



TTUHSC Online Contract Accounts Receivable

The Contracts Accounts Receivable system is a component of the Contracting Website which contains the systems noted below:

- Contract Database
- Contract Accounts Receivable
- Cash Receipts (Link)

All three systems are interfaced and reporting reflects activity in all three systems.

All revenue contracts must first be entered in the Contract Database system and then the revenue for revenue contracts must be recorded in the Contract Accounts Receivable system.

After a **revenue** contract has been entered in the Contract Database, you must enter the accounts receivable and record the revenue in the Contract AR system. The contract accounts receivable / revenue entry is required for all revenue contracts. The Contract Accounts Receivable system provides aging and reporting to help you with contract revenue management.

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

This document and an online video tutorial are available by clicking on “**Help**” in the menu bar on the left side of the page.

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Contracting

Welcome to the TTUHSC Contracting web site.

NEWS ITEMS:

1/03/2010

Please review the following information that answers the question: When do I use the Purchasing System vs. the Contracting System? [Contracting vs. Purchasing Flowchart](#)

1/03/2010 Update - Laserfiche documents now available!

The Contracting System now provides instant access to related Laserfiche Documents directly from the Contracting Website (in Adobe PDF format):

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 Number. After clicking on the Contract Number, you will be taken to a page that will display the contract detail information (read-only). Any red box in the contract detail page. Click on any of the Laserfiche links to retrieve that document file from the laserfiche repository.

The documents will be in PDF format, so you must have the latest version of Adobe Reader installed on your machine. There is a link near the bottom of this page where you can download Adobe Reader.

A link to the full Laserfiche WebLink client is still available in the Contracting "Links & Manual" page.

Get Acrobat Reader

Please send questions or feedback regarding this site to the [Contracting Office](#)



Process Outline:

Enter Accounts Receivable and Record Revenue:

Click on **“Contract AR/Billing”** in the menu bar on the left. You will be asked to sign in using your eRaider name and password.

Your default department will populate in the Department field and all contracts held by this department will populate below. If you wish to enter accounts receivable and revenue for a different department you can select the department from the drop down department list. After selecting the department, click **“Show”** and all contracts for the selected department will populate.

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Select Contract for AR

Click **“Contract AR/Billing”**

the list of open contracts. You will be able to enter a receivable item and generate a physical invoice (optional). The related Banner revenue a
t find the contract you are looking for? Keep in mind that only current (in-force) revenue contracts will be listed on this page. You may
fy the Contract Type is "Revenue" and that its status is "In-Force". If you need changes to the status or type on a contract or if you are still ha

the Contracting Office

Cell Biology Biochemistry Lbk (51150) | **Show**

Click **“Show”**

AR	Contract#	Start	End	Agency/Vendor	Description	Contract Amount	Amount Billed	C	Re
Select	00172-0	1/1/1998	8/31/2010	UMC, dba for Ector County	Provide electron microscopy technical services	5,000.00	0.00		
Select	92059-0	3/1/1998	8/31/2011	UMC, dba for Ector County	Provide Electron Microscopy services	1,000.00	0.00		
Select	92060-0	3/1/1998	8/31/2011	Covenant Health System	Provide electron microscopy services	12,500.00	12,500.00		
Select	9261-0	3/1/1989	8/31/2010	Midland Memorial Hospital, dba for Midland County	provide electron microscopy services to Laboratory	3,500.00	3,000.00		
Select	93142-0	9/1/1998	8/31/2010	UMC, dba for Lubbock County Hospital District	electron microscopy services	30,000.00	11,500.00		
Total:						\$52,000.00	\$27,000.00		

Click **“Select”**

eRaider

To view contract details, click on the contract number in the **“Contract #”** column.

Select the revenue contract to enter accounts receivable and record revenue by clicking on **“Select”** in the **“AR”** column to the left of the desired contract.



To create a new accounts receivable item, click on **“Create New AR”**.

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Accounts Receivable Items

Contract: 9261 provide electron microscopy services to Laboratory

* Create a New AR item - Click the **Create New AR** button
* View a previously uploaded AR item to see its revenue allocation and other details.

