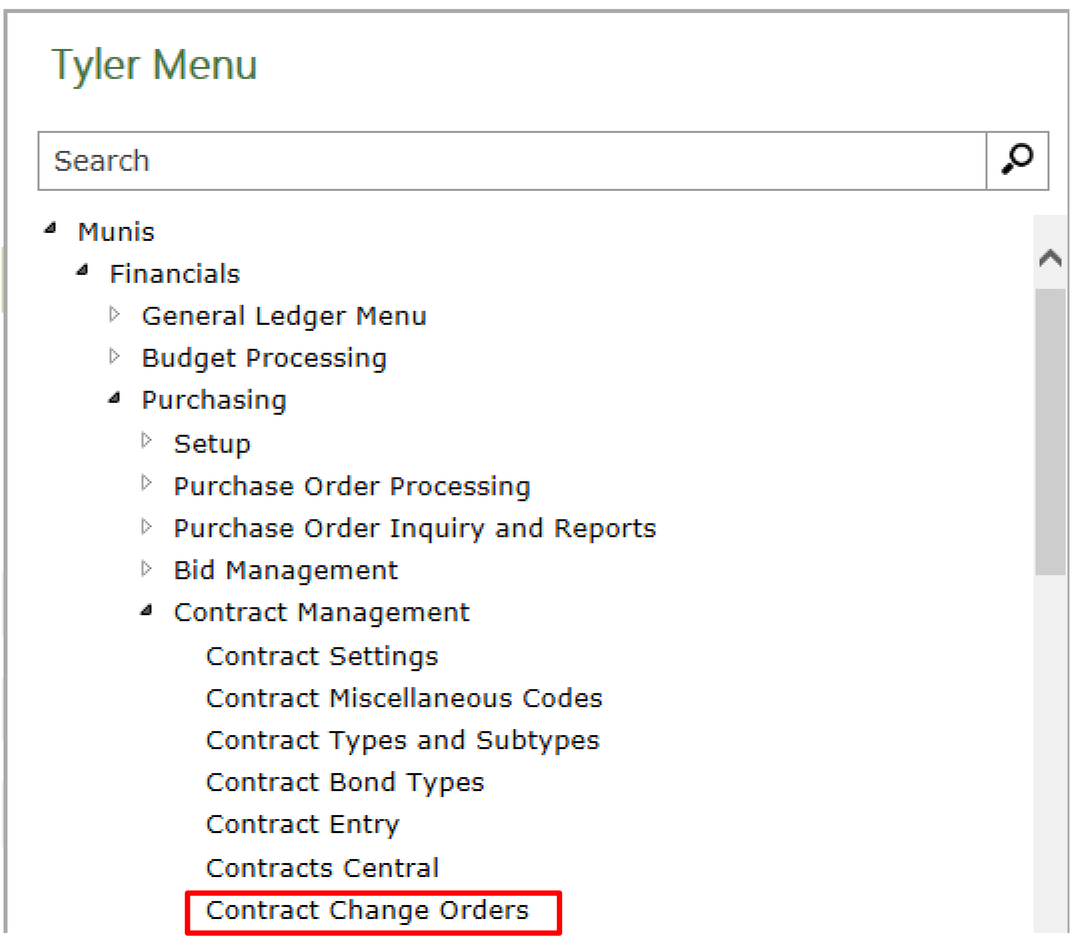
Contract Change Orders

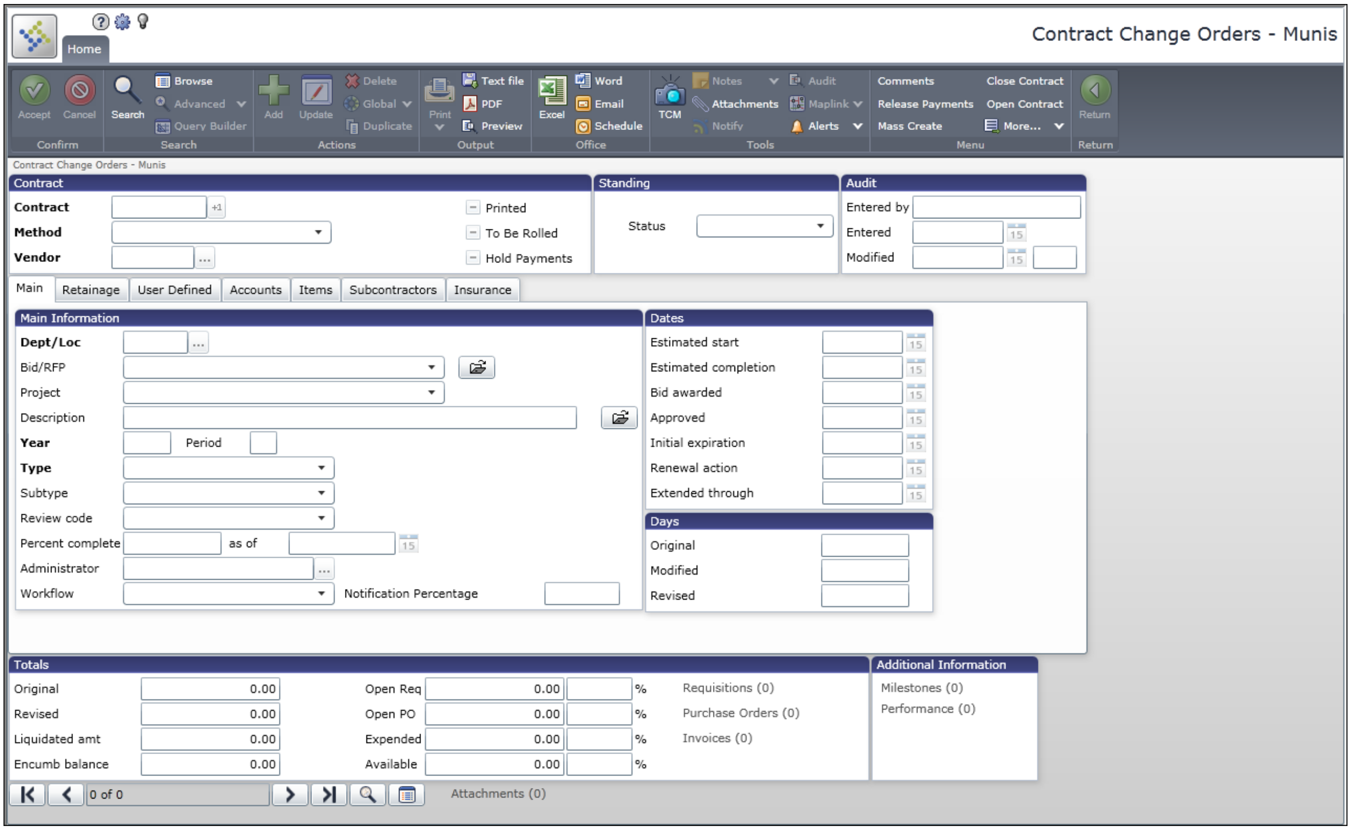
Occasionally, during the life-cycle of a contract, it becomes necessary to make changes to amounts, accounts, line items, or other aspect of the contract. This is done using a contract change order. Changes that involve encumbering or liquidating amounts require the change order to be posted to the general 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. 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.

