

Contract Entry

Overview

This “How to ...” document provides detailed instruction on How to Create a Contract Record in MUNIS’ Contract Management Module

By creating a contract, you are able to compile and evaluate purchases for that contract on one screen. It also allows you to control the amount spent on the contract created. Contract Numbers are referenced when entering the Requisition. The MUNIS Contract Management module is used to keep track of contracts and transactions associated with a contract. Transaction details created through requisitions, purchase orders and accounts payable invoices are tracked against the contract.

The City of Richmond will enter all contracts, agreement, leases, and MOUs in the MUNIS Contract Management Module. Supporting documentation will need to be scanned and attached electronically by the requisitioner.

(ALL FORMS AND INSTRUCTIONS CAN BE FOUND ON THE INTRANET UNDER “FINANCE > PURCHASING > PROCUREMENT”).

Pre-requisites

Verify that the vendor for your proposed contract is in MUNIS. *(Refer to the ‘Finding a Vendor Number’ document for additional help using the Vendor search function. Make sure you select an “ACTIVE” AND “STD-STANDARD” vendor).* If your vendor is not in MUNIS, obtain a completed Vendor Questionnaire Form and W-9 from the vendor and forward to purchasing to create vendor in MUNIS. The Vendor Questionnaire and W-9 can be located on the City’s intranet

Scan all the documents that you currently have that will need to be attached to the Contract record in MUNIS.

Required documentation to include in Contract Entry Module:

1. Vendor Signed Contract or Agreement or Lease or MOU
2. If over \$10K, Council Minutes or Approved Resolution and Staff Report
3. Approved Legal Opinion
4. Required Insurance
5. Business License if over \$5,000
6. Proof of Solicitation and Vendor Selection Justification
 - a. BidsOnline Project Report (if posted in the City’s BidsOnline System)
 - b. Rating Matrix
 - c. Quotes or
 - d. Sole Source or
 - e. Emergency Justification

Procedure

Step 1

Login to MUNIS and navigate to Financials > Purchasing > Contract Management > Contract Entry.

Tyler Menu ⋮

- ▼ Munis
 - ▼ Financials
 - > General Ledger Menu
 - > Budget Processing
 - ▼ Purchasing
 - > Setup
 - > Purchase Order Processing
 - > Purchase Order Inquiry and Reports
 - ▼ Contract Management
 - Contract Settings
 - Contract Miscellaneous Codes
 - Contract Types and Subtypes
 - Contract Bond Types
 - Contract Entry
 - Contract Change Orders

Below is a screen shot of the required fields:


Back Search Browse Add Delete Print Display PDF Save Excel Word Email Schedule Attach Reminder Alert Comments Release Output/Post Mass Create Activate

Contract		Standing		Audit	
Contract *	<input type="text"/>	<input type="checkbox"/> To Be Rolled	Status	Entered by	<input type="text"/>
Method *	<input type="text"/>	<input type="checkbox"/> Hold Payments	<input type="radio"/> Original	Entered	<input type="text"/>
Customer *	<input type="text"/>	<input type="checkbox"/> Require PO for Payment	<input type="radio"/> Change Order	Modified	<input type="text"/>
Vendor *	<input type="text"/>				
Address	<input type="text"/>				


MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS CHARGE AMOUNTS SUBCONTRACTORS INSURANCE

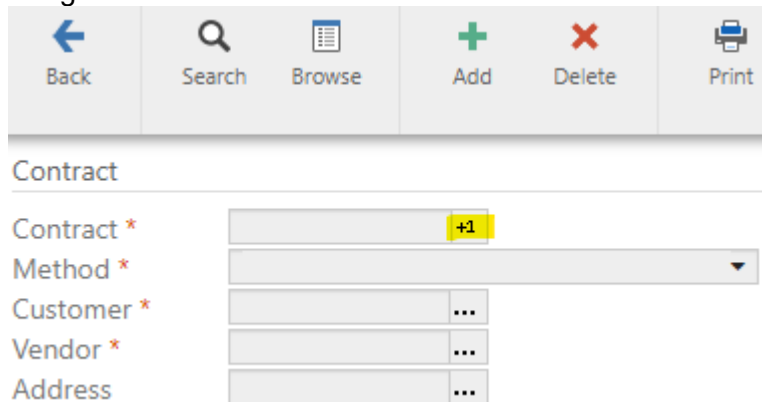
Main Information		Dates	
Dept/Loc *	<input type="text"/>	Estimated start	<input type="text"/>
Bid/RFP	<input type="text"/>	Estimated completion	<input type="text"/>
Requisition Year/Number	<input type="text"/>	Bid awarded	<input type="text"/>
Project	<input type="text"/>	Approved	<input type="text"/>
Description	<input type="text"/>	Initial expiration	<input type="text"/>
Year *	<input type="text"/>	Renewal action	<input type="text"/>
Type *	<input type="text"/>	Extended through	<input type="text"/>
Subtype	<input type="text"/>		
Review code	<input type="text"/>		
Percent complete	<input type="text"/>	Days	
Administrator	<input type="text"/>	Original	<input type="text"/>
Workflow	<input type="text"/>	Modified	<input type="text"/>
	Notification Percentage <input type="text"/>	Revised	<input type="text"/>

Step 2

On the MUNIS toolbar, click  button/

Step 3

Click the  to obtain the next contract number and tab. Contract Numbers are automatically assigned.

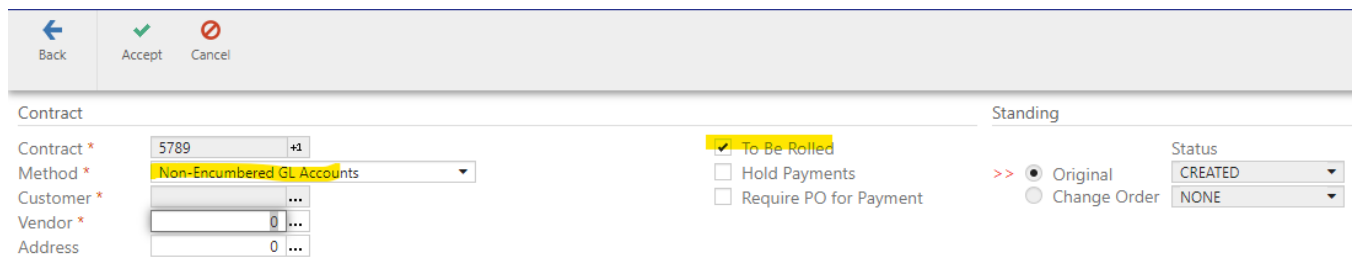


The screenshot shows the MUNIS toolbar with buttons for Back, Search, Browse, Add, Delete, and Print. Below the toolbar is the 'Contract' form with fields for Contract *, Method *, Customer *, Vendor *, and Address. The Contract * field contains the value '5789' and a '+1' button. The Method * field is a dropdown menu.

Step 4

You now have your contract number. For contracts entered by the departments, the “**Method**” will always be “**Non-Encumbered GL Accounts.**” Non-encumbered GL Accounts - The contract funds are encumbered as requisitions are created against it. POs are issued once requisitions are approved.

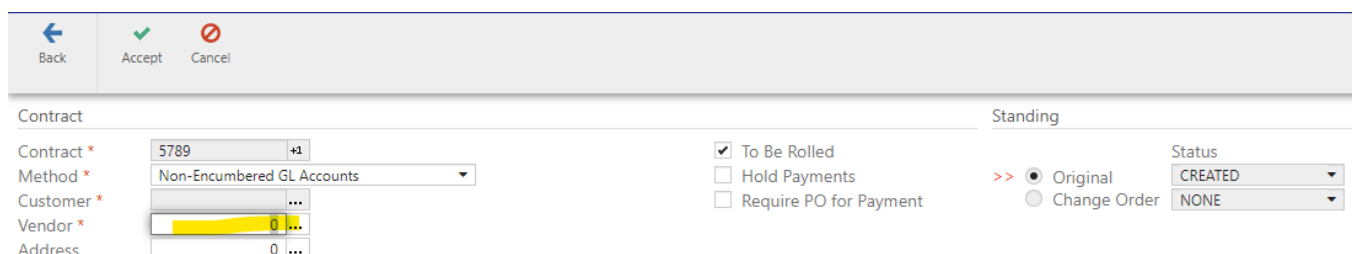
“To Be Rolled” box is always automatically check, which is ok. Tab through.



