Contract Management User Guide

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Product Description

Contract Management provides tracking and monitoring capabilities for various types of contracts for the transit industry. Contractual obligations and conditions to ensure compliance require a systematic approach. Fleet-Net's Contract Management automates this process and provides the user with flexibility.

The Contract Management (CT) module interfaces with the Bid Management, Accounts Payable, and Project Tracking modules. An association between the bids that generated the contract can be made. It allows for the identification of the vendor and any sub-contractors associated with the contract. Its tie to Project Tracking allows the user to see purchases to date which reflect all processed invoices and paid to date information, which reflects all checks cut pertaining to the project.

The CT module allows for the maintaining and tracking of pertinent information such as a contract's start and end dates, board approval date, contract amount and other fields.

The CT module allows for the sharing of documents with co-workers for easy collaboration with the ability to attach various types of documents such as the scanned original contract, insurance documentation, certifications, blue prints etc.

The tracking and alert features automatically send emails when the contract or any insurance or bond issuance are about to expire.

All contact personnel are entered for easy reference.

Other aspects needing to be tracked that do not come standard in the CT module can be setup with the custom form and field creation options. Users are able to create their own custom fields for tracking processes unique to their transit agency.

If you cannot find an answer to your question(s) please call our Support Hotline at (800) 258-2762.

Contract Management Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Contract Management installation.

As with all Fleet-Net for Windows modules, the module must first be installed as directed in the System Administration Guide.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.

**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.

Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.

The clock button allows for changing the time entry.

The question mark button opens the search option.

The Stop button aborts the current selection process.

The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.

The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

Contract Management Checklists

Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu		Program/Procedure
	CT01	(a)	Setup Miscellaneous Codes defined utilizing **Miscellaneous Codes Maintenance.**
	CT01	(b)	Define Values, Maximum Value, Max Digits and sorting order utilizing **Transaction Control Record**.
	CT01	(c)	Assign documents required for the selected Contract Type utilizing **Contract Documents Required**.
	CT01	(d)	Create and assign default messages for individual document types utilizing **Document Default Message**.
	CT01	(e)	Setup Internal email groups to email selected staff, regarding processes in Contract Maintenance utilizing **Email Notification Setup**.
	CT01	(e)	Setup Search Criteria defined using **Search Criteria Setup.**
	CT01	(f)	Setup User Defined Data (Optional Setup). **User Defined Data Field**.

Standard Cycles Checklist

Done	Menu		Program/Procedure
	CT	(a)	Create New /Edit a Contract. **Contract Maintenance.**
	CT	(b)	Attach project(s) to a contract. **Contract Maintenance**.
	CT	(c)	If subcontractors will be utilized to execute the contract add subcontractors with **Contract Maintenance**.
	CT	(d)	If utilizing Alerts setup, maintain and send alerts in **Contract Alerts.**

Contact Management

Contract Management Setup

Click **Contract Management Setup** to setup all required information to utilize Contract Management.

Edit Miscellaneous Codes

Each Fleet-Net application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net while others are user defined.

Click **Edit Miscellaneous Code**. The following form displays.

Field	Description
Type	Select from the drop-down list or type in a new code.
Code	Enter the code associated with the value. The code is recognized by the program.
Value	Enter the description of the code. This value is used to identify field on reports and inquiries.

ApprovedBy (User Defined) Define personnel that will be allowed to approve contracts.

ClosedBy (User Defined) Define personnel that will be allowed to close contracts.

ContactPhoneType (User Defined) Define the types of telephone number options.

ContactRelationship (User Defined) Define the positions relevant to contract.

ContractAdministrator (User Defined) Define personnel that will be the Administrator.

ContractNo (User Defined)

If the contract numbers will be assigned manually:
Code: **CreateMethod,** Value: **FNCT_ContractMaintManualNumberSubForm.**

If the contract numbers will be assigned automatically:
Code: **CreateMethod, Value**: **FNCT_ContractMaintAutoNumberSubForm.**

ContractNoDivision (User Defined) Optional setup.

ContractNoType (User Defined) Optional Setup.

Modify / Add Misc List Codes

Module: CT
Type: ContractNoType

Code	Value
A	Agreement
C	Contract

Print

ContractType (User Defined) Define the type of contracts utilized by the transit.

Modify / Add Misc List Codes

Module: CT
Type: ContractType

Code	Value
Annual	Services Annual Contract
CERT	Certification Services
Construction	Construction

Print

Department (User Defined) Defines the department that the contract will impact.

Modify / Add Misc List Codes

Module: CT
Type: Department

Code	Value
Admin	Administration
IT	Information Technology
Maint	Maintenance

Print

DocumentType (User Defined) Define type of documentation that will be submitted with the different types of contract.

Modify / Add Misc List Codes

Module: CT
Type: DocumentType

Code	Value
Ad	Advertising
Agreement	Agreement
Alert	Alert Document

Print

NotificationGroup (User Defined) Define individual groups to receive emails from Contracts.

Modify / Add Misc List Codes

Module: CT
Type: NotificationGroup

Code	Value
Accounting	Accounting
IT	Information Technology
Maint	Maintenance

Print

NotificationReportParameters (Specific) Enter <u>Codes</u> and <u>Values</u> as shown in table below.

Code	Value
PathToCompanyLogo	X:\LogoName (X=Drive Location)
CodePathToReportFile	X:\ReportName (X=Drive Location)
ReportFileType	ReportName
ReportFooter	Information to appear on Footer
ReportHeading	Information to appear on Heading

Procurement Method (User Defined) Define methods used to procure the expense/cost for a contract.

RequiredDocumentType (User Defined) This list should mirror the Document Types to be able to assign the individual documents in the Required Document fields, for creating Alerts & track documents on the Information button.

SuretyCode (User Defined) Define the Surety Method.

SuretyType (User Defined) Define the Surety Type.

UserDefinedFieldType (Specific) Enter <u>Codes</u> and <u>Values</u> as shown in table below.

Code	Value
Date	Date
Number	Number
Text	Text

UserDefinedFormName (User Defined)

Click **Print** with or without selecting a *Type* to get a printout of all codes.

Transaction Control Record

Click **Transaction Control Records** to setup the values and sort option for assigning Contract #'s.

Option 1 Manual Numbering will <u>not</u> use the Tran Control Setup. The user will be prompted to create a manual new contract number.

Option 2 Auto Numbering will use the Tran Control Setup form.

When a new contract is created, the user will be prompted for the fiscal year and the system will create the next sequential number for the contract based on the number that is in the Value field below.
In the example below, 80 is in the value therefore the next contract number would be 2018-0081.

Transaction Control Record Setup Form

Record Type	Value	Maximum Value	Max Digits	Add Leading Zeros
ContractNo2018	80	9999	4	✔

Field	Description
Record Type	Allow the system to create the Record Types automatically when new contract numbers are created via Contract Maintenance. Required that Fiscal Year be added to the end of Contract No for auto numbering.
Value	If one of the auto number options is used when creating new contracts, the system will automatically assign the next number based on this entry.
Maximum Value	Determine the maximum value or largest number to be used.
Max Digits	Max Digits will be based on the Maximum Value determine prior.
Add Leading Zeros	For the contract number check the box if you want the system to assign leading zeros. For example if Max Digits is set to 3 and Value is 1 and Add Leading Zeros is checked the next sequential numbering portion of the contract number will be 002. If not checked the number will simply be 2.

Contract Documents Required

Click **Contract Documents Required** to setup and select the various document types that may be required for the specific Contract Type. This option is not required however, it can assist the user in knowing what document types the agency has determined must be attached to a contract for uniformity when tracking the different contract types.

Contract Management Setup

1	Contract Documents Required	?
2	Document Default Message	?
3	Edit Miscellaneous Codes	?
4	Email Notification Setup	?
5	User Defined Data Field	?
6	User Defined Data Security	?
7	Search Criteria Setup	?
8	Transaction Control Record	?
16	Return to Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [2/6/2018]   Iday FNLV42   CT01   Find

Enter or select Contract Type. The following form populates to enter or select the document type to be assigned to the selected Contract Type.

If a new Contract Type needs to be added, click **Green Checkmark** to create a new Contract Type.

If a new Document Type needs to be added, click **Green Checkmark** to create new Contract Types and Document Types.

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Print

Click **Print,** leave Contract Type field blank to print all codes setup. To view only the Documents Types assigned to a particular Contract Type, select it from the drop-down before clicking **Print**.

Sample Transit
Required Documents Report

Contract Type	Contract Description	Document Type	Document Description
Annual	Services Annual Contract		
		LetterofCredit	LetterOfCredit
		Contract	Signed Contract
Construction	Construction		
		LetterofCredit	LetterOfCredit
		Insurance	Insurance
		Contract	Signed Contract
		Bond	Bond
Fuel	Fuel		
		Contract	Signed Contract
Maint	Maintenance		
Software	Software		
		Contract	Signed Contract

Document Default Message

Click **Document Default Message** to create message or letter that will be sent when the Contract Alerts option is executed. The default document message created here will need to be assigned to the contract utilizing Contract Maintenance, Master option. Enter or select the Alert Document to assign the default Message to the selected Contract. Once alerts are emailed via Contract Alerts, the message or letter created will populate as an attachment to the sent email.

Contract Management Setup

1	Contract Documents Required	?
2	Document Default Message	?
3	Edit Miscellaneous Codes	?
4	Email Notification Setup	?
5	User Defined Data Field	?
6	User Defined Data Security	?
7	Search Criteria Setup	?
8	Transaction Control Record	?
16	Return to Previous Menu	?

◄ Enter your selection: ☐ Show Details

Vsn: 09.06 [2/6/2018]   Iday FNLV42   CT01   **Find**

Field	Description
Document Type	Enter or select from the drop-down list an existing document type. Click **Green Checkmark** to create a new document type.
Existing Docs	Document Types that were previously created and currently have messages will be available for selection from drop-down options.

Edit Message

Click **Edit Message** to enter a message or letter that will be sent via an attachment within the Create Alerts form. Information from an existing Word document can be copied and pasted into this field.

Delete Message

Click *Delete Message* to delete the content in the message field. This delete option will only delete the message the Document Type will remain. The following message will display.
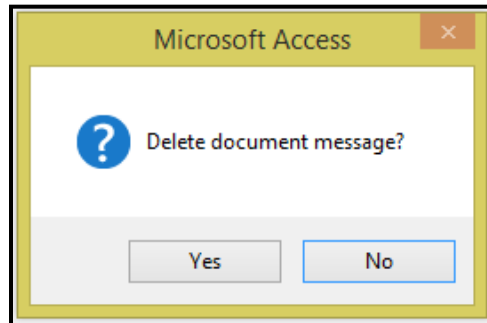
Click *Yes* to continue or *No* to cancel. Once message is deleted the following message displays.
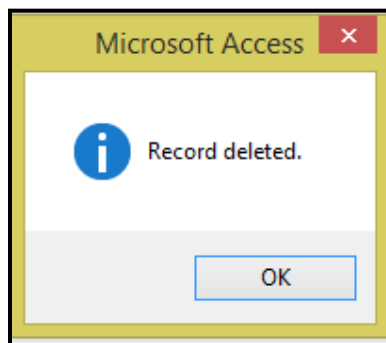
Click *OK*.

