

User Guide

for the

University of Florida
College of Medicine's

Contracts Database

- I. Purpose.**
- II. How it's organized.**
- III. How to use the web client.**
 - a. Logging in.**
 - b. User forms.**
 - i. Main Menu.**
 - ii. Invoicing Scheduled Payments.**
 - iii. Invoicing Unscheduled Payments.**
 - iv. Receiving Scheduled Payments and FCPA Deposit Slip.**
 - v. Receiving Unscheduled Payments.**
 - vi. User Profile.**
 - c. User Reports.**

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Thanks to Tim Barnash, application developer.

College of Medicine's - Contracts Database

I. Purpose.

In the past the College of Medicine had no centralized way to track and monitor the billing and receivables of our contract revenue. The ARReport Excel spreadsheets were created to attempt to track our contract revenue, but they were cumbersome and tracked each department and each contract separately. They did not give us any college-wide reports to monitor our contract revenue.

This database has two main goals:

1. Track our contract revenue. Each contract is input into the database, along with its projected payment schedule. From this payment schedule we are able to create budget projections and extracts for the Hyperion Planning budgeting system. With your help we will also be able to verify that we're receiving the revenue we expect from each contract. This will help us know if our contract revenue is causing any budget shortfalls.
2. Track miscellaneous revenue by faculty. We also will be able to track the revenue each faculty member brings in through both his/her contract support and non-contract miscellaneous revenue. This will allow us to credit each faculty member with the revenue his/her efforts bring to the college. This information will be combined with other data to report individual faculty productivity.

II. How it's organized.

As each contract is entered into the database, it is broken down in parts by its contract length, the division(s) and the faculty member(s) receiving credit for the revenue.

For example a contract which includes payments for clinical work of two faculty, medical directorship efforts of one faculty, and secretarial support, would have four parts. An entry would be created under this contract for each part to credit each faculty for his/her revenue generating effort, and also to credit the department for the administrative support. In addition, if this contract renewed annually, a new set of these parts would be created for each year the contract was renewed.

Payment records are then created (budgeted) under each of these parts. As we bill and collect for the activity in the contract, we simply fill in the dates and amounts billed and received.

III. How to use the Web Client.

a. Logging in.

The web client is located at: <https://webapps.health.ufl.edu/contracts>

(I recommend bookmarking this in your favorites.)

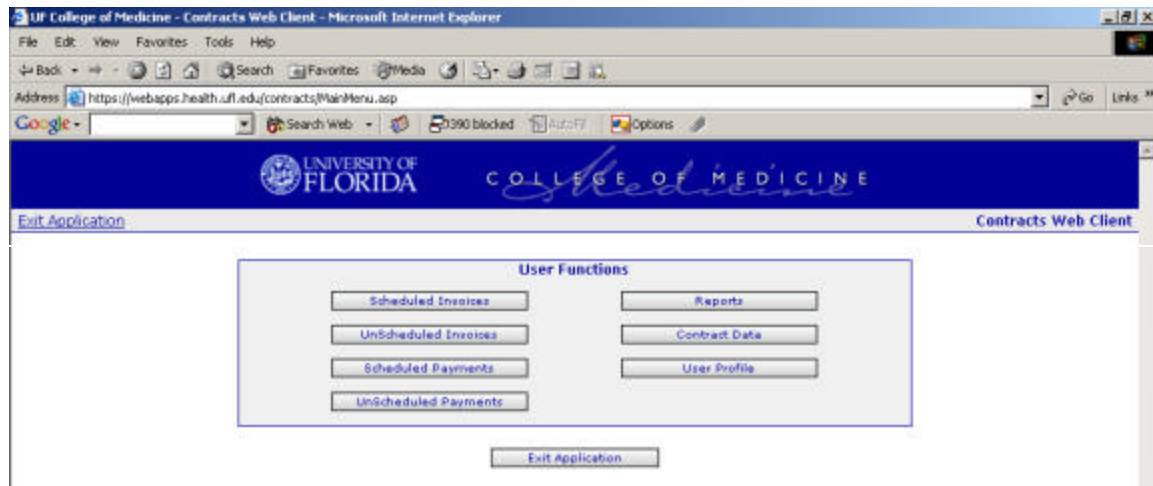


Authorized users will log in using their **Gatorlink username and password.**

b. User Forms.

You navigate around the application by using the navigation buttons found in the Main Menu, and at the bottom of each input screen.

i. Main Menu.



The Main Menu gives you access to the seven main user modules: Entering/printing invoices, Creating unscheduled invoice entries, Entering payment received information, Creating un-invoiced payment entries, Viewing online reports, Viewing contract and revision details, and updating your user information.

ii. Invoicing Scheduled Payments.

