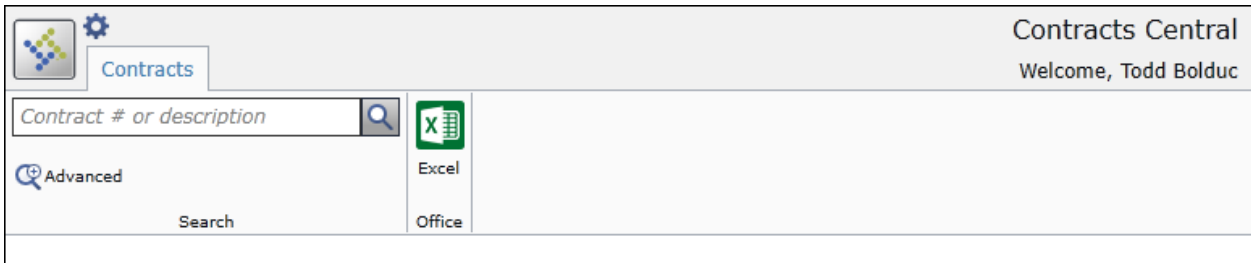
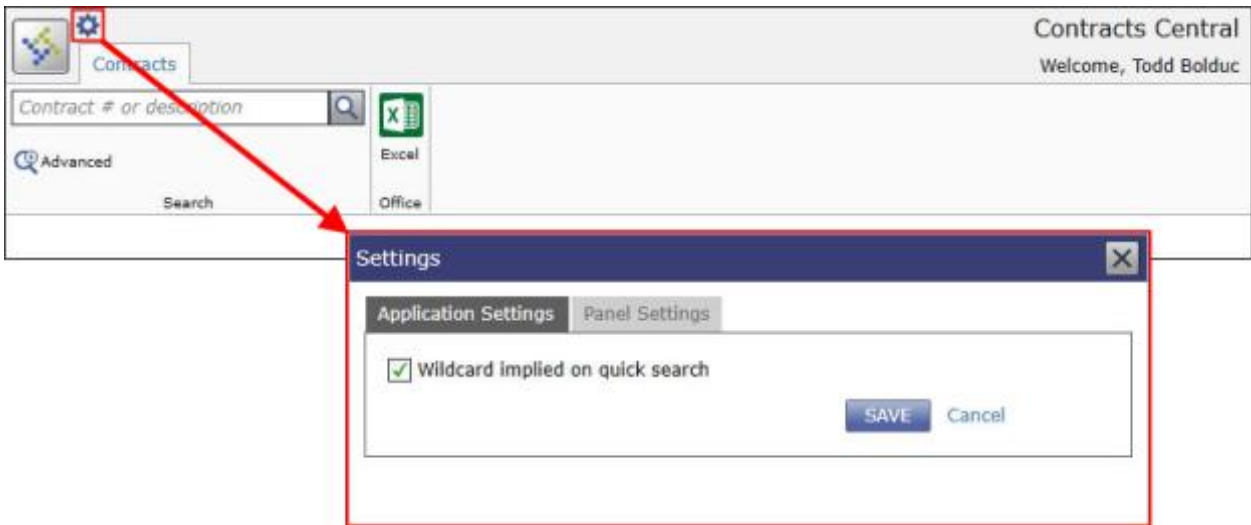


CONTRACTS CENTRAL

The Contracts Central program provides a listing of contracts in both summary and detail views. The program initially displays a Search box, the Excel button, and a blank screen.