The screenshot shows the MUNIS toolbar with buttons for Back, Accept, and Cancel. Below the toolbar is the 'Contract' form with fields for Contract *, Method *, Customer *, Vendor *, and Address. The Contract * field contains the value '5789' and a '+1' button. The Method * field is a dropdown menu with 'Non-Encumbered GL Accounts' selected. The 'To Be Rolled' checkbox is checked. The 'Standing' section has radio buttons for 'Original' (selected) and 'Change Order'. The 'Status' dropdown menu is set to 'CREATED'.


Step 5

Input the vendor number, in the “**Vendor**” field then tab to show vendor name.




The screenshot shows the MUNIS toolbar with buttons for Back, Accept, and Cancel. Below the toolbar is the 'Contract' form with fields for Contract *, Method *, Customer *, Vendor *, and Address. The Contract * field contains the value '5789' and a '+1' button. The Method * field is a dropdown menu with 'Non-Encumbered GL Accounts' selected. The 'To Be Rolled' checkbox is checked. The 'Standing' section has radio buttons for 'Original' (selected) and 'Change Order'. The 'Status' dropdown menu is set to 'CREATED'. The Vendor * field is highlighted in yellow.

Step 6

You will then land in the “Dept/Loc” field. This should default to your department number. Verify this number is accurate by clicking on the  and then tab.

MAIN RETAINAGE USER DEFINED ACCOUNTS

Main Information

Dept/Loc * 

Bid/RFP

Note - Status:

The Original option indicates that this is a record for an original contract.

The Status list indicates the status of the contract during the contract process.

When you add a new contract, the status is 2–Created and the Munis System automatically updates the status as the contract is moved through the workflow process. You cannot modify the status.

Status indicators:

- 0-Rejected
- 2-Created
- 4-Released
- 6-Approved
- 8-Posted
- 10-Closed

Standing

>> Original **CREATED**

Change Order NONE

Entered by This box displays the user ID of the person who created the record.


Entered This box displays the date that the record was created.


Modified This box 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.

Audit

Entered by

Entered 

Modified  Printed

Step 7

Tab through the “Bid/RFP” field – this field is not currently being used. If your contract will be tied to a project code, select the project code from the drop down menu. The project code is optional.

MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS CHARGE AMOUNTS SUBCONTRACTORS INSURANCE

Main Information

Dept/Loc *	17	...	
Bid/RFP			
Requisition Year/Number		/	
Project		...	
Description			
Year *	2022	Period	6
Type *	REQUIRED FIELD		
Subtype	Required Field		
Review code			
Percent complete		as of	
Administrator		...	
Workflow	None	Notification Percentage	0.00

Step 8

Enter a detailed description for this contract, which can be up to 50 characters. **BE SURE ALL TEXT**

IS ENTERED INTO MUNIS UPPER CASE!!! Click on to add a more detailed description. **At a minimum, enter the contract description, term of contract, council approval and option years.**

The folder **SHOULD** be highlighted in yellow . This means that an additional description was entered.