Print message

Click *Print Message* to view/print the message documentation.
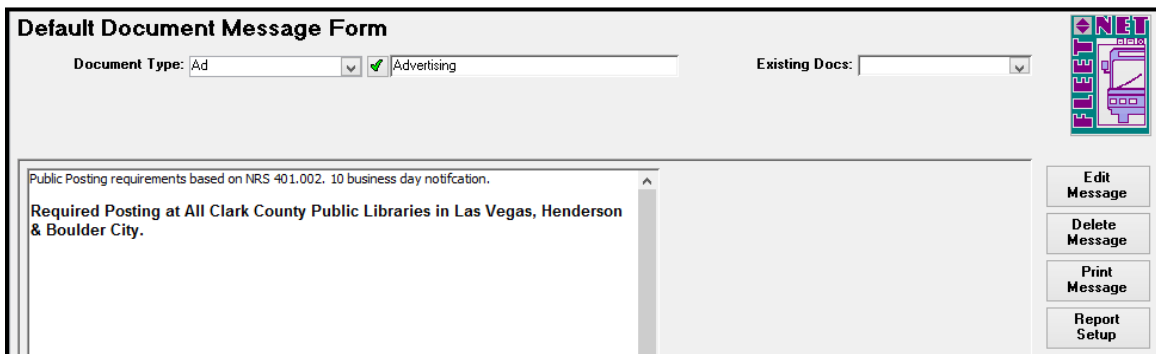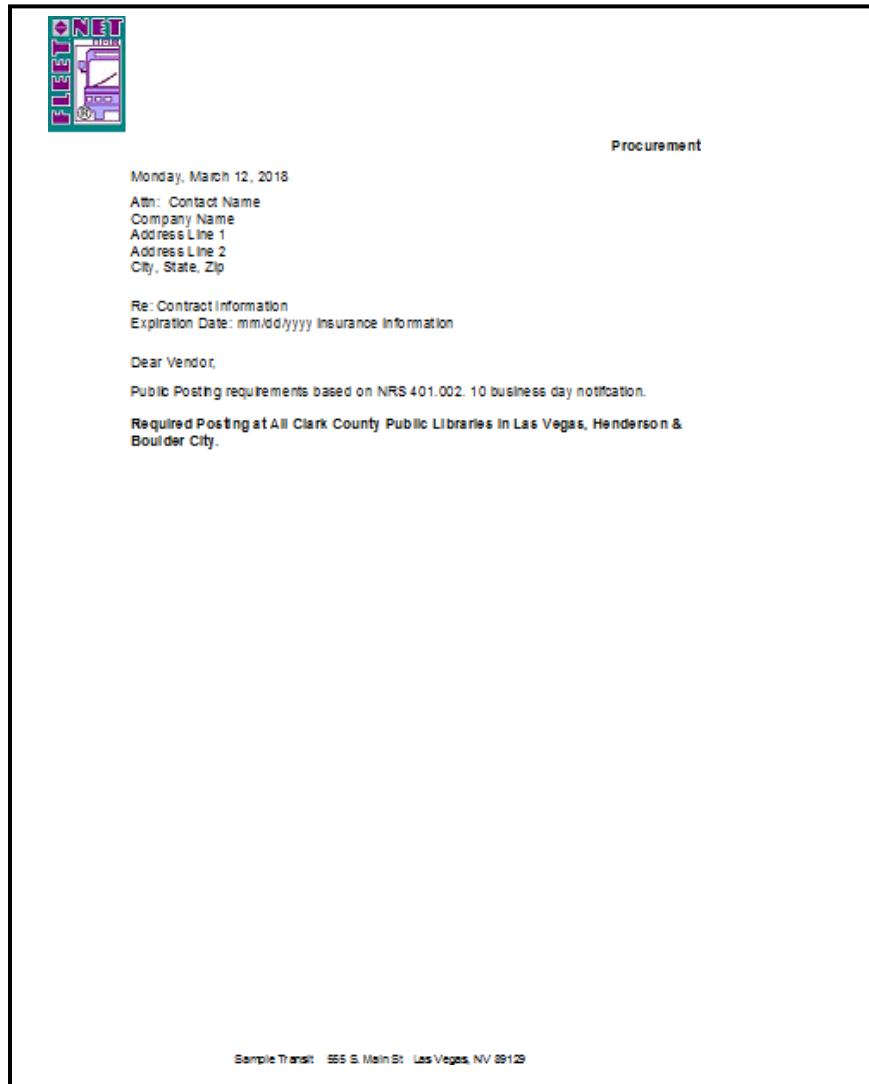
Report Setup

Click **Report Setup** to set criteria and path location of the file, format, company's logo, and header/footer information. The Code portion must be entered exactly as shown below with no spaces. The value is agency specific. All Values EXCEPT PathToReportFile can be left blank.

Code	Value
PathToCompanyLogo	The company logo will print on the attachment letter if the path to the logo is entered here. *Example: D:\V_SQL_6\Logos\ogo.jpg.*
PathToReportFile	When the Send Alerts option is selected within the Contract Alerts form, the attachments within the sent emails are saved to the location specified here. Enter a valid path for the documents to be saved. *Example: D:\V_SQL_6\CT ReportFiles\.*
ReportFileType	Enter PDF to generate an Adobe pdf document type.
ReportFooter	Enter the transit agency's address or any information you would like to appear at the bottom of the attachment letter.
ReportHeading	Enter the transit agency's name or any information you would like to appear at the top right corner of the attachment letter.

Email Notification Setup

Click *Email Notification Setup* to setup internal groups to receive emails when an Alert email is sent from the Contract Management module.

To create a new Group. Click *Green Checkmark*. Enter the name of the Notification Group in the Code and Value fields.

Once Notification Group has been created. Contact Names, Phone # and email address will need to Be entered for all person(s) receiving a notification email.

Field	Max Field Size	Field Type	Description
Rec #	1	Numeric	Enter Record number (sequential numbering).
Email Address	80	Alpha/Numeric	Enter the email address.
Phone #	15	Alpha/Numeric	Enter telephone number associated with the email and contact name.
Contact Name	80	Alpha/Numeric	Enter contact name associated with the email and phone number information.
Inactive			Check the Inactive button to discontinue sending emails to the contact.

The groups may be assigned in one of two fields. For contract expirations, the group is assigned to the *Respond To Group* field on the Master form.

For Information Document Types such as Insurance, Bonds etc. the group is assigned to the **Respond To Group** field on the Information button option of Contract Maintenance. The notification groups for the contract master and information button do not have to be the same group.

Search Criteria Setup

Click **Search Criteria Setup** This setup controls the Search Criteria button on the Contract Maintenance form. It allows the user to customize which fields are searchable and what sequential order they appear in the drop-down options.

Enter or select **ContractNo.**

Enter

Click **Enter**. The following form populates.

Enter all fields to be used to search for a contract

Field	Description
User Name Field	Enter a descriptive name for the field. The name should correlate with the Actual Field Name below but can be spelled and spaced differently. This name will display in the Search Criteria drop-down list on the Contract Maintenance form. In the example above, the User Field Name is Administrator yet the actual field name is ContractAdministrator. The drop-down list on the Contract Maintenance form will display Administrator.
Seq #	This field determines the sequence that the fields will be listed in the drop-down list in ascending order. The numbers should be spaced to allow for future insertion of new fields.
Actual Table Name	Enter FNCT_ContractMasterTable into this field for all fields visible via the "Master" button option. Fields within the other button options can be selected also but the table name will be different. For example if the user wishes to create a search option for the Contact Name found within the Contacts button option the user will have to enter FNCT_ContractContactTable. This lets the system know which SQL table the fields reside in. Contact your system administrator or Fleet-Net for other possible table and field names.
Actual Field Name	Enter field name exactly as illustrated below within the SQL table (there are no spaces between the words). User will have to refer to the list of field names below to enter data into this field. Contact your system administrator or Fleet-Net for other possible table and field names.
Linked Table Field Name	To add search fields from other databases (i.e. Accounts Payable to search by Vendor Name) enter the name of the field that correlates to the field in the Contracts table. Contact your system administrator or Fleet-Net for other possible table and field names.
Linked Table Date Field Name	Enter the field name in the 'non-contract' database that correlates to the field in Contracts In the example below Vendor Name is added as a search criteria in Contracts however that information is not stored in the Contracts database. The search criteria (one-time setup) would be to add the name of the table in Accounts Payable (FNAP_VendorTable) to the Actual Table Name field, add the name of the correlating field in Contracts (VendorNo), and add the name of the correlating field in Accounts Payable (Vendor). Add the name of the field in Accounts Payable that contains the Vendor Name (VendorName). Contact your system administrator or Fleet-Net for other possible table and field names.

User Defined Data Field

Click *User Defined Data Field* to set up user defined forms and data fields for custom tracking and reporting. This option allows the user to create custom fields that can be accessed via specified forms such as Contract Maintenance, Contract Inquiry etc.

Form Restrictions

Click **Form Restrictions** to create the new form. In the example below, two forms have already been created (see Miscellaneous Module Code Setup) Contract Legal & Contract Misc. Data.