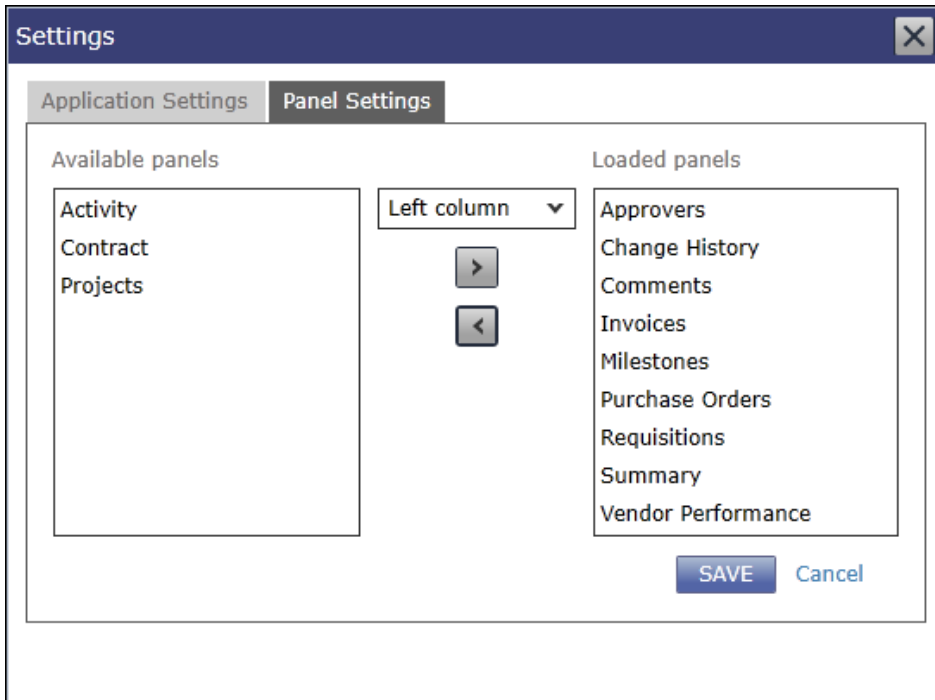
Click the **Settings** button in the Contracts Central header to open a dialog box from which you can define the default settings for search results and the panes displayed on contract detail screens.



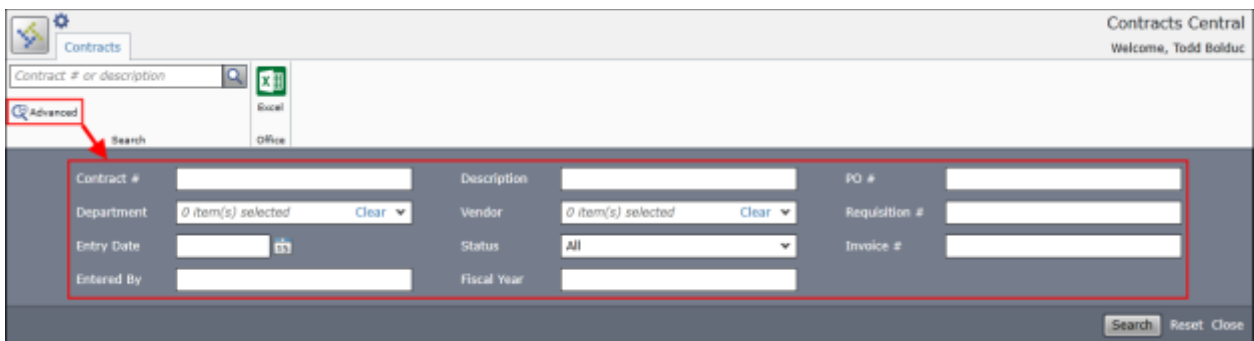
The Application Settings tab contains the Wildcard Implied on Quick Search check box. Selecting the check box causes Contracts Central to automatically apply wildcard characters entered search criteria.

The Panel Settings tab lists the panels that are available in the Contracts Central program. Highlight a panel name by clicking it, and then use the arrow buttons to move the panel to the Available Panels list or the Loaded Panels list. Only panels in the Loaded Panels list appear on the Contracts Central screen.

The column list determines in which screen column the panel appears. You must click **Save** to update the program after making changes.



To view contract records, enter a contract number or description in the **Search** box. Alternatively, click **Advanced** to expand the ribbon and display additional search fields.



After performing the search, the program displays a list of matching contract records. **Note:** Contracts Central caps search results at 1000 records. You cannot view any records that exceed the 1000 record cap and must refine your search criteria to view fewer records.