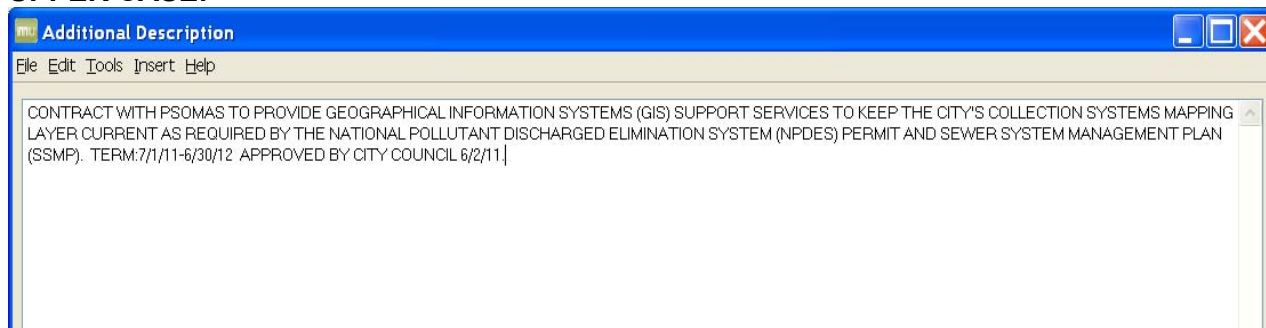
MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS CHARGE AMOUNTS SUBCONTRACTORS INSURANCE

Main Information

Dept/Loc *	17	...	
Bid/RFP			
Requisition Year/Number		/	
Project		...	
Description			
Year *	2022	Period	6
Type *	REQUIRED FIELD		
Subtype	Required Field		
Review code			
Percent complete		as of	
Administrator		...	
Workflow	None	Notification Percentage	0.00

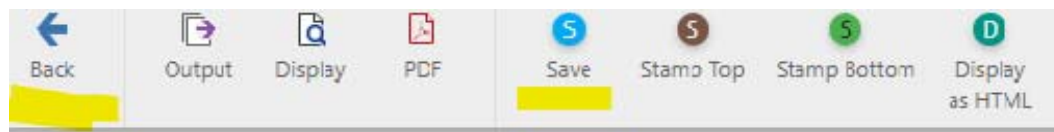
Step 9

Below is an example of a detailed Additional Description for your reference. **NOTICE ALL TEXT IS IN UPPER CASE!**



Step 10

After typing in your description, click on the **Save icon and Back icon** to return to the main screen.



Step 11

Accept the default "Year" and "Period" by tabbing through them. Now you will find yourself in the "Contract Type" field. Please select:

- "CDH" for a contract funded from the CDBG/HOME budget
 - "CIP" for a contract funded from the CIP budget
 - "GFD" for a contract funded through Grants budget
 - "NSP" for a contract funded from the Neighborhood Stabilization budget
 - "OPR" for a contract funded from the annual Operating Budget.
 - "RHA" for Richmond Housing Authority
 - "PASS THROUGH" for Planning and Engineering
- DON NOT USE "GENERAL" FROM DROP DOWN MENU***

After you have selected the "Contract Type" ***tab through and "subtype" field will populate, and you will now find yourself in the "Review Code" field. We are not using this field at this time. Tab through this field.***

Main Information

Dept/loc *	17
Bid/RFP	
Requisition Year/Number	/
Project	
Description	
Year *	2022
Period	6
Type *	REQUIRED FIELD
Subtype	Required Field
Review code	
Percent complete	as of
Administrator	
Workflow	None
Notification Percentage	0.00

Step 12

The next field is “Percent complete.” The default is “0.00”, tab through this field.

Step 13

Contract Administrator - This box identifies the administrator of the contract and is **optional**. Select from the drop down list. The Contract Administrator must be a City staff person with a MUNIS Login ID.

Step 14








The next field is “Workflow.” This workflow applies to any MUNIS Accounts Payable workflow. **The City is not using any MUNIS workflow for Accounts Payable. Tab through this field.**

Step 15


Now you need to fill in various dates:

- Enter the “**Estimated start**” (also known as “**Effective Date**” for the contract). This is the start date of the contract.
- Enter the “**Estimated completion**” (aka “**Termination Date**” for the contract). This is the date the contract will expire.
- The “**Approved**” date is the date the contract was **approved by the City Council (or the City Manager** for contracts \$10,000 or less).
- “**Initial expiration**” is the same date as “**Estimated completion**” unless an amendment is made (See Contract Amendment Instructions)
- For a NEW contract, “**Renewal action**” **would not be applicable; it will become important for amendments to this contract. (Optional)**
- “**Extended through**” **would also not be applicable for new contract but will become important for amendments to this contract.**

Dates

Estimated start	<input type="text"/>	
Estimated completion	<input type="text"/>	
Bid awarded	<input type="text"/>	
Approved	<input type="text"/>	
Initial expiration	<input type="text"/>	
Renewal action	<input type="text"/>	
Extended through	<input type="text"/>	

Step 16

After you enter the “**Initial expiration**” date left click on the “**green check**  **Accept**”, which will take you to the “**Accounts**” tab.

