. The original contract, however, has a change number denoting the number of changes that have occurred.

Below are the changes that are possible for each contract type. Note that updates to prior year lines are not allowed.

- Amounts by Segment:
 - Main tab, User Defined tab (if applicable), Subcontractor tab, and Insurance tab information.
 - Accounts tab: Increase or decrease the current fiscal year allocated amount, add a future fiscal year, remove or add an account segment. (If there are line items, change these first because line item totals and the Accounts tab totals must match.)
 - Line Items tab: Add or remove a line item, increase or decrease the quantity or amount of a line item.
- Not to Exceed:
 - Main tab, User Defined tab (if applicable), Subcontractor tab, and Insurance tab information.
 - Accounts tab: Increase or decrease the current fiscal year allocated amount, add a future fiscal year amount.
- Encumbered Accounts:
 - Main tab, User Defined tab (if applicable), Subcontractor tab, and Insurance tab information.
 - Accounts tab: Increase or decrease a current fiscal year allocated amount and account, add a future fiscal year account and amount.
- Non-Encumbered Accounts:
 - Main tab, User Defined tab (if applicable), Subcontractor tab, and Insurance tab information.
 - Accounts tab: Increase or decrease a current fiscal year allocated amount and account, add a future fiscal year account and amount.

Prerequisites

Before you can successfully change a contract, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Munis system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have menu access to the Contract Entry program.
- You have the appropriate user permissions for Contract Management:
 - Maintain Own Posted Contracts
 - View Contracts by Department: Limited to own departments
 - Create/Maintain Amounts by Segment Contracts
- Active general ledger accounts exist in the General Ledger Accounts program.
- There must be a valid email address for your user ID in the User Attributes program.
- The Use Workflow for Posted Contract Changes check box must be selected in the Contract Settings program.

Procedure

Use the following steps to make changes to a contract:

1. Open the Munis Contract Change Orders program.

Financials > Purchasing > Contract Management > Contract Change Orders

1. Click Search to search for the contract that is to be changed.
2. Enter the applicable search criteria. Search criteria might include the contract number, vendor, or project. Depending on your permissions, you may be restricted to viewing contracts for your department.
3. Click Accept to initiate the search. If you find more than one contract, scroll through the list to find the contract to change.

Changes to Informational Details

To update information on the Main, User Defined, Subcontractor, Insurance, or Bonds tabs:

1. Click Update.

The program displays the Change Order Reason screen.

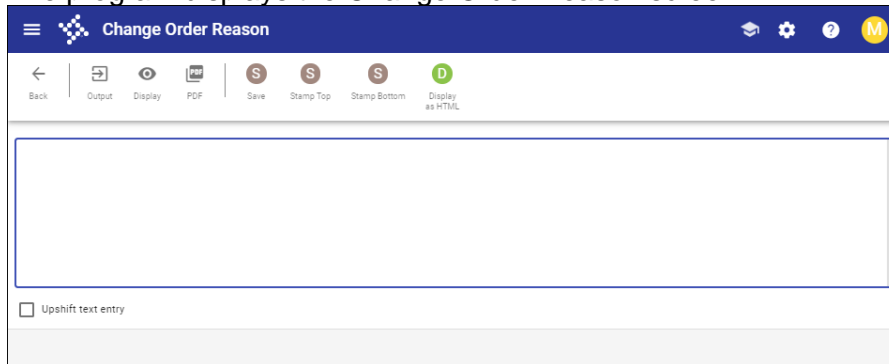
2. Enter the reason and click Save on the toolbar.

3. Click Back to return to the contract record.
4. Make the required changes, and then click Accept to save the changes.
5. Click Release to release the change to the workflow process or, if your organization does not use workflow, to complete the change.