Contracts Central
Welcome, Todd Bolduc

Contracts

Contract # or description

Advanced Search Office

Contract # [] Description [] PO # []
 Department: 0 item(s) selected [Clear] Vendor: 1 item(s) selected [Clear] Requisition # []
 Entry Date [] Status: All [] Invoice # []
 Entered By [] Fiscal Year []

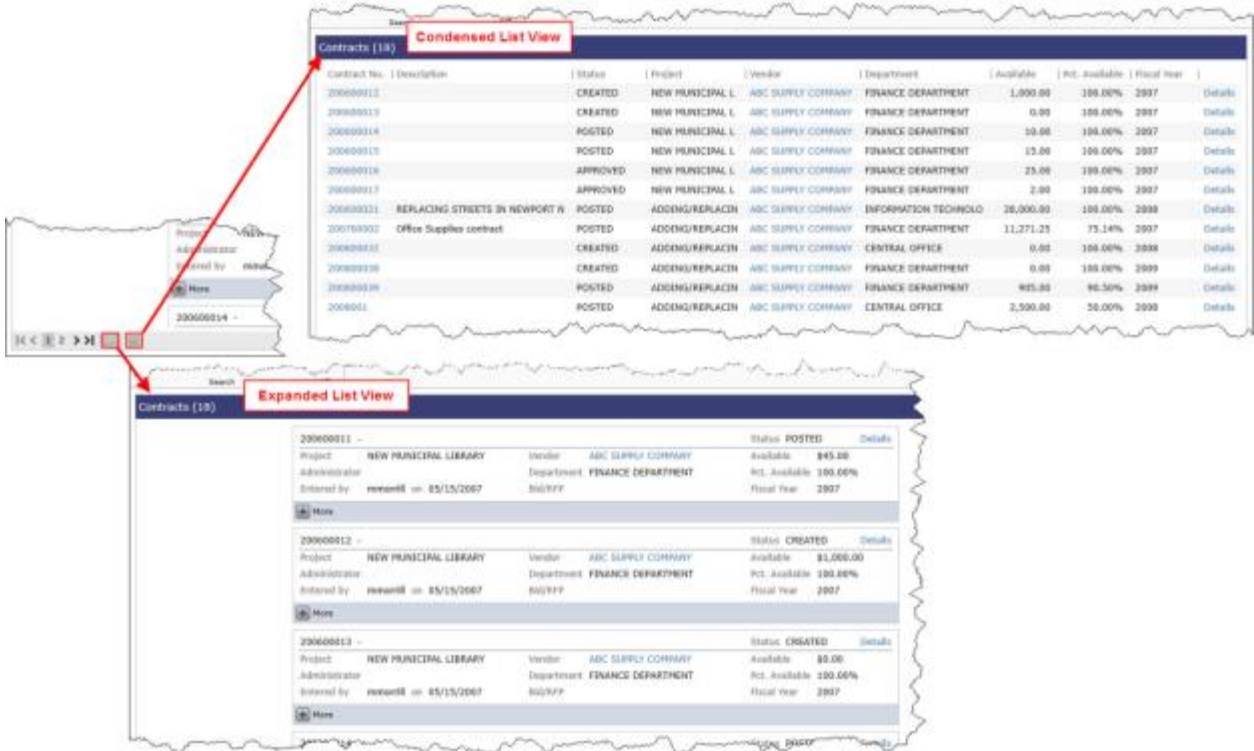
[Search] [Reset] [Close]

Contracts (18)

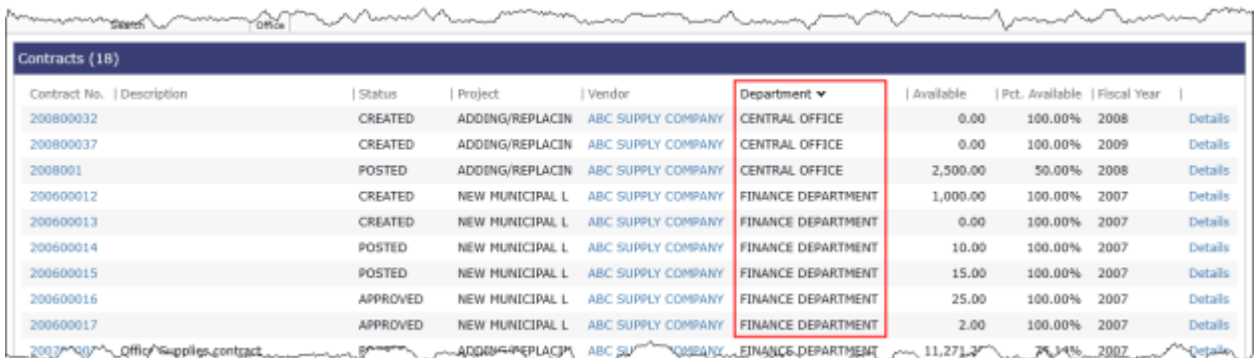
200600011 -	Status	POSTED	Details
Project	NEW MUNICIPAL LIBRARY	Vendor	ABC SUPPLY COMPANY
Administrator		Department	FINANCE DEPARTMENT
Entered by	mmorill on 05/15/2007	Bid/RFP	
Available	\$45.00	Pct. Available	100.00%
Fiscal Year	2007		
[More]			
200600012 -	Status	CREATED	Details
Project	NEW MUNICIPAL LIBRARY	Vendor	ABC SUPPLY COMPANY
Administrator		Department	FINANCE DEPARTMENT
Entered by	mmorill on 05/15/2007	Bid/RFP	
Available	\$1,000.00	Pct. Available	100.00%
Fiscal Year	2007		
[More]			
200600013 -	Status	CREATED	Details
Project	NEW MUNICIPAL LIBRARY	Vendor	ABC SUPPLY COMPANY
Administrator		Department	FINANCE DEPARTMENT
Entered by	mmorill on 05/15/2007	Bid/RFP	
Available	\$0.00	Pct. Available	100.00%
Fiscal Year	2007		
[More]			
200600014 -	Status	POSTED	Details