NOTE: If “**green check**” is not selected before moving on to the “**Accounts**” tab you will not be able to enter account strings.

Contract Standing

Contract * 5789 +1 To Be Rolled
 Method * Non-Encumbered GL Accounts Hold Payments
 Customer * ... Require PO for Payment
 Vendor * 0 ... >> Original Status
 Address ... Change Order CREATED
NONE

MAIN RETAINAGE USER DEFINED **ACCOUNTS** ITEMS SUBCONTRACTORS INSURANCE

Line	Year	Org	Object	Project	Description	Amount	Original
1	2022					0.00	

Step 17

Tab to the “**Org**” field, the year will automatically populate to the current Fiscal Year. Then input the Org number directly (or click on the ellipses for the Org code drop down menu).

Tab to the “**Object**” field and input the object code (or select from the drop down menu).

Contract Standing

Contract * 5789 +1 To Be Rolled
 Method * Non-Encumbered GL Accounts Hold Payments
 Customer * ... Require PO for Payment
 Vendor * 0 ... >> Original Status
 Address ... Change Order CREATED
NONE

MAIN RETAINAGE USER DEFINED **ACCOUNTS** ITEMS SUBCONTRACTORS INSURANCE

Line	Year	Org	Object	Project	Description	Amount	Original
1	2022	44444191	400544		CONTRACT SVCS/Plumbing Service	0.00	

For this example, there is no project code. Tab through the “**Project**” field and “**Description**” field (this field automatically populates based on the Object code). Now you enter the **amount** of the contract.

If after entering the amount, you tab, MUNIS will open a new line. If you don’t need an additional line, then click on the “**Accept**” (green checkmark) icon before tabbing after entering the amount in line 1.

← Accept ✓ Cancel 🔍 C B D
 Copy Line Budget Delete Line

Contract St

Contract * 5789 +1 To Be Rolled
 Method * Non-Encumbered GL Accounts Hold Payments
 Customer * ... Require PO for Payment
 Vendor * 0 ... >>
 Address ...

MAIN RETAINAGE USER DEFINED **ACCOUNTS** ITEMS SUBCONTRACTORS INSURANCE

Line	Year	Org	Object	Project	Description	Amount
1	2022	44444191	400544		CONTRACT SVCS/Plumbing Service	0.00

NOTE 1: See below for Multi-Account and Multi-Year instructions:

Multi-Account: After the first line is complete **do not click “green check”** instead hit **“tab”**. This will open up line 2. Enter the account string and the amount, and so on if additional accounts.

Multi-Year: After the first line is complete **do not click “green check”** but hit **“tab”**. This will open up line 2. Change year to the next FY, enter the account string and the amount, and so on if additional years.

Note 2: Contract Module does not encumber funds, it only verifies accounts strings.

Step 18

Enter all lines necessary and when you are finished left click on the **“Accept”** (green checkmark ).

Contract Standing

Contract * 5789 +1 To Be Rolled Status
 Method * Non-Encumbered GL Accounts Hold Payments CREATED
 Customer * ... Require PO for Payment >> Original
 Vendor * 0 ... Change Order NONE
 Address ...

MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS SUBCONTRACTORS INSURANCE

Line	Year	Org	Object	Project	Description	Amount	Original
1	2022	44444191	400544	...	CONTRACT SVCS/Plumbing Service	500.00	500.00
2	2023	44444191	400544	...	CONTRACT SVCS/Plumbing Service	500.00	500.00

Step 19

Note: Purchasing is not requiring use of “Retainage”, “User Defined”, “Items” “Subcontractors”, “Insurance” tabs

Contract Standing

Contract * +1 To Be Rolled Origin:
 Method * Hold Payments Chang
 Customer * ... Require PO for Payment
 Vendor * ...
 Address ...

MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS CHARGE AMOUNTS SUBCONTRACTORS INSURANCE

Main Information

Dept/Loc * ...

RIH/DCD

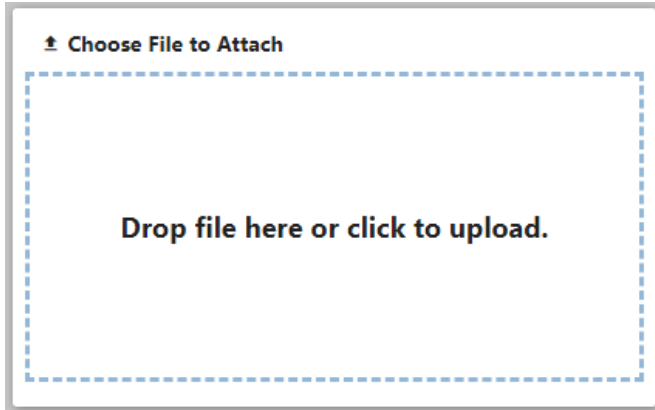
Step 20- Attach supporting documents



Left click **Attach** and attach all supporting documentation (See page 1 for a complete list). **Attach each document separately.**



Click "Add" icon **Add** to add documents.

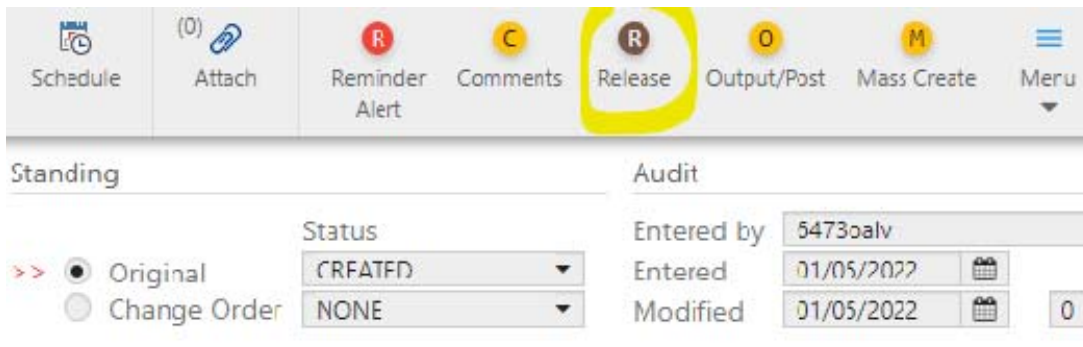


Enter "Description" (i.e. Contract) and Accept (green check).

Please enter a brief description (30 characters or less) for this Munis Attachment file.

Description

After attaching all supporting documentation, close out of contract attachment to return to "Main" tab. Then click on the "Release" button/icon to release it into "workflow".

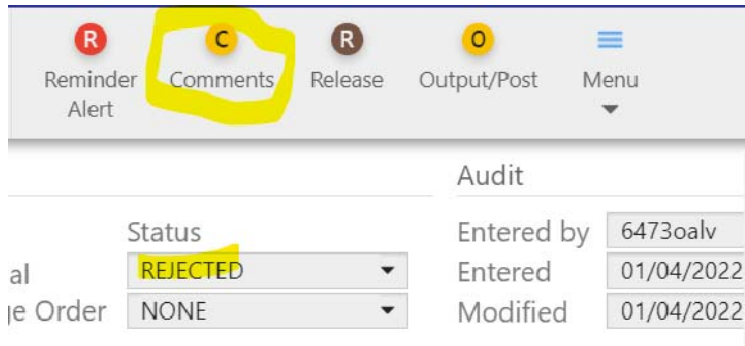
A screenshot of the Munis software interface. The top navigation bar includes buttons for Schedule, Attach (with a paperclip icon and "(0)"), Reminder Alert (with a red 'R' icon), Comments (with a yellow 'C' icon), Release (with a red 'R' icon, highlighted with a yellow circle), Output/Post (with a yellow 'O' icon), Mass Create (with a yellow 'M' icon), and Meru (with a hamburger menu icon). Below the navigation bar, there are two sections: "Standing" and "Audit". The "Standing" section has radio buttons for "Original" (selected) and "Change Order". The "Audit" section shows "Entered by" as "5473oalv", "Entered" as "01/05/2022" with a calendar icon, and "Modified" as "01/05/2022" with a calendar icon and a "0" in a box. Below the "Standing" section, there are two dropdown menus for "Status": one set to "CREATED" and another set to "NONE".

