Contract Management
User Process Documentation

How to Enter a New Contract

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NOTES:
MESD has created their own CMUPCS screen based on the standard IFAS Contract Management screen, CMUPCM.
This documentation is partially based on the Contract Management Tutorial created by Sungard.

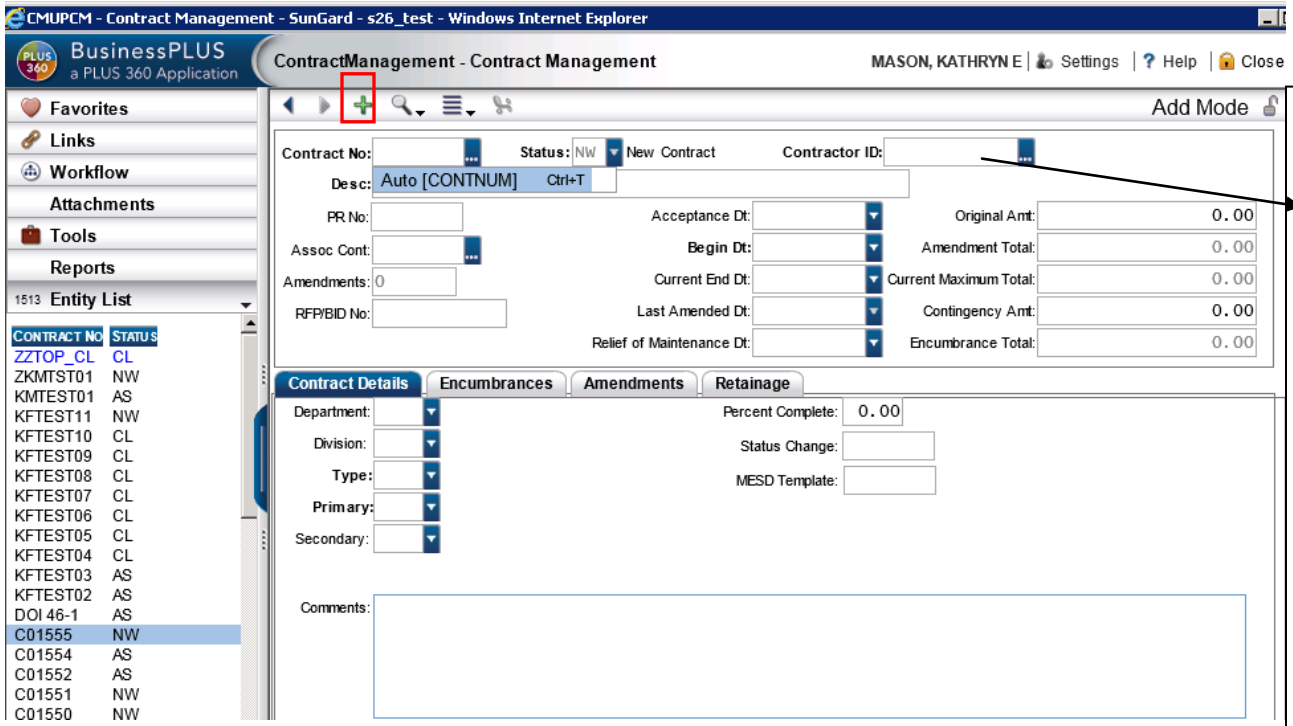
CMUPCS – Contract Management

Entering the required fields: Primary Screen, top

A new contract is created using the CMUPCS Primary screen and [Contract Details] tab. If it's an Expenditure type contract, then the [Encumbrances] tab is also used. Certain information is required, additional information is entered to make the contract data more complete. The required fields are**: Contract No, Contactor ID (Vendor), Desc (Contract Description), Begin Date.**

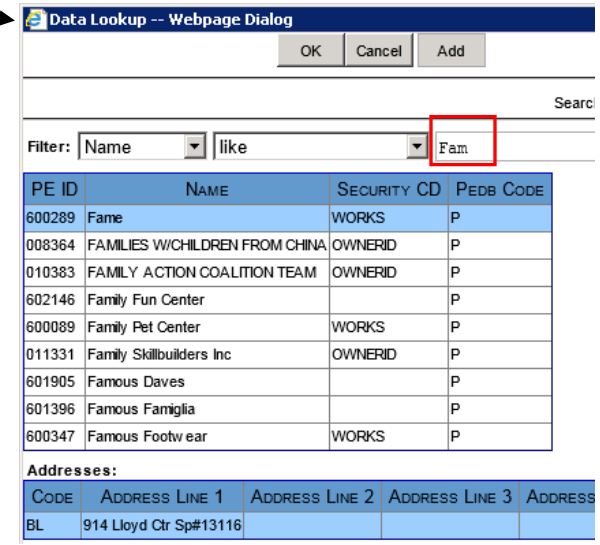
The **Contract No** should be created from a seed value requested by clicking on the ellipsis to the right of the contract number and then clicking on the **Auto ADD** display.

Select **a Contactor ID** by clicking on the ellipsis to the right of that field then click **Lookup.**



Contractor ID Lookup example

You can start typing a name and options will be offered. Here we've entered 'Fam'



Highlight a vendor and click [OK]
You can also change the Filters with the pull-downs

Description: a Contract Description for Contract Reporting, up to 50 characters
Begin Dt: the starting date of the contract, matching the date IN the Contract doc