Changes to Accounts or Amounts (No Line Items)

To add new general ledger accounts or to increase or decrease the existing contracted amounts on a contract that does *not* contain line items:

1. Select the Accounts or Amounts tab and click Update.
The program displays the Change Order Reason screen.

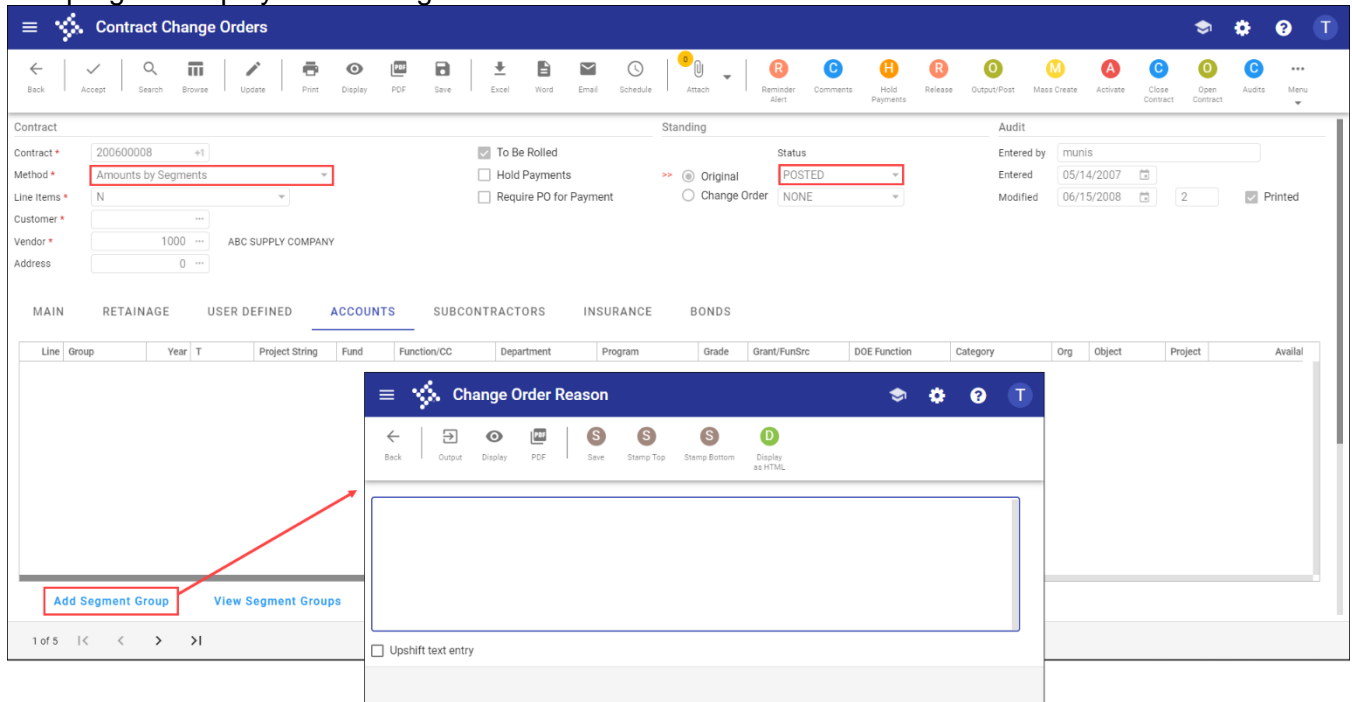


2. Enter the reason for the change order.
3. Click Save on the toolbar.
4. Click Back to return to the Contract Change Order screen.
For existing accounts, enter the new total amount for that account. For example, if the amount for the line is currently \$500 and you want to add \$100, enter \$600. For new accounts, move to the first available field and enter the account or segments and amount.
5. Click Accept to save the changes.
6. Click Release to release the change to the Workflow process or, if Workflow is not in place, to complete the change.

Changes to Segment Groups for Amounts by Segments Contracts

To add new segment groups to posted Amounts by Segments contracts:

1. Select the Accounts tab and click Add Segment Group.
The program displays the Change Order Reason screen.



The screenshot shows the 'Contract Change Orders' interface. The 'Accounts' tab is selected, and the 'Add Segment Group' button is highlighted with a red box. A red arrow points from this button to the 'Change Order Reason' screen overlay. In the background, the 'Method' is set to 'Amounts by Segments' and the 'Status' is 'POSTED', both also highlighted with red boxes. The 'Change Order Reason' screen has a large empty text area for entering the reason and a toolbar with 'Save' and other options.

