



The Invoice Entry program can be found by accessing the following,

Financials > Purchasing > Contract Management > Contract Entry

- ▾ Munis
 - ▾ Financials
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▾ Purchasing
 - ▷ Setup
 - ▷ Purchase Order Processing
 - ▷ Purchase Order Inquiry and Reports
 - ▷ Bid Management
 - ▾ Contract Management
 - Contract Settings
 - Contract Miscellaneous Codes
 - Contract Types and Subtypes
 - Contract Bond Types
 - Contract Entry**

Contract Entry

Contract Entry - Munis [Racine County - TEST DB - 11/01/16]



This brings up the Contract Entry screen. Click Add to start a new record.

Click +1 to get the next contract number

Select the Method for Contract

- Encumbered – expense contract which encumbers funds
- Non-Encumbered – expense contract which does not encumber funds
- Open PO – open purchase order
- Not to Exceed Revenue – revenue contract not to exceed a certain amount
- Limitless Revenue – revenue contract with limitless

Enter the applicable lines:

- Line Items – select none
- Vendor – enter vendor number or select field help to search for vendor
- To be rolled – uncheck
- Hold payments – uncheck
- Department – select the department the contract is for.
- Project – enter a project number if applicable.
- Description – add a short description for the reason for the contract. Max length is 50

characters. More information about the contract can be entered in the additional notes

Contract Entry

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- Year and Period – enter the year and month for the start of the contract. Ex: contract term is 1/1/16-12/31/16, enter 2016 01.
- Type – select Open Order or Contract
- Subtype – select the department for the contract. This will initiate workflow to that accountant.
- Review code – leave blank
- Percent complete – leave blank
- Administrator – enter user ID for employee responsible for contract. Ex: Mark Hoefs, enter 6750mhoefs
- Workflow – select None

Contract		Standing		Audit	
Contract	4	<input type="checkbox"/> To Be Rolled	Status	Entered by	6750gzimmer
Method	Non-Encumbered Accounts	<input type="checkbox"/> Hold Payments	>> <input checked="" type="radio"/> Original	Entered	11/11/2016
Line Items	None		<input type="radio"/> Change Order	Modified	11/11/2016 0
Customer	...				<input type="checkbox"/> Printed
Vendor	3220 PEPIS PUB AND GRILL				

Main	Retainage	Accounts	Charge Amounts	Subcontractors	Insurance	Bonds
Main Information						
Dept/Loc	PWDS PUBLIC WORKS & DEVELOP SERVICE					Dates
Bid/RFP						Estimated start
Requisition Year/Number						Estimated completion
Project						Bid awarded
Description	LUNCH FOR TRAINING					Approved
Year	2016	Period	4			Initial expiration
Type	General					Renewal action
Subtype						Extended through
Review code						Days
Percent complete	0.00	as of				Original
Administrator	6750JDelagra Jonathan Delagra					Modified
Workflow	Approve Notification Percentage 0.00					Revised

Keep tabbing until it opens the Retainage tab.

Main	Retainage	Accounts	Charge Amounts	Subcontractors	Insurance	Bonds
Retainage						
<input checked="" type="checkbox"/>	Bonds in lieu of retainage		Cap	0.00		
<input type="checkbox"/>	Recalculate cap amount with change orders		Retained to date	0.00		
<input type="checkbox"/>	Calculate retainage differences with change orders and payments		Remaining	0.00		
			Liquidated	0.00	Invoices (0)	
			Permanently withheld	0.00	Journals (0)	
			Unrelieved	0.00		
Contract Completion Starting Percent		Contract Completion Ending Percent		Percent To Retain		



Check Bonds in Lieu of Retainage. Click Accept

Click on the Accounts tab **Accounts** and enter the appropriate accounts, including project if needed. Enter the dollar amount. If another line is needed, tab until another line appears.

Contract		Standing		Audit				
Contract	4	<input type="checkbox"/> To Be Rolled	Status	Entered by 6750gzimmer				
Method	Non-Encumbered Accounts	<input type="checkbox"/> Hold Payments	>> <input checked="" type="radio"/> Original	Entered	11/11/2016			
Line Items	None		<input type="radio"/> Change Order	Modified	11/11/2016 0 <input type="checkbox"/> Printed			
Customer			CREATED					
Vendor	3220 ... PEPIS PUB AND GRILL		NONE					
Main Retainage Accounts Subcontractors Insurance								
Line	Year	T	Project String	Org	Object	Project	Description	Amount
1	2016			11220000	440000		DISCRETIONARY ACCOUNT	5000



When all entry is finished, click **Accept** and **Release** to release it into workflow.