Financials > Purchasing > Contract Management > Contract Change Orders



Open the Munis Contract Change Orders program.



Click Search to search for the contract that is to be changed.

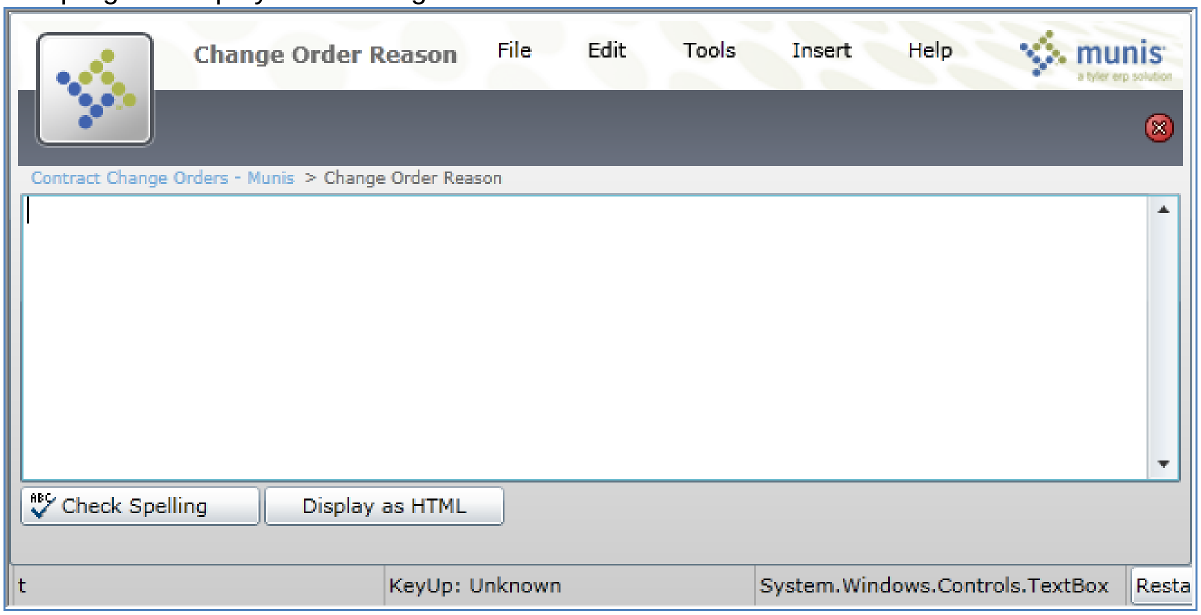
Enter the applicable search criteria. Search criteria might include the contract number, vendor, or project. According to permissions, you are restricted to viewing contracts for your department.

