

Module: Purchasing

**Topic: Contract Management** 

Contract Entry Munis Version 11.2.5

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

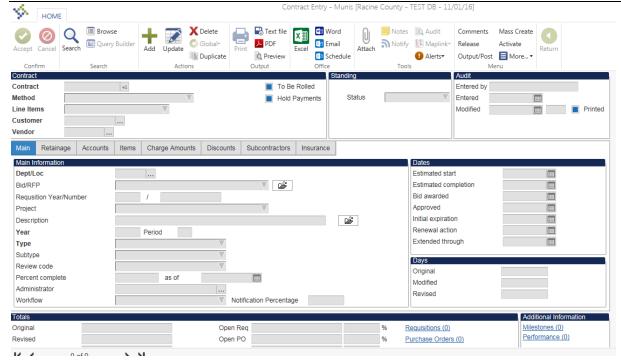
Contract Bond Types

Contract Entry



## **Contract Entry**







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

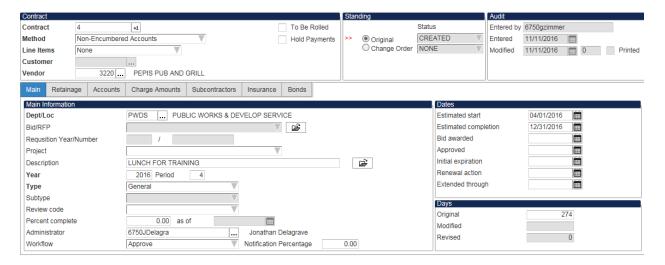
characters. More information about the contract can be entered in the additional notes



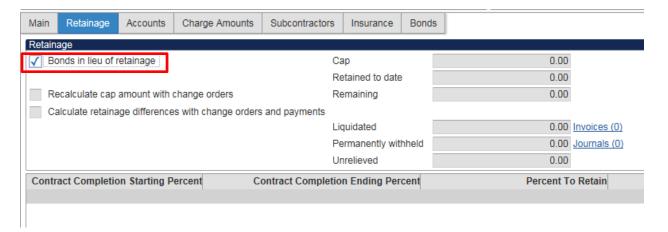




- •
- Year and Period enter the year and month for the start of the contract. Ex: contract term is 1/1/16-12/31/16, enter 2016 01.
- Type select Open Order or Contract
- Subtype select the department for the contract. This will initiate workflow to that accountant.
- Review code leave blank
- Percent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



Keep tabbing until it opens the Retainage tab.





Check Bonds in Lieu of Retainage. Click Accept





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





When all entry is finished, click Accept

and Release Release to release it into workflow.