Use the “Scheduled Invoices” form when invoicing on a contract which has had budgeted payments generated. (We’ll cover non-budgeted payments later.)

- a. Select a contract either by using the dropdown list or the “Help” button. The “Help” button allows you to search by contract name, our Contracts and Affiliations number, or Shands contract number.
- b. Select the month you are invoicing. Hint: this is usually the month the work is done. If we are paid in advance, the scheduled invoice date is usually the 1st of the month. If we bill for work done, the scheduled invoice date is usually the last day of the month.
- c. Click “Show Billing Info”.

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar shows "https://webapps.health.ufl.edu/contracts/EnterBillingInformation.asp". The page header includes the University of Florida logo and "COLLEGE OF MEDICINE". The main content area is titled "Scheduled Invoices" and contains a form with the following fields:

- Contract: "David's Test Contract" (dropdown menu)
- Period: "February" (dropdown menu), "2003" (dropdown menu)
- Buttons: "Show Billing Info", "Help"
- Instructions: "Select a contract and a period from above and click Show Billing Info to pull up the payments for that period. To change a payment that has already been entered click on the Actual Bill Date or Actual Bill Amt you want to change."
- Details:
 - Division: "2701001 - MD DEAN Financial Svcs - Operations"
 - Dept of Serv: "Staff Support"
 - Employee: "JACOBS, DAVID E"
- Table:

Sch Bill Date	Sch Bill Amt	Actual Bill Date	Actual Bill Amt	Print
2/1/2003	\$3,709.67	2/5/2003	\$3,367.87	<input checked="" type="checkbox"/>
- Buttons: "Main Menu", "Save Information"

Enter the actual invoicing date, actual amount invoiced. Make sure each line to be included on the invoice has the [Print] box checked. Click “Save Information”. (Note: if you make an error, you can re-open that billing period, click on the Bill Date or Bill Amount field you need to change and re-save.)

The system will then create a due date based on the terms of the contract.

The next screen will give you the option to print an invoice for this entry.

The screenshot shows a web browser window titled "Untitled Document - Microsoft Internet Explorer". The address bar shows "https://webapps.health.ufl.edu/contracts/SaveBillingInformation.asp". The page header includes the University of Florida logo and "COLLEGE OF MEDICINE". The main content area is titled "Scheduled Invoices | Main Menu" and contains the message "The invoice details have been saved." Below the message are three buttons: "Scheduled Invoices", "Main Menu", and "Print Invoice".

UF College of Medicine - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://webapps.health.ufl.edu/contracts/invoice_edit.asp

Google Search Web

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE

Contracts Web Client

Invoice Details

Bill From:
 -- Your department's billing address/phone here --
 -- Email Dave Jacobs (dajacobi@ufl.edu) with your department's main billing info and we'll update this space --
 Gainesville, FL 32610

Invoice #: 10014 **Terms:** Net 30 days
Invoice Date: 11/15/2003 **Invoice Period:** November 2003

Bill To:
 phande @ UF
 Attn: Test Contract Office
 PO Box 100000
 Gainesville, FL 32610

Contract: **Total Due:**
 Dave's Test Contract \$3,567.09

Comments:

[Main Menu](#) [Print Invoice](#)

The [Print Invoice] button will bring up a .pdf invoice with the above information. Attach backup documentation, if necessary and send it to your vendor.

Invoice

-- Your department's billing address/phone here --
 Gainesville, FL 32610

Invoice #: 10014 **Terms:** Net 30 days
Invoice Date: 11/15/2003 **Invoice Period:** November 2003

Bill To:
 phande @ UF
 Attn: Test Contract Office
 PO Box 100000
 Gainesville, FL 32610

Contract: **Total Due:**
 Dave's Test Contract \$3,567.09

Comments:
 Billing for the Test Contract Admin Support payment for Nov. 1-30, 2003

iii. Invoicing Un-Scheduled Payments.

An Un-Scheduled payment is one that has not been built into the budget.

There are three situations where you might create an Un-Scheduled Payment:

- a. Adding unscheduled payments to a contract. Unscheduled payments would include “reconciliation payments” or any other extra payments outside the normal schedule.
- b. Adjusting the budgeted split of a contract. If the Payment Information form does not have entries for the correct DeptID, type of service, and faculty, you can create the needed entries here. This requires adding a new revision. (A revision is a combination of DeptID, type of service, and faculty name.) For example: a payment that was to be budgeted in a contract to Dr. ‘A’ now needs to be credited to Dr. ‘B.’
- c. Miscellaneous non-contact payments. Miscellaneous non-contact payments would include payments for depositions, honorariums and miscellaneous consultations. You will find a contract called “Miscellaneous Non-contract Payments” specifically for this purpose.

