



MUNIS DOCUMENTATION

**THE CITY OF
RICHMOND, CALIFORNIA**

***Contract Amendments (Change Order)
Time and/or Money***

Overview

The City of Richmond will enter Contract Amendments into MUNIS - Contract Change Order Module when there is a Contract change or amendment. There are three (3) types of changes, time, money and time & money.

- ✓ Time Amendments are made when there is an adjustment in the contract term.
- ✓ Money Amendments are made when additional funds are needed.
- ✓ Time & Money Amendments are made when there is an adjustment in the contract term and adding funds.

NOTE :

You can't amend a contract that has expired, even if you have funds remaining in the contract.

Users will release the contract change order which will then go through the MUNIS Approval Workflow. Contract change orders that are not approved will be returned to the requisitioner and can be corrected if necessary and re-released.

Procedure

This "How to..." provides detailed instructions on how to do the following tasks:

A. How to Make a Change/Amendment in MUNIS' Contract Change Order Module

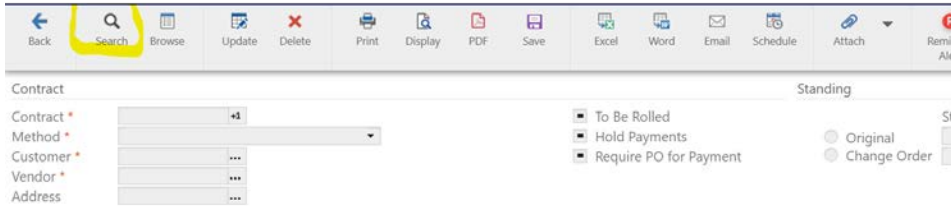
Step 1

Login to MUNIS and navigate to "Financials > Purchasing > Contract Management > Contract Change Orders."

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

Step 2

To find the Contract that you want to make the change to, click on the SEARCH, which will turn all searchable fields white.



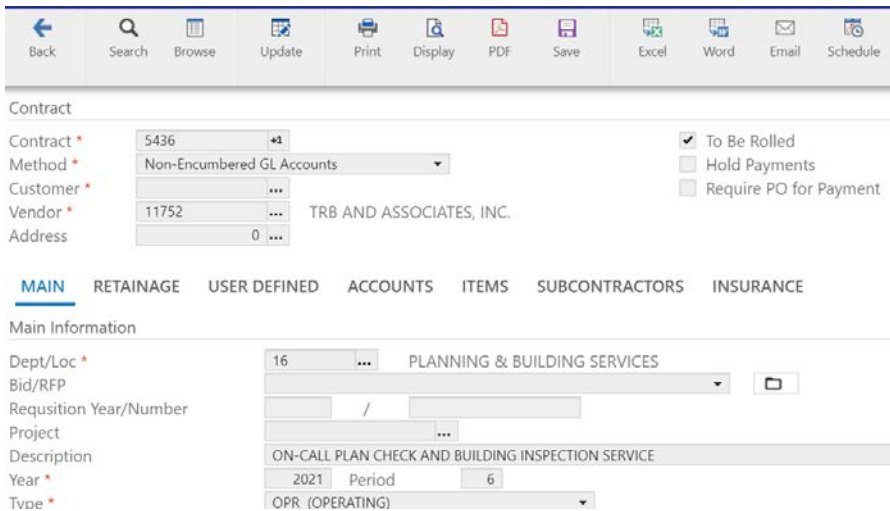
The screenshot shows a software interface with a toolbar at the top containing icons for Back, Search, Browse, Update, Delete, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, and Remit Ale. Below the toolbar, the 'Contract' section is visible, with fields for Contract, Method, Customer, Vendor, and Address. A yellow highlight is placed over the Search icon in the toolbar.

Step 3

Enter the Contract Number in the “Contract” field and left click  .

Step 4

Information should now display for this contract. See below for example.



The screenshot shows the software interface displaying contract details. The 'Contract' field is filled with '5436'. The 'Method' is 'Non-Encumbered GL Accounts'. The 'Vendor' is '11752 TRB AND ASSOCIATES, INC.'. The 'Address' is '0'. The 'To Be Rolled' checkbox is checked. Below the contract details, there are tabs for MAIN, RETAINAGE, USER DEFINED, ACCOUNTS, ITEMS, SUBCONTRACTORS, and INSURANCE. The 'Main Information' section is visible, showing 'Dept/Loc' as '16 PLANNING & BUILDING SERVICES', 'Bid/RFP' as a dropdown menu, 'Requisition Year/Number' as a date field, 'Project' as 'ON-CALL PLAN CHECK AND BUILDING INSPECTION SERVICE', 'Year' as '2021', 'Period' as '6', and 'Type' as 'OPR (OPERATING)'.

