



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: <https://www.fiscal.ttuhscc.edu/contracting>. 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.

The screenshot shows the TTUHSC WebRaider portal interface. At the top, there is a navigation bar with the Texas Tech University Health Sciences Center logo and the text "Texas Tech University Health Sciences Center WebRaider". To the right of the logo, there is a "Welcome Terry Dalton" message with the ID "R10450476" and a "My Personal Information" link. Further right are links for "E-mail", "Banner", "Banner Assistance", "Logout", and "Help". Below the navigation bar is a secondary menu with "Home", "Available Budget", "HSC Employee", "News", and "F&A Work Tools" (which is currently selected). The date "September 12, 2013" is displayed on the right side of this menu. The main content area is divided into four columns: "Human Resources", "Budget", "Finance", and "Purchasing/Payment Services". The "Purchasing/Payment Services" column contains a "Contracting" link, which is highlighted with a red box. A red arrow points from a text box that says "Click on 'Contract Database'" to the "Contract Database" link. Other links in the "Contracting" section include "Contract Database", "Contracting A/R", "Contracting A/R Information", "Reports", "Contract Manual", and "Contract Operating Policies".



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.

The screenshot displays the Texas Tech University Health Sciences Center Finance & Administration website. The left sidebar menu is visible, with 'Enter New Contract' and 'Help' highlighted by red boxes and arrows. The main content area shows the 'Contracting' page, which includes a 'How are we Doing?' button and a 'Click on Help' callout. The page content includes a welcome message, a 'Purchasing Flowchart' link, and information about the Contracting System providing instant access to related Laserfiche Documents. A 'Get Acrobat Reader' button is also visible.

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
 - b. 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



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- 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
10. 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



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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.

The screenshot shows the 'Add/Edit Contract Information' form. The form includes fields for Contract Number (Pending), Contract Type, Start Date, End Date, Amount (total), TTUHSC Agency/Vendor, Legal &/or d/b/a name, Other Party Related to a TTUHSC Employee?, Other Party is a TTUHSC Employee?, Other Party Contact Name, Title, Address, Department, Contract Mgr., Dept. Contact, Description, and Comments. A 'Save Changes' button is located at the bottom left. A 'Laserfiche Documents Contract' link is visible in the top right corner, and the text 'Laserfiche Documents' is displayed in the middle right area. Red boxes and arrows highlight these elements.

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.

| Contract# | Description | Amount | Dept | Dept Name | Status |
|-----------|--|----------------|-------|-------------------------|-----------------------|
| (NEW) | test test test | \$100.00 | 20111 | Accounting Services Lbk | Department Processing |
| (NEW) | Kansas University Medical Center (KUMC) | \$1.00 | 20111 | Accounting Services Lbk | Department Processing |
| 09118- | Permian Basin Clinical Services, Inc [whose sole m | \$6,500,000.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
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| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349- | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349-BOO | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349-N | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 9349-N | UMC, dba for Lubbock County Hospital District | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 94106- | Texas State Compt of Public Accounts - Claims | \$0.00 | 20111 | Accounting Services Lbk | Department Processing |
| 98148-N | Texas Dept of Transportation | \$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.



The screenshot shows the 'Add/Edit Contract Information' page. The form includes fields for Contract Number (96412), Contract Type (Expense), Start Date (9/1/2001), End Date (8/31/2010), Amount (36,000.00), and Agency/Vendor (Bechtol, Richard H, MD). It also has checkboxes for 'Auto Renew?' and 'Also use Contract Mgr for Dept. Contact'. At the bottom, there are buttons for 'Save Changes', 'Send to Contracting', 'Cancel/Withdraw', and 'Generate Routing Sheet'. Red callout boxes with arrows point to these buttons, with text boxes containing the instructions: 'Click on "Send to Contracting"', 'Click on "Save Changes"', 'Click on "Cancel/Withdraw"', and 'Click on "Generate Routing Sheet"'. A table at the bottom shows a contract status with columns 'Sent', 'Returned', and 'ed'.

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.



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Finance & Administration

CONTRACTS

HSC Home > Finance & Administration > Contracting >

Search and View Contracts

Home
 Enter New Contract
 Renew/Amend Contract
 Edit Unsubmitted Contract
 Search Contracts
 Business Affairs

ACCOUNTS RECEIVABLE
 Contract AR/Billing
 Cash Receipts Site

SUPPORT
 Links & Manual
 Contracting Manual
 Reports
 Help
 Contact Information

Ready to Sign Out

Search Contract: Search

With words in the description:

Department:

Agency:

Full Legal Name(s) & d/b/a(s):

Description:

Contract Number:

Contract Type:

Start Date Greater Than:

End Date Less Than:

Amount Greater Than:

Status: (leave blank to search all revisions, regardless of status)

Routing Location:

Contract Manager/Dept. Contact:

4 rows found using the above search criteria.