Status Change

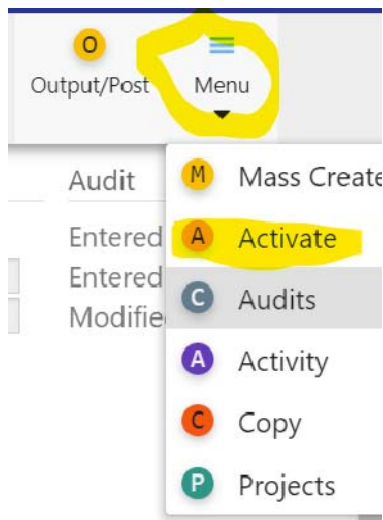
With workflow in place a released Contract will have a status of 4 – Released – to Purchasing.

Step 21

If the contract has missing information, the contract will be rejected back to the requisitioner. Click on Comments button to see the rejection notes.



To re-release the contract, click Activate from the Menu, top right.



Once the contract has been **Approved** through “workflow”, you will receive an automated email notifying you that your contract has been approved. You may now route the contract for signature. For contracts under \$10,000, the City Manager would like the Department Head to review and approve the contract prior to the contract execution. The Department Head will need to initial the contract.

The City Clerk's office will need to see a print screen of the "APPROVED" contract in MUNIS.
see sample below:

The screenshot displays the MUNIS Contract Entry Module interface. At the top is a toolbar with icons for Back, Search, Browse, Add, Update, Delete, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, Reminder Alert, Comments, Release, and Menu. Below the toolbar, the contract details are shown:

- Contract:** 5787
- Method:** Non-Encumbered GL Accounts
- Customer:** ...
- Vendor:** 14373 BADAWI & ASSOCIATES
- Address:** 0 ...

Additional fields include:

- Standing:** To Be Rolled (checked), Hold Payments (unchecked), Require PO for Payment (unchecked)
- Status:** APPROVED (highlighted in yellow)
- Audit:** Entered by 6473oalv, Entered 01/04/2022, Modified 01/04/2022

Navigation tabs include: MAIN, RETAINAGE, USER DEFINED, ACCOUNTS, ITEMS, SUBCONTRACTORS, INSURANCE.

Main Information:

- Dept/Loc:** 17 FINANCE
- Bid/RFP:** ...
- Requisition Year/Number:** ...
- Project:** ...
- Description:** CONSULTING SERVICES FOR THE FINANCE DEPARTMENT
- Year:** 2022, Period 6
- Type:** OPR (OPERATING)
- Subtype:** ...
- Review code:** ...
- Percent complete:** 0.00 as of ...

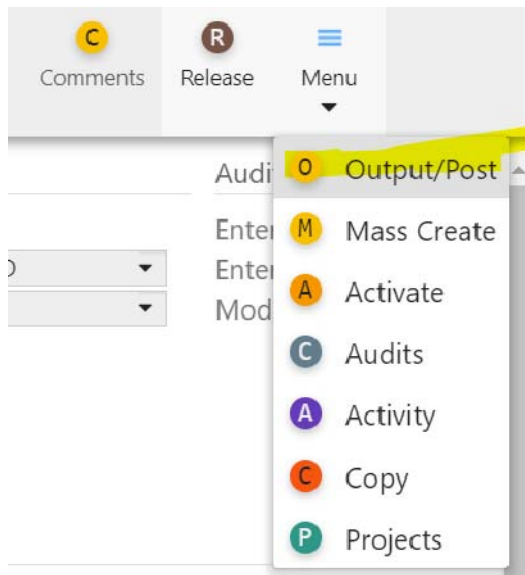
Dates:

- Estimated start: 01/06/2022
- Estimated completion: 06/30/2022
- Bid awarded: ...
- Approved: ...
- Initial expiration: 06/30/2022
- Renewal action: ...
- Extended through: ...