[Navigation buttons: < 1 2 >]

Use the navigation buttons at the bottom of the screen to view additional pages of vendor records or to change the display format of the vendor list.



When viewing contracts in the condensed list format, click the column titles to sort the list by that column's values.



When you are viewing contracts in the expanded list format, click **More** to view additional information about the contract. The record pane expands to display the General, Retainage, Accounts, Line Items, Subcontractors, and Insurance tabs. These tabs contain information about the contract that was entered in the Contract Entry or Contract Change Orders programs.

200600008 -				Status	POSTED	Details
Project	NEW MUNICIPAL LIBRARY	Vendor	ABC SUPPLY COMPANY	Available	\$0.00	
Administrator	Munis	Department	PUBLIC WORKS	Pct. Available	100.00%	
Entered by	munis on 05/14/2007	Bid/RFP		Fiscal Year	2007	
More						
General Retainage Accounts Line Items Subcontractors Insurance						
Dates		Days		Totals		
Est. Start		Original	0	Original		\$0.00
Est. Completion		Modified	0	Revised		\$0.00
Bid Awarded		Revised	0	Liquidated		\$0.00
Approved				Unrelieved		\$0.00
Initial Expiration				Open Req		\$0.00
Renewal Action				Open PO		\$0.00
Extended Through				Expended		\$0.00
Percent Complete 0.00% As of						

General Retainage Accounts Line Items Subcontractors Insurance			
Bonds in lieu of retainage?	No	Cap	\$0.00
		Retained to date	\$0.00
Recalculate cap and retainage differen		Liquidated	\$0.00
with change orders and payments?	No	Permanently retained	\$0.00
Contract Completion Starting Percent		Contract Completion Ending Percent	Percent To Retain
0.00%		100.00%	0.00%

General Retainage Accounts Line Items Subcontractors Insurance						
Line	Year	Project String	Description	PA Bud	Bud	Amount
1	2007		EQUIPMENT MAINTENANCE		U	0.00
2	2008		EQUIPMENT MAINTENANCE		U	1,000.00

Use the links in the Commodity column of the Line Items tab to open the Commodities program with the commodity code as the active set.

General Retainage Accounts Line Items Subcontractors Insurance							
Line	Commodity	Inventory	Item Description	UOM	Quantity	Unit Price	Net Price
1	34018		FIRE BLANKETS	EACH	100.00	50.00	5,000.00

Clicking the links in the Name column on the Subcontracts tab opens the Vendors program with that vendor as the only record in active set. Clicking **Payments** for a subcontractor opens the Subcontract Payments program, where you can view and create payments to the subcontractor.

General Retainage Accounts Line Items Subcontractors Insurance						
Subcon.	Name	Description	Start	End	Total Paid	
1000	ABC SUPPLY COM	ABC SUPPLY			0.00	Payments
1010	DELL	DELL			0.00	Payments

The Insurance tab displays the insurance information that has been entered on the contract record. The tab is for informational purposes only.