Create New AR

AR Items uploaded for this contract

Detail	FY	AR#	Upload Date	Bill/Trans Date	Description	Amount Billed	Cash Received	Uncollected	Entered By
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1. Enter the accounts receivable description in the **“Description”** field. This field is limited to 30 characters.
2. Enter the accounts receivable amount in the **“Total this Bill”** field.
3. Enter the accounts receivable date in the **“Billing Date”** field.
4. Enter the **“Fund”**, **“Organization”** and **“Program”** codes in their respective fields. The **“Revenue Account”** code will default based on the type of contract that was entered in the Contract Database system.
5. When all fields are complete, click **“Add”**.

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Contract Accounts Receivable Detail

Contract: 9261 Fiscal Year: AR Item: (New)

Description: Total this Bill:

Billing Date: (transaction date in Banner)

Rev Acct: A/R Acct:

[Back to list of receivables](#)

Revenue Distribution:

Fund:	Org:	Program:	Amount:	Add
<input type="text" value="231012"/>	<input type="text" value="511515"/>	<input type="text" value="40"/>	<input type="text" value="3000.00"/>	

Fund	Organization	Program	Amount	Recd	Bal
No items found					

Verify that the information you entered is correct. If you need to make a change, click **“Edit”** and you will be able to make any necessary changes. To remove the account receivable that you created, click **“Delete”**. When you have determined the information is correct, click **“Save & Upload this AR”**.



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Contract Accounts Receivable Detail

Contract: 9261 Fiscal Year: AR Item: (New)

Description: Total this Bill:

Billing Date: (transaction date in Banner)

Rev Acct: A/R Acct:

[Back to list of receivables](#)

Revenue Distribution:

Fund: Org: Program: Amount:

		Fund	Organization	Program	Amount	Recd	Bal
Edit	Delete	231012	511515	40	3,000.00	0.00	3,000.00
		Totals:			\$3,000.00	\$0.00	\$3,000.00

Click "Save & Upload this AR"

From this screen you can **"View"** the AR that you created.

After you save and upload the Accounts Receivable that you created, the transaction will upload to Banner and you will see the revenue reflected in your Cognos reports the next day. The contract number will be in the document reference field in your reports.

To view the Accounts Receivable detail click **"View"** in the **"Detail"** column.

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Accounts Receivable Items

Contract: 9261 provide electron microscopy services to Laboratory

* Create a New AR item - Click the "Create New AR" button below.
 * View a previously uploaded AR item - Click the "View" link in the "Detail" column for the appropriate AR item to see its revenue allocation and other details.

AR Items uploaded for this contract:

Detail	FY	AR#	Upload Date	Bill/Trans Date	Description	Amount Billed	Cash Received	Uncollected	Entered By
View	2009	001	10/15/2009	12/1/2009	Create AR for Contract	3,000.00	0.00	3,000.00	
View	2012	002	9/23/2011	9/23/2011	Create AR for Contract	3,000.00	0.00	3,000.00	Terry Dalton

Click "View"



The “**Contract Accounts Receivable Detail**” page will show the “**Amount**” recorded, the “**Balance**” of the Accounts Receivable for this contract, and the “**Cash Receipts to date**”.

If you have a deposit you need to record for this AR, you can access the Cash Receipts Site by clicking on “**Create Cash Receipt for this item**”. See the Help Document in the Cash Receipts Site for information about the Cash Receipts System. You can generate and print a physical invoice by clicking on “**Create Invoice**”.

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Contract Accounts Receivable Detail

Contract: 9261 Fiscal Year: 2012 AR Item: 002

Description: Total this Bill:

Billing Date: (transaction date in Banner)

Rev Acct: A/R Acct:

Create Cash Receipt for this item (start new Cash Receipts deposit)

Create Invoice

Back to list of receivables

Revenue Distribution:

Fund	Organization	Program	Amount	Recd	Bal
231012	511515	40	3,000.00	0.00	3,000.00
Totals:			\$3,000.00	\$0.00	\$3,000.00

Cash Receipts to date:

ID*	Entered By	Date	Amount
No Items found			

*Clicking on a cash receipt ID navigates away from the Contracting website and to the Cash Receipts website.

Using the Contract AR Search Features:

To view the Accounts Receivable for any contract, click “**Contract AR/Billing**” from the menu bar on the left side of the page. Contracts for your department will default into the viewing area or you may use the “**Search**” feature to search for the contract. Click “**Select**” beside the contract that you wish to view.