There are three (3) types of amendments (contract change orders)

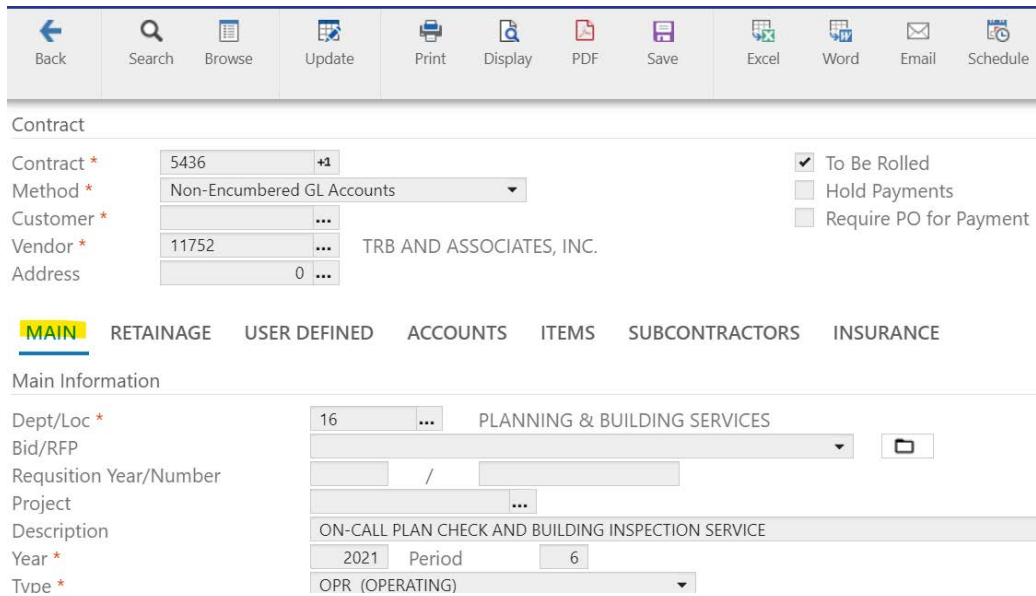
1. Time Amendment
2. Money Amendment
3. Time & Money Amendment

The example below is for doing a Time Amendment; to follow will be the instructions on how to create a Money Amendment.

Time Amendment

Step 5

To make a Time Amendment you should be in the “Main” tab.



Contract

Contract * 5436 +1 To Be Rolled

Method * Non-Encumbered GL Accounts Hold Payments

Customer * ... Require PO for Payment

Vendor * 11752 ... TRB AND ASSOCIATES, INC.

Address 0 ...

MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS SUBCONTRACTORS INSURANCE

Main Information

Dept/Loc * 16 ... PLANNING & BUILDING SERVICES

Bid/RFP

Requisition Year/Number /

Project ...

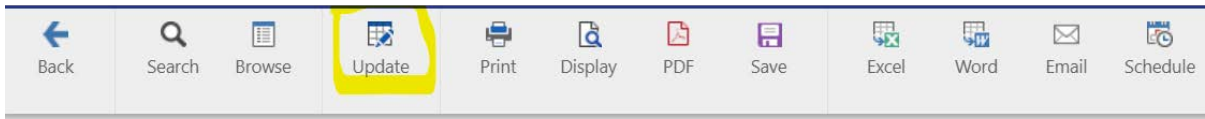
Description ON-CALL PLAN CHECK AND BUILDING INSPECTION SERVICE

Year * 2021 Period 6

Type * OPR (OPERATING)

Step 6

Once you have verified that you are in the “Main” tab, you want to left click the Update button.



Contract

Contract *	5436	+1	<input checked="" type="checkbox"/> To Be Rolled
Method *	Non-Encumbered GL Accounts		<input type="checkbox"/> Hold Payments
Customer *	...		<input type="checkbox"/> Require PO for Payment
Vendor *	11752	...	TRB AND ASSOCIATES, INC.
Address	0	...	