Note: The status must be Posted and the method must be Amounts by Segments (contract enforcement method 3).

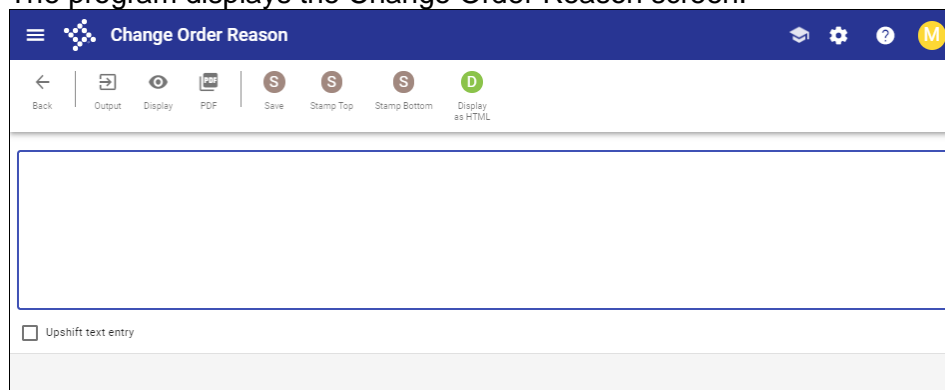
2. Enter the reason for the change order.
3. Click Save on the toolbar.
The program provides the Segment Groups screen to specify the segment groups.
4. Use the Add, Update, and Delete options to maintain the segment group details.
5. Click Accept to save the changes and return to the Contract Change Orders screen.
6. Click Release to submit the change to the Workflow process or, if Workflow is not in place, to complete the change.

Changes to Line Items

To add new items/commodities, general ledger accounts or to increase or decrease the existing contracted amounts on a contract that has line items:

1. Select the Items tab and click Update.

The program displays the Change Order Reason screen.



2. Enter the change reason, and then click Save on the toolbar.
3. Click Back to return to the Change Order Entry screen.
4. Enter the required changes.
5. Click Accept to save the changes.
6. Click Release to release the change to the Workflow process or, if Workflow is not in place, to complete the change.

Change Order Program Options

Option	Description
Reminder Alert	Provides the Alerts program, where you can set date alerts.
Change Reason	Provides the Change Order Reason screen, where you can specify a reason for the change.
Comments	Stores contract notes and comments.
Hold/Release Payments	Selects or clears the Hold Payments check box on the contract header. You can create invoices, but cannot post invoices against the contract when the Hold Payments check box is selected.
Mass Create	Displays the Mass Create screen, where you can create or update general ledger accounts for a contract. This option is applicable when the value of the Account Entry Method field on the Attributes tab in the User Attributes program is Org.
Release	Submits the contract change order to the workflow approval process.
Output/Post	Posts the approved contract changes to the general ledger.
Activate	In Contract Entry, reactivates a rejected contract so that changes may be made.
Close Contract	For contracts with status 8-Posted and existing change orders, no open requisitions or purchase orders against the contract, and no invoices in the proof file that contain a purchase order that was entered against this contract, fully liquidates the contract, reversing any remaining general ledger encumbered amounts, if the contract encumbered accounts. A COL journal is created for encumbered contracts when open amounts remain on lines for the current year, next year, and a report is produced. Contract detail lines that did not encumber accounts are liquidated, but no journal or general ledger update occurs and they are not included on the report. The contract status is updated