(Note: If the contract does not exist in the database, i.e. a new signed contract, or one that was missed in the budget process, please contact me. I’ll get it added to the system.)

From the Main Menu, choose [Unscheduled Invoices]. Choose the contract you need to add a payment to from the dropdown. (If this is not affiliated with a contract, choose the “Miscellaneous Non-contract Payments” contract.)

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar shows "https://webapps.health.ufl.edu/contracts/ui_choose_revision.asp". The page has a blue header with the University of Florida and College of Medicine logos. Below the header, there is a "Main Menu" link and a "Contracts Web Client" title. The main content area is titled "Unscheduled Invoices" and contains a dropdown menu for "Contract:" with the value "cDraves Melt Enpl contract example" and a "Help" button. Below this is a section titled "Revisions" with instructions: "Choose a revision to add a new invoice to by clicking on the revision name below. If the revision is not listed click the add a new revision link below." There is a link "Add a new Revision". Below this is a table with four columns: "Revisions", "Dates", "Desc of Services", and "Employees".

Revisions	Dates	Desc of Services	Employees
29910001 - MR DEBIT Financial Svcs - Specialists	7/1/2003 - 6/30/2004	Staff Support	ANDERS, BEVERLY B
29910001 - MR DEBIT Financial Svcs - Specialists	7/1/2003 - 6/30/2004	Staff Support	JACOBS, DAVID E
29910001 - MR DEBIT Financial Svcs - Specialists	7/1/2003 - 6/30/2004	Staff Support	PECK, KATHERINE L
29910001 - MR DEBIT Financial Svcs - Specialists	7/1/2003 - 6/30/2004	Staff Support	THARP, WILLIAM H

At the bottom of the page, there is a "Main Menu" button.

Select the revision you want to add a payment to. If you do not see the correct revision combination (DeptID/Desc of Services/Faculty), select “Add a new Revision”

Here, I've selected an existing revision:

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar shows the URL: https://webapps.health.ufl.edu/contracts/ui_newinvoice.asp?cd=390&id=1209. The page header includes the University of Florida logo and "COLLEGE OF MEDICINE". The main content area is titled "Unscheduled Invoices" and displays the following information:

- Contract: zDaves Mult Empl contract example
- Division: 29010501 - MD DEAN Financial Svcs - Operations
- Dates: 7/1/2003 - 6/30/2004
- Employee: THARP, WILLIAM W

Below this information is the "Invoice Details" section with the following fields:

- Bill Date:
- Bill Due In (from contract): 10 days
- Bill Due Date:
- Bill Amount:

At the bottom of the form are "Cancel" and "Save Invoice" buttons.

Fill in the "Bill Amount" and "Save Invoice". If the "Bill Due In" field is not filled in, you may edit the "Bill Due Date", also. You'll then have the option to print the invoice from there.

Here, we're adding a new revision:

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar shows the URL: https://webapps.health.ufl.edu/contracts/ui_newrevision.asp?cd=330. The page header includes the University of Florida logo and "COLLEGE OF MEDICINE". The main content area is titled "New Revision" and displays the following information:

- Contract: zDaves Mult Empl contract example

Below this information is the "Revision Details" section with the following fields:

- Start Date:
- End Date:
- Division: [Help](#)
- Employee: [Help](#)
- Description of Services:
- Contract Amount:

At the bottom of the form are "Cancel" and "Save Revision" buttons.

Fill in Start and End dates of the revision to match the rest of the contract. Choose the correct DeptID and Employee using the "Help" buttons. Choose the correct "Description of Services" from the dropdown. Enter the total amount for the entire contract period, if known. "Save Revision" and you'll have the option to print an invoice for this one item on the next screen.

If you want to include this new item on an invoice with other from the same contract, you may now pull this contract up under “Scheduled Invoices.” The new item can now be included the Scheduled parts of the invoice.

Note: Once the invoicing information is in the system, you will receive the payment as a Scheduled Payment.

iv. Receiving Scheduled Payments and FCPA Deposit Slip.

A Scheduled Payment is any payment that is already in the database. This includes payments created in the budget process, and payments which were created under “Unscheduled Invoices”. For scheduled payments (again, we’ll cover non-budgeted ones in a moment), once you receive a payment, you’ll go to the “Scheduled Payments” form, select the contract and billing period the payment is for.