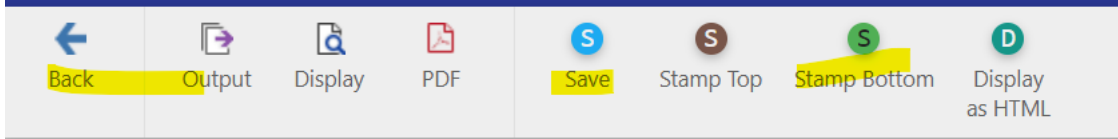
[MAIN](#) RETAINAGE USER DEFINED ACCOUNTS ITEMS SUBCONTRACTORS INSURANCE

Step 7

Once the update button is selected the “Change Order Reason” screen will displayed, see below. This is where you will enter the Amendment Number and reason for change of why the amendment is being made (IN ALL CAPS).

Change Order Reason will be maintained in the “Change History” only. This will not be in lieu of the description required in the “**Additional Description**” box.

After typing in the Amendment Number and Change Order Reason, Click “Save” , Stamp Bottom and hit the Back button



Back Output Display PDF Save Stamp Top Stamp Bottom Display as HTML

AMENDMENT 1 - TIME AMENDMENT

[2022-02-07 14:16:38 6473oalv]:

Step 8

Upon exiting you will be automatically brought back to the “Main” tab. You will now be able to make the Time Amendment.


Now you need to fill in various dates:

- “**Estimated start**” (also known as “**Effective Date**” for the contract) This date does not change.
- “**Estimated completion**” (aka “**Termination Date**” for the contract). In the case of a time amendment this date would change to the new “**Termination Date**”
- “**Approved**” date remains the same, unless the contract is taken to City Council or City Manager for a money amendment. Otherwise this is the date the contract was **approved by the City Council (or the City Manager** for contracts less than \$10,000).
- “**Initial expiration**” will remain the original “**Estimated completion**” date. (This is the date the contract would have expired if not amended.)
- “**Renewal action**” is the date in which any renewal actions need to start taking place. (**Optional**) This field is for the requisitioner – It is intended to warn the requisitioner that the contract is expiring, so that if amendments need to be made they can take action to do so.
- “**Extended through**” would be the new “Termination Date”.