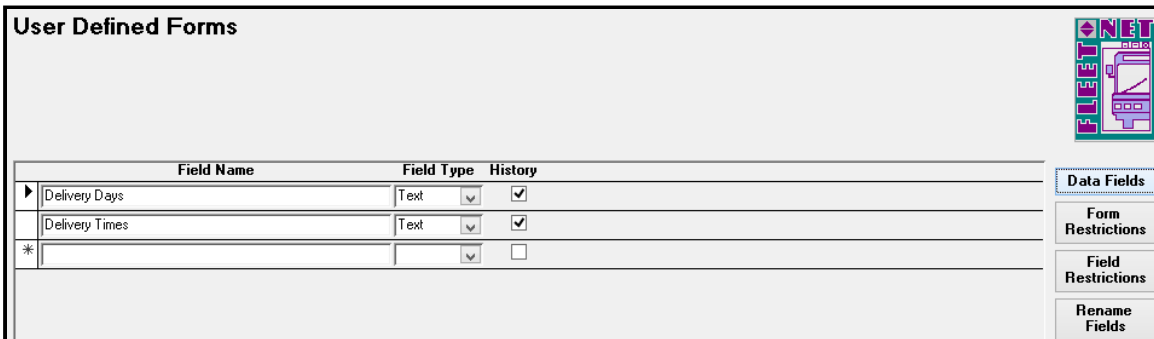| Field	Description
User Form Name	Click **Green Checkmark** to add a new form or select an existing form from the drop-down list.
Fleet-Net Form Name	Use the drop-down list to select the Fleet-Net entry form that contains the **"User Defined"** button that will allow the user to enter information for the custom built form. The Fleet-Net Form Name can be obtained by going to the menu where the data entry option resides and clicking the Show Details box. The form names will appear to the left of the menu selections. **Sample below.**
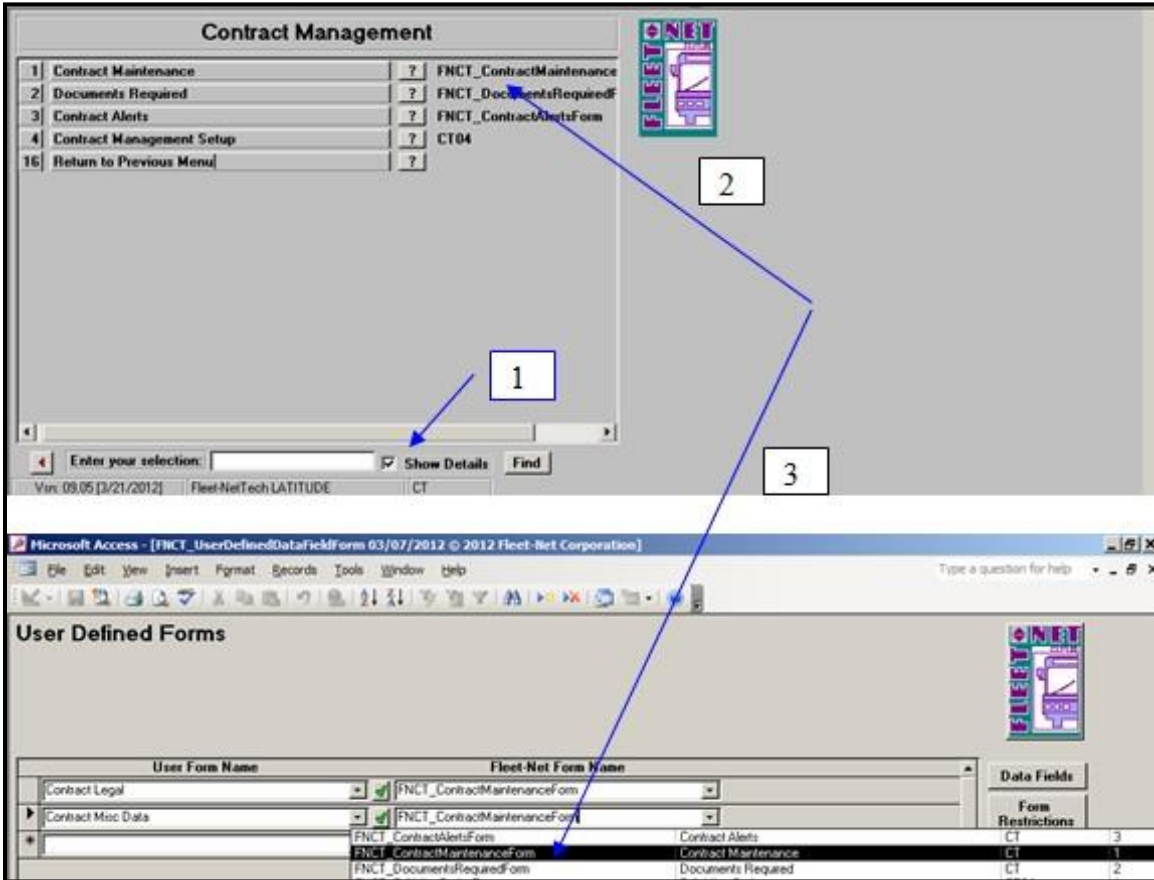
Data Fields

Click **Data Fields** button to create new fields or revise existing fields. This option is not specific to a particular form. This contains all fields that could possibly be used by any of the forms.

Field	Description
Field Name	Create/Enter a field name. The field name that is entered here will be seen by the user when executing their day-to-day entry. Make sure the field is clear and descriptive of what is to go into the field. Field names can be up to 50 characters.
Field Type	Select the field type from the drop-down options.
History	Place a check mark in the box to keep an audit trail of the changes made this the particular field.

Field Restrictions

Click **Field Restrictions** to assign the correlation between the form name and the field names.

Select the Form Name from the drop-down options.

Utilizing the drop-down option select the Field Name(s**)** to be assigned to the selected form.

Rename Fields

Click **Rename Field** to rename a field. The renaming process will rename the select field to a new field name utilizing this process the historical data if applicable to transfer to the new field name. The new field must first be setup via Data Fields setup before the rename can take place. The renaming process will not delete the old name from the Data Fields option it must be manually deleted.

Start

Click **Start** to begin the renaming process. Once rename is completed the following message displays.
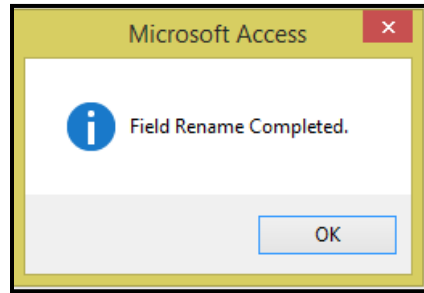
Click **OK.**

User Defined Data Security

Click **User Defined Data Security** to restrict/limit the users that can access the various User Defined forms.
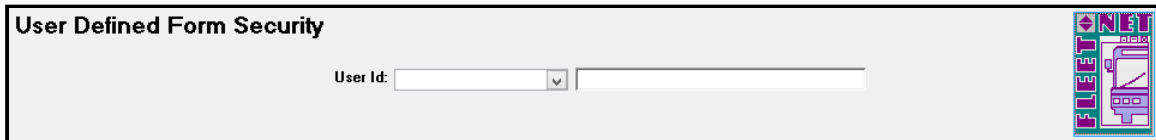
Select User Id from the drop-down options.
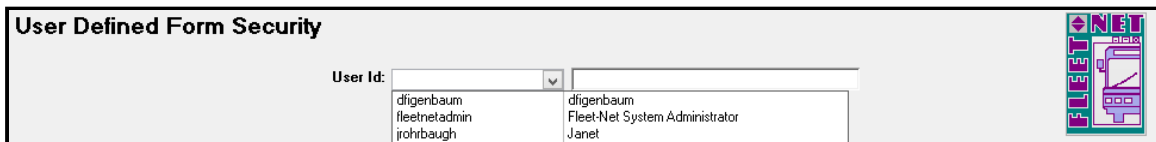
Once selected all forms previously assigned to the selected user will populate.
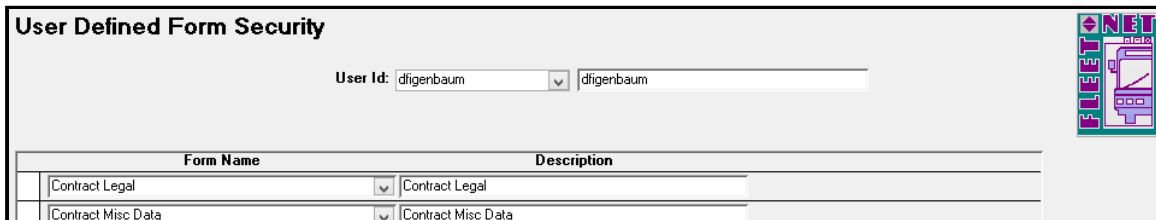
To assign a new Form Name to the selected user, Enter or select from the drop-down options in Form Name the new form to be added.
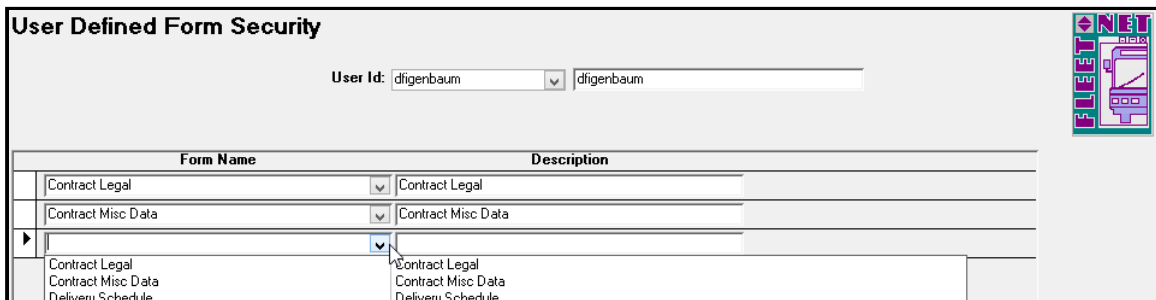
Contract Maintenance

Click *Contract Maintenance* to create, edit and review data for a selected contract.

New Contract

If CreateMethod selected is **FNCT_ContractMaintAutoNumberSubForm** follow the directions below.

Click **New Contract** to generate the next number in sequential order.

Enter or select Fiscal Year from drop-down options.

Click **Create New Contract #.** The following message will display.
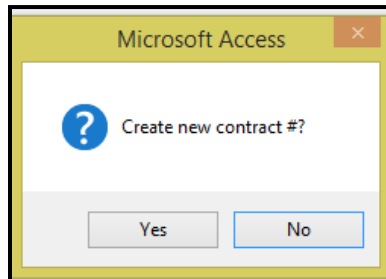
Click **Yes** to continue or **No** to cancel. If **Yes** is selected the following confirmation message displays.
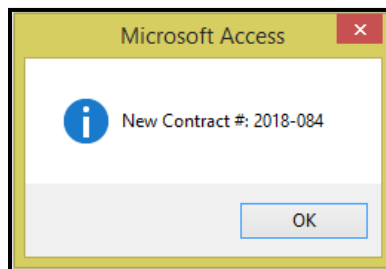
Click **OK**. The following Master form will display.

If CreateMethod selected is **FNCT_ContractMaintManualNumberSubForm** follow the directions below.

Click **New Contract** to enter the manually assigned Contract #. Once Contract number is entered.

Click **Create New Contract #**. The following message displays.
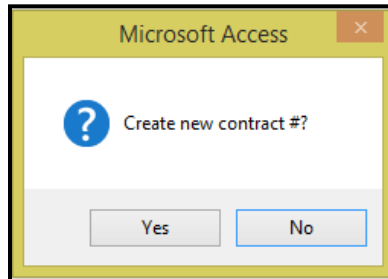
Click **Yes** to create the contract # or **No** to cancel.
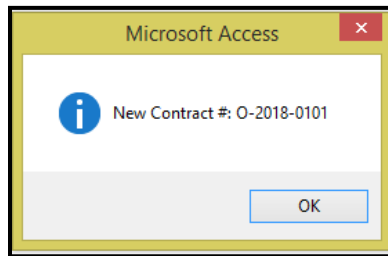
Click **Ok**. The following Master form displays.

Search Option can be used to do a search of the Vendor Master to locate a Primary Vendor if required.

