

# **TTUHSC Online Contract Database**

#### **Overview:**

Departments begin the contract set up process by entering the basic contract information in the online Contract Database and submitting to the Contracting Office electronically. Once entered and submitted, the contract information sheet must be generated and printed, attached to the contract and used as the routing sheet for the contract.

Once the contract is submitted to the Contracting Office, they will track the routing of the contract and enter that routing information in the online Contract Database where you can monitor its progress. Reports and contract search options are available to assist you in your contract management.

The online Contract Database is available from the main Contracting web site at: <u>https://www.fiscal.ttuhsc.edu/contracting</u>. The system can also be accessed from the WebRaider portal > F&A Work Tools tab > Contracting > Contract Database.

This document containing detail about the online Contract Database and additional training documents are available by clicking on "**Help**" in the menu bar on the left side of the page.

TEXAS TECH UNIVERS HEALTH SCIENCES CENT WebRaider	ITY 'ER	Content Layout Welcome Terry Dalton R10450476 My Personal Information	E-mail Banner Assistance
Home Available Budget HSC Employee Human Resources HR Home ATS (Approval Tracking System) EOPS (Employee Onetime Payment	News F&A Work Tools Budget Budget Home Reports Budget Prep System	Finance DEX Finance Home • Cognos Connection	September 12, 2013 Purchasing/Payment Services Purchasing
System) • ePAF • ePAF Learning Community (Username: ttuhsc\your eRaider username, Password: your eRaider password) • Staff Performance Management System	<ul> <li>Budget Prep Security (Team App)</li> <li>Forms</li> <li>Labor Redistribution</li> <li>Budget Office Contact List</li> <li>Budget Office Mailbox</li> <li>Budget Revision System</li> <li>ATS (Approval Tracking System)</li> </ul>	Effort Certification and Reporting Technology (ecrt)     o Effort Certification Timelines     Business Affairs Newsletter  Accounting Services	Purchasing Home  Reports PO/Encumb Change Requests Vendor Payments TechBuy System o TechBuy System Information o TechBuy Job Aids
Staff Performance Management Website     Forms     Human Resources Operating Policies     HR PAF Tracking (Old System)     Pre-Employment Background Investigation     Reports	BUDGET ANNOUNCEMENTS Budget News	Accounting Services Home Click On "Contract Database"	Purchasing Manual     Purchasing Operations Policies     Approved Membership List Contracting Contract Database     Contracting A/R
<ul> <li>TEAM App</li> <li>TechJobs Hiring Managers Site</li> <li>Training and Staff Development</li> <li>Xtender</li> <li>Need Help</li> </ul>	l	Approval Tracking System (ATS)     Forms     Grant Accounting     Procedures     Accounting Services Operating     Policies	Contracting A/R Information     Contract Manual     Contract Operating Policies  Accounts Payable     Accounts Payable Home
HR ANNOUNCEMENTS • Questions concerning W-2 Forms? Visit Payroll Services FAQs		Contacts     Finance Reporting     Finance Reporting Home	Direct Pay Home  Reports Vendor Payments



## **Process Outline:**

#### **Enter New Contract:**

To start the new contract process, gather basic information about the proposed contract and click on "Enter New Contract" on the menu bar on the left side of the page.