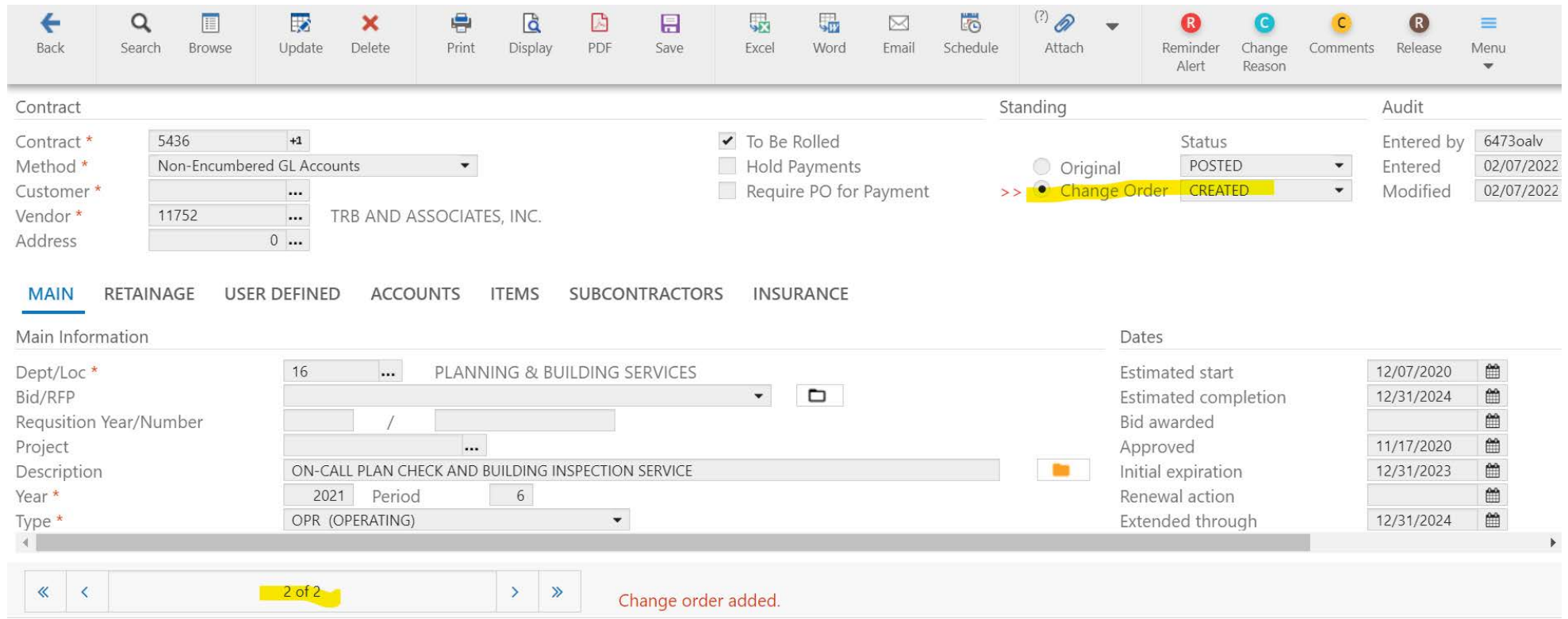
Step 9

To make the Time Amendment, make edits to the following fields:

- ✓ “Estimated Completion” field and enter the new contract expiration date.
- ✓ The “Extended through” field should now be completed. The “Estimated Completion” date should go into the “Extended through” field,

in this example 06/30/2016 as the new date. To accept these changes click on Accept button . After accepting changes a new record (change order) will be created. See 2nd screen shot.

2nd record created. **Reminder:** When referring back to change order, always make sure you are in the 2nd record [2 of 2].

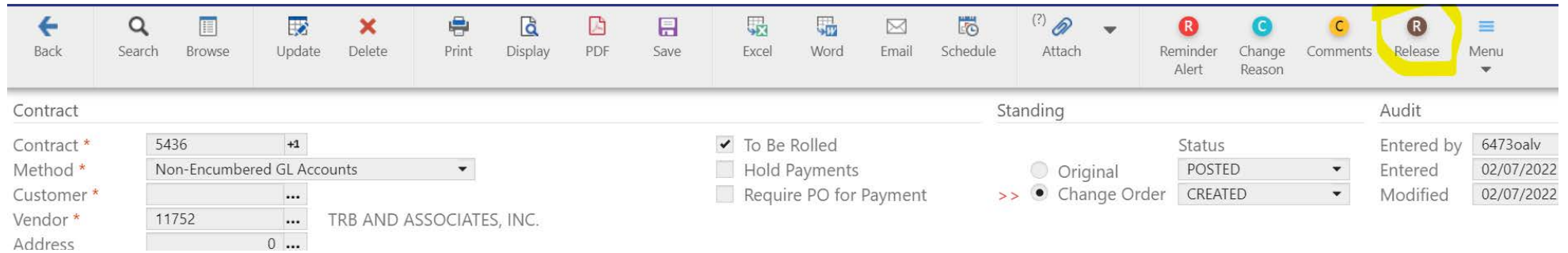


The screenshot shows a software interface with a top navigation bar containing icons for Back, Search, Browse, Update, Delete, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, Reminder Alert, Change Reason, Comments, Release, and Menu. Below the navigation bar, the 'Contract' section displays fields for Contract # (5436), Method (Non-Encumbered GL Accounts), Customer, Vendor (TRB AND ASSOCIATES, INC.), and Address. The 'Standing' section includes checkboxes for 'To Be Rolled', 'Hold Payments', and 'Require PO for Payment'. The 'Status' section shows 'Original' and 'Change Order' (highlighted in yellow) with a 'CREATED' status. The 'Audit' section shows 'Entered by' (6473oalv), 'Entered' (02/07/2022), and 'Modified' (02/07/2022). Below this is a horizontal menu with 'MAIN' (highlighted), RETAINAGE, USER DEFINED, ACCOUNTS, ITEMS, SUBCONTRACTORS, and INSURANCE. The 'Main Information' section shows 'Dept/Loc' (16 - PLANNING & BUILDING SERVICES), 'Bid/RFP', 'Requisition Year/Number', 'Project', 'Description' (ON-CALL PLAN CHECK AND BUILDING INSPECTION SERVICE), 'Year' (2021), and 'Type' (OPR (OPERATING)). The 'Dates' section includes 'Estimated start' (12/07/2020), 'Estimated completion' (12/31/2024), 'Bid awarded', 'Approved' (11/17/2020), 'Initial expiration' (12/31/2023), 'Renewal action', and 'Extended through' (12/31/2024). At the bottom, a navigation bar shows '2 of 2' (highlighted in yellow) and a red message 'Change order added.'