General Retainage Accounts Line Items Subcontractors Insurance		
Carrier	Carrier Name	Notes
LBTY	LIBERTY MUTUAL GROUP	INSURANCE COMMENTS

Click the vendor name in any contract record to view the vendor record in Vendor Central.

200600008 -				Status	POSTED	Details
Project	NEW MUNICIPAL LIBRARY	Vendor	ABC SUPPLY COMPANY	Available	\$0.00	
Administrator	Munis	Department	PUBLIC WORKS	Pct. Available	100.00%	
Entered by	munis on 05/14/2007	Bid/RFP		Fiscal Year	2007	
+ More						

Clicking the **Details** link for a contract opens it in a new screen that displays the contract record, as well as a series of detail panes. Detail panes can be added or removed from the screen by clicking the **Settings** button in the Contracts Central header.

20060008 - Status: POSTED [Details](#)

Project: NEW MUNICIPAL LIBRARY Vendor: ABC SUPPLY COMPANY Available: \$0.00
 Administrator: Munis Department: PUBLIC WRKKS Pct. Available: 100.00%

Contracts Central
 Welcome, Todd Bolivar

20060008
 ABC SUPPLY COMPANY, POSTED

Activity			
Date	Time	Change By	Activity
05/14/200	9:28 AM	munis	Approved
05/14/200	9:28 AM	munis	Released
05/14/200	9:28 AM	munis	Posted
11/08/200	8:35 AM	munis	Change Ord
12/05/200	9:43 AM	munis	Printed
03/28/200	2:27 PM	munis	Reprinted
06/15/200	9:18 PM	mmerill	Relled to NY
06/15/200	9:20 PM	mmerill	Relled to NY
06/15/200	9:20 PM	mmerill	Relled to NY

Invoices								
Accounts Payable Recurring General Billing								
Invoice	Vendor	Document	Year	Date	Status	Liquidated	Invoiced	
5638	ABC SUPPLY COMPANY	5638	2008	11/13/2007	Hold	100.00	100.00	
78007	ABC SUPPLY COMPANY	5639	2008	11/13/2007	Hold	100.00	100.00	
81842189	ABC SUPPLY COMPANY	5640	2008	11/13/2007	Hold	100.00	100.00	
Total Invoiced		Total Liquidated						
300.00		300.00						

Approvers			
No approver records found.			

Milestones			
No milestone records found.			

Change History			
Date	Change By	Number	Field
06/15/2008	mmerill	1	
06/15/2008	mmerill	2	
06/15/2008	mmerill	2	
06/15/2008	mmerill	2	
06/15/2008	mmerill	2	
06/15/2008	mmerill	2	
06/15/2008	mmerill	2	
06/15/2008	mmerill	2	

AVAILABLE PANES

The header of each pane contains an arrow button. Clicking the arrow button expands or collapses a pane. If no information is available for a pane, the program indicates that no records are found

The Activity pane displays transaction activity that has been entered against the contract.

Activity			
Date	Time	Change By	Activity
05/14/200	9:28 AM	munis	Approved
05/14/200	9:28 AM	munis	Released
05/14/200	9:28 AM	munis	Posted
11/08/200	8:35 AM	munis	Change Order
12/05/200	9:43 AM	munis	Printed
03/28/200	2:27 PM	munis	Reprinted
06/15/200	9:18 PM	mmorrill	Rolled to NY
06/15/200	9:20 PM	mmorrill	Rolled to NY
06/15/200	9:20 PM	mmorrill	Rolled to NY

The Approvers pane 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.

The image shows two views of the 'Approvers' pane. The top view is a summary view with the following details:

- Status: Complete
- Date: 05/15/2007
- Type: Dollar Based
- Time: 8:37 AM
- Step: 5
- Action: Approve
- Approver: Mark Morrill
- Comment:
- All Approvers: No

A red arrow points from the list button (three horizontal lines) in the header of the summary view to the list view below. The list view shows a table with the following data:

Status	Type	Date
Complete	Dollar Based	05/15/2007

A full list of changes that have been made to the contract can be viewed on the Change History pane. View the change history in summary format by clicking the grid button on the pane header.