Field Name	Max Field Size	Field Type	Description
Active Contracts		Yes/No	To display only active contracts place check mark in this box. By default the Contract Number and Search Criteria options will display Active Contracts.
Contract #			Enter the Contract Number or select it from the drop-down options.
Description	50	Alpha/Numeric	Enter a description for the Contract.
Inactive		Yes/No	Check this box if the Contract is to be Inactive.
Comment	255	Alpha/Numeric	Data relevant to the selected contract may be entered. *This is an optional field.*
Contract Administrator			Select the Contract Administrator from the drop-down list. *This is an optional field.*
Procurement Method			Select the Procurement Method from the drop-down list. *This is an optional field.*
Contract Start Date		Date	Enter or select from the calendar the start date of the contract. The system uses this date in conjunction with the Contract End Date to calculate the number of Total Contract Days and Contract Days Remaining.
Contract End Date		Date	Enter or select from the calendar the official end date of the contract. The system uses this date in conjunction with the Contract End Date to calculate the number of Total Contract Days and Contract Days Remaining.
Actual Start Date		Date	Enter or select from the calendar the Actual Start Date of the contract. *This is an optional field.*
Actual End Date		Date	Enter or select from the calendar the Actual End Date of the contract. *This is an optional field.*
Date Board Approved		Date	Enter or select from the calendar the date that the Board approved the Contract. *This is an optional field.*
Date Contract Signed		Date	Enter or select from the calendar the date that the Contract was signed. *This is an optional field.*
Closed By			Select the person/department that closed the Contract. *This is an optional field.*
Date Closed		Date	Enter or select from the calendar the date that the Contract was closed. *This is an optional field.*
Primary Vendor			Enter the primary vendor number or search for the vendor by clicking the red question mark. Once a vendor is assigned to a contract that contract will be available for assignment to a Purchase Order when the PO is created or when the PO is invoiced or to Accounts Payable invoice. Invoices and payments made in AP, where the contract is assigned will automatically transfer to the Contract database.
Department			Select the Department that is responsible for the contract from the drop-down list. Departments can be added by accessing the Miscellaneous Module Codes on the Contracts setup menu. *This is an optional field.*
Respond To Group			Select the group that will appear on emails sent from alerts informing the receiver of the email, whom to contact at the transit regarding the expiration of the contract. *This is an optional field.*

Field Name	Max Field Size	Field Type	Description
Retainage Percent		Percentage	Enter the contractual retainage percentage, if applicable. Enter the percentage amount that was agreed upon, that will be withheld from invoices until the work is substantially complete to assure that the contractor or subcontractor will satisfy its obligations and complete a project. The percent entered on the Contract Maintenance form will auto populate on the PO Invoice Entry and AP Transaction Entry forms once the contract is entered/assigned via the PO/AP forms mentioned above. (Retainage Percent can be overwritten in the PO Invoicing Entry and AP Transaction Entry forms). Retainage Amount is calculated based on the invoice amount and the retainage percentage. ***This is an optional field.***
Bid #			If Fleet-Net's Bid Management module is being used, select the bid number associated with the contract from the drop-down list. If not using the Bid Management module leave this field blank. ***This is an optional field.***
Created			This field is automatically populated with the user name, date/time and form that created the contract.
Contract Type			Select the contract type that best defines the contract. Additional contract types can be added. Click Green Check Mark to add additional contract types. Examples: Construction, Advertising etc.
Total Contract Days			Total Contract Days are calculated from the Contract Start Date through the Contract End Date.
Contract Days Remaining			Days remaining calculation is based on the number of days between the Contract End Date and the system date on the workstation. If the system date exceeds the Contract End Date the field will reflect the days overdue.
Alert Warning		Yes/No	Check the box to 'flag' the contract to receive Email Alerts.
Alert Days	3	Numeric	Enter the number of days prior to the Contract End Date that an Email Alert should be generated. ***This is an optional field if Alerts are not assigned to the Contract.***
Alert Recurrence Days	3	Numeric	Enter the number of days before a second Email Alert is generated. If Alert Recurrence Days is set to 5 a second alert will not be generated until 5 days from the original Alert being sent have passed. ***This is an optional field if Alerts are not assigned to the Contract.***
Alert Document			Select the applicable document from the drop-down list. The selected document will be attached to the Email Alert.
Alert Sent Date		Date	When Email Alerts are sent, this field will automatically be updated with the date sent.
Contract Amount			This field auto-populates with the amount entered and updated on the Contract Amount form.
Purchased To Date			All updated PO invoices and AP invoices that are assigned to the selected contract will be included in this total. Credit memos entered will reduce the amount shown here.
Amount Remaining			This amount is the result of the calculation between the Contract Amount and the Purchased to Date Amount.
Paid To Date			All paid and updated PO invoices and AP invoices that are assigned to the selected contract will be included in this total.

Master

Click *Master* to view or edit the selected Contract. When the contract number is selected from the drop-down list the master screen displays with all of the data pertaining to the contract.

Notes

Click *Notes* to view, add, or edit comments or attach documents for the selected contract.

Field Name	Max Field Size	Field Type	Description
Document Type			Select a document from the drop-down list or create a new Document Type by selecting the green checkmark. Document Types allow the user to create grouping for certain types of comments or documents pertaining to the contract.
Existing Docs			The drop-down will show the various Document Types that were previously assigned to the selected contract.
Reference	20	Alpha/Numeric	Enter a reference specific to this comment/attachment (i.e. document name, date, sequential number etc.) Reference field must be unique to each Document Type. **This is a required field.**
Comment	255	Alpha/Numeric	Enter any applicable comment. **This is an optional field.**
Attachment			Right click in this field to attach a link to a document. See the detailed steps below. Select "Display As Icon" when saving to prevent lag time. **This is an optional field.**
Document Attached		Yes/No	The system will automatically check this box if an attachment exists.
Print Notes		Yes/No	Check the box for **Print Notes** the comments that appear on the left side of the form print when the "Notes" box is checked via the main **Reports** button option.
Created			This field is automatically populated with the user name, date/time and form that created the particular note
Updated		Yes/No	This field is automatically populated with the user name, date/time and form that last updated/revised the particular note.
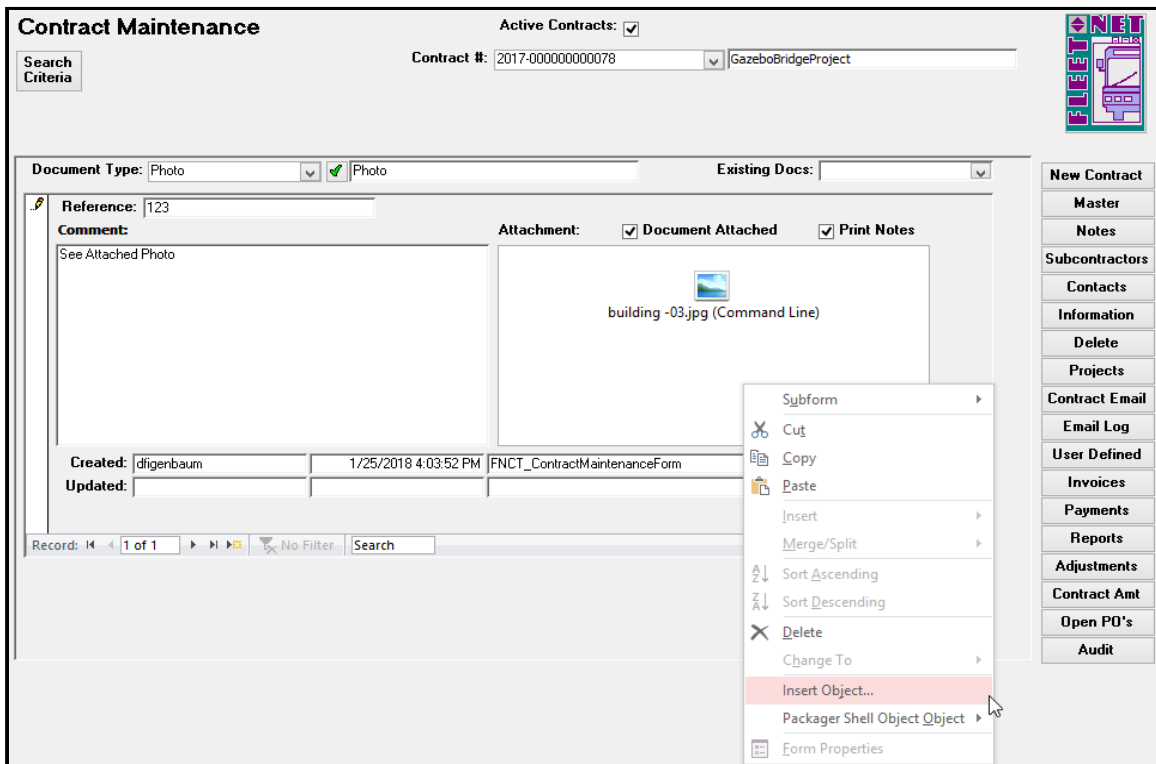
Subcontractors

The following steps are required to assign a Subcontractor to a contract:

1) Subcontractor setup utilizing AP Menu, Subcontractor Maintenance.

3)   Project must be setup Project Tracking module to populate in the drop-down options.

4)   Project must be assigned to the Contract utilizing the Project option on the Contract Maintenance form.

Once the above steps are completed click *Subcontractor* to assign subcontractors to the Contract.

If Subcontractor information has been selected during the Accounts Payable process the invoices and payments for the selected subcontractor can be viewed by Clicking Invoices to view invoices & Payments to view Payments.

The following form displays.

Field Name	Max Field Size	Field Type	Description
Subcontractor #	8	Numeric	Click the drop-down list to select the subcontractors (Created in Accounts Payable Subcontractor Maintenance) Subcontractors will need to be attached to contract to utilize the Invoices & Payment functions.
Project #	20	Alpha/Numeric	Select the project number associated with this contract and this subcontractor. Only projects assigned to the particular contract will appear in the drop-down. (See Projects section of this manual) Project Number must be assigned to subcontractor here in order for Invoices and Payment history to be seen. ***This is a required field***
Project Description			The project description will automatically populate once project number is entered.

Field Name	Max Field Size	Field Type	Description
Bid Amount		Currency	Enter the dollar amount that is contractually obligated by the primary vendor to the sub or enter the percent in the next field. The amount for Bid Amount or Percent of Contract can be automatically calculated by the system when the button options Compute Bid Amounts or Compute Percentages are used.
Percent of Contract		Percentage	Enter the percentage of the contract that is contractually obligated by the primary vendor to the sub.
Subcontractor Name			Subcontractor's name will display when subcontractor number is entered.
Compute Bid Amounts			Calculates the dollar for the subcontractor based on the percentage amount that was entered into the Percent of Contract field against the total amount of the contract. The calculated amount is then populated into the Bid Amount field.
Compute Percentages			Calculates the percentage amount based on the dollar amount that was entered into the Bid Amount field against the total amount of the contract. The calculated percent is then populated into the Percent of Contract.
Invoices			In order for this option to work the Contract Number, Project Number and subcontractor must be assigned to the PO or AP invoice when processed. (See images below). A list of all invoices that have been processed will display. The Total field at the bottom of the form will display the grand total for all invoices.
Payments			verified.(See images below) A list of checks processed will display. If the subcontractor button was not selected in the AP Payment Process the system will populate the check number and the total amount for the check were the invoice was paid.

Invoices

Click **Invoices** to view all invoices processed for the main vendor for services performed by selected subcontractor.

The following form displays for viewing. No changes may be made on this form.

Payments

Click **Payment** to view all payments made to the main vendor for services performed by selected subcontractor.

The following form displays for viewing. No changes may be made on this form.

Contacts

Click **Contacts** to enter and keep track of various pertinent information for contacts associated with the selected Contract.