TEXAS TEC HEALTH SC Finance & Admi	CH UNIVERSITY CIENCES CENTER inistration
CONTRACTS	
Home	HSC Home  Finance & Administration  Contracting
Enter New Contract Renew/Amend Contract	Contracting
Edit Unsubmitted Contract	
Search Contracts	How are we Doing?
Business Affairs	NEW "Enter New Plea Contract" ation that answers the question: When do I use the Purchasing System vs. the
ACCOUNTS RECEIVABLE	Con Purchasing Flowchart
Contract AR/Billing	The Contracting System provides instant access to related Laserfiche Documents directly from the Contracting Website (in Adobe PDF format):
Cash Receipts Site	From the "Search Contracts" link (left margin), find the contract(s) you wish to view. After getting a list of results, click on the Contract
SUPPORT	Number of the row you are interested in viewing and you will be taken to a page that will display the contract detail information (read-only). Any related laserfiche documents will be shown (the Laserfiche document name will be shown as a hyperlink) in the Laserfiche Documents
Links & Manual	box in the upper right corner of the contract detail page. Click on any of the Laserfiche links to retrieve that document file from the laserfiche repository.
Contracting Manual	The documents will be in PDF format, so you must have the latest version of Adobe Reader intalled on your machine. There is a link near the
Reports	bottom of this page where you can download Adobe Reader.
Help	Click on "Help" <sup>ple in the Contracting "Links &amp; Manual" page.</sup>
Contact Information	Adoba Get Reader
eRalder Sign In	Please send questions or feedback regarding this site to the Contracting Office

Enter and save the information requested on the Add/Edit Contract Information page:

- 1. Contract Number (Pending) will be assigned by the Contracting Office. The base contract number is six characters. A revision is a two character extension and amendment extensions begin with an "A" followed by the amendment revision
- 2. Auto Renew check the box if this contract has an automatic annual renewal
- 3. Contract Type you must select a contract type from drop down
  - a. Affiliation typically contracts with other healthcare providers to allow our students to do clinical rotations at their facility or students from other educational institutions to do clinical rotations at our facilities and no payment is involved
  - Expense contracts that TTUHSC pays other entities (vendors) for goods and / or services and are typically for professional services or consulting services
  - c. Fellowship contracts with individual physicians that typically provide support payments directly to the physician during fellowship training



- d. Other contracts that include HIPAA regulations, easements, right-of-ways or special privileges usually with governmental or utility entities
- e. Patient Billing System these contracts are typically with third party payors (insurance companies, health plans, etc.) in order to obtain reimbursement for services provided to patients by TTUHSC health care providers
- f. Revenue contracts where another party (agency) is paying TTUHSC for goods and / or services
- 4. Revenue Category you must select a category from drop down
  - a. Government Federal
  - b. Government Local
  - c. Government State
  - d. Non-Government
  - e. Other Investment Income
  - f. Pass Through Federal Clinical Trial
  - g. Pass Through Federal Fee for Service
  - h. TDCJ Capitation
- 5. Start Date / End Date provide the start and end dates of contract (If the contract does not have an end date, use 1 year from the contract start date.)
- 6. Amount (total) Total Amount of the Contract
- 7. TTUHSC Agency / Vendor If you are setting up an Affiliation, Fellowship, Other, Patient Billing System or Revenue Contract you will be searching for an Agency. If you are setting up an Expense Contract you will be searching for a Vendor. When you click on the binoculars the search option is enabled. You must use the search option to populate the field.
- 9. Legal &/or d/b/a name provide a legal name or doing business as name if applicable
- Other Party Related to a TTUHSC Employee? check "Yes" if a relation exists between the agency / vendor and a TTUHSC employee or "No" if no relationship exists
- 11. Other Party is a TTUHSC Employee? Check "Yes" if the agency / vendor is a TTUHSC employee or "No" if the agency / vendor is not a TTUHSC employee
- 12. Other Party Contact Name provide the name of the agency or vendor contact person
- 13. Other Party Phone provide the phone number of the agency or vendor contact person
- 14. Other Party Contact Title provide the business title of the other party
- 15. Other Party Email provide the email address of the other party if applicable
- 16. Other Party Mailing Address Line 1 provide the P.O. box or street address of the other party
- 17. Other Party Mailing Address Line 2 provide additional line of address of the other party if applicable
- 18. Other Party City, State, Zip provide the city, state and zip code of the other party
- 19. Department select the department from the drop down that holds the contract with the vendor or agency
- 20. Dept. Code will populate when you select the proper department
- 21. Contract Mgr. populates based on the department selected in the Department field



- 22. Contract Mgr. Phone provide the phone number of the Contract Mgr.
- 23. Also use Contract Mgr. for Dept. Contact check the box if the Contract Mgr. is also the Dept. Contact
- 24. Dept. Contact will populate when you select the proper department
- 25. Dept. Phone provide the phone number of the Dept. Contact
- 26. Description provide a brief description of the contract, limit to 30 characters
- 27. Comments provide a detailed description plus any additional information or instructions for the Contracting Office

When you have completed all fields of information, click on "**Save Changes**". You can also save at any point during the information set up process.