The screenshot shows a 'Change History' table with the following data:

Date	Change By	Number	Field
11/08/2007	munis	1	
11/08/2007	munis	1	Project
06/15/2008	mmorrill	1	
06/15/2008	mmorrill	1	
06/15/2008	mmorrill		
06/15/2008	mmorrill		
06/15/2008	mmorrill		
06/15/2008	mmorrill		
06/15/2008	mmorrill		

The detailed view window shows the following information for a selected record:

Date	Original Value
11/08/2007	
Change By	New Value
munis	
Number	Reason
1	change project
Field	

The Comments pane 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.

The Comments pane displays the following comment:

munis 12/05/2007 9:22 AM
ADD INFO

The Contract pane provides general contract information in a similar format to the main program screen. However, the pane also contains a Totals tab, which displays the contract's total dollar amounts by type.

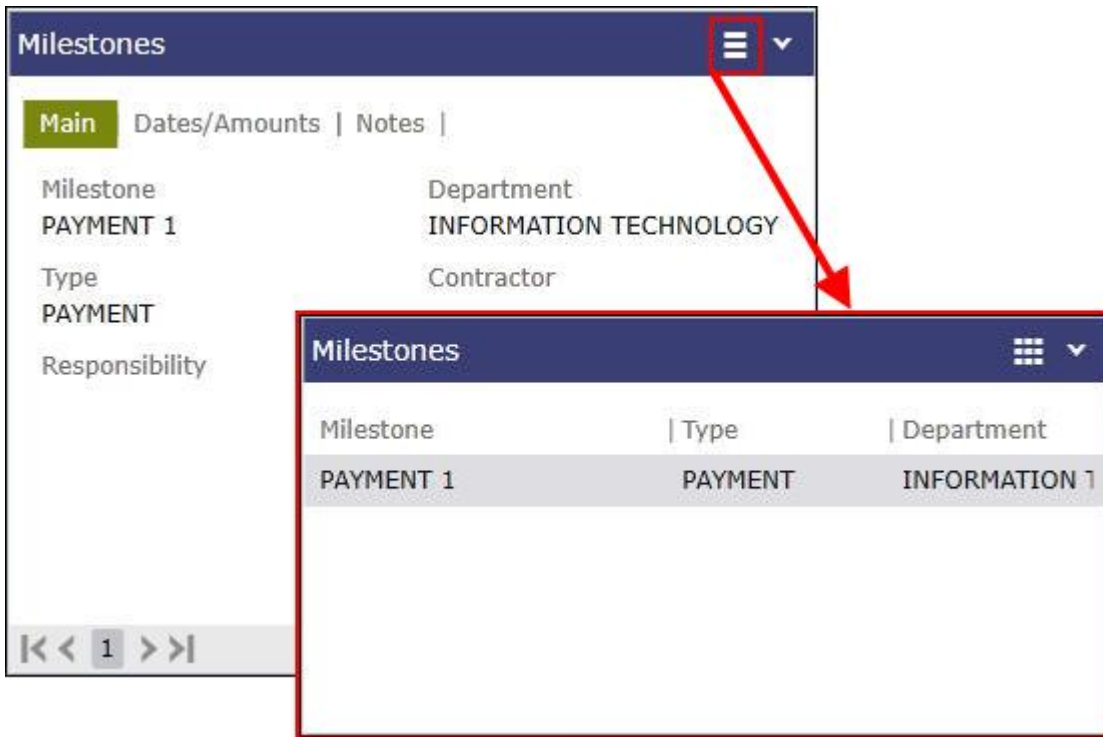
Contract	
Available \$45.00	General Retainage Accounts Line Items Subcontractors Insurance Totals
Administrator	Original \$45.00 Open Req \$0.00
Fiscal Year 2007	Revised \$45.00 Open PO \$0.00
Department FINANCE DEPARTMENT	Liquidated \$0.00 Expended \$0.00
BID/RFP	Unrelieved \$45.00

The Invoices pane lists the invoices that have been charged to the contract. The pane contains three tabs: Accounts Payable, Recurring, and General Billing. Each tab displays only 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 for Munis (TCM), you can view files that have been attached to the invoice by clicking the **TCM** button.