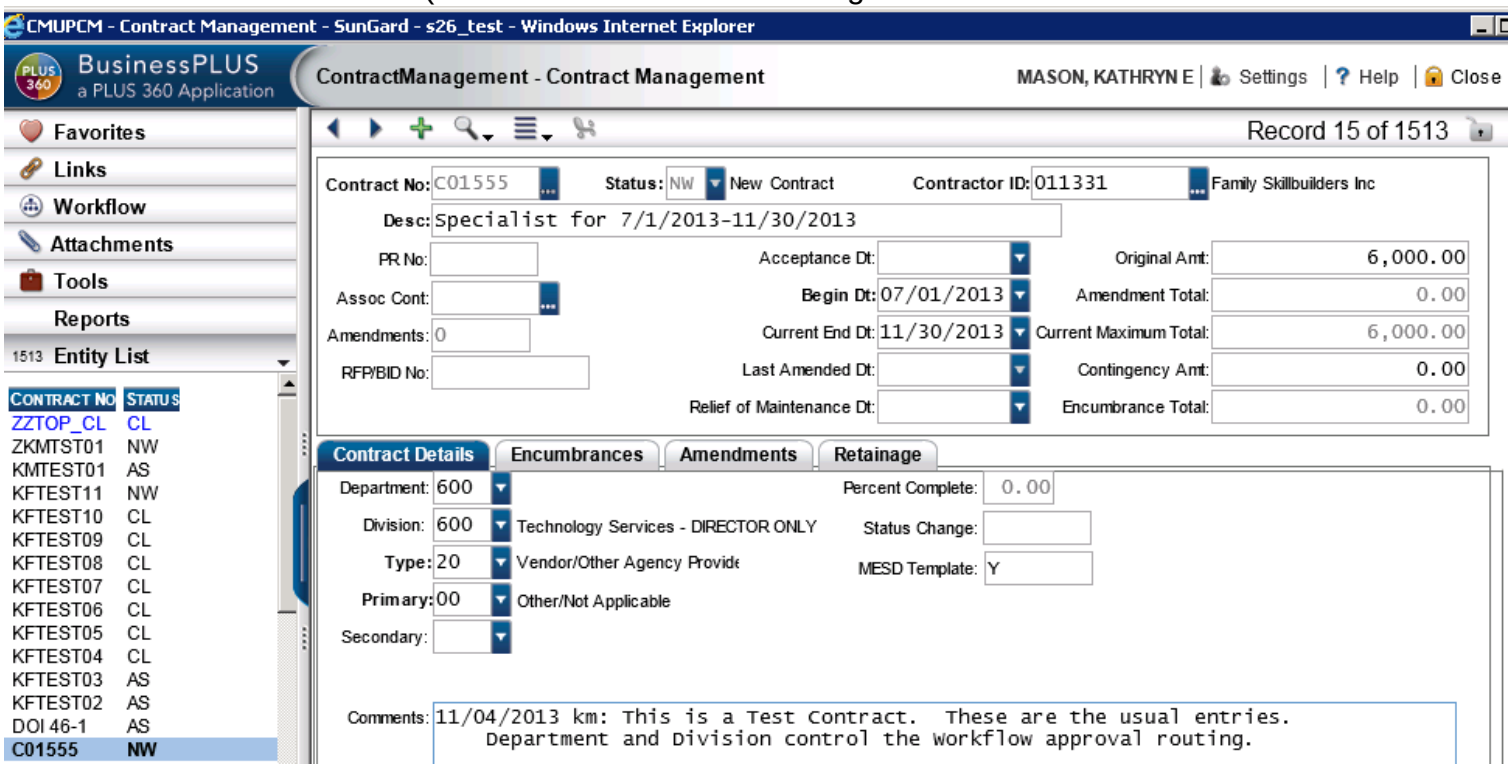
Entering the required fields: [Contract Details]

Department and **Division** control the Workflow Approval paths. Both are required.
Type: Revenue, Expenditure, 2-way, Memo of Understanding, Master Service Agreement

PRIMARY: used for screen selection or reporting

10: Inter-governmental would be for schools, ESD's, ODE, Multnomah - Clackamas - Washington Counties, etc.
20: Non-governmental would be outside agencies, i.e. Temp Agencies, Oaks Park Association, Stride Corporation, Columbia Cascade Construction Inc, Contractors, Consultants, etc.
00: Other/Not Applicable would be on those rare occasions when neither of the "governmental" title's apply.

MESD Template (Y/N): Y if using a pre-approved MESD Contract Template
N if using contract language that has not been pre-approved; this will send the Contract to the MESD Legal Department for review at the beginning of the Contract Workflow (see Document: "CMDoc – Legal Review of Contracts"



Entering non-required fields

Original Amount total amount of all encumbrances (cannot be more than) or a 'not to exceed' amount for Revenue It can also be the Revenue amount expected, often entered as NTE, Not to Exceed, Amount

Acceptance Date is an optional field sometimes used to show the fully approved Contract date or the Customer signed date

Current End Date is optional but useful and should be the End date noted in the physical Contract. There is a Workflow that monitors End Dates and emails the Contract creator as this date is nearing so that steps can be taken to extend the contract as needed.

Creating the Encumbrances for the Contract in CMUPCS: [Encumbrances]

Nothing is required on this screen for MOU, Revenue, or Master Service Agreement Contract types.

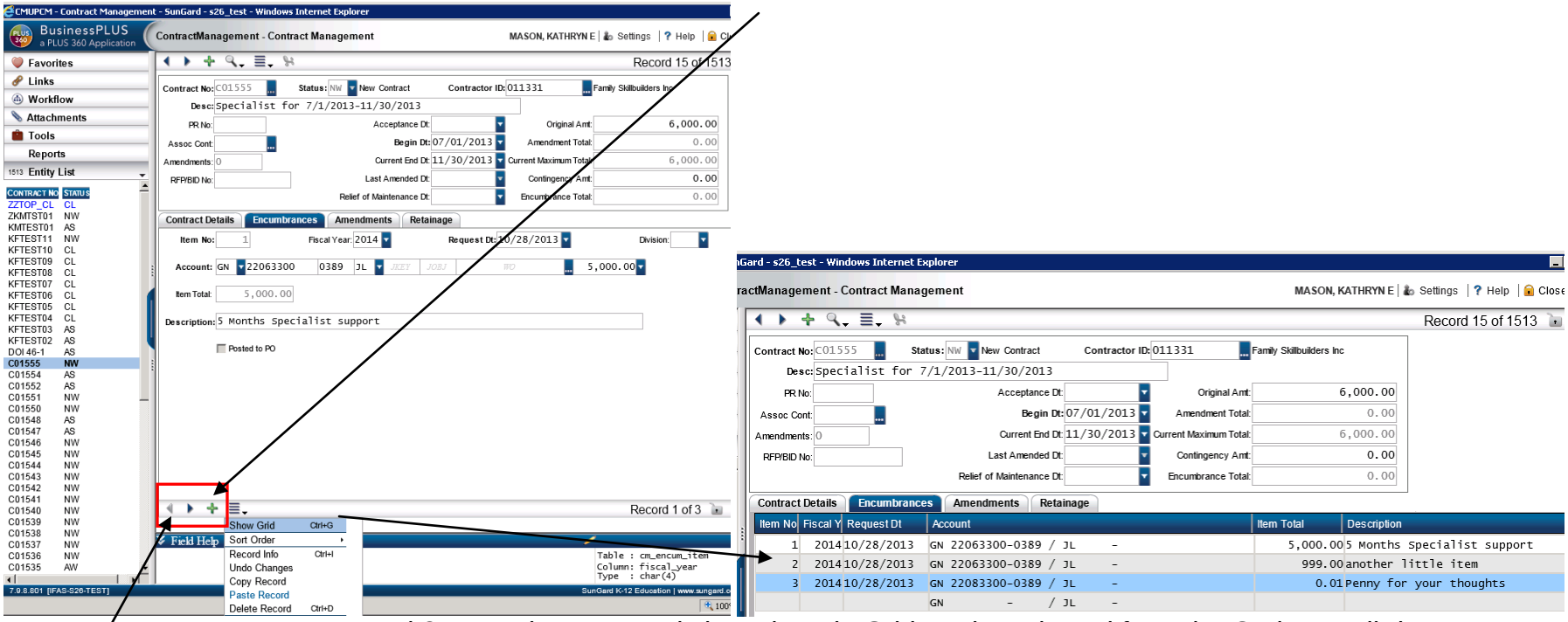
For Expenditure and 2-Way Remuneration contracts, required fields are:
Account: includes Ledger, GLKey, Object and Amount (JL data is not required)
Description (this is the line item description that will become the PO Line Item description)
Division (this is an 'AP Division" is not a field currently in use for Contracts.

