

## CONTRACT MANAGEMENT

Contract Management provides the ability to record multiple contracts within a master contract. You may specify multiple year contracts, one-time or recurring contracts, multiple levels of required approvals, and multiple vendor contracts within a master contract. The module also supports the creation of purchasing/encumbrance entries and the automatic transfer of information into the Accounts Payable module.

### Features

- Create multiple vendor contracts within a master contract. Each contract may be for a single year or multiple years.
- Automatically transfer information from Contract Management into the Accounts Payable module via the approval process.
- Create encumbrances via the purchasing interface. Create and print purchase orders to update Encumbrances.
- Setup multiple task definitions for the creation of cycles. Each contract is associated with a predefined cycle. Each task is defined with a default number of days required.
- Define retainage method to be used for all payments against contract.
- Manage contract amendments and change orders.

### Reporting

Access to information is straightforward and easy. Contract Management includes standard reports and immediate online inquiry to any data in the module. Security-protected reports can be run at the user's networked computer or via the Internet from any Web browser.

### Standard reports available include:

- Master Contracts/Amendment Information
- Contract/Amendment Information
- Master Contracts
- Contracts
- Encumbrance Detail Report
- Retain Calculation Information
- Payment/Retain Information
- Manager Code Report

- Funding Sources Report
- Compliance Setup Report
- Task Definition Report
- Cycle Definition Report
- Accounts Payable History Report
- Accounts Payable Entries Sent to Open Hold
- Accounts Payable Entries That Need Approval
- Accounts Payable Entries Waiting to be Sent to Open Hold
- Payment Retainage Report
- Aging Report for Delinquent Accounts
- Contracts Due and Payable
- Master Contracts Expiring
- Contracts Expiring
- Vendor Statements