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Select Contract for AR

Contract AR/Billing transactions using the Search feature. You will be able to enter a receivable item and generate a physical invoice (optional). The related Banner revenue account you are looking for? Keep in mind that only current (in-force) revenue contracts will be listed on this page. You may also filter by "Revenue" and that its status is "In-Force". If you need changes to the status or type on a contract or if you are still h

Business Affairs Lbk (20110)

AR	Contract#	Start	End	Agency/Vendor	Description	Contract Amount	Amount Billed	Re
Select	05379-0	8/30/2005	9/30/2011	US Army Center for Health Care Contracting	"Educational Service Agreement" No. W81K04-05-H-00	0.00	20,496.00	
Select	06125-0	12/2/2005	8/31/2014	US Dept of the Army - Center for Health Care Contr	"Educational Service Agreement" W81K04-05-H-0264,	99,999.00	62,308.00	
Select	98983-1A	11/1/2003	10/31/2011	University of Texas Medical Branch	"Educational Experience Program AFFILIATION AGREEM	0.00	0.00	



All of the “**Accounts Receivable Items**” for this contract will display. Since the Contract AR system interfaces with the Cash Receipt system, any receipts recorded for this contract will also be displayed in the “**Cash Received**” column. If you wish to see the details of a receivable item, click “**View**” in the “**Detail**” column.

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Accounts Receivable Items

Contract: 06125 "Educational Service Agreement" W81K04-05-H-0264,

* Create a New AR item - Click the "Create New AR" button below.
* View a previously uploaded AR item - Click the "View" link in the "Detail" column for the appropriate AR item to see its revenue allocation and other details.

AR Items uploaded for this contract:

Detail	FY	AR#	Upload Date	Bill/Trans Date	Description	Amount Billed	Cash Received	Uncollected	Entered By
View	2010	001	9/2/2009	12/1/2009	Sept Billing	625.00	254.00	371.00	
View	2010	002	9/2/2009	12/1/2009	Test	100.00	100.00	0.00	
View	2010	003	10/12/2009	12/1/2009	TEST	0.00	0.00	0.00	
View	2010	004	10/12/2009	12/1/2009	asdf	13.00	0.00	13.00	

The “**Contract Accounts Receivable Detail**” page will display. The Detail page shows the “**Revenue Distribution**” and the “**Cash Receipts to date**”. To see the details of a Cash Receipt, click on the red “**ID #**” in the “**ID #**” column.

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Contract Accounts Receivable Detail

Contract: 06125 Fiscal Year: 2010 AR Item: 002

Description: Total this Bill:

Billing Date: (transaction date in Banner)

Rev Acct: A/R Acct:

[Create Cash Receipt for this item](#) (start new Cash Receipts deposit)
[Create Invoice](#)
[Back to list of receivables](#)

Revenue Distribution:

Fund	Organization	Program	Amount	Recd	Bal
131038	512526	10	100.00	100.00	0.00
Totals:			\$100.00	\$100.00	\$0.00

Cash Receipts to date:

ID*	Entered By	Date	Amount
1000001	Cindi Bradshaw	10/6/2009	50.00
1000004	Cindi Bradshaw	9/8/2009	50.00
Totals:			\$100.00

*Clicking on a cash receipt ID navigates away from the Contracting website and to the Cash Receipts website.



Reports:

To access available reports in the Contract AR/Billing system, click on **“Reports”** in the menu bar on the left side of the page.

The screenshot shows the TTUHSC Contracting website interface. On the left is a navigation menu with sections: CONTRACTS, ACCOUNTS RECEIVABLE, and SUPPORT. The 'Reports' link under the SUPPORT section is highlighted with a red box. A red arrow points from this box to a text box that says 'Click “Reports”'. The main content area shows the 'Contracting' page with a news item dated 1/03/2010 titled 'Please review the following information that answers the question: When do I use the Purchasing System vs. the Contracting System? Contracting vs. Purchasing Flowchart'. Below this is another news item dated 1/03/2010 titled '1/03/2010 Update - Laserfiche documents now available!'. The text explains that the contracting system provides instant access to Laserfiche documents and provides instructions on how to view them, including a note that they are in PDF format and require Adobe Reader. An Adobe Acrobat Reader logo is visible at the bottom of the main content area.

Click **“Search & View Contract Detail”**.

The screenshot shows the TTUHSC Contracting website interface. On the left is the same navigation menu as in the previous screenshot. The 'Search & View Contract Detail' link under the CONTRACTS section is highlighted with a red box. A red arrow points from this box to a text box that says 'Click “Search & View Contract Detail”'. The main content area shows the 'Reporting' page with a list of reports: 'Search & View Contract Detail (Search using multiple criteria combinations)', 'Aging (time in location) report by Campus, Division, or Dept. (coming soon)', 'AR/Cash Receipts balance report by Campus, Division, or Dept. (coming soon)', and 'Other (coming soon)'.