Field Name	Max Field Size	Field Type	Description
#	5	Numeric	Enter a unique number to the new contact.
Contact Name	30	Alpha/Numeric	Enter the contact's name. Track outside company contacts as well as internal employees responsible for overseeing contract.
Relationship	20	Alpha/Numeric	Enter or select contact relationship using the drop-down options. Click *Green Checkmark* to add a new relationship option.
Phone Type	15	Alpha/Numeric	Enter or select phone type using the drop-down options. Click *Green Checkmark* to add a new phone type option.
Phone	14	Numeric	Enter the phone number applicable to the phone type selected.
Extension	5	Alpha/Numeric	Enter the phone extension, if applicable
Active		Yes/No	Check the box to designate the selected contract active.
Salutation	30	Alpha/Numeric	Leave blank or enter a salutation that will appear on emails that are generated via Contract Alerts form.
Description	30	Alpha/Numeric	Enter a description for the contact such as Lead Engineer etc.
Email	50	Alpha/Numeric	Enter the contact's email address
Information	255	Alpha/Numeric	Enter any additional information pertaining to this contact
Company Name	40	Alpha/Numeric	Enter company name manually or select one of the two Update Address buttons to populate the fields with the information from the Primary Vendor Number found on the Master button option.
Address Line 1	40	Alpha/Numeric	See 'Company Name'
Address Line 2	40	Alpha/Numeric	See 'Company Name'
City	20	Alpha/Numeric	See 'Company Name'
State	3	Alpha/Numeric	See 'Company Name'
Zip	10	Alpha/Numeric	See 'Company Name'

If the contact is employed or affiliated with the primary vendor associated with the contract Click *Update Address – Vendor Master* or *Update Address - Order From* button to auto-populate the Company Name, Address, and Phone Number and Email Address information setup in AP Vendor Master form. The following message displays.
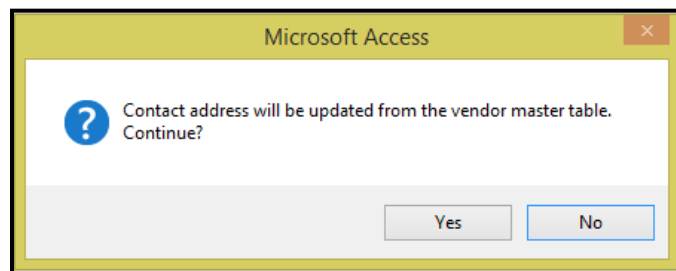
Click *Yes* to update the address information from the selected form or *No* to cancel.

Information

The information option will allow for sending Email Alerts to those responsible for keeping the documentation up to date.

Select a Contract # from drop-down options or type in the contract number.

Click **Information** to track more detailed information pertaining to documents for the selected contract.

Enter or select a Document Type from the drop-down options. Click **Green Check Mark** to add new document type.

The following form displays.

Field Name	Max Field Size	Field Type	Description
Document Type	20	Alpha/Numeric	Select the document type from the drop-down or add new document types. Click **Green Check Mark** to add additional document types. Examples of document types could be Bonds, Insurance, Letter of Credit etc.
Required Docs			The Contract Type assigned will determine which Required Docs will be included in the drop-down. The correlation between the two is made on the CT menu option titled Documents. Setup a new Document Type for each of the different Required Docs listed. **This is an optional setup**
Reference #	20	Alpha/Numeric	The user can either use a sequential number system to create new records or complete the Reference Number field with a word or code the describes the record. For example, if the Document Type "Insurance" was selected examples of References could be Fire, Liability, Automobile, Workers Compensation, etc. A unique reference number is required for each record. The record selector at the bottom of the form will indicate how many reference numbers/records there are for each Document Type.
Comment	255	Alpha/Numeric	Enter any comments pertaining to the document type.
Effective Date		Date	Enter or select from the calendar, the effective date for the particular reference.
Expiration Date		Date	Enter or select from the calendar, the expiration date for the particular reference.
Alert Warning		Yes/No	Check the box if users are to be alerted when the expiration date approaches
Alert Days	3	Numeric	Enter the number of days that the user should be alerted before the expiration date. **This is an optional field if Alerts are not assigned to the Document.**

Field Name	Max Field Size	Field Type	Description
Alert Message	50	Alpha/Numeric	Enter a message that will appear on the alert email/s that will be sent. Examples might be a reference to the insurance policy # etc. ***This is an optional field***
Alert Recurrence Days	3	Numeric	Enter the number of days before a second Email Alert is generated. If Alert Recurrence Days is set to 5 a second alert will not be generated until 5 days from the original Alert being sent have passed. ***This is an optional field if Alerts are not assigned to the Document.***
Alert Sent Date		Date	When Email Alerts are sent, this field will automatically be updated with the date sent.
Company Name	50	Alpha/Numeric	Enter the name of the company responsible for issuing the policy. ***This is an optional field***
Description	50	Alpha/Numeric	Enter additional description, if applicable. ***This is an optional field***
Type	20	Alpha/Numeric	Surety Type: Select a type from the drop-down list or add a new. Click ***Green Check Mark*** to add additional Surety Type. ***This is an optional field***
Code	20	Alpha/Numeric	Surety Code: Select a code from the drop-down list or add new. Click ***Green Check Mark*** to add additional Surety Code. ***This is an optional field***
Rating	10	Alpha/Numeric	Enter AM Best Rating for the insurance or surety company ***This is an optional field***
Percentage Limit		Percentage	This field will be used for surety bonds. Enter the percentage of the contract that the bond indemnifies. ***This is an optional field***
Amount Limit		Currency	Enter the insurance policy or surety bond limit ***This is an optional field***
Obtained		Yes/No	Check this box when the required documentation has been obtained.
Attached Document		OLE Object	Documents can be attached to the reference. Follow the same procedures as documented for the NOTES button
Document Attached		Yes/No	The system will automatically check this box if an attachment exists once the screen is refreshed.
Respond To Group	20	Alpha/Numeric	Select the group that will appear on emails sent from alerts informing the receiver of the email, whom to contact at the transit regarding the expiration of the contract. The email received by the vendor will indicate "Please respond to: Mr. Smith JoeSmith@transit.com (888)123-5678". Although all members of the group appear in the Respond To Group drop-down option only one user from the group needs to be selected and still all members of the group will be listed on the email. The system displays all users in each group so that it can be confirmed that all respective parties have been included. ***This is an optional field.***

Contacts

Click ***Contacts*** to include any persons from the contacts list to the correspondence for the selected Document Type. Only those contacts setup utilizing the contact options will populate in the drop-down options.

Field Name	Description
#	Use the drop-down option to select each of the contacts who were created via the Contacts button found on the main form. Only contacts that were marked as active within the main Contacts button will appear in the drop-down list.
Contact Name	Once the Reference Number has been selected the name will automatically be populated.
Email	Once the Reference # has been selected the email will automatically be populated.
Active	Once the Reference Number has been selected the Active check box will checked. The box can be unchecked if the contact for this reference is no longer active. (Setting the contact inactive on this form does not affect the active status of the contact on the main Contacts button on the main form.)

To add a new email recipient click the drop-down option within the # field. The total list of contacts that have been setup will display. Click the email address record from the list.

Delete

Select the Reference #

Click *Delete* to delete the selected reference #. Only the reference # selected data will be deleted, the contract will not be deleted. The following message will display.
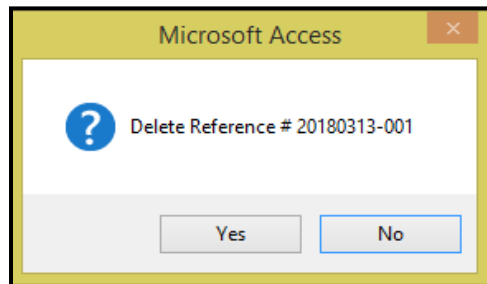
Click *Yes* to continue or *No* to cancel. The following confirmation message displays.
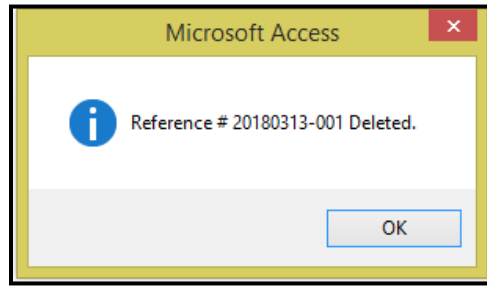
Click **Ok**.

Delete

Prior to deleting a contract the contract needs to be made in active. If contract is not inactive the following message displays.
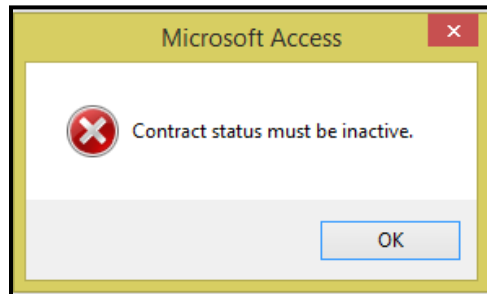
Click **Delete** to delete the selected contract once made inactive. Use caution when selecting this option. As the prompt states **all historical data** pertaining to the contract will be permanently deleted.

The following message displays.

Click **Yes** to continue or **No** to cancel.

Click **Ok.**

Projects

Click **Projects** to add, edit or view Project Tracking # attached to the selected contract.

Field Name	Max Field Size	Field Type	Description
Project	20	Alpha/Numeric	Use the drop-down option to select the Project to be assigned to the contract. The projects must first be setup in the Project Tracking module before it can be accessed here. Multiple projects can be assigned to a contract.
Description			Auto-populated based on the Project Number selected
Start Date		Date	Auto-populated based on the Project Number selected
Completion Date		Date	Auto-populated based on the Project Number selected
Status			Auto-populated based on the Project Number selected
Project Funding		Currency	Auto-populated based on the Project Number selected
Project Budget		Currency	Auto-populated based on the Project Number selected
Project Cost		Currency	Auto-populated based on the Project Number selected
Project Payments		Currency	Auto-populated based on the Project Number selected
Total		Currency	Click to accumulate the amounts for all Projects assigned to the contract

Funding

Click *Funding* to view the funding source(s) assigned to the Project utilizing Grant Management module. No changes can be made on this form.

Contract Email

Click *Contract Email* to select contacts who will receive Email Alerts regarding the pending expiration of the contract. Email List populates from emails set up in Contacts.

To add a new email recipient click the drop-down option within the **#** field. The total list of contacts that have been setup via the Contacts button option on the main form will display. Click the email address record from the list.

Email Log

Click *Email Log* to view the tracking for emails sent from the Contract Alerts. Records will display in order of date and time created.
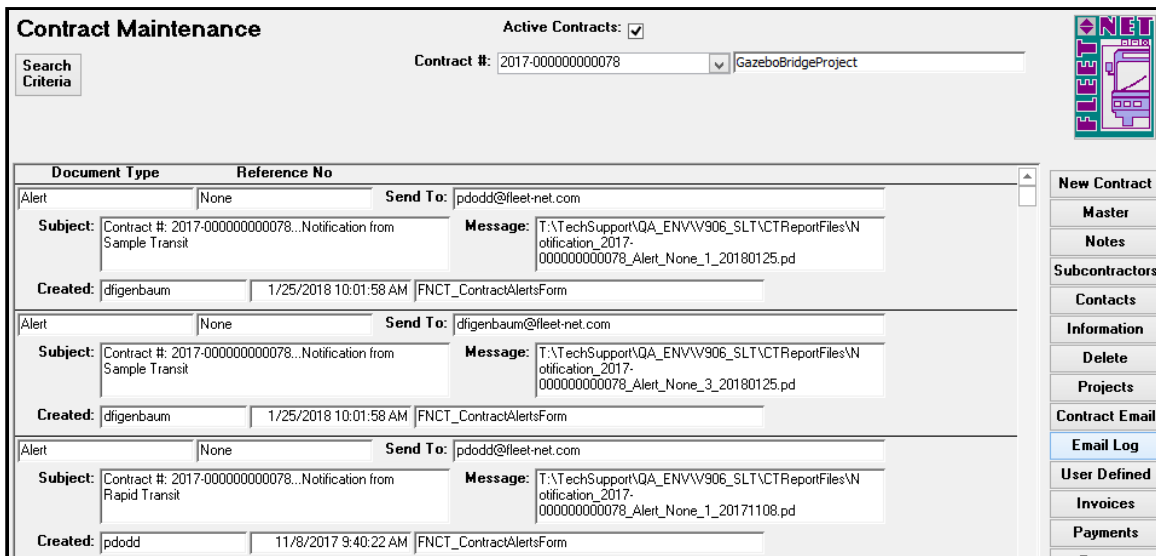
Records created via the Send Alert option from the CT Menu option #2 Contract Alerts will not have any data appear in the Document Type and Reference Number fields as these only pertain to records generated via the Send Alert option found within the CT Menu options #1 *Information* button option.