Option	Description
	<p>to 10-Closed and the contract number is no longer available to use on a requisition or purchase order. Purchase orders that contain this contract number are no longer available for use during Invoice Entry. You cannot process change orders against a closed contract.</p> <p>For contracts that encumber accounts, a journal entry is created and accounts are updated for current year and next year only. All other years update the contract detail lines only and do not update the general ledger. If none of the accounts have money needing to be unencumbered/liquidated, the program updates the contract status to 10-Closed.</p> <p>For each account that has money to be unencumbered or liquidated, the program updates the account's liquidated amount for the appropriate fiscal year, increasing it by the calculated amount.</p> <p>If the account is not a balance sheet account and the detail line is for the current or next year, the program updates the general ledger by reducing the encumbrance amount by the calculated amount. If the journal's fiscal year is equal to the current fiscal year, then update the current year's encumbrance amount. Otherwise update the next year's encumbrance amount.</p>
Open Contract	<p>Reopens a status 10-Closed contract that has not been completely expended on detail lines for the current year or greater. The program re-encumbers the portion of the contract that has not yet been expended on those detail lines only, creating an available amount. It also reduces the liquidated amount by the same value, thereby creating an encumbrance open balance. A COL journal is created when the contract encumbers accounts for current and next year lines only and a report is produced. The contract status is updated to 8-Posted.</p>
Audits	<p>Displays all changes to a contract. The display includes the date, time, and reason for a change. You cannot update the information, but you can create a report or export the information to Microsoft Excel.</p>
Activity	<p>Displays actions taken on the contract. The display includes activities such as printing, approval, or closing. You cannot update the information, but you can create a report or export the information to Microsoft Excel.</p>
Projects	<p>Provides all project codes that exist on the contract detail lines. It also displays purchase order and invoice amounts that are currently outstanding for the contract/project combination. You can select a record from the list to view a purchase order or invoice details.</p>

What's Next?

The contract is routed to the appropriate approver according to the defined business rules. Click Approvers to view the list of approvers for the action.

The contract is comprised of two parts until it is approved: the original contract and the change order. Once the contract is approved, it is posted to the general ledger. You can only process one contract change at a time; if there are additional changes, you must process these once the current change order is posted.

Contract Progress Payments

Overview

The Contract Progress Payments program allows you to enter and submit payments against contracts as work progresses, on the basis of costs incurred, the percentage of completion accomplished, or a particular state of completion. The program allows you to indicate the lines and accounts that should be directly liquidated and paid for by accounts payable.

Workflow is available for progress payments. Once a progress payment has been approved, it automatically generates an AP invoice that flows through the Accounts Payable process for payment.

Prerequisites

Before you can successfully change a contract, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Munis system administrator to have them updated or added into the Munis system.

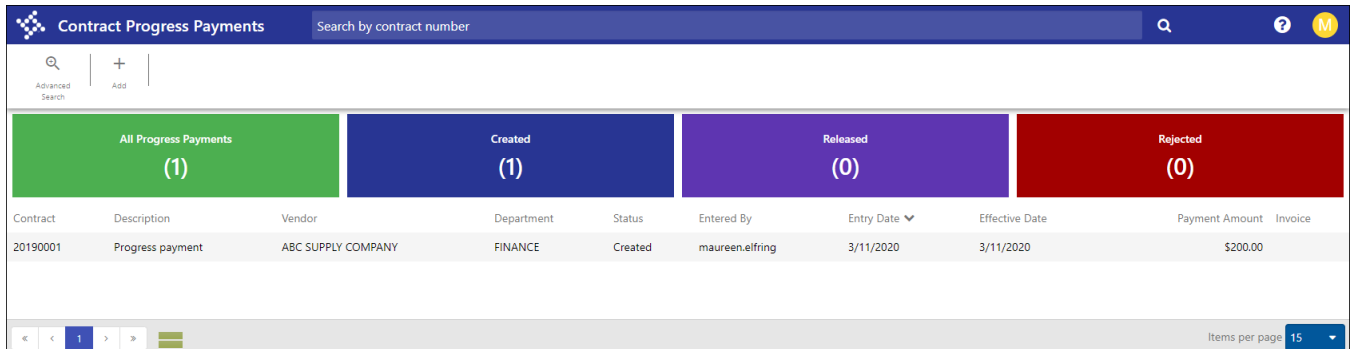
Confirm the following:

- You have permission to add and maintain contracts data.
- There are contracts in progress.
- For workflow, business rules for the CPP-Contract Progress Payments process code must be available.