The Total Encumbrance Amount (of all encumbrance screens) cannot exceed the **Original Amount** of the Contract.

The **Fiscal Year** defaults to the current fiscal year at time of entry. This affects the year in which the encumbrances will be set. Generally this is fine as the current year EXCEPT as we are near Fiscal Year end. Then you may need to specify a Fiscal Year for the encumbrances different from the current fiscal year, based on the date it will be processed to PO. The PO is generally created using the date the PO process is run by Purchasing. If you need this beginning encumbrance date to be anything different from that, then you may need to contract the Purchasing administrator to specify this date; let Puchasing know it is coming just before your 'Send to PO." This is especially true when wanting to encumber in a previous Fiscal Year. Encumbering in a previous Fiscal Year is allowed for 30 days into the new Fiscal Year. This 30-day limit is set in an IFAS Common Code and has been approved by the Business Office.

To enter a second line item of Encumbrances, use the green + at the bottom of the screen, as shown on the next page.

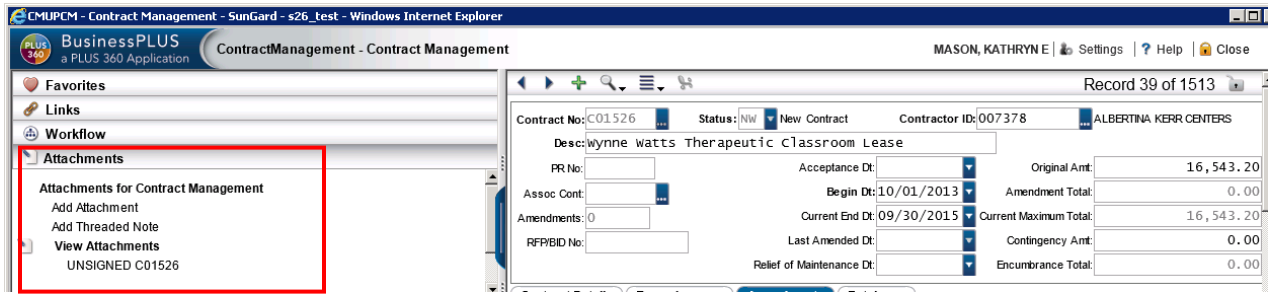
At any point before sending the contract into the Approval Workflow, you may Attach the Contract. The contract must be attached so that it accompanies approval processing. See next page.



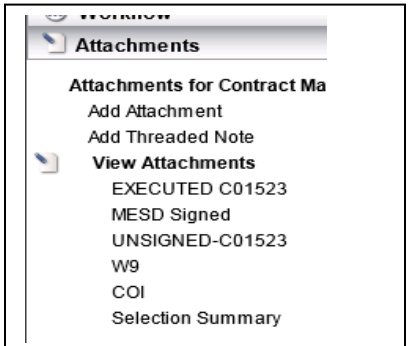
Here we've entered 3 encumbrances and show them in Grid Mode, selected from the Options pull-down. Otherwise, we can scroll through the individual screens with the < > arrows.

Attaching Documents to the Contract screen

Before we are finished entering our Contract in IFAS we need to attach an e-copy Contract.pdf and any other supporting documents. Please refer to "Cmdoc OPS-developed CM Attachments Naming Conventions.doc " for naming conventions of attachment "Descriptions". Please refer to "CMdoc - Attach a Contract to the CMUPCS screen.doc" for how to perform the attachment.



Here we see an example of the standard as yet unsigned copy of this contract, "Unsigned C01526".



EX: Other document options

Contract Status designations

The Contract Status relates to the status between the Contract and the PO sub-system. It is set by System processes.

Status: This field holds the current Status of this Contract. MESD uses this screen for both Expenditure, Revenue and Memos of Understanding. Contracts of type Revenue and MOU, will never be in status AW. They will never be Sent to PO.
There are four (4) statuses that a Contract can have, as follows:

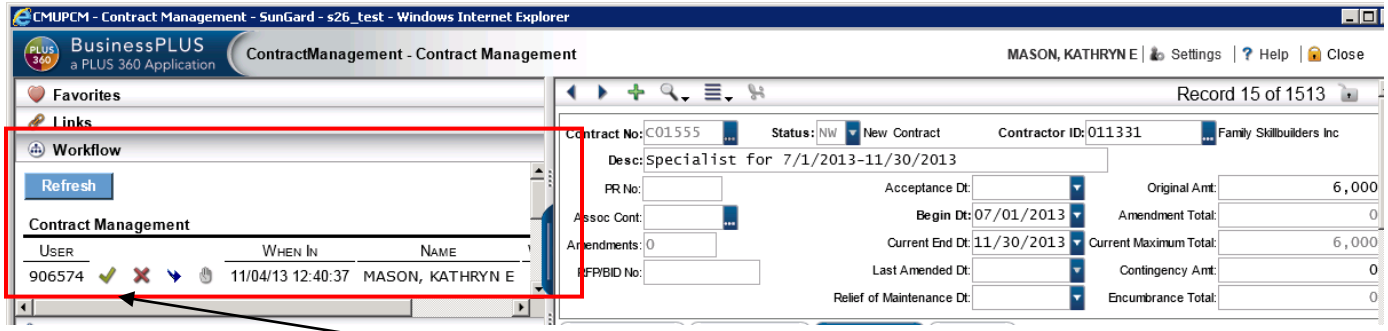
- **NW** = "New" This is a brand new Contract - the original encumbrances for this Contract have not been approved and the Contract has not yet been sent to Purchasing or pre-encumbered.
- **AW** = "Approved and Waiting" (to be Sent to PO.) The original encumbrances for this Contract have been approved but have not been sent to Purchasing or pre-encumbered.
- **AS** = "Approved and Sent" (to PO.) The original encumbrances for this Contract have been approved, sent to Purchasing and preencumbered.

The original encumbrances for this Contract can no longer be modified. The Amendments tab must be used to add additional funding to this Contract.

- **CL** This Contract is complete and closed. When the PO related to this Contract is closed or disencumbered. Refer to a separate document, "CMdoc How to Close a Contract.doc". Expenditure contract should be closed from the AP system, contact Dana MacFarlane. Revenue or MOUs may be closed 'manually' by entering 'CL' in the "Status Change" field and <enter>. A Workflow will process this and set the Status to CL.