Step 22

Upon receiving the fully executed contract, attach the executed contract to the contract in the "Contract Entry Module".

In the contract module, click on the "Output/Post" button. You will get the "Output" pop-up menu. Select "Save" and note the name of the output file which fills in automatically in the "File name." field. Click "OK".



Output

Output type

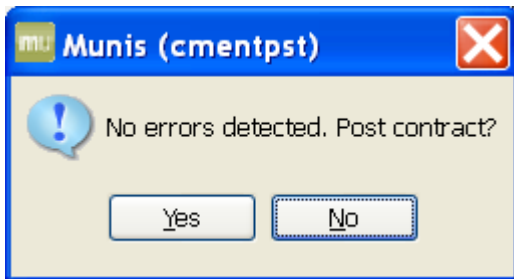
Munis printer
 Save
 PDF
 Display

File name
Save as type

Comment: Saves to a file retrievable from
You may accept the default c

Step 23

You should get this message. Click **“Yes”**.



Step 24

Notice that the **“Status”** has changed to **“POSTED”**. The Contract Entry process is now complete.

Contract		Standing		Audit	
Contract *	5787	<input checked="" type="checkbox"/> To Be Rolled	Status	Entered by	6473oalv
Method *	Non-Encumbered GL Accounts	<input type="checkbox"/> Hold Payments	>> <input checked="" type="radio"/> Original	Entered	01/04/2022
Customer *	...	<input type="checkbox"/> Require PO for Payment	<input type="radio"/> Change Order	Modified	01/04/2022
Vendor *	14373				
Address	0				
	BADAWI & ASSOCIATES				

MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS SUBCONTRACTORS INSURANCE

Main Information Dates

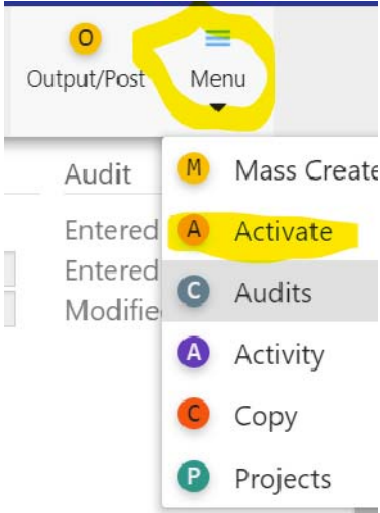
Step 25

Now that the contract has been approved and output posted you can use the contract number to link your requisition to contract. Put contract number in the requisition on the **“Terms/Maintenance”** tab. You do not have to attach any documents to the Purchase Requisition, given all documentation should be attached to the contract. The contract number identifies that there are documents attached to the contract module.

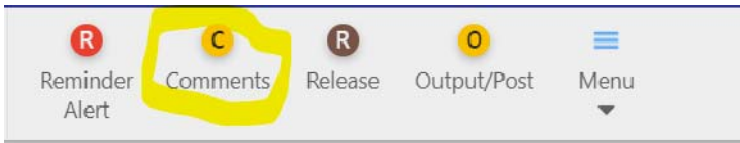
NOTE: You must have a contract number before you start your requisition. The system knows which was created first and will only allow you to use a contract number in a requisition in which the contract was created first.

REJECTED CONTRACTS: Contracts that are not approved will be returned to the requisitioner via workflow. Contract can be corrected and re-released by requisitioner.

- Go into Contract entry – click on magnifying glass and enter contract number
- Click the “Activate” button



- Click on “Comments”
- Rejection comments box will open, make note of comments, then close rejection box
-



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- To re-release the contract, click Activate from the Menu, top right.
- Correct necessary corrections and then click “Release”
- Contract will then go to Purchasing for approval