Procedure

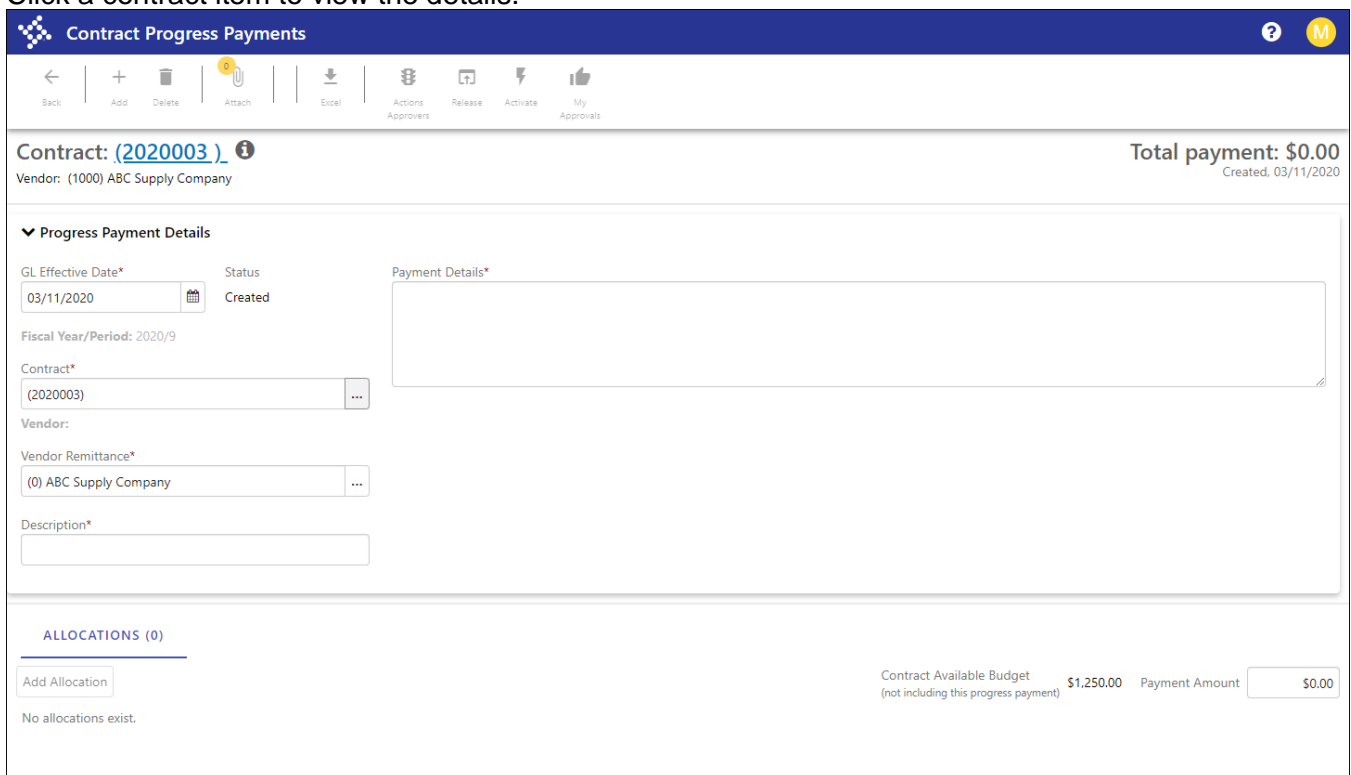
To manage contract payments:

1. Open the Contract Progress Payments program.
Financials > Purchasing > Contract Management > Contract Progress Payments



Contract	Description	Vendor	Department	Status	Entered By	Entry Date	Effective Date	Payment Amount	Invoice
20190001	Progress payment	ABC SUPPLY COMPANY	FINANCE	Created	maureen.effring	3/11/2020	3/11/2020	\$200.00	

2. Use the search field or the Advanced Search feature to create an active set of records. The program displays the current status of contract payments for the All Progress Payments, Created Progress Payments, Release Progress Payments, and Reject Progress Payments.
3. Click a category tile to view the details for that category.
4. Click a contract item to view the details.