Step 10

You will attach all documentation to support the change Such as Contract amendment, legal opinion, etc.

Now you will click on the “Release” for Purchasing’s approval. This will change the change order status “Pending”.



The screenshot shows a software interface with a toolbar at the top containing various icons for navigation and actions. The 'Release' button, marked with a red 'R' icon, is highlighted with a yellow circle. Below the toolbar is a form for contract details, organized into three columns: Contract, Standing, and Audit.

Contract		Standing		Audit	
Contract *	5436 +1	<input checked="" type="checkbox"/> To Be Rolled	Status	Entered by	6473oalv
Method *	Non-Encumbered GL Accounts	<input type="checkbox"/> Hold Payments	<input type="radio"/> Original	Entered	02/07/2022
Customer *	...	<input type="checkbox"/> Require PO for Payment	>> <input checked="" type="radio"/> Change Order	Modified	02/07/2022
Vendor *	11752 ... TRB AND ASSOCIATES, INC.				
Address	0 ...				

Step 11

Once the contract has been “Approved” through “workflow”, you will receive an automated email notifying you that your change order has been Approved.

Step 12

Now that the Change Order has been “**Approved**” through “workflow”, you may route your contract for signatures.

The City Clerk’s office will need to see a print screen of the “APPROVED” contract amendment in MUNIS.
see sample below:

Back	Search	Browse	Update	Delete	Print	Display	PDF	Save	Excel	Word	Email	Schedule	Attach	Reminder Alert	Change Reason	Comments	Release	Menu
Contract				Standing								Audit						
Contract *	5436 +1		<input checked="" type="checkbox"/> To Be Rolled		Status		Entered by		6473oalv									
Method *	Non-Encumbered GL Accounts		<input type="checkbox"/> Hold Payments		POSTED		Entered		02/07/2022									
Customer *	...		<input type="checkbox"/> Require PO for Payment		APPROVED		Modified		02/07/2022									
Vendor *	11752 ... TRB AND ASSOCIATES, INC.																	
Address	0 ...																	

Step 13

Upon receiving the fully executed contract amendments back from the City Clerk Office, scan and attach the executed contract amendment to the contract in the “Contract Change Orders” Module.

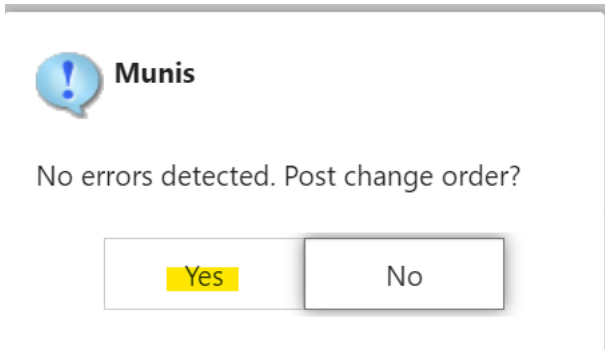
Once you have attached the executed contract amendment in the contract module(make sure you are on the “Change Order” (See Step 9), click on the “**Output/Post**” button.

Attach	Reminder Alert	Change Reason	Comments	Release	Menu
Standing					
Status		alv			
<input type="radio"/> Original	POSTED	/2022			
>> <input checked="" type="radio"/> Change Order	APPROVED	/2022			
Dates					
Estimated start					
Estimated completion					
Bid awarded					

- Output/Post
- Mass Create
- Activate
- Close Contract
- Open Contract
- Audits
- Activity
- Contract Liens
- Projects