Invoices							
Accounts Payable		Recurring		General Billing			
Invoice	Vendor	Document	Year	Date	Status	Liquidated	Invoiced
5733	ABC SUPPLY COMPANY	5733	2008	05/02/2008	Hold	0.00	2,500.00
Total invoiced 2500.00		Total liquidated 0					

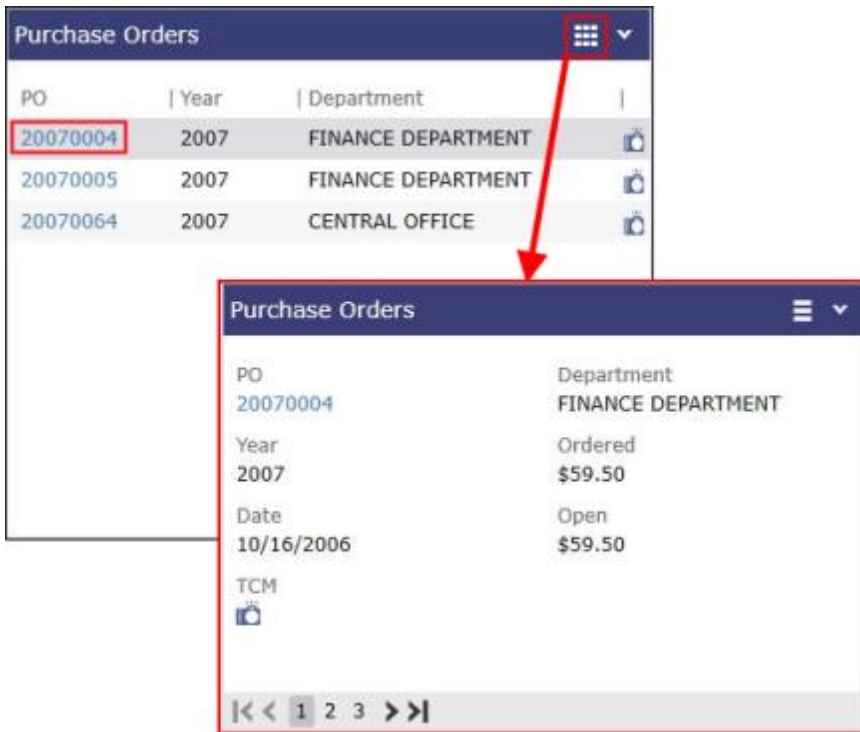
The Milestones pane displays the contract's milestone data in three tabs: Main, Dates/Amounts, and Notes. Click the list button in the pane header to view the milestone information in a brief list format.



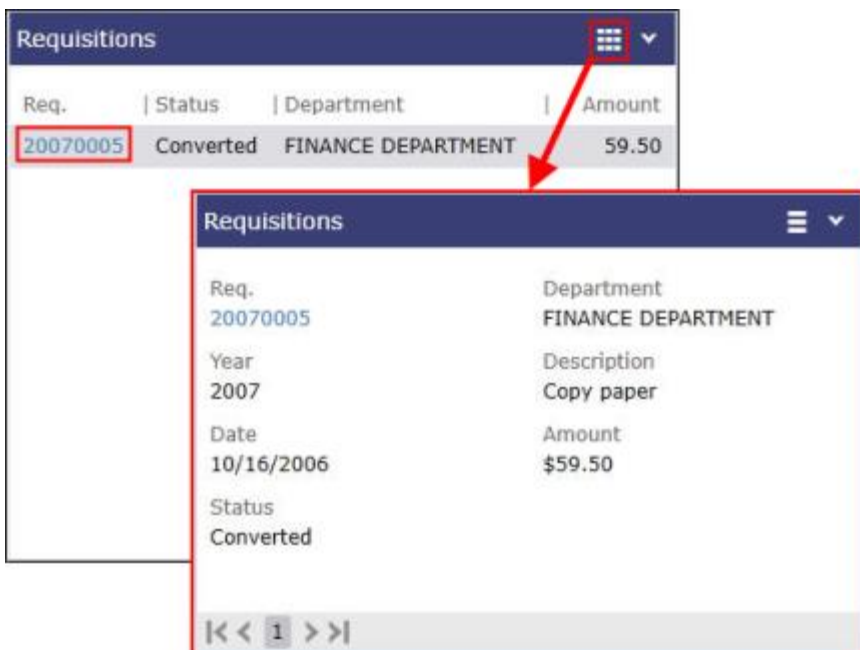
The Projects pane provides a listing of all projects with which the contract has been associated.