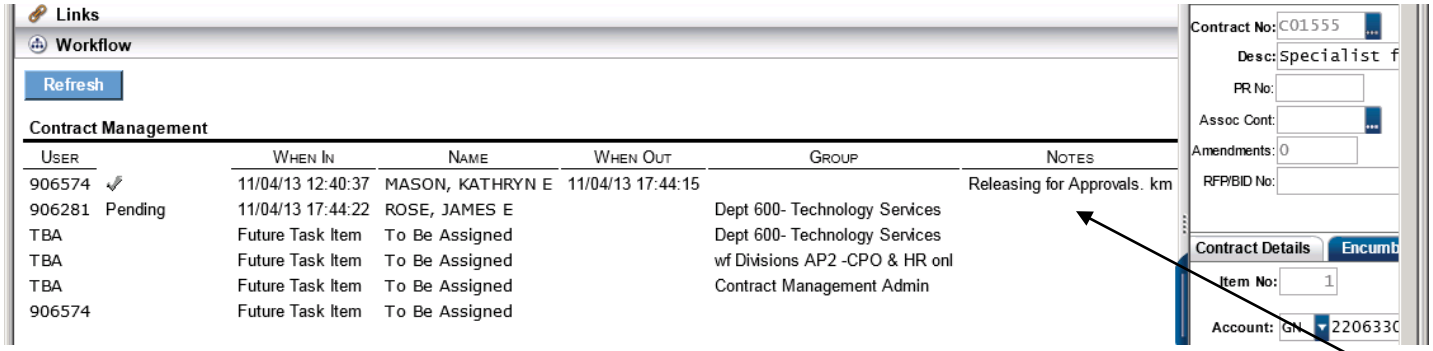
Releasing the Contract into Workflow for Approvals

Once the Contract is completed and any required attachments have been included, we're ready to Release the Contact into Workflow for Approvals. This is done via the [Workflow] Navigation Panel on the left side of the screen.



To release for Approval, click on the Green checkmark in the [Workflow] panel.
A Comment box will open and you may enter any Comment that you want to travel with the Workflow. No Comment is required.
Should you ever REJECT a Workflow, a reason for the rejection should be entered in the Comments window.

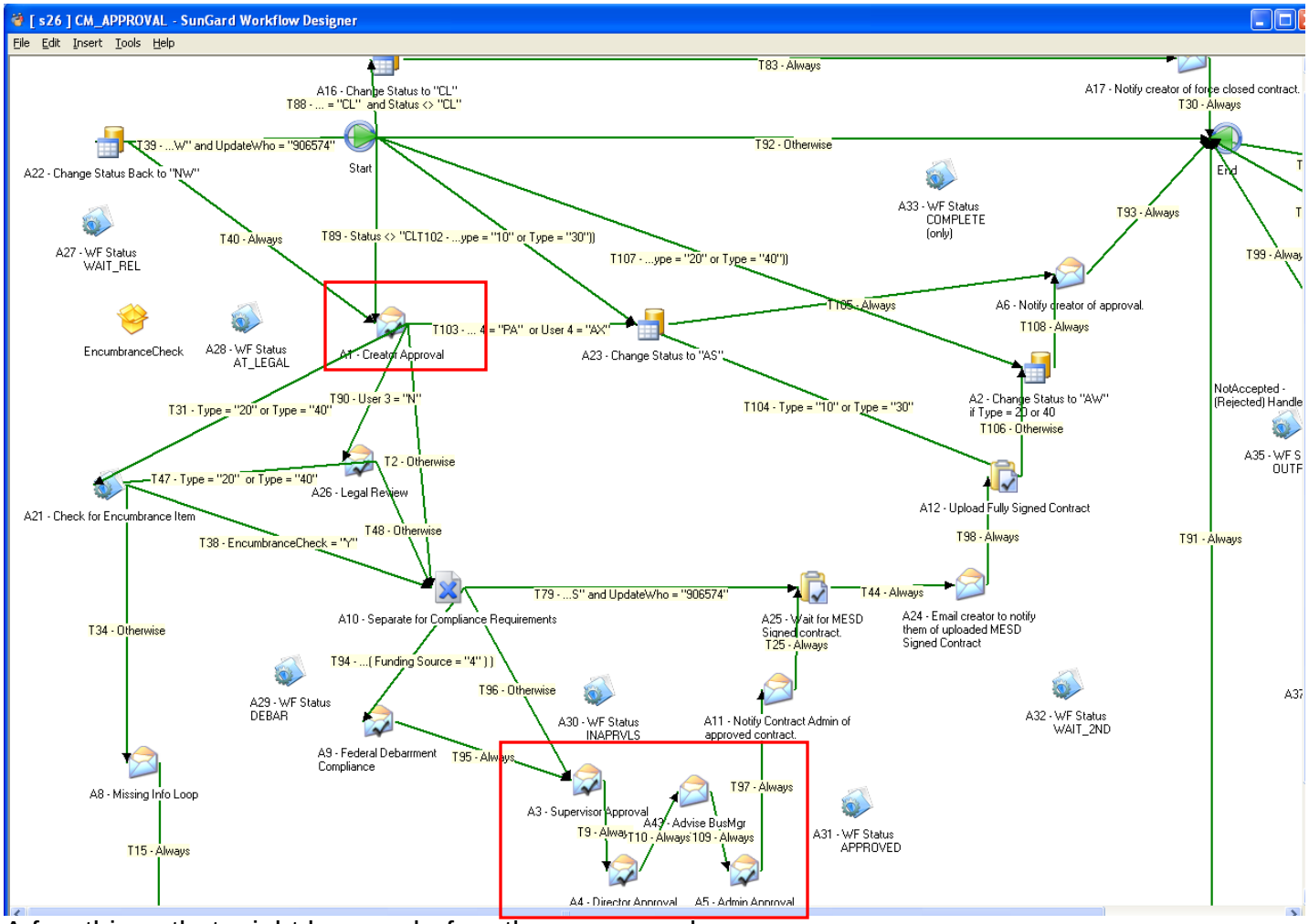
Once we click the green checkmark, it turns gray and is queued to Workflow for processing. It can take up to 2 minutes for Workflow to pick it up and assign it to the next person for approvals. The Refresh button can be pressed to get an update on this status. Then we can see the Workflow Plan.



If we open the panel wide enough or scroll to the right, we can see our own or anyone's Workflow **Comments** entered under 'Notes'. Under 'Group',we get some definition of the steps Workflow will take next. Specific people are not yet assigned, hence 'TBA' under 'User'. This is because these 'Workflow Groups' can have more than one member. Generally, the Workflow will go to the Primary person in the Workflow Group. However, if that person has set their IFAS Out-of-Office flag at the time Workflow is ready to assign a task, then Workflow will send the task to the next person in the Workflow Group as the Primary person's backup in this role. As soon as Jim Rose above approves the currently 'pending' approval, then we will see who from the next group is assigned.

The Workflow Model for Contract Approvals

Here is the entire Workflow Model. Not easy to read, but gives some idea of the process. The top Red Box shows the Creator Release step. The bottom red box shows the 3 levels of Workflow Approvals: Supervisor, Director, Admin.