Contract: (2020003) Total payment: \$0.00
Created: 03/11/2020

Vendor: (1000) ABC Supply Company

Progress Payment Details

GL Effective Date*	Status	Payment Details*
03/11/2020	Created	

Fiscal Year/Period: 2020/9

Contract*
(2020003)

Vendor:
Vendor Remittance*
(0) ABC Supply Company

Description*

ALLOCATIONS (0)

Add Allocation

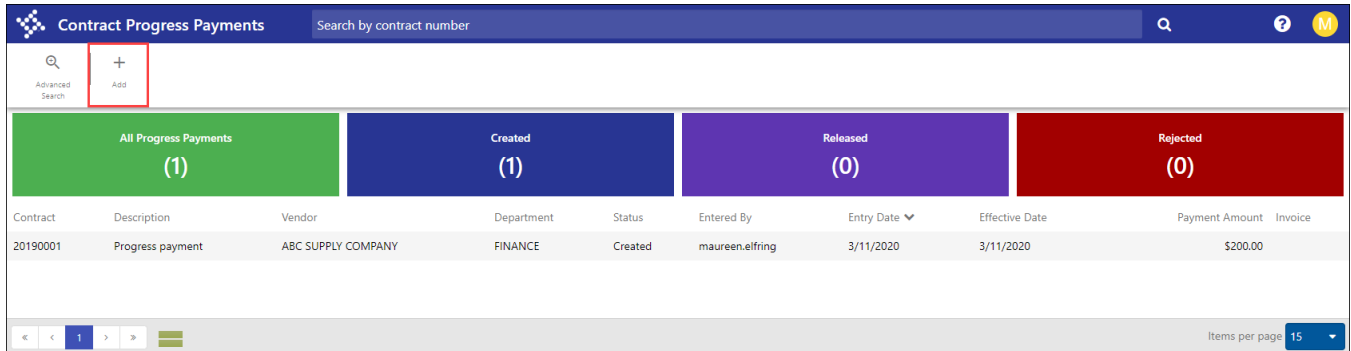
No allocations exist.

Contract Available Budget (not including this progress payment) **\$1,250.00** Payment Amount **\$0.00**