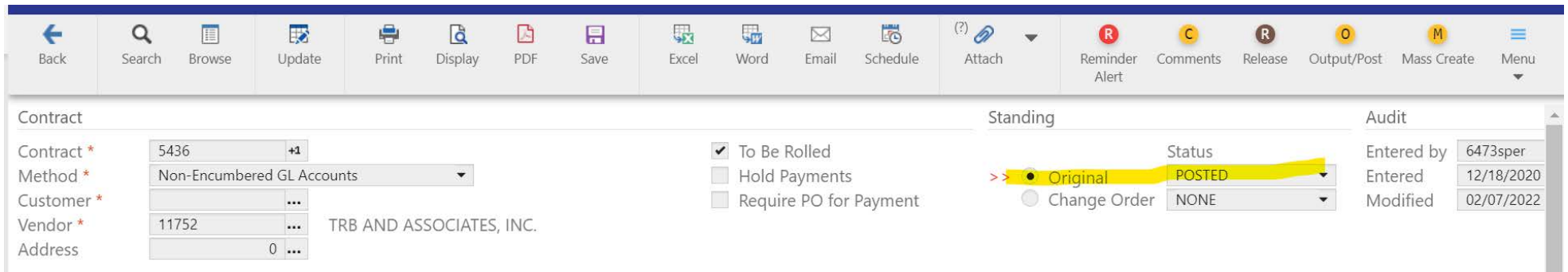
Step 14

You should get this message. Click “Yes”.



Step 15

Notice that the “**Status**” has changed to “**POSTED**”. There is no longer a “Change Order” in process because the Change Order has become the new “Original”. The Change Order process is now complete.



A screenshot of a software interface showing a contract amendment form. The top navigation bar includes icons for Back, Search, Browse, Update, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, Reminder Alert, Comments, Release, Output/Post, Mass Create, and Menu. The main form area is divided into three sections: Contract, Standing, and Audit.

Contract		Standing		Audit	
Contract *	5436 +1	<input checked="" type="checkbox"/> To Be Rolled	Status	Entered by	6473sper
Method *	Non-Encumbered GL Accounts	<input type="checkbox"/> Hold Payments	> ● Original POSTED	Entered	12/18/2020
Customer *	...	<input type="checkbox"/> Require PO for Payment	○ Change Order NONE	Modified	02/07/2022
Vendor *	11752 ... TRB AND ASSOCIATES, INC.				
Address	0 ...				

Step 16

Now that the contract amendment (Change Order) has been approved and output posted. If you need changes made to an existing Purchase Order , email Purchasing to make the appropriate changes as to the dates or adding funds to your Purchase Order. Give PO # and Contract # and the information you need changed/added on the PO. Purchasing will then email you an updated PO.

REJECTED CONTRACT AMENDMENTS: Contract Change Orders that are not approved will be returned to the requisitioner via workflow. Contract Amendment (Change Order) can be corrected and re-released by requisitioner.

- Go into **Contract Change Order** 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
- Make any necessary corrections and then click “Release”
- Contract Change Order will then go to Purchasing for approval

MONEY AMENDMENTS

GO TO STEP 1-4 AND THEN FOLLOW THE REMAINING STEPS

Step 5

To make a Money Amendment you must be in the “Accounts” tab. Once you have verified that you are in the “Accounts” tab, you want to left click the Update button

Contract

Contract * 5436 +1
Method * Non-Encumbered GL Accounts
Customer * ...
Vendor * 11752 ... TRB AND ASSOCIATES, INC.
Address 0 ...

Standing

To Be Rolled
 Hold Payments
 Require PO for Payment

Status

>> Original
 Change Order

POSTED
NONE

Audit

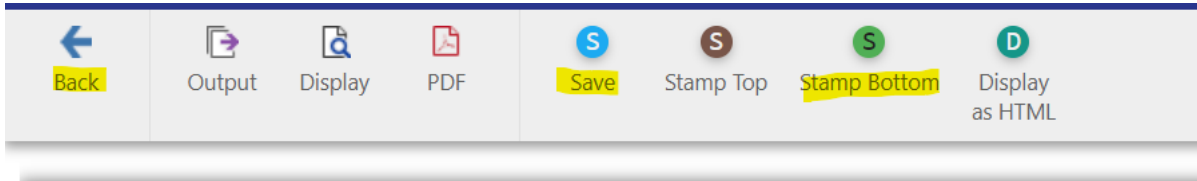
Entered by 6473sper
Entered 12/18/2020
Modified 02/07/2022

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

Line	Year	Org	Object	Project	Description	Amount	Original
2	2022	15063619	400201		PROF SVCS/Professional Svcs	376,586.96	200,000.00
3	2023	15063619	400201		PROF SVCS/Professional Svcs	350,000.00	350,000.00

Step 6

Once the update button is selected the “Change Order Reason” screen will displayed, see below. This is where you will enter the amendment number and a description of why the amendment is being made (IN ALL CAPS). The amendment number should be entered first and the description should follow. See below for example. *If you do not know the amendment number, please see appendix (footnote 2). Change reason will be maintained in the “Change History” only. This will not be in lieu of the description required in the “**Additional Description**” box.