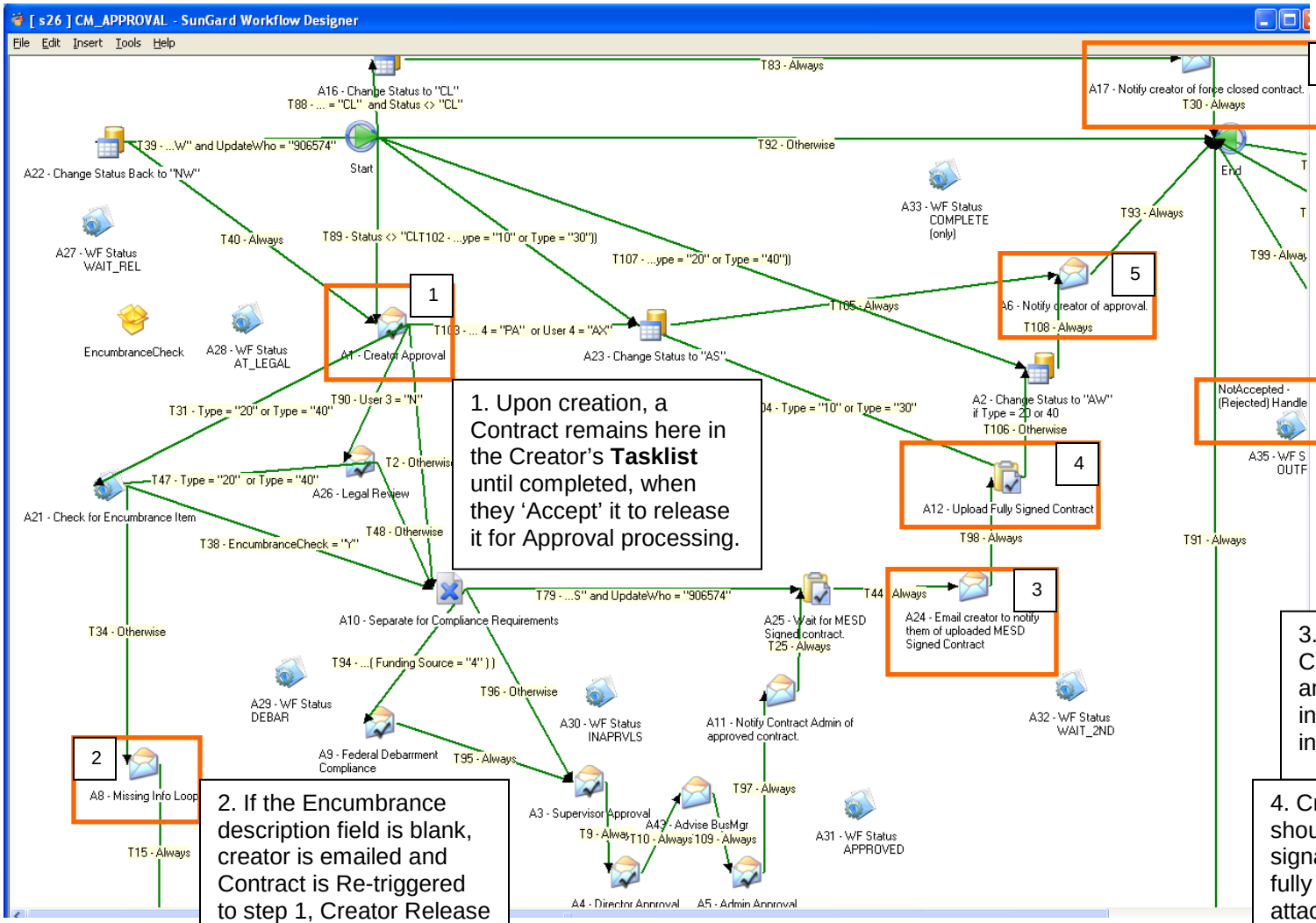


A few things that might happen before these approvals are:

- Route to Legal Department if the Contract Template used is not an MESD pre-approved contract format
- Check that encumbrances have been entered for contract types that include Expenditures
  - If not, send the creator an email and reset the Contract to 'Creator Release' step
- Check Federal Debarment records if Federal Funds used and Original Amount is greater than or equal to $25,000

The Creator's Steps within the Workflow Model for Contract Approvals

In the graphic below, the **orange boxes** show the process steps that are the responsibility of the Contract Creator. It's important to understand that a Contract Tasklist will be assigned to you or an email advisement as many as four times in the Approval processing. Below the diagram, each of these steps is described.



1. Upon creation, a Contract remains here in the Creator's **Tasklist** until completed, when they 'Accept' it to release it for Approval processing.

2. If the Encumbrance description field is blank, creator is emailed and Contract is Re-triggered to step 1, Creator Release **Tasklist**.

3. **Email** Creator that Contract is approved and MESD signed, includes next step instructions.

4. Creator **Tasklist** where it should stay until the 2nd party signature is obtained and the fully executed contract is attached to the screen. Then accept it to complete processing.

5. **Email** Creator of completion and with instructions to Send to PO if Expenditure contract type

6. This is the Rejection handler which will **email** the Creator if any Approver Rejects the Contract. A rejected contract leaves Workflow and must be 're-triggered' to re-enter.

7. **Email** if Creator requests a manual Close of the Contract via CL in the Status Change Field, they will be emailed.

After the Contract has completed approvals, the "Unsigned Contract" will be copied and electronically signed by the Contract Administrator. This "MESD Signed" contract will be re-attached to the CMUPCS screen.

The Contract Creator will then get an Email (#3 above) alerting the creator to send a copy of the "MESD Signed" contract to the 2nd party for signature. Additionally, a Tasklist (#4 above) will be assigned to the creator to hold the Contract Workflow until this 2nd party signature is obtained.

When the 2nd party signature is obtained, the creator will attach this fully "Executed" copy of the contract to the CMUPCS screen and Approve the Tasklist. Until this time, the Workflow Approval Status Report will show it 'Pending' at this Activity, as below:

WF801: Contract Workflow Approval Status Page 1 of 1 Help Close

Multnomah Education Service District
Contract Approval Status and History
As of Friday, November 08, 2013

Contract Number: **C01582** **Various Curriculum and Ins Services (Temps)**

Current Status: NW New Contract
Date Created: 2013/10/17 15:57:24 902031 SEABURN, JODI L
Date Updated: 2013/10/17 15:57:24 902031 SEABURN, JODI L

Workflow
Current Status: In Progress
Last Activity: Pending (11/4/2013 12:11:46 PM)