The records are a log illustrating to whom the emails were sent and who the receiver is to respond to concerning the particular contract and/or document type/reference number.

Click inside subject and message fields to scroll down to see all content.
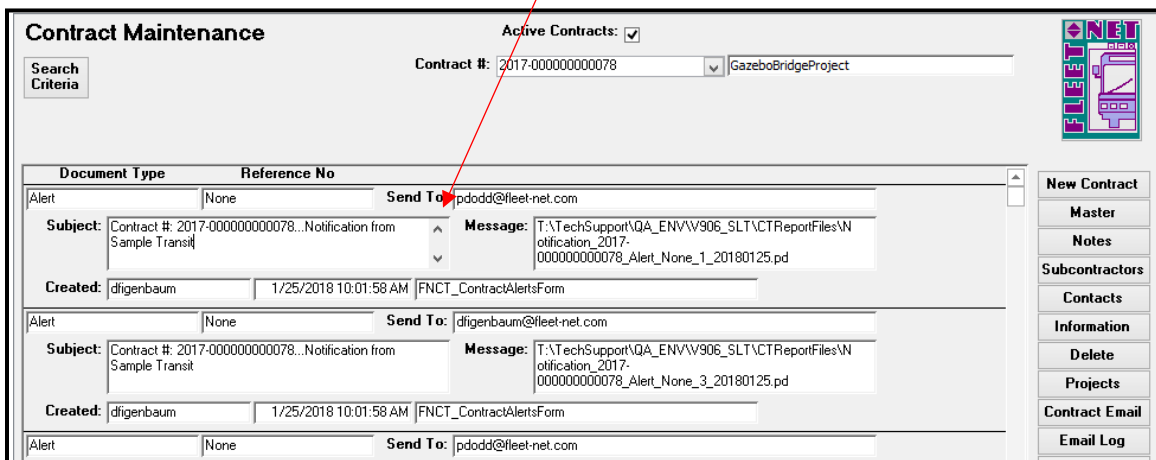
User Defined

The Contract Management module allows the user to track numerous fields that may not be currently tracked. If User Defined Data was setup. This option allows for the data to be entered for the selected contract.

Click *User Defined* to enter the information for the setup fields.

Select the Form Name from the drop-down field. Enter the data that is permitted within each field.

Print

Click *Print* to obtain a listing the current contents of the fields. If the History option is selected the report will include all changes made to each field.

Click **Yes** to get a listing that includes all the changes made to each field or **No** to get a report listing only the current contents of the fields.

Sample report when **No** to *Print History* selected.

Sample report when **Yes** to *Print History* selected. Notice under the *Attorneys Office* field the name has changed several times and they are listed in descending order with the current data listed first.

Historical data can be review. Double Click in the data field to open the sub form.

Invoices

Click **Invoices** to displays all invoices processed via the PO invoicing or AP invoicing when a contract # is assigned during invoice processing.

General Ledger information can be viewed for a selected reference #. Double Click Reference #. The General Ledger Distribution form displays.

Field Name	Description
GL Div #	Division assigned to the reference #
Account #	General Ledger Account number assigned to the reference
Description	Vendor Name for the selected reference number
Amount	Amount of the invoice.
Batch #	Auto assigned Batch # for the updated reference #
Posting Date	Date posted to the AP subsidiary journal.
GL Tran #	Auto assigned GL Tran # for posting to the General Ledger.

Payments

Click **Payments** to displays all payments made to contracted vendor where the contract # was assigned during PO invoicing or AP invoicing.

Reports

Click *Reports* to view/print reports based on the option(s) selected. Contract Master Section allows user to select the data to appear on a Contract Master Report. Select the options to appear on a report.

Click *Print* to generate the report for the selected options.

The following report displays.

Click *Reports* to view/print reports based on the option(s) selected in the lower section of the form.

Options:
- *Contract Invoices* generates a report showing all invoices that have been processed with the contract # included in the Invoicing procedure.
- *Contract Payments* generates a report showing all payments made to the contracted vendor.
- *Email Log* generates a report tracking all emails sent for the selected contract.
- *Purchase Orders* if contract # was assigned during PO procedure the Purchase Order will appear on this report.

Adjustments

Click *Adjustments* add invoices and/or payments they may not have been assigned to the contract # during the regular processing in PO Invoicing or AP invoicing. Adjustments made using this option will update the Purchased to Date, Paid to Date and Amount Remaining fields found on the Contract Maintenance Master option.

Field Name	Max Field Size	Field Type	Description
From Date		Date	Enter or select the starting transaction date from the calendar
Thru Date		Date	Enter or select the ending transaction date from the calendar
Invoices		Yes/No	Check the box to import invoices that have been entered for the selected vendor and date range. See below for further instructions.
Payments		Yes/No	Check the box to import payments that have been entered for the selected vendor and date range. See below for further instructions.
Vendor #			Auto-populates based on the vendor assigned to the contract
Purchased To Date		Currency	Auto-populates based on all invoices where the contract was assigned and/or were imported using Adjustment
Purchased To Date		Currency	Auto-populates based on all payments where the contract was assigned and/or were imported using Adjustment

Add To Contract

Select this option to add either Invoices or Payments to the contract that were previously not assigned during the standard PO invoicing/AP processing cycle.

If **Invoices** check box was selected all invoices for the primary vendor for the date range selected that were NOT previously assigned to the contract will display.

If **Payments** check box was selected all payments made to the primary vendor for the date range that were NOT assigned to the contract will display.

To add missing invoices and/or payments to the selected contract double click in the Reference # for the item being added.
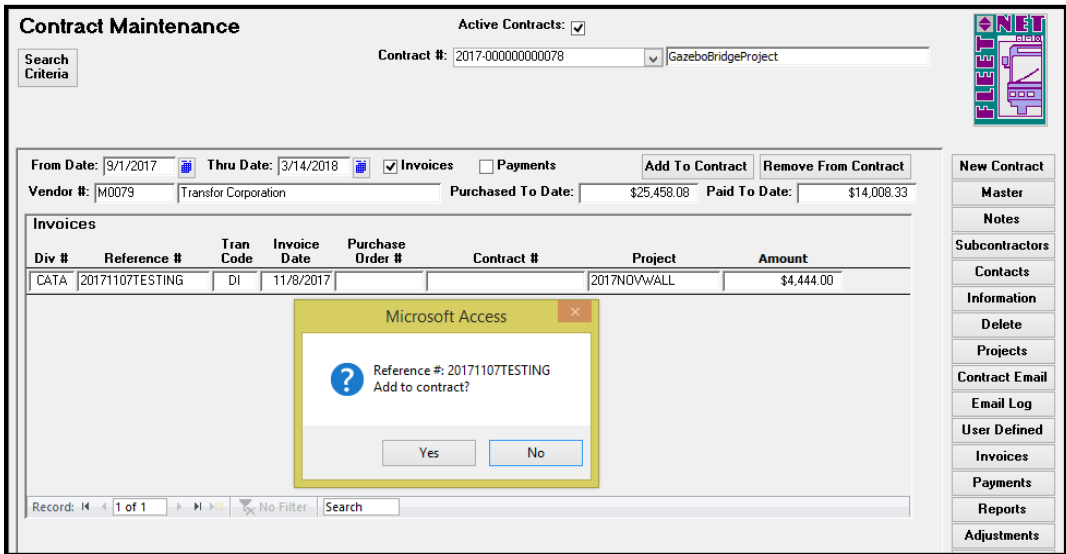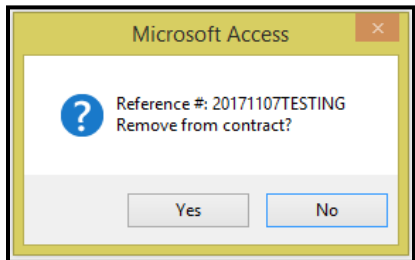

Click **Yes** to continue or **No** to cancel.

Remove From Contract

Click **Remove from Contract** to remove Invoices or Payments from the contract that were previously assigned during the standard PO Invoicing or AP processing cycle in error. If the *Invoices* check box is selected than all invoices for the primary vendor for the date range selected will display. If the *Payments* check box is selected all payments made to the primary vendor for the date range will display.
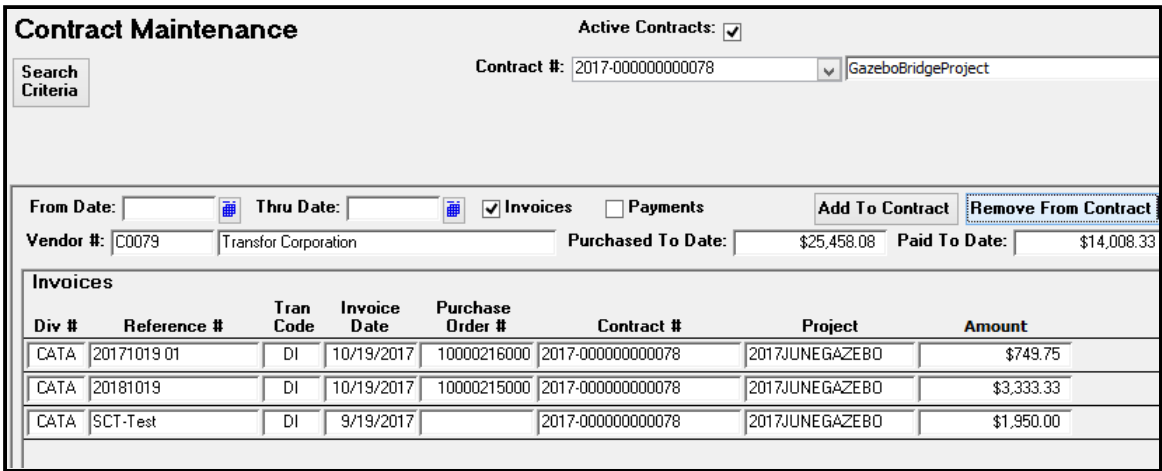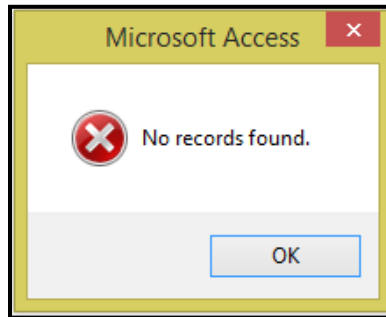

To remove an invoice from the contract. Double Click Reference # for the invoice to be removed. The following message displays.