Choose or complete one or more criteria then click **“Search”**. You may use the percent sign (%) as a wildcard in the search criteria.

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Search and View Contracts

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 contract.

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' in the description. 'managed%', with the wildcard only on the end, would return rows where the description began with the word 'managed'.

Department: Cell Biology Biochemistry Lbk(51150)

Agency/Vendor Name:

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

Routing Location:

Contract Manager/Dept. Contact:

Search

Click **“Search”**

To select a contract to view, click on the red contract number in the **“Contract #”** field.

Search and View Contracts

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 contract.

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' in the description. 'managed%', with the wildcard only on the end, would return rows where the description began with the word 'managed'.

Department: Cell Biology Biochemistry Lbk(51150)

Agency/Vendor Name: %covenant%

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

Routing Location:

Contract Manager/Dept. Contact:

Search

1 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	Cont Mgr
92060-0	3/1/1989	8/31/2011	Yes	Provide electron microscopy services	Cell Biology Biochemistry Lbk	Covenant Health System		In Force		Auto-Renewed	9/22/2011	\$12,500.00	Ann Tromp

Click on contract # to view



The “**Add/Edit Contract Information (Renewal)**” page will display. To complete this page, refer to the instructions at the top of the page that direct you to select the corresponding buttons at the bottom of the page.

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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.

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ePalder Sign Out

Contract Number: 92060-0 Auto Renew?

Contract Type: Revenue Category: Non-Government (Non-Taxable)

Start Date: 3/1/1989 End Date: 3/31/2011

Amount (total): \$ 12,500.00

TTUHSC Agency/Vendor: Covenant Health System

Legal &/or d/b/a name (if diff):

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

Other Party Contact Name: Caroline Byrd Other Party Phone:

Other Party Contact Title: Other Party Email:

Other Party Mailing Address: Other Party Street:

LaserFiche Documents
Contract: 92060-0
2239756/18/013:56 PM

Refer to these instructions

Select the appropriate button at the bottom of the page and the page will auto-refresh with the update. Click on the “**Generate Contract Detail Report**” link and a printable version of the contract information will display.

Dept. Contact: Ann Trompeter Dept. Phone:

Description: Provide electron microscopy services

Comments: Provide electron microscopy services

Last Modified by: CONVERT on 9/22/2011 Status: In Force

	Routing	Updated By	Updated
Edit Delete Executed	3/1/11	CONVERT	9/3/2009
Edit Delete Auto-Renewed	9/22/2011 12:00:00 AM 9/22/2011 12:00:00 AM	R10450476	9/22/2011

Save Changes

Generate Routing Sheet [Generate Contract Detail Report](#)

Select the appropriate button

Click "Generate Contract Detail Report"



Contracting Office
 Texas Tech University Health Sciences Center
 3601 4th Street, STOP 6217
 Lubbock, TX 79430-6217
 806-743-1888 ext 234 and ext 237

Contract Number: 92060-0

Contract Detail Report

Last Modified on 8/28/2009 9:01:24AM - by CONVERT

Type: Revenue Category: Non-Government
 Status: In Force Board Date:
 Start-End Dates: 03/01/1989-08/31/2010 Last Negotiated:

Description: Provide electron microscopy services
 Comments: Provide electron microscopy services

Auto Renewal?: Yes
 Amount: \$12,500.00 Pmt Frequency: N/A

Agency/Vendor: Covenant Health System ()
 Known As (DBA):
 Other Party Contact: Caroline Byrd

Mailing Address:

TTUHSC Department: Cell Biology Biochemistry Lbk (51150)

Contract Manager: Ann Trompler
 Basic Science Admin Ann.Trompler@ttuhsc.edu

Dept Contact Person: Ann Trompler
 Basic Science Admin Ann.Trompler@ttuhsc.edu

Routing History:

<u>Destination</u>	<u>Date Out</u>	<u>Date Returned</u>	<u>Comments</u>
Executed	3/9/1989 12:00:00AM		

Status History:

<u>Status Description</u>	<u>Status Changed Date</u>	<u>Changed By (TechID)</u>

If you have questions about the Contract AR system, please contact Accounting Services at (806)743-7826 or Finance Systems Management at fsm@ttuhsc.edu.