| Contract# | Start | End | Auto-Renew? | Description | Dept Name | Agency/Vendor Name | Legal/DBA Name | Status | Renew/Amend | Routing Location | Routing Date | Amount | Contract Mgr | Dept. Contact |
|-----------|-----------|------------|-------------|---|-----------------------------|---|---|----------|-------------|------------------|--------------|-------------|-----------------------|-----------------------|
| 08071-1 | 9/1/2012 | 2/1/2015 | No | "Clinical Laboratory Services Agreement" RE: Garrison Brain Bank anatomic | Garrison Institute on Aging | Texas Childrens Hospital | Texas Children's Hospital, Anatomic Pathology | In Force | | Executed | 2/20/2013 | \$15,000.00 | Ruben M Gonzales | Ruben M Gonzales |
| 12208-0 | 11/1/2011 | 10/31/2013 | No | Training and Competency Evaluation program | Garrison Institute on Aging | Carillon Senior Lifecare, Inc, dba Carillon House | | In Force | | Executed | 11/17/2011 | \$0.00 | Georgia Diane Botello | Georgia Diane Botello |
| 12209-0 | 11/1/2011 | 10/31/2013 | Yes | "...Affiliation Agreement", Certified Nurse Aide (CNA) Training and Competency Evaluation program | Garrison Institute on Aging | Sears Plains Retirement Corporation | Sears Plains Retirement Corporation, dba Mildred and Shirley Garrison Geriatric Education and Care Center | In Force | | Executed | 11/17/2011 | \$0.00 | Georgia Diane Botello | Georgia Diane Botello |

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.



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CONTRACTS

Home | Enter New Contract | Renew/Amend Contract | Edit Unsubmitted Contract | Search Contracts | Business Affairs

ACCOUNTS RECEIVABLE

Contract AR/Billing | Cash Receipts Site

SUPPORT

Links & Manual | Contracting Manual | Reports | Help | Contact Information

***** TEST SYSTEM *****

Sign Out

HSC Home > Finance & Administration > Contracting >

Add/Edit Contract Information (Renewal)

- For "Auto-Renew" contracts - click the "Auto-Renew 1 year" button (bottom of page) if the contract is still in force and no changes to the terms are needed.
- For non "Auto-Renew contracts or "Auto-Renew" contracts that require an amendment, click the "Renew w/Changes" button (bottom of page) to start a new amendment record.
- For all other contracts, please e-mail the [Contracting Office](#) to verify contract termination.

LaserFiche Documents
Contract: 09434-0
09434-0

Contract Number: 09434-0 Auto Renew?

Contract Type: Other Revenue Category: [v]
Start Date: 4/20/2009 End Date: 8/31/2010
Amount (total): \$.00

TTUHSC Agency/Vendor: Lubbock Regional MHMR Center
Legal s/or d/b/a name: [v]
(if diff): [v]

Other Party Related to a TTUHSC Employee? Yes No
Other Party is a TTUHSC Employee? Yes No

Other Party Name: Robert Ragland, MRA Pro Other Party Phone: 80-6-790-6423
Other Party Title: [v] Other Party Email: [v]
Other Party Mailing Address Line 1: [v] Other Party Mailing Address Line 2: [v]
Other Party City, State, Zip: [v] [v] [v]

Department: Garrison Institute on Aging Dept Code: 10130
Contract Mgr: Janice Hicks Contract Mgr Phone: [v]
 Also use Contract Mgr for Dept Contact

Dept. Contact: Olivia Laurence Dept. Phone: [v]

Description: "Memorandum of Understanding", RE: collaborative e
Comments: "Memorandum of Understanding", RE: collaborative efforts to develop and implement an Aging and Disability Resource Center (ADRC) in Lubbock County

Last Modified by: CONVERT on 9/1/2009 Status: In Force

Click on "Auto-Renew 1 Year" Click on "Create Amendment/Renewal"

2:00:00 AM

Save Changes Auto-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 pre-populated 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.



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The screenshot shows the 'Add/Edit Contract Information' page. The left sidebar contains navigation links such as 'Home', 'Enter New Contract', 'Renew/Amend Contract', 'Edit Unsubmitted Contract', 'Search Contracts', 'Business Affairs', 'ACCOUNTS RECEIVABLE', 'SUPPORT', and 'Sign Out'. The main content area includes instructions, a 'LaserFiche Documents' box, and a form with fields for Contract Number (09434), Contract Type (Other), Start Date (4/20/2009), End Date (8/31/2010), Amount (0.00), Agency/Vendor (Lubbock Regional MHMR Center), and other party details. At the bottom, there are buttons for 'Save Changes', 'Send to Contracting', 'Cancel/Withdraw', and 'Generate Routing Sheet'. Red boxes and arrows highlight these buttons, with text labels: 'Click on "Save Changes"', 'Click on "Cancel/Withdraw"', and 'Click on "Generate Routing Sheet"'. A 'Processing' status is visible near the bottom buttons.

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**.



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.



The screenshot shows a web application interface for searching contracts. On the left is a navigation menu with categories: CONTRACTS, ACCOUNTS RECEIVABLE, and SUPPORT. The main content area is titled "Search and View Contracts" and includes a breadcrumb trail: "HSC Home > Finance & Administration > Contracting >". Below the title is a search instruction: "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 contract." A "Wildcards" note explains the use of the percent sign (%) as a wildcard. The search form contains several fields: Department (dropdown menu with "Finance Systems Mgmt Lbk(20119)"), Agency/Vendor Name, Full Legal Name(s) & d/b/a(s), Description, Contract Number, Contract Type (dropdown menu), Start Date Greater Than, End Date Less Than, Amount Greater Than, Status (dropdown menu with options: Department Processing, Contract Processing, In Force, Terminated or Expired, Cancelled or Withdrawn), Routing Location, and Contract Manager/Dept. Contact. A "Search" button is located at the bottom left of the form. Two red callout boxes with arrows point to the "Status" dropdown menu and the "Search" button. The first callout box contains the text "Leave blank to search all revisions" and points to the "In Force" option in the status dropdown. The second callout box contains the text "Click on 'Search'" and points to the "Search" button.

For additional information, please contact the Contracting Office at Contracting@ttuhsc.edu.