CONTRACTS	
Home	
Enter New Contract	HSC Home  Finance & Administration  Contracting
Renew/Amend Contract	Add/Edit Contract Information
Edit Unsubmitted Contract	
Search Contracts	Instructions: (Detailed Heip Document) * Enter and save data about a new contract - Fill out form, then click "Save" button. Mouse over fields for tool-lip heip. LaserFiche Documents
Business Affairs	* Auto-Renew (if applicable) - Click "Auto-Renew 1 Year" button (Note: Only comments will be editable.). * Update a saved contract record - Update information as needed, then click "Save" button.
	* Cancel/Withdraw a saved, unsubmitted contract record - Click the "Cancel/Withdraw" button.
ACCOUNTS RECEIVABLE	* Submit to Contracting - Click "Submit to Contracting" office.
Contract AR/Billing	Contract Number: (Pending) Auto Renew?
Cash Receipts Site	Contract Type:   Revenue Category:  Contract Type:  Revenue Category:  Contract Type:  Revenue Category:  Contract Type:  Revenue Category:  Revenue Category: Revenue Categ
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Links & Manual	
Contracting Manual	Agency/Vendor:
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Help	Other Party Related to a TTUHSC Employee? O Yes O No Other Party is a TTUHSC
Contact Information	Employee?         Yes         No           Other Party Contact         Other Party Phone:
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	Description:
	Comments:
	Last Modified by: on Click on "Save
	Save Changes Changes"
	Generate Routing Sheet Generate Contract Detail Report

**Note:** Any related laserfiche documents will be shown (the Laserfiche document name will be shown as a hyperlink) in the Laserfiche Documents box in the upper right corner of the contract detail page. Click on any of the Laserfiche links to retrieve that document file from the laserfiche repository.



#### **Edit Unsubmitted Contract:**

After you have saved a contract and before you submit to the Contracting Office, you can edit the contract by clicking on "Edit Unsubmitted Contract" from the menu bar on the left side of the page. The search will bring up all contracts not submitted to the Contracting Office by a department. Click on "New" or the "Contract" link under the Contract # field to bring up the contract you need to edit.

CONTRACTS										
Home Enter New Contract Renew/Amend Contract	HSC Home + Finance & Administration + Contracting + Contracts Not Submitted to Contracting									
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SUPPORT	(NEW)	Kansas University Medical Center (KUMC)	8/1	/2012	8/31/2012	test	\$1.00	20111	Accounting Services Lbk	Department Processing
Links & Manual	09118-	Permian Basin Clinical Services, Inc [whose sole m	10/	1/2008	9/30/2009	"First Addendum to Master Coordinating Agreement"	\$6,500,000.00	20111	Accounting Services Lbk	Department Processing
Contracting Manual	9349-	UMC, dba for Lubbock County Hospital District	5/1	/1989	4/30/2034	Lease for paved parking lots	\$0.00	20111	Accounting Services Lbk	Department Processing
Reports Help	9349-	UMC, dba for Lubbock County Hospital District	5/1	/1989	4/30/2034	Lease for paved parking lots	\$0.00	20111	Accounting Services Lbk	Department Processing
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***** TEST SYSTEM *****	9349-	Chick Of Contra				se for paved parking lots	\$0.00	20111	Accounting Services Lbk	Department Processing
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	9349-	UMC, dba for Lubbock County Hospital District	5/1	/1989	4/30/2034	Lease for paved parking lots	\$0.00	20111	Accounting Services Lbk	Department Processing
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	9349-N	UMC, dba for Lubbock County Hospital District	5/1	/1989	4/30/2034	Lease for paved parking lots	\$0.00	20111	Accounting Services Lbk	Department Processing
	94106-	Texas State Compt of Public Accounts - Claims	6/1	/1999	8/31/2011	"Bailment Contract" Form 74-190 authorizing TTUHSC	\$0.00	20111	Accounting Services Lbk	Department Processing
	98148-N	Texas Dept of Transportation	1/1	5/1998	8/31/2010	"Teleprocessing Network Users Service Contract for	\$500.00	20111	Accounting Services Lbk	Department Processing