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, or Insurance tabs:

1. Click Update .
   The program displays the Change Order Reason box.

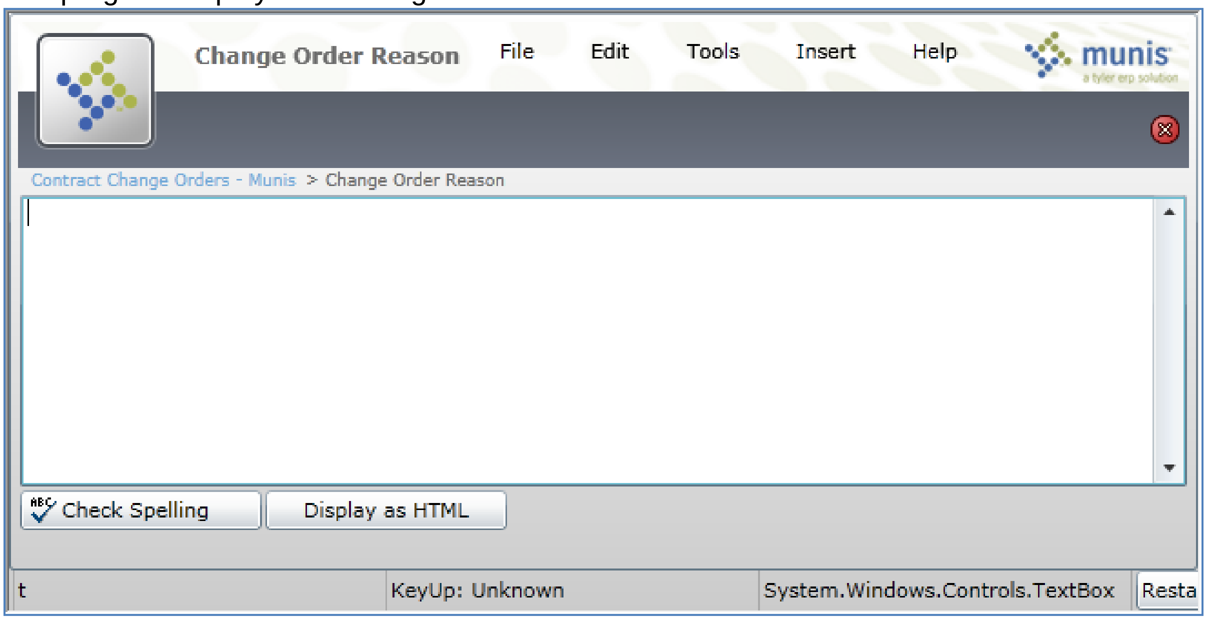


2. Enter the reason and click Save on the File menu.
3. Click Exit on the File menu to return to the contract record.
4. Make the required changes, and then click Accept to save the changes.
5. Click Release to release the change to the Workflow process or, if Workflow is not in place, to complete the 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 box.



2. Click Save on the File menu to save the note.
3. Click Exit in the File menu to close the Change Order Reason screen and return to the main 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.

4. Click Accept to save the changes.
5. Click Release to release the change to the Workflow process or, if Workflow is not in place, to complete the change.

Change Order Options

Button	Description
Comments	The Comments option allows you to enter or change free form contract notes.
Mass Create	The Mass Create option displays the Mass Create screen, where you can create or update genereral 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	The Release option submits the contract change order to the workflow approval process.
Output/Post	The Output/Post option is used by Purchasing to post the approved contract changes to the general ledger.
Activate	The Activate option is only used in Contract Entry to reactivate a rejected contract so that changes may be made.
Close Contract	The Close Contract option is only accessible when the contract status is 8-Posted and there is no 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. When you click Close Contract, the program 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 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. 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. 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. 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

Button	Description
	equal to the current fiscal year, then update the current year's encumbrance amount. Otherwise update the next year's encumbrance amount.
Open Contract	The Open Contract option allows you to reopen 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.
Change History	The Change History option will display 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.
Activity	The Activity option 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.
Projects	The Projects option displays 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.
Roll to NY	The Roll to NY option is used as part of the fiscal year end process to move all open amounts in the current year to the next year. Instructions for this process are included in the fiscal year end procedure documents.
Partial Roll to NY	The Partial Roll to NY option is used as part of the fiscal year end process to move a percentage or set amount of open amounts in the current year to the next year. Instructions for this process are included in the fiscal year end procedure documents.