Adding a Contract

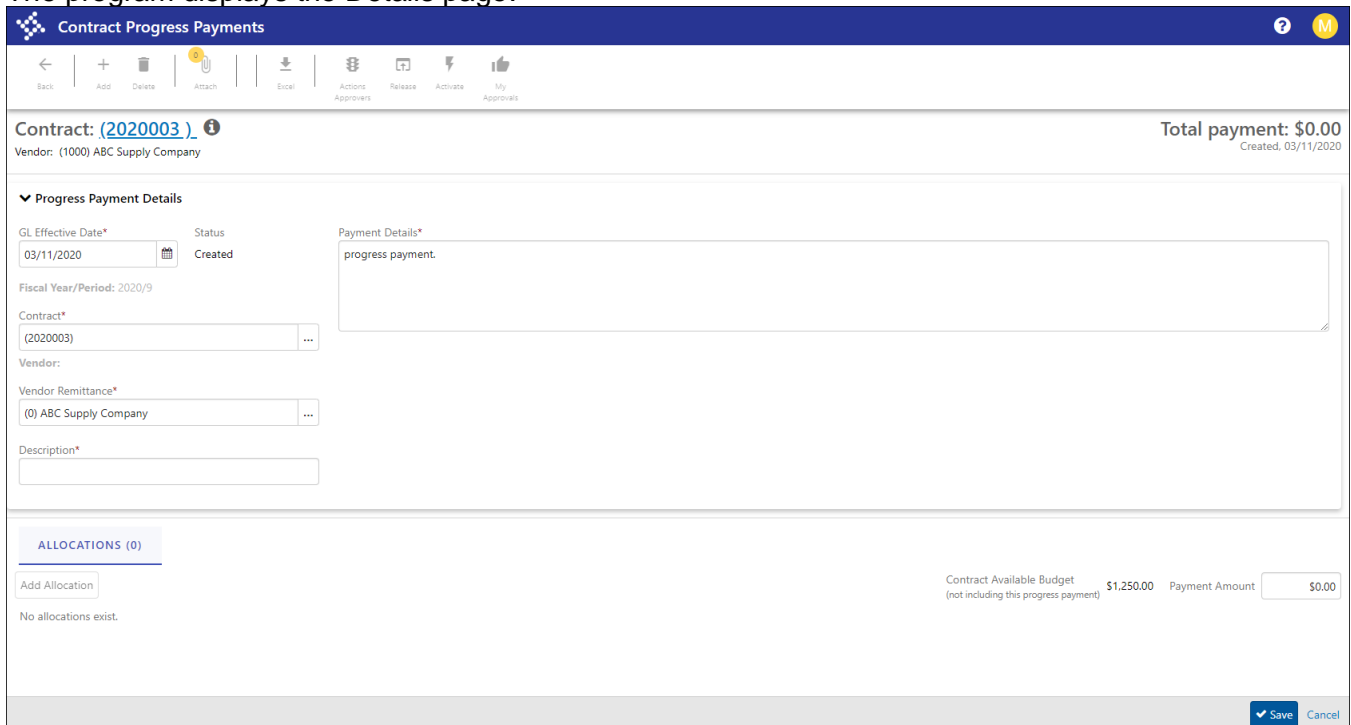
To add a contract to the Contract Progress Payments program:

1. Click Add on the toolbar.



Contract	Description	Vendor	Department	Status	Entered By	Entry Date	Effective Date	Payment Amount	Invoice
20190001	Progress payment	ABC SUPPLY COMPANY	FINANCE	Created	maureen.effring	3/11/2020	3/11/2020	\$200.00	

The program displays the Details page.



Contract: **(2020003)** ?
 Vendor: (1000) ABC Supply Company ? Total payment: \$0.00
 Created: 03/11/2020

Progress Payment Details

GL Effective Date* Status
 Payment Details*
 Fiscal Year/Period: 2020/9
 Contract*
 Vendor:
 Vendor Remittance*
 Description*

ALLOCATIONS (0)

Add Allocation

Contract Available Budget (not including this progress payment) **\$1,250.00** Payment Amount

2. Update the GL effective date, if required, select a contract, enter a description, and describe the payment details. (When you enter a contract number, the program completes the Vendor Remittance, Description, and GL Effective Date fields with default values, but you can change these, as required.)

- Click Save.
The page refreshes to include the Items and Allocations tabs for completion.

Contract Progress Payments
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Contract: (20190001) i

Total payment: **\$200.00**
Created: 03/11/2020

Vendor: (1000) ABC SUPPLY COMPANY

Progress Payment Details

GL Effective Date*	Status	Payment Details*
03/11/2020 📅	Created	Progress Payment

Fiscal Year/Period: 2020/9

Contract*
(20190001) ...

Vendor:
Vendor Remittance*
(0) ABC SUPPLY COMPANY ...

Description*
Progress payment | |

ALLOCATIONS (1)

+ Add Allocation		Contract Available Budget <small>(not including this progress payment)</small> \$600.00	Payment Amount <input style="width: 80%;" type="text" value="\$200.00"/>
Delete	Project String	GL Account	Amount
x	Enter project string...	R (1000-4600-) UTILITY BILLING REVENUE <small>GL account available budget: -\$400.00</small>	<input style="width: 80%;" type="text" value="\$200.00"/> <small>Contract Account Open Amount: \$400.00</small>

Save
Cancel

- Enter the items for payment and identify the allocations, as applicable.
- Click Save.