Activity ID	Reason	Approver	Approver Name	Date/Time Assigned	Date/Time Completed	Status
A1	Complete & Release Contract for Approval	902031	SEABURN, JODI L	10/17/2013 15:59:51	10/17/2013 16:10:27	Released
A3_0031	Supervisor Approval by WFDIV900	900769	WEBSTER, KELVIN J	10/17/2013 16:13:30	10/17/2013 16:29:36	Approved
A43	Alert Business Manager to Contract	909637	SCHAEFER, ROSEMARY	10/17/2013 16:32:20	10/17/2013 16:32:20	Completed
A4_0010	Director Approval by WFDEP900	900769	WEBSTER, KELVIN J	10/17/2013 16:32:20	10/17/2013 16:32:20	Approved
Notes: ID 900769 already approved transaction in activity A3_0031						
A5_0003	Admin Approval by WF_DIV_AP	901401	JORGENSEN, BARBARA A	10/17/2013 16:32:20	10/18/2013 10:49:39	Approved
A11	Notify Contract Administrator of Approved Contract	903808	ALTMAN, BRIAN ARTHU	10/18/2013 10:50:03	10/18/2013 10:50:03	Completed
A25	Apply MESD Signature to Contract Template	903808	ALTMAN, BRIAN ARTHU	10/18/2013 10:50:04	10/21/2013 12:07:26	Completed
Notes: Revised MESD Signed						
A24	Notify Creator of MESD Signed Contract	902031	SEABURN, JODI L	10/21/2013 12:09:45	10/21/2013 12:09:45	Completed
A12	Creator uploads Fully Signed Contract	902031	SEABURN, JODI L	10/21/2013 12:09:45	11/04/2013 12:11:46	Expired
Notes: Expired at 11/19/2013 12:11:45 PM; Retry Forever						
A12	Creator uploads Fully Signed Contract	902031	SEABURN, JODI L	11/04/2013 12:11:46		Pending

Waiting for 2nd party signature

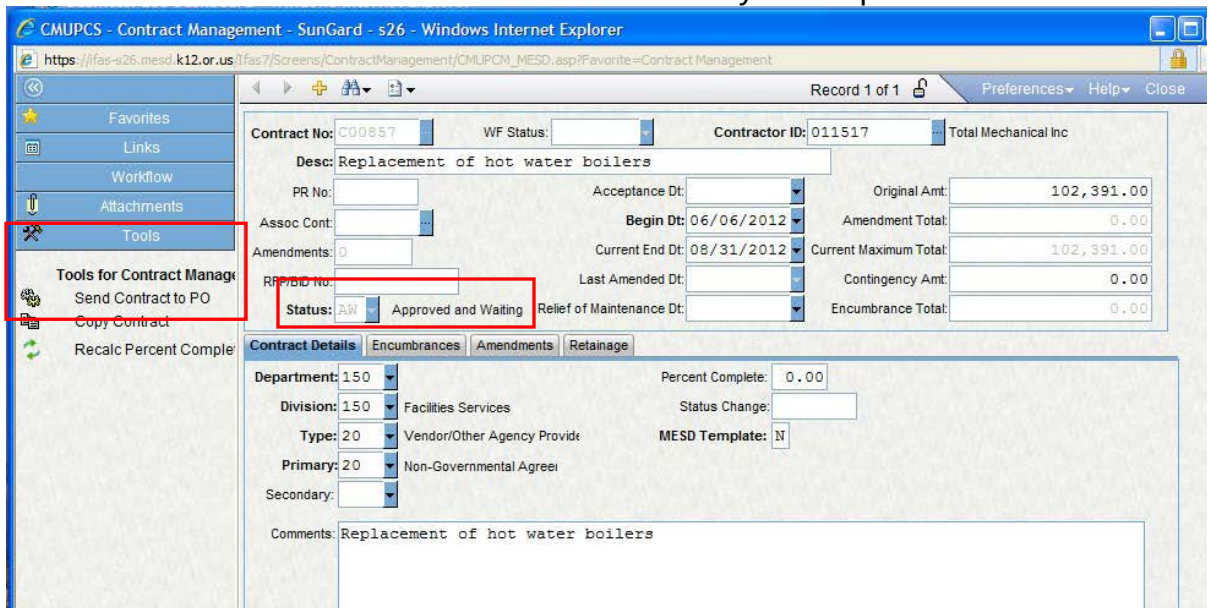
Once the fully 'Executed' contract has been attached and the creator has Released the Workflow from this Pending Activity, then the Workflow sends an Email to the creator that the Contract is complete and that a 'Send to PO' can now be run for Contracts that include some kind of Expenditure.

NOTE: Revenue, MOU and MSA contracts are never 'Sent to PO'.

How to "Send Contract to PO"

All contracts with an Expenditure component need a PO created for them. After the Contract has been fully Executed and the Workflow complete, this can be done automatically from the CMUPCS Contract Management screen. A Purchase Request will be created for the Contractor/Vendor and each Encumbrance Item will be come a Line Item on the PO.

- Go to the Contract Management Screen (CMUPCS)
- Find the Contract No. and wait for it to display
- Check that the Status is "AW", set as the Contract is exiting Workflow
- Open the [Tools] Navigation bar at the left
    - Tools will function on whatever Contract is activity opened on the screen
- Click on "Send Contract to PO" and follow any subsequent directions.

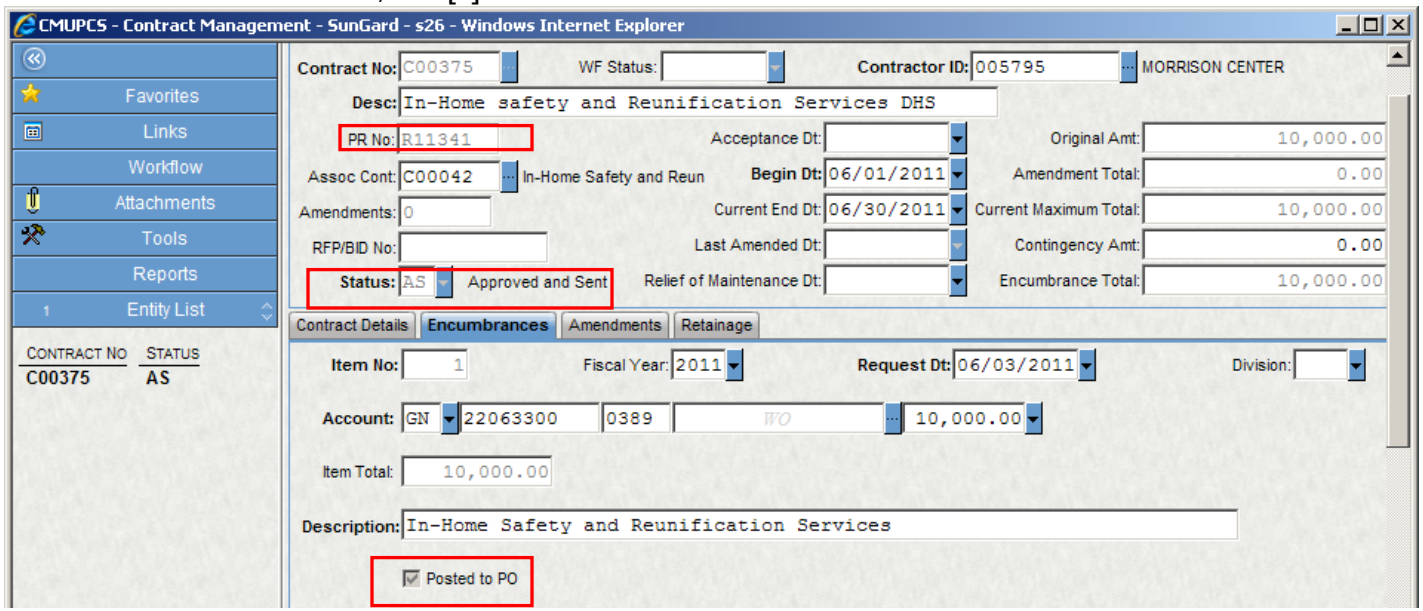


If there are any issues listed from the "Send Contract to PO" Tool, report it to the IFAS Helpdesk.