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar shows "https://webapps.health.ufl.edu/contracts/EnterPaymentInformation.asp". The page header includes the University of Florida logo and "College of Medicine". The main content area is titled "Payment Information" and contains the following fields and tables:

Contracts: zOxas Mult Empl contract example **Periods:** July 2003 **Show Payment Info**

Select a contract and a period from above and click Show Payment Info to pull up the payments for that period.
To change a payment that has already been entered click on the Obj Code, Pay Rec On, or Pay Amt you want to change.

Sch Bill Amt	Act Bill Amt	Due Date	Obj Code	Pay Rec On	Pay Amt	Slip
\$166.67	\$166.67	7/14/2003	891096 - Misc. Income (Admin)	7/20/2003	166.67	<input checked="" type="checkbox"/>
Division: 29010501 - MD DEAN Financial Svcs - Operations Desc of Serv: Staff Support Employee: THARP, WILLIAM W						
\$125.00	\$125.00	7/14/2003	891096 - Misc. Income (Admin)	7/20/2003	125.00	<input checked="" type="checkbox"/>
Division: 29010501 - MD DEAN Financial Svcs - Operations Desc of Serv: Staff Support Employee: ANDERS, BEVERLY B						
\$125.00	\$125.00	7/14/2003	891096 - Misc. Income (Admin)	7/20/2003	125.00	<input checked="" type="checkbox"/>
Division: 29010501 - MD DEAN Financial Svcs - Operations Desc of Serv: Staff Support Employee: PEDICK, KATHERINE L						
\$10.00	\$10.00	7/14/2003	891096 - Misc. Income (Admin)	7/20/2003	10.00	<input checked="" type="checkbox"/>
Division: 29010501 - MD DEAN Financial Svcs - Operations Desc of Serv: Staff Support Employee: JACOBS, DAVID B						

FCPA Acct #: 100124 **Invoice Date:** 7/10/03
Dates of Service: July 2003
Description: Grants reimbursement

Main Menu **Save Information**

Select the proper FCPA Object Code from the dropdown, enter the check received date and the payment amount. If the payment is broken down among different faculty, break it down on this screen as well.

(Note: if the breakdown on this screen does not match the way you need to break down the payment, STOP. Go to “Unscheduled Payments” (see section v.), then come back.)

Once you have the payment broken down the way you want, check the “Slip” checkbox next to each payment. Enter the FCPA account number to deposit to, Dates of Service, and Description. And “Save Information”.

On the next screen, click “Print Deposit Slip”, and you will get ready-made FCPA deposit slip, with all the information we need to properly credit this contract and it’s employees.

Florida Clerical Professional Association, Inc.
Deposit Slip

Payment: \$250.00
FCPA Account: 10010 Department Name: SCHOOL OF LAW Amount: \$250.00

Rejection and processing will be accepted through the FCPA

Professional Fees and Miscellaneous Income

Object Code	Amount	Faculty	Faculty UFID	LFN
10000 - Misc. Income (Other)	250.00	Faculty 1000000000	1000000000	1000000000
10000 - Misc. Income (Other)	0.00	Faculty 1000000000	1000000000	1000000000
10000 - Misc. Income (Other)	0.00	Faculty 1000000000	1000000000	1000000000
10000 - Misc. Income (Other)	0.00	Faculty 1000000000	1000000000	1000000000
10000 - Misc. Income (Other)	0.00	Faculty 1000000000	1000000000	1000000000
Total	\$250.00			

Contract Information

Contract Name: Office Management Services
Contract Number: 1000000000 Billing Month/Year: 100000
Office of Service: 1000000000
Description of Service: Office Management Services

All payments should be made deposited between 8:00 a.m. and 4:00 p.m. to the County Office:
Financial Services, General Accounting Section, Room 4000, 1000 Building
For questions, please call Billie Lynn Carter at 305-761-1111

Name of Person Responsible for Deposit: _____ Phone Number: _____ Email: _____

Cool, huh? If you get one check that makes payments on more than one contract, you will need to print more than one deposit slip for the single check.

(Note: if the deposit slip does not come up, you may need to change the following settings in Internet Explorer: Tools>Internet Options>Temporary Internet Files>Settings...> change setting to check for new versions on stored pages... on every visit to the page.)

v. Receiving Unscheduled Payments.

You will only use the Unscheduled Payments form for payments that are truly unscheduled... Not entered in the budget or through an Unscheduled invoice. (Note: Handle payments created as Unscheduled Invoices through the Scheduled payment screen.)