Click **Yes** to continue or **No** to cancel.

If no invoice or payment history is found for the date range selected for either button option Add to Contract or Remove from Contract the following prompt displays:

Click **Ok**.

Contract Amt

Click **Contract Amt** to enter the contract amount. If the original contract amount is increased/decreased this option can also be used to reflect the changes.


Enter Reference #, Purchase Order # if applicable, select the Approved by, enter any comments (reason for the change) and amount.

Update

Click **Update** to finalize/update the record. Once updated, edits/deletions are not allowed. If an incorrect amount was updated, it must be corrected by creating a negating entry and updated. The following message displays.

Field Name	Max Field Size	Field Type	Description
Reference #	20	Alpha/Numeric	Create unique reference number to identify the record.
Purchase Order	11	Alpha/Numeric	If a purchase order is associated with the contract, enter the number. *This is an optional field*
Approved By	20	Alpha/Numeric	Select the person/board who approved the contract *This is an optional field*
Comment	255	Alpha/Numeric	Enter any comments pertaining to the contract amount *This is an optional field*
Amount		Currency	Enter the dollar amount for the reference number. If multiple reference numbers were created the grand total for all the references will become the Contract Amount on the master form.
Updated			Auto-populates a checkmark, once the transaction is updated
Created			Auto-populates with the User Name, Date/Time and Form associated with the creation of the record.
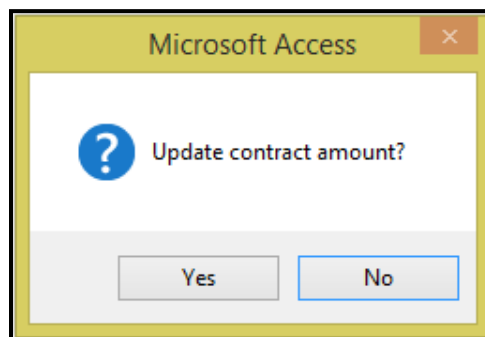
Click **Yes** to continue or **No** to cancel.

Open PO's

Click **Open PO's** to view all purchase orders that are currently in the open status AND had the contract # assigned to the PO.

Audit

Click **Audit** to review an audit trail for changes made to the Contract. The audit trail will identify the field that was revised, the date/time, the user making the change and what the before and after contents of the field were.

Field Name	Description
Field Name	Enter or select the field name from the drop-down.
All Fields	Check the box to include all fields on the report or display option.
From Date	Enter the from date starting range. All records that were revised on or after this date will be included on the report.
Thru Date	Enter the thru date starting range. All records that were revised on or before this date will be included on the report.

Once a field has been selected or All Fields checked, Click either **Display** or **Print** option.

Display

Click **Display** to view the audit trail on the screen. The Old Value represents content in the field prior to the change. The New Value represents the revision. Items display in descending date order.

Print

Click **Print** to generate the audit report for review/print.


Contract Inquiry

Select the Contract # from the drop-down options.

Click **Contract Inquiry** to view information setup in Contract Maintenance. Modification to the data is not permitted.
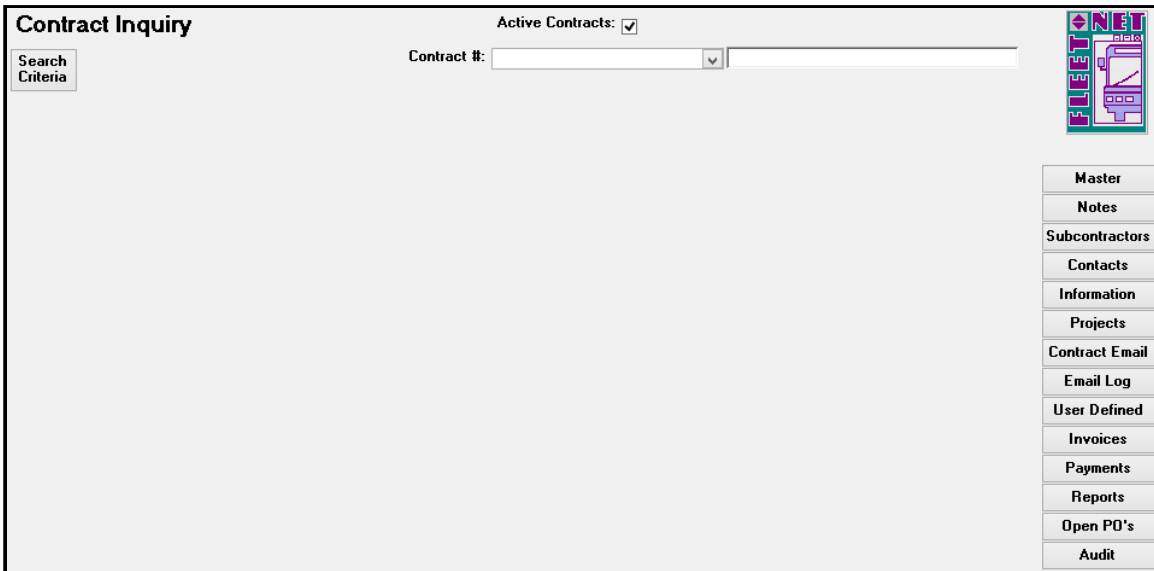
Contract Alerts

Click **Contract Alerts** to send, display or print alerts for all Contracts, and Document Type References that are about to expire. Users can generate pending alerts for all contracts or selectively choose contracts based on the Contract Administrator assigned to the contract.
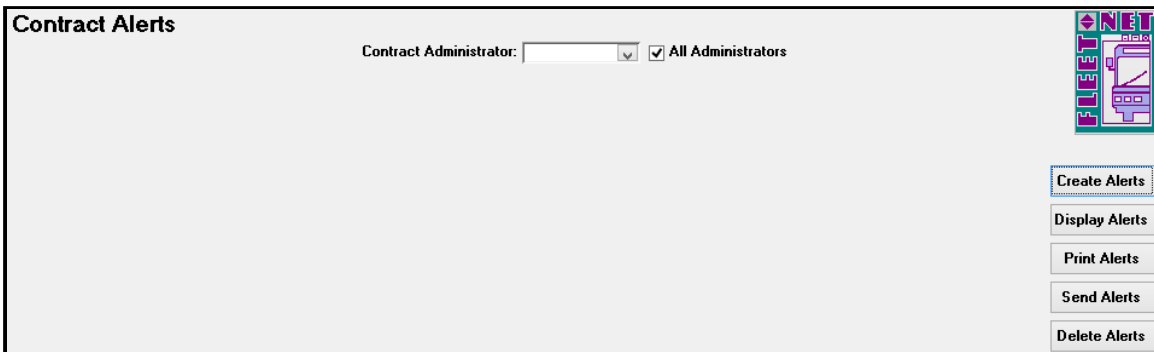
Create Alerts

All Administrator defaults with a checkmark. To select only one Contract Administrator, utilize the drop-down option to make the selection.

Click **Create Alerts** to create the list of all contracts that are about to expire. This option adds document types that are about to expire. The criteria for selection is based on the Contract End Date (from contract master) or Expiration Date (from Information Document Types) in comparison to the current system date and the number of days entered in Alert Days.
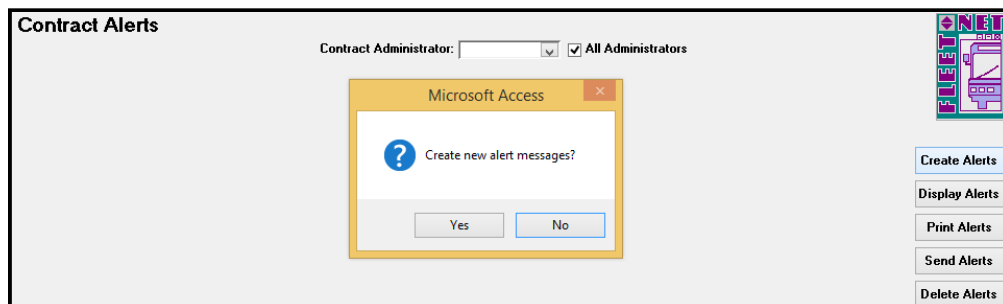
The following confirmation message displays.
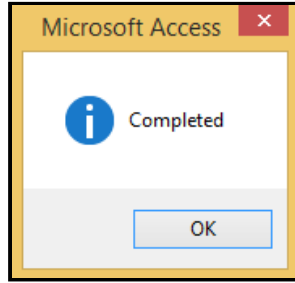
Click **OK**.

Alerts will also appear again if Alert Recurrence Days has expired. If records have been deleted via the Display Alerts option and the Create Alerts option is executed again the previously deleted records will be included.

Display Alerts

Click **Display Alerts** a list of contracts that are pending expiration for the contract itself or a document type (Insurance, bond) as setup via the Information button option within C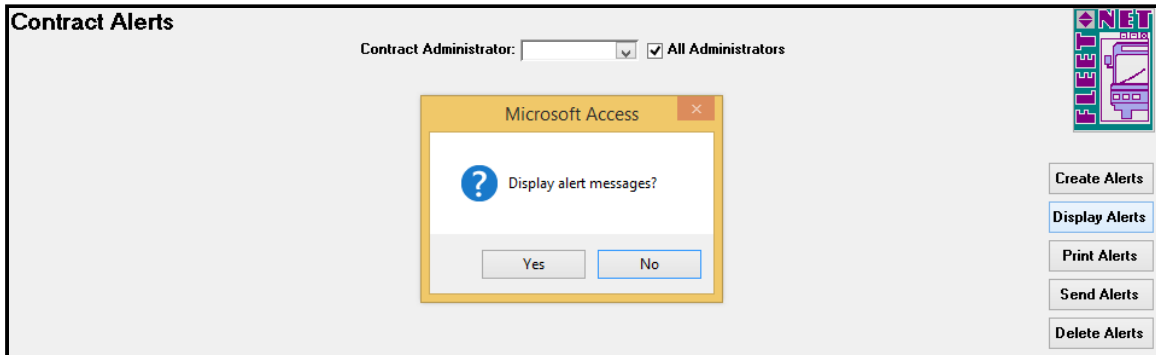ontract Maintenance. The list will sort in ascending order by expiration date so that the most overdue record will list first.

Once the Create Alerts option has been executed the user has the ability to delete/cut records via the Display Alerts option. Cutting or deleting from the display list does not delete the contract from the Contract Maintenance form it simply removes it from the temporary table created via the Create Alerts option. Records deleted via this option will be included the next time the Create Alerts option is executed again.

Click **Yes** to continue or **No** to cancel.