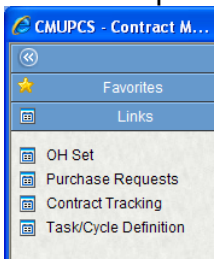
This "Send to PO" process will trigger the Purchasing Workflow model and someone delegated by Business Services will be alerted to your PO request and complete that processing. After that is completed, receiving can be performed and invoices can be paid. It will generally be your department's responsibility to perform the receiving in IFAS via Menu Path POUPRC. The creator will receive an email from the Purchasing Workflow when this process to create the PO has been completed.

How to tell when a Contract has been “Sent to PO”

For the main Contract, after the “Send Contract to PO” Tool has been run, and screen refreshed, see that:
PRNum is set which points to the Purchase Request number just created.
And the contract status will be set to ‘AS’.
On the Encumbrances tab, the [x] “Posted to PO” box will be checked.



You can Open [Links] in the Navigation bar at the left and select “Purchase Requests” to see the actual PR.

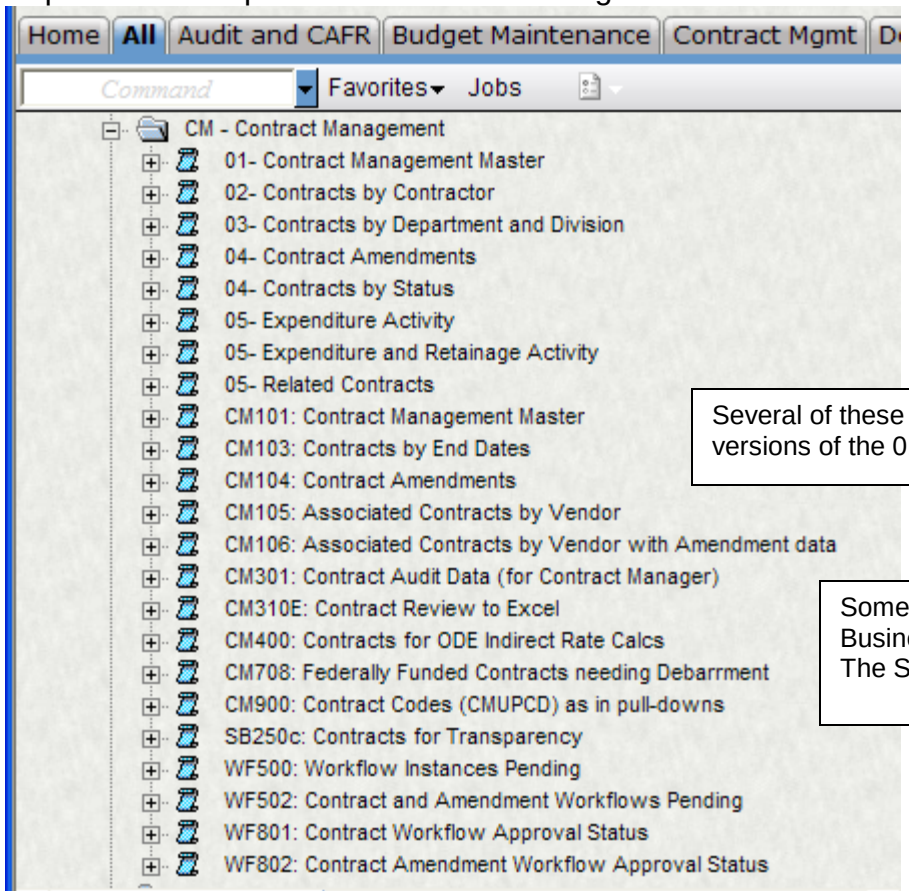


Creating the PR is the final step in creating the Contract.

Once Purchasing has processed your Purchasing Request, you will receive an email to that effect. At this point you can Receive against the PO in POUPRC to initiate Payments.

Where's my Contract?

If you need to know the status of your contract, there are several reports you can run. They can be found in the IFAS [All] tab under Reports/CDD Reports/CM-Contract Management:



Several of these reports are duplicates or reworked versions of the 01-05 reports listed above them.

Some reports are used by the Contract Manager, or the Business Office.
The SB250 is our State-required 'Transparency' report.

WFnnn reports are Workflow reports.
Use WF502 to see Contracts in process in Workflow and at what activity they are 'Pending'.
Use WF801 to see a Contracts workflow steps

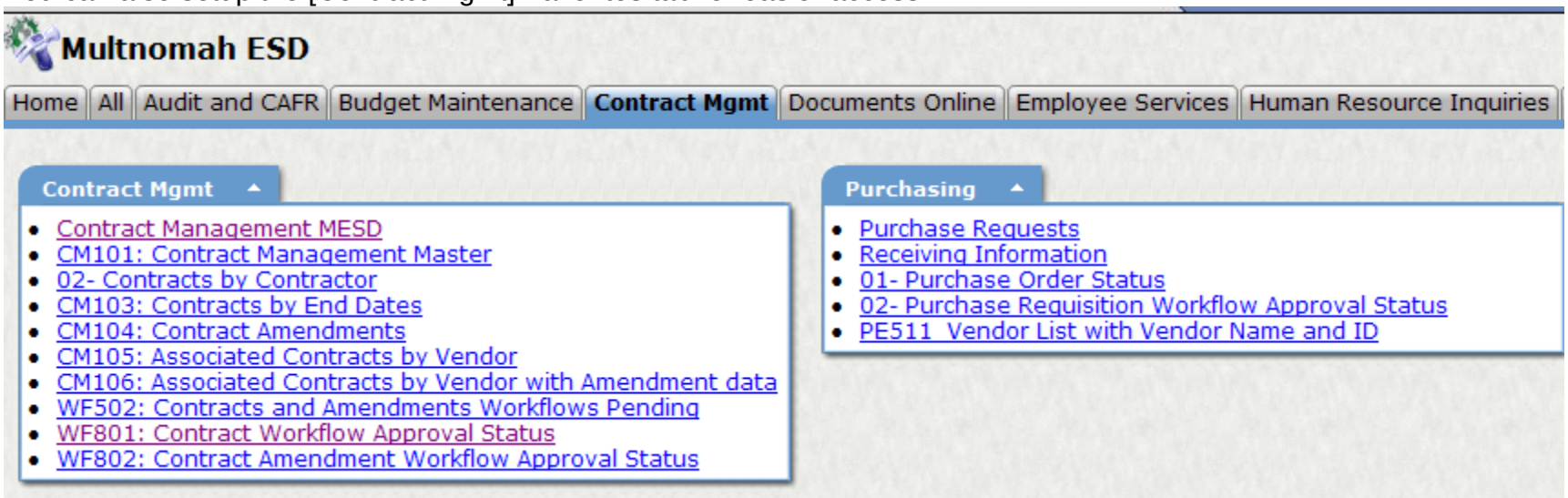
MENDEZ, WENDY L	C01616 - 1:1 Staff for FLS Student	**09/04/2013**	11/04/2013	Admin Approval	JORGENSEN, BARBARA A
	Contract with Vendor:	**000511 - CENTENNIAL S D #28JT**			
MENDEZ, WENDY L	C01617 - 1:1 Staff for FLS Student	**09/04/2013**	11/04/2013	Waiting for second-party signature	MENDEZ, WENDY L
	Contract with Vendor:	**002476 - REYNOLDS SD #7**			
KEATING, JENNIFER J	C01618 - SOC Transportation	**07/01/2013**	11/05/2013	Creator Release for Approval	KEATING, JENNIFER J
	Contract with Vendor:	**011403 - Greater New Hope Family Services LLC**			