To create an Unscheduled Payment, go to the “Unscheduled Payment” form, and select a contract. The existing revisions will be displayed, along with a link to add a new revision. (Again, a revision is a combination of DeptID, type of service, and faculty name.)

UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer

Address: https://webapps.health.ufl.edu/contracts/up_chooserevision.asp

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Main Menu Contracts Web Client

Unscheduled Payments

Contract: 20aves Mult Empl contract example [Help]

Revisions

Choose a revision to add a new payment to by clicking on the revision name below. If the revision is not listed click the add a new revision link below.

[Add a new Revision](#)

Division	Dates	Desc of Services	Employee
29010501 - MD DEAN Financial Svcs - Operations	7/1/2003 - 6/30/2004	Staff Support	ANDERS, BEVERLY B
29010501 - MD DEAN Financial Svcs - Operations	7/1/2003 - 6/30/2004	Staff Support	JACOBS, DAVID E
29010501 - MD DEAN Financial Svcs - Operations	7/1/2003 - 6/30/2004	Staff Support	PECK, KATHERINE L
29010501 - MD DEAN Financial Svcs - Operations	7/1/2003 - 6/30/2004	Staff Support	THARP, WILLIAM H

Main Menu

To add a payment to an existing revision combination, select the correct revision.

UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer

Address: https://webapps.health.ufl.edu/contracts/up_newpayment.asp?contract=200end=1210

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE

Cancel | Save Payment Contracts Web Client

Unscheduled Payments

Contract: 20aves Mult Empl contract example

Division: 29010501 - MD DEAN Financial Svcs - Operations

Dates: 7/1/2003 - 6/30/2004

Employee: ANDERS, BEVERLY B

Payment Details

Actual Bill Date: 11/15/2003

Payment Date: 11/22/2003

Payment Amount: 5294.56

Object Code: 291000 - Misc. Income (Clinical)

FCPA Acct #: 200124

Invoice Date: 11/16/2004

Contract Payee: Shands @ UF

Dates of Service: Nov 14, 2003

Description: Radiology consult

Cancel Save Payment

Fill in the “Actual Bill Date” if applicable, Payment date, Amount, Object code, FCPA account number for the deposit, Dates of Service, and Description of the payment, and click “Save Payment”.

You'll then have the option to print a deposit slip of that one payment, add another payment to that Revision, or go to another Revision or Contract. If you want to include this payment on the same deposit slip with others on the same contract, you can now go to the "Schedule Payments" form and include it there.

To add a new revision combination, click "Add a new Revision".

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar displays "https://webapps.health.ufl.edu/contracts/imp_newrevision.asp?dd=314". The page features the University of Florida and College of Medicine logos. Below the navigation bar, there are links for "Cancel" and "Save Revision". The main content area is titled "New Revision" and "Revision Details". It contains the following fields:

- Start Date: 7/1/2003
- End Date: 6/30/2004
- Division: 29010501 - MD DEAN Financial Svcs - Operations (with a "Help" button)
- Employee: DEW, JANA M (with a "Help" button)
- Description of Services: Consulting (dropdown menu)
- Contract Amount: \$500

At the bottom of the form, there are "Cancel" and "Save Revision" buttons.

Enter the start and end dates of the contract period in mm/dd/yyyy format.

Select the Division and Employee using the "Help" buttons. (For non-faculty use "No Employee.")

Select the Description of Services from the dropdown.

Enter the total expected to be collected for the entire contract period. (If unknown, enter \$0.)

Click "Save Revision."

This takes you to the new payment screen. (Same as above)

Just as above, you may now print a deposit slip for that one line, add another payment to the same revision combination, choose a different revision, or choose a different contract to add a manual payment to. Go back to the "Scheduled Payments" form to include this line in with others on the same contract.

vi. User Profile.

The screenshot shows a web browser window titled "UF College of Medicine - Contracts Web Client - Microsoft Internet Explorer". The address bar displays "https://webapps.health.ufl.edu/contracts/UserProfile.asp". The page features a blue header with the University of Florida logo and the text "COLLEGE OF MEDICINE". Below the header, there is a "Main Menu" link on the left and "Contracts Web Client" on the right. The main content area is titled "User Profile" and contains a form with the following fields:

First Name:	David	Last Name:	Jacobs
Title:	Sr Accountant		
Email:	djacobs@dean.med.ufl.edu	Username:	djacobs
Phone:	263-6017		

At the bottom of the form, there are two buttons: "Main Menu" and "Save Information".

Please update your user profile to include your contact information. This will assist me in contacting you with any questions, so we can keep the data in the database as accurate as possible.

c. User Reports

Demo.