AMENDMENT 2 - ADDITIONAL FUNDING

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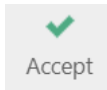
After typing in the Amendment Number and Change Order Reason, left click on Save, Stamp Bottom, and click Back Button.

Step 7

Upon exiting you will be automatically brought back to the “Accounts” tab. You will now be able to make the Money Amendment

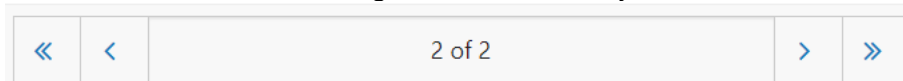
Step 8

To accept the Money Amendment, click the green check



Step 9

2nd record created. **Reminder:** When referring back to change order, always make sure you are in the 2nd record. The system will default you to record the 1st record. Click on the right Arrow to move you to record 2.



You will attach all documentation to support the change such as contract amendment, legal opinion, etc.

Step 10

Now click on the “Release” for Purchasing’s approval. This will change the change order status to “Pending”

The screenshot shows a software interface with a toolbar at the top containing various icons for navigation and actions. The 'Release' button, marked with a red 'R' icon, is highlighted with a yellow circle. Below the toolbar is a form for contract details. The form includes fields for Contract (5436), Method (Non-Encumbered GL Accounts), Customer, Vendor (11752, TRB AND ASSOCIATES, INC.), and Address. To the right of these fields are checkboxes for 'To Be Rolled', 'Hold Payments', and 'Require PO for Payment'. Further right are radio buttons for 'Original' and 'Change Order', and a 'Status' dropdown menu set to 'CREATED'. On the far right, an 'Audit' section shows 'Entered by' (6473oalv), 'Entered' (02/07/2022), and 'Modified' (02/07/2022).

Step 11

Once the contract has been “Approved” through “workflow”, you will receive an automated email notifying you that your change order has been approved.

Step 12

Now that the Change Order has been “**Approved**” through “workflow”, you may route the contract for signatures (execution of the contract).

The City Clerk’s office will need to see a print screen of the “APPROVED” contract amendment in MUNIS. see print screen on Step 11:

Step 13

Upon receiving the fully executed contract amendments back from the City Clerk Office, scan and attach the executed contract amendment to the contract in the “Contract Change Orders” Module.

Once you have attached the executed contract amendment in the contract module(make sure you are on the “Change Order” (See Step 9), click on the “**Output/Post**” button.

Step 14

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

The change order process is complete once you have “Output/Post” your change order. The 2nd record should now become one with the original record. You should only have one record after “Output/Posting.”

For Contract Change Orders for both Time and Money you would follow the same instructions but combining the two processes. The only difference would be that you would be working on both the “Main” screen and the “Accounts” screen.

A few notes:

- You can only process one change order at a time. If you start a Change Order and it has already been approved you must complete that process before making any other changes.
- Contract Module does not encumber funds.
- Create your contract in the Contract Module for the amount that is on your contract.
- **On the “Accounts” tab, the “Additional Information” button will show you how much has been spent out of each account string.**

Back Search Browse Update Delete Print Display PDF Save

2	2022	15063619	400201	PROF SVCS/Professional Svcs
3	2023	15063619	400201	PROF SVCS/Professional Svcs

Additional Info Retainage Info Account History

Contract

Line	2
Year	2022
Acct	15063619-400201
Desc	PROF SVCS/Professional Svcs

Remaining Available

Revised	376,500.96
Open REQ	0.00
Open PO	4,825.75
Expended	20,174.25
Available	351,500.96

Remaining Available to Encumber

Revised	376,500.96
Open REQ	0.00
Liquidated	25,000.00

- Clicking on “Update” will only allow you to make changes on the current tab you are on...Main or Account.
- Attaching documents to the Contract Module can be done at any time.