When you have completed editing the information, click on **"Save Changes"**. You can cancel and withdraw the contract by clicking on **"Cancel/Withdraw"**. Click on **"Send to Contracting"**, to submit the contract to be processed by the Contracting Office.

Click on "**Generate Routing Sheet**" to generate the routing sheet. Print the routing sheet (on Light Blue paper), attach to the contract (do not use staples on contract documents), and route to the Contracting Office. The Contracting Office will follow its usual procedures for processing and routing. As the contract is routed for review and signatures, the Contracting Office will also complete the routing information online so that you can monitor its progress.



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#### **Renew / Amend Contract:**

To start the Renew / Amend contract process, gather basic information about the proposed contract renewal or amendment and click on "**Renew / Amend Contract**" on the menu bar on the left side of the page. Your department will default in the drop down menu based on your level 5 organization code. All current contracts for your department will be displayed.

You may also search for a contract by entering a contract number or by choosing one or more search criteria and clicking on "**Search**". When contracts populate based on the search, select the appropriate contract by clicking on the "**Contract**" link in the **Contract#** column.

**Note:** When searching, you may use the percent sign (%) as a wildcard representing one or more characters. For example, searching for '%managed%' in the Description field would return rows where the word managed was in the description. With the wildcard only at the end - 'managed%', would return rows where the description began with the word managed.



CONTRACTS															
Home	HSC Home ▶	Finance & Ad	Iministration	▶ Contracting	Þ										
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Search Contracts	Wildvards			k on		one or m	ore characters. For e	xample searchin	n for '%man	aged%' in the descri	tion would ret	turn rows whe	ere the word 'm	anaged' was	anywhere
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All fields will populate from the existing contract.

If this contract is to be automatically renewed and the contract is still in force and no changes to the terms are needed, click on the "Auto-Renew 1 Year" button at the bottom of the page.

For non Auto-Renew contracts or Auto-Renew contracts that require an amendment, click on the "**Create Amendment/Renewal**" button at the bottom of the page to start a new amendment record.



