

Munis[®] Contract Management

Many organizations utilize contracts for some of their procurement. MUNIS[®] Contract Management allows you to create and approve contracts for purchases and encumber the appropriate funds in advance, before details such as quantities and delivery dates are known. Later, as these specifics become clear, you create requisitions, purchase orders, and invoices that refer to the contract to avoid re-encumbering the same funds. Contract Management is fully integrated with General Ledger, Requisitions, Purchase Orders, Accounts Payable, and Workflow.

Flexible and Easy to Use

Contract Entry and Contract Maintenance are processed separately. This provides individual approval processes for the original contract entry and subsequent contract maintenance.

- Contract header information includes fiscal year/period, vendor, department, description, dates, retention, bid numbers, contract type, review codes, and amounts
- Multi-year capability: contract can cross Fiscal Years
- Define and track multiple subcontractors for a given contract
- Amounts tracked by:
 - » Fiscal Year
 - » Account
 - » Open Requisition Amount
 - » Open PO Amount
 - » Expended Amount
 - » Revised Amount
 - » Original Amount
- Enter and track vendor performance information for a given contract, including past due deliveries, fill percentage, and returns
- You can define contract insurance and comment information
- You can allocate contracts by account or account segment
- Contracts can be fully allocated to GL accounts, for a flat amount (unallocated), or for item quantity/price/discount enforcement
- Changes to contract lines are held in a Change History Window that lists the date/time, user, account, revised amount, and changed to amount
- Generate change orders for posted contracts and follow Workflow approval process
- Enter and track milestones for a contract
- Display all invoices tied to a contract
- View bids related to a contract (with optional Bid Management module)
- With optional MUNIS Office, attach additional documents to contacts
- Prevents contract closing if there are open requisitions, open purchase orders, or open invoices
- Contract Proof List is generated prior to updating contracts, to verify GL accounts, amounts, and so on

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You can define Milestones/Key dates that trigger optional MUNIS Dashboard alerts. You can then create notification business rules to alert appropriate staff. Any activity tied to the contract can be tracked, including pending payments.

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Flexible and Easy to Use (cont.)

- Can re-open “closed” contracts if not completely expended
- Can re-activate “rejected” contracts/change orders
- Awarded bids (from optional Bid Management module) can be turned into Contacts automatically

Contract Approvals

- Up to 500 contracts can be viewed/updated at a time
- Contract approvals use MUNIS Workflow
- Define who approves and in what order
- You can add comments explaining rejections
- An Approval Trail window displays when and by whom the contract was approved, rejected, closed, and opened