Projects			
Year	Project	Open PO	Invoice
2007	CD06	0.00	0.00

A list of purchase orders that have been entered against the contract is found on the Purchase Orders pane. 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.



The Requisitions pane 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.

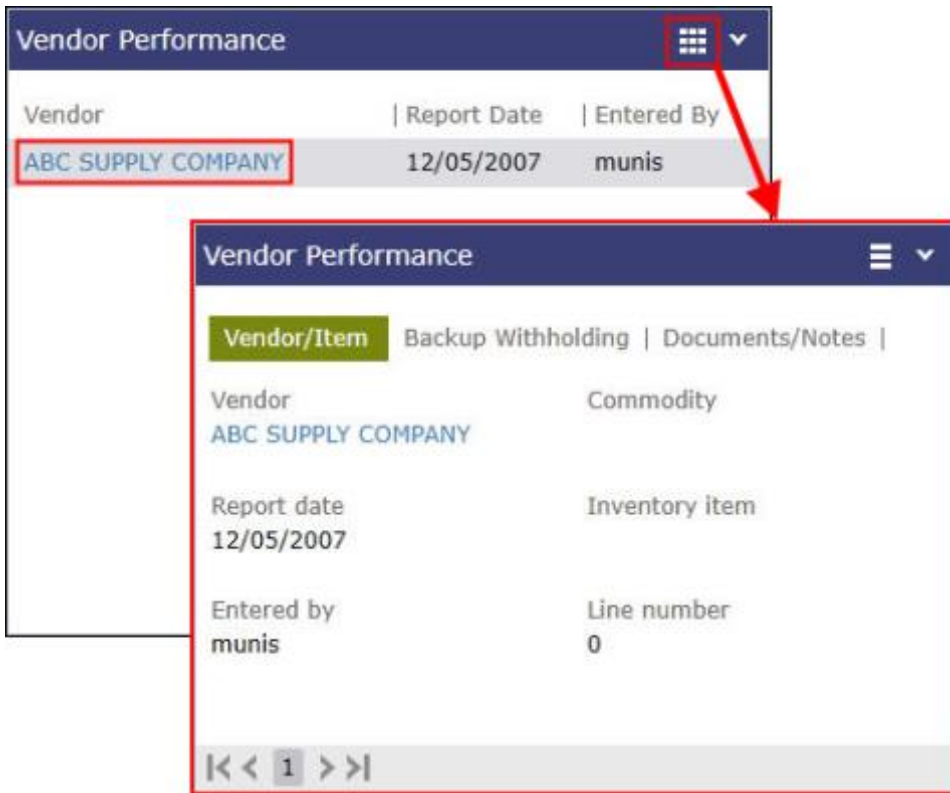


The Summary pane provides a summary view of the contract's balances. The pane contains colored boxes for purchase orders, invoices, and requisitions. Each box indicates the number of records that exist for the contract and the total value of those records. Click a colored box to change the record type that is displayed in the table below the boxes. Clicking a record number, such as a purchase order number, opens that record as the active set in the appropriate inquiry program.

The screenshot shows a 'Summary' pane with 'Unencumbered Balances' for three categories: Purchase Orders (1 record, \$501.50), Invoices (3 records, \$300.00), and Requisitions (0 records, \$0.00). Below these boxes is a table for Purchase Orders with one entry: 20070048, Year 2007, Date 05/14/2007, Ordered 501.50, and Open 501.50. A red arrow points from the Invoices box to a table of Invoice records below.





Invoice	Type	Document	Liquidated	Invoiced
5638	AP	5638	100.00	100.00
78907	AP	5639	100.00	100.00
HIJHUI89	AP	5640	100.00	100.00

When viewed in list format, the Vendor Performance pane displays the vendors that are associated with the contract. Clicking a vendor name opens the Vendor Central program with that vendor as the only record in the active set. Click the grid button in the pane header to view additional vendor information in the Vendor/Item, Backup Withholding, and Documents/Notes tabs.



RIBBON

The ribbon in the Contracts Central program provides the following options:

Option	Description
View/Maintain	
 Contract	Opens the current contract as the active set in the Contract Entry program.
Office	
 Excel	Exports the current contract information to an Excel spreadsheet.
 Email	Creates an email message using your default email program. The message contains a link to the contract record in the message body.
Return	
 Return to Search	Returns to the main Vendor Central program screen.