CONTRACTS				
Home	HSC Home > Finance & Administra	tion - Contraction -		
Enter New Contract				
Renew/Amend Contract	Add/Edit Contr	act Information (Renewal	l)	
Edit Unsubmitted Contract				
Search Contracts	<ul> <li>For "Auto-Renew" contracts - clin no changes to the terms are need</li> </ul>	k the "Auto-Renew 1 year" button (bottom of page) if the ca ed.		Fiche Documents
Business Affairs		r "Auto-Renew" contracts that require an amendment, click	the "Renew w/Changes" Cor	ntract: 09434-0
ACCOUNTS RECEIVABLE	<ul> <li>button (bottom of page) to start a</li> <li>For all other contracts, please e-r</li> </ul>	new amendement record. nail the Contracting Office to verify contract termination.		09434-0
Contract AR/Billing	Contract Number:	09434-0		✓ Auto Renew?
Cash Receipts Site	Contract Type:	Other 🗸	Revenue Category:	~ ~
SUPPORT	Start Date:	4/20/2009	End Date:	8/31/2010
	Amount (total): \$	.00		
Links & Manual	TTUHSC Agency/Vendor:	Lubbock Regional I	/IHMR Center	
Contracting Manual	Legal &/or d/b/a name			
Reports	(if diff):			
Help	Other Party Related to a TTUHSC Em	oloyee? 🔘 Yes 🖲 No	Other Party is a TTUHSC Employee? Yes No	
Contact Information	Other Party Contact Name:	Robert Ragland, MRA Proj	Other Party Phone:	80+6-790-6423
***** TEST SYSTEM *****	Other Party Contact Title:		Other Party Email:	
Sign Out	Other Party Mailing Address Line 1:		Other Party Mailing Address Line 2:	
	Other Party City, State, Zip	,		
	Department:	Garrison Institute on Aging	Dept Code:	10130
	Contract Mgr:	Janice Hicks	Contract Mgr Phone:	
		for Dept Contact		
	Dept. Contact:	Olivia Laurence	Dept. Phone:	
	Description:	"Memorandum of Understanding", RE: collaborative e		
	Comments:	"Memorandum of Understanding", RE: collaborative effor Disability Resource Center (ADRC) in Lubbock County	ts to develop and implement an Aging	and
				$\checkmark$
	Last Modified by:	CONVERT on 9/1/2009	Status: In Force	
	Click on "A		on "Create	
	Renew 1 Y	ear" 🖺 Amendm	ent/Renewa	l"
	2:0	:00 AM		
	Save Changes	uto-Renew 1 Year Create Amendment/Renewal		
	Generate Routing Sheet Generate	Contract Detail Report		

Change the information in any field that needs to be changed and verify that all prepopulated information is still valid. Click "**Save Changes**" to update / save the information you changed or "**Cancel/Withdraw**" if needed. The **Cancel/Withdraw** is only available for contracts that have not been In-Force.

When all fields are completed and saved, click on "**Generate Routing Sheet**" to generate the routing sheet. Print the routing sheet (on Light Blue paper), attach to the contract (do not use staples on contract documents), and route to the Contracting Office.



CONTRACTS					
Home	HSC Home ► Finance & Administrat	tion ► Contracting ►			
Enter New Contract					
Renew/Amend Contract	Add/Edit Contr	act information			
Edit Unsubmitted Contract	Instructions: (Detailed Help Docum	ent)			
Search Contracts	* Enter and save data about a new c	contract - Fill out form, then click "Save" button. Mouse over		iche Documents	
Business Affairs		"Auto-Renew 1 Year" button (Note: Only comments will b Jpdate information as needed, then click "Save" button.	e editable.).	Contract:	
ACCOUNTS RECEIVABLE	* Cancel/Withdraw a saved, unsubn * Submit to Contracting - Click "Sub	nitted contract record - Click the "Cancel/Withdraw" button mit to Contracting" office.			
Contract AR/Billing	Contract Number:	09434-		Auto Renew?	
Cash Receipts Site	Contract Type:	Other 🗸	Revenue Category:		~
SUPPORT	Start Date:	4/20/2009	End Date:	8/31/2010	
Links & Manual	Amount (total): \$	.00			
Contracting Manual	TTUHSC	Lubbock Regional	MHMR Center		
Reports	Agency/Vendor: Legal &/or d/b/a name				
Help	(if diff):				
Contact Information	Other Party Related to a TTUHSC Emp	oloyee? 🔾 Yes 🖲 No	Other Party is a TTUHSC Employee? ○Yes ● No		
***** TEST SYSTEM *****	Other Party Contact Name:	Robert Ragland, MRA Proj	Other Party Phone:	80+6-790-6423	
eRalder Sign Out	Other Party Contact Title:		Other Party Email:		
	Other Party Mailing Address Line 1:		Other Party Mailing Address Line 2:		
	Other Party City, State, Zip	,,			
	Department:	Garrison Institute on Aging	Dept Code:	10130	
	Contract Mgr:	Janice Hicks	Contract Mgr Phone:		
		Also use Contract Mgr			
		for Dept Contact			
	Dept. Contact:	Olivia Laurence	Dept. Phone:		
	Description:				
	Comments:	"Memorandum of Understanding", RE: collaborative e "Memorandum of Understanding", RE: collaborative effo	rts to develop and implement as Asias	and	
		ibi	ns to develop and implement an Aging		
C	lick on " <b>Save</b>				
	Changes"	"Cancel/With	draw"	$\sim$	
			ent		
			Processing		
	Save Changes	Send to Contracting Cance/Withdraw	Click on '	'Generate	
	Generate Routing Sheet	Contract Bolail Report			
			Routing	g Sheet"	