Field	Description
Contract #	The Contract # that has a pending alert
Document Type	If the alert pertains to a document type from the Information button the name of the document type will appear as seen in record 1 for contract 101 above. If the alert pertains to the contract expiration field will indicate the name of document entered into the Alert Document field on the master form. Record 2 as seen above for contract 100 illustrates a contract that is about to expire.
Reference	The reference number for the Document Type will appear. If the record pertains to the expiring contract the word "None" will appear.
Expiration Date	Lists the expiration date of the Document Type or of the contract itself.
Respond To Group	This is the group that was assigned via both the Information button and contract master form in the Respond To Group field. The groups are setup via the Email Notification Setup Form where multiple emails can be assigned to a group.
Contact Name	If the record was generated from the Information button then the name that appears in this field comes from the Contact button option found on the Information form in lower right hand corner. Do not confuse this Contract button with the main Contact button found on the master form. If the record was generated from the contract expiring, then the contact names come from the Contract Email button option found on the master form. If there is more than one contact entered into the Contract Email this will generate an Alerts form to create a separate record for each contact. ***This field can be edited***
Company Name	The company name of each contact as assigned via the Contacts button option on the master form will appear. ***This field can be edited***
Address Line 1 Address Line 2 City/State/Zip	The address that was assigned to the contact via the Contacts button option on the master form are displayed. ***This field can be edited***
Email	The email address that was assigned to the contact via the Contacts button option on the master form will appear here. ***This field cannot be edited***
Misc Field	The large field to the right of the address is comprised of data from multiple areas. Contract Description, Reference #, Proper coverage has not been obtained (Generated by the system), Id # has Expired (system will generate the number of days left before expiration. Policy #. The records that pertain to the contract itself expiring will only indicate a message generated by the system listing the contract description and in how many days the contract will expire. ***This field cannot be edited.***

Edit Letter

Click ***Edit Letter*** to display the contents of the information from the Default Document Message Form. The displayed information which will be sent as an Email attachment. The contents of the letter can be modified at this time.

In order for the edit letter option to work from the Information button the records for Document Type selected at the information button must be the same document type selected when creating the letter in Document Default Message form.

Print

Click **Print** to display/print the letter that will be attached to the email alert. The letter will be addressed to the agency assigned to the contact via Contacts on the Contract Maintenance form.
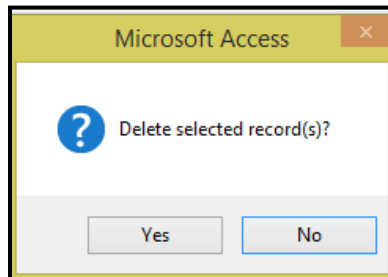

To remove an alert from the displayed options. Right Click to the left of the Contract # field. Select **Cut,** the following message displays.
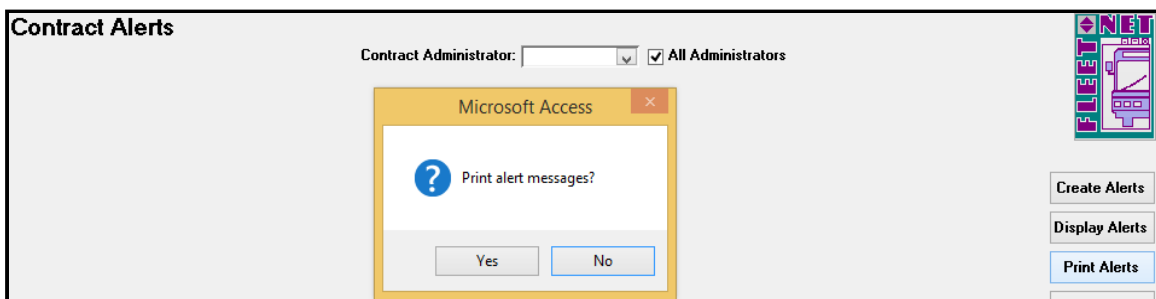
Click **Yes** to continue or **No** to cancel.

Once you create alerts again the record will be present. This option only removes the Alert from the current Create Alert.

Print Alerts

Select Administrator or check the box for All Administrators.

Click **Print Alerts** to print a listing of all contracts and document types about to expire. The following message displays.


Click yes to print the list of Alerts or *No* to return to the Contract Alert form.

Contract Alert Message Report

Contract #	Document Type	Reference #	Expiration Date	
2017 NOVW ALL CONSTRUC	Insurance	INS 1	11/15/2017	Bob Hoskins

Contract #: 2017 NOVW ALL CONSTRUCTION Retaining Wall Reference # INS 1 Proper coverage has not been obtained. INS 1 has expired. Please contact Project Manager

Send Alerts

Click *Send Alerts* to send emails for all contracts about to expire and all document types found within the Information button that are about to expire. Once sent, the system will update the Alert Sent Date field within contract master and the Information record. A copy of the letter is also saved to a designated folder.

Once the alerts have been sent, they will no longer be included in the Display Alerts option. Records will not appear again until the Alert Recurrence Days has expired, or the Contract End Date/ Expiration Date has been revised.
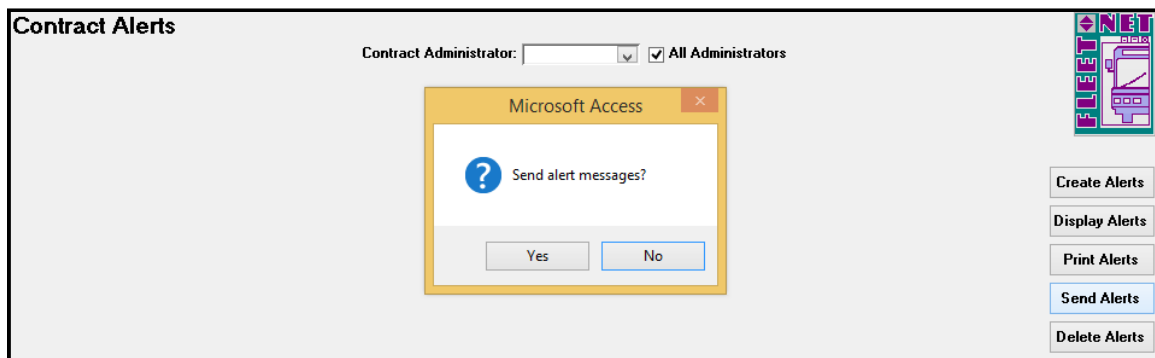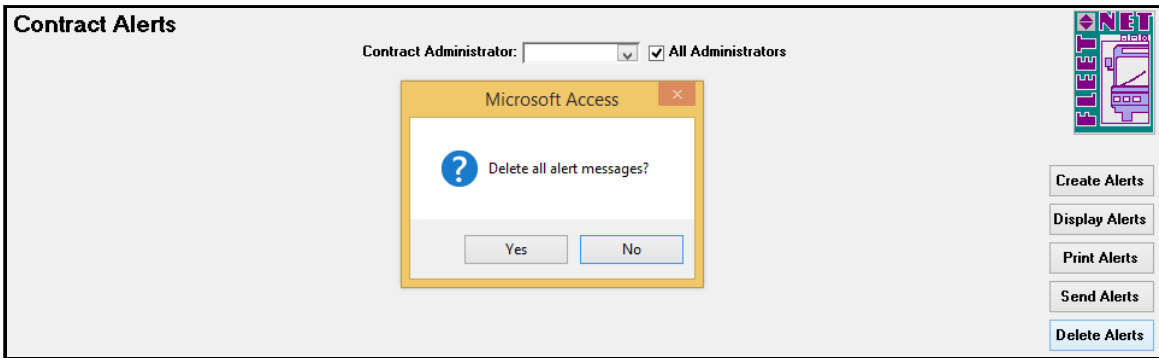

Click Y*es* to continue or *No* to cancel.
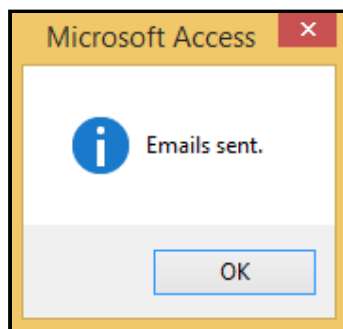
Once emails have been sent Click *OK*.

Delete Alerts

Click *Delete Alerts* to delete **all** of the records created by the Create Alerts option. The Delete Alerts option is not required, this option can be used if the Create Alerts option was executed in error or changes were made to the contract expiration date, after the create option was selected this option erases all records. To regenerate a new set of alerts begin the create process again.

Click **Yes** to continue or **No** to cancel.
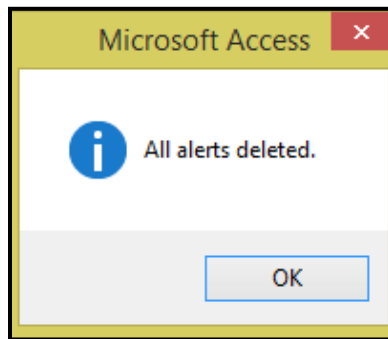
Once alerts are deleted. Click **OK.**
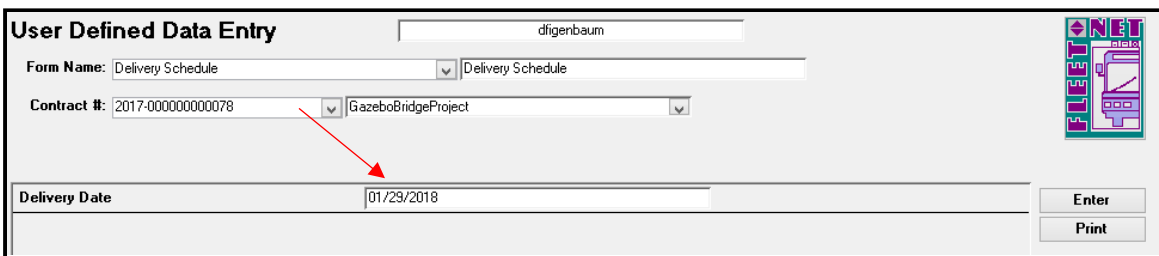
User Defined Data Entry

If User Defined Data Entry was setup this option allows for the entering of the applicable data.

Click **User Defined** Data Entry to enter the applicable data to the setup fields.
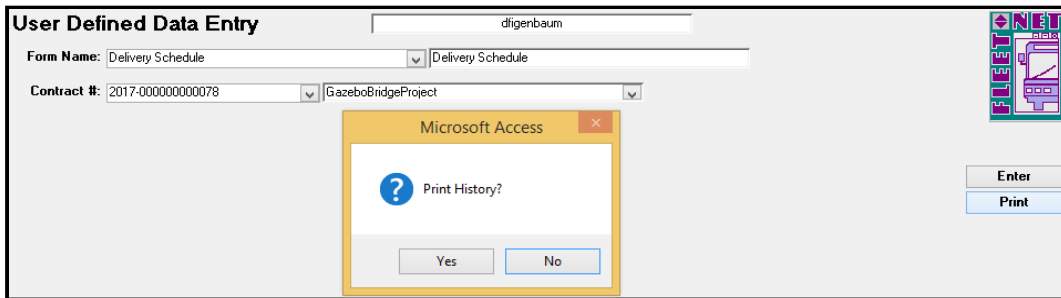
Enter or select the form name & contract #.

Click **Enter** the following form displays to make the data entries.

Click **Print** to obtain a report listing the current contents for the selected contract. If History option is selected the report will illustrate all changes made to each field.

Click **Yes** to get a listing illustrating all the changes ever made to each field or **No** to get a report listing only the current contents of the fields.

Sample report when **No** is selected.

Sample report when **yes** is selected.

Additional option to view the history of a field is to double click within a field.