← <u>Sample report</u>

WF502: Contract and Amendment Workflows Pending

Shows the Creator, the Contract, Contract begin date, workflow begin date, Activity where Pending in Workflow and with whom.

You can also setup the [Contract Mgmt] Favorites tab for easier access



From the IFAS [Home] or [All] tab select at the top right 'Settings' → Preferences, check on Contract Mgmt and [Save].
Then in the same area, at the top right, select 'Settings' → Favorites and click on Contract Mgmt.
Now you should see the tab [Contract Mgmt] along the tabrow at the top of your IFAS screen.

Appendix A: Main Contract Workflow Trigger/Re-trigger fields

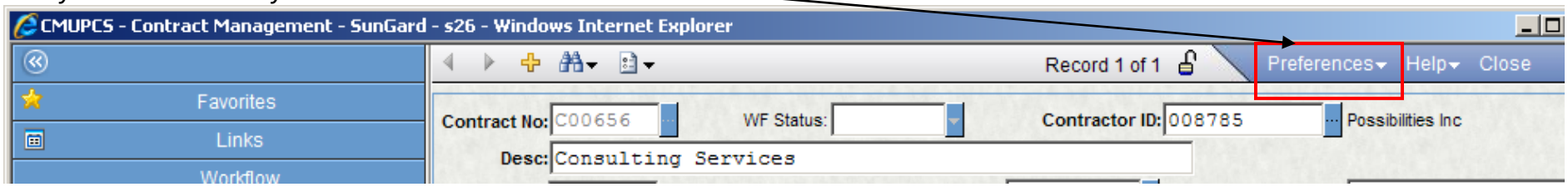
Changes to the following fields at ANY point in time, will trigger the contract into the Beginning of the Contract Workflow.

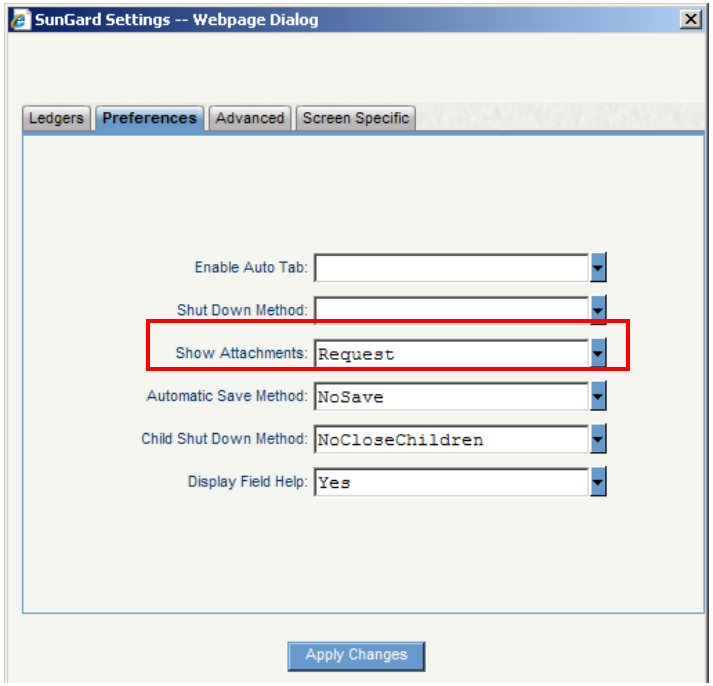
Trigger Fields

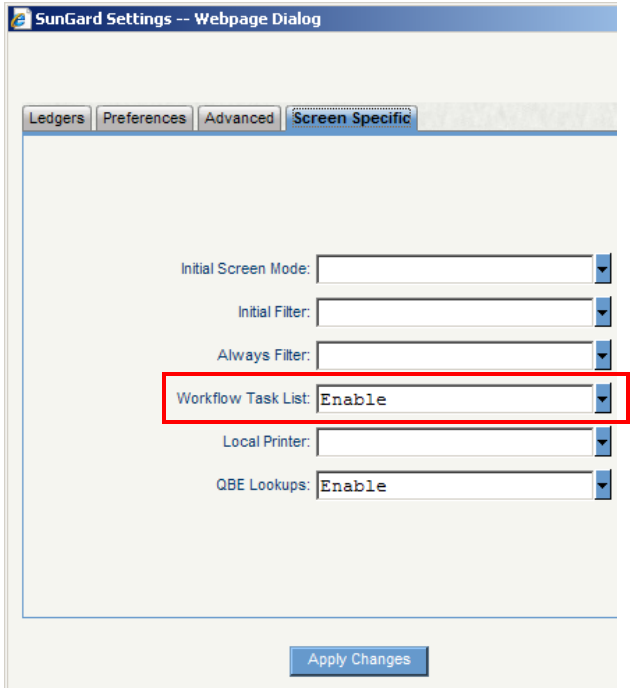
Contract No
Contractor
Begin Dt
Original Amt
Contingency Amt
[Encumbrances] Request Dt:
[Encumbrances] Ledger (always GN)
[Encumbrances] GLKey
[Encumbrances] Object
Status Change (no longer used, but anything can be entered here to force a contract to re-trigger into Workflow)

Appendix B: CMUPCS setup Preferences

Every IFAS screen may have Preferences to set.







Look at the settings in these 2 Preferences tabs. Any changes here will apply to the screen you enter Preferences from.
In [Preferences] tab, set “Show Attachments” to either ‘Request’ for open On Request
In [Screen Specific] tab, set the “Workflow Task List” to ‘Enable’ so it shows in your Workflow Navigation Panel.

[Apply Changes] when done.

You can also change the Sort Order of the entity list. Set as checked below and most current contracts are on top.
Once selected, all of these setting should stay in place on future logins.