#### **Search Contracts:**

To search for contracts, click on "**Search Contracts**" in the menu bar on the left side of the page. Your department will default in the drop down menu based on your level 5 organization code. The Status will also default to **In Force.** 



CONTRACTS		
Home	HSC Home ▶ Finance & Administration ▶ Contracting ▶	
Enter New Contract	Search and View Contracts	
Renew/Amend Contract	Search and View Contracts	
Edit Unsubmitted Contract	Search Contrac Click on "Search "button to find current contracts that meet that criteria.	Click on the Contract# in the results to view detailed information about t
Search Contracts		
Business Affairs	Wildcards: You Contracts" or more characters. For example, searching for %manag in the description or work where the description began with the word 'manag	ed%' in the description would return rows where the word 'managed' jed'.
ACCOUNTS RECEIVABLE	Department: Finance Systems Mgmt Lbk(20119)	
Contract AR/Billing	Agency/Vendor Name:	
Cash Receipts Site	Full Legal Name(s) & d/b/a(s):	
SUPPORT	Description:	
Links & Manual	Contract Number:	
Contracting Manual		ent and
Reports	Start Date Greater Than:	
Help		aulis
Contact Information	Amount Greater Than:	
eRalder Sign Out	Status: In Force V (leave blank to search all revisions, regardless of status)	
<u>Sign Out</u>	Routing Location:	
	Contract Manager/Dept. Contact:	
	Search	

You can change the department by selecting a different department from the drop down menu. You can change the Status by selecting from the drop down menu or you can select blank to search all revisions, regardless of status. A drop down menu selection is also available for Contract Type, Routing Location and Contract Manager/Dept. Contact. All other search fields require you to enter data for a search criterion. You may use the percent sign (%) as a wildcard representing one or more characters. For example, searching for '%managed%' in the Description field would return rows where the word managed was in the description. With the wildcard only at the end - 'managed%', would return rows where the description began with the word managed.

Choose one or more search criteria, then click on "**Search**" to find contracts that meet that criteria.



CONTRACTS	
Home	HSC Home » Finance & Administration » Contracting »
Enter New Contract	Search and View Contracts
Renew/Amend Contract	
Edit Unsubmitted Contract	Search Contracts - Choose one or more search criteria, then click the "Search" button to find current contracts that meet that criteria. Click on the Contract# in the results to view detailed information about that specific
Search Contracts	contract.
Business Affairs	Wildcards: You may use the percent sign (%) as a wildcard representing one or more characters. For example, searching for %managed% in the description would return rows where the word 'managed' was anywhere in the description. 'managed%,' with the wildcard only on the end, would return rows where the description began with the word 'managed'.
ACCOUNTS RECEIVABLE	Department: Finance Systems Mgmt Lbk(20119)
Contract AR/Billing	Agency/Vendor Name:
Cash Receipts Site	Ful Legal Name(s) & db/a(s):
SUPPORT	Description:
Links & Manual	Contract Number:
Contracting Manual	Contract Type
Reports	Start Date Greater Than:
Help	End Date Less Than search all revisions
Contact Information	Amount Greater Than: Department Processing Contract Processing
eRalder	Status: In Force (leave blank to search all revisions, regardless of status) Terminated or Expired
eRalder Sign Out	Routing Location: Cancelled or Withdrawn
	Confract Manager/Dept. Contact:
	Click on "Search"
_	

For additional information, please contact the Contracting Office at <u>Contracting@ttuhsc.edu</u>.