Getting to the contracts database:

The contracts database is located on the Med. School website at
https://www.medschool.lsuhsc.edu/fiscal_affairs/contracts/

There is also a link to the database located on the Fiscal Affairs website.

Upon reaching the contracts database, you will be asked for login credentials:

Enter your network username and password. Make sure you type "LSUMC-MASTER\" before your username.

Querying Contracts:

- Enter one or more criterion for your query in the form and click "Submit."
- In the text fields, entering a partial string will return all results containing the partial string. For example, entering "2004" in the contract ID field will return all contracts containing "2004" within the contract ID.
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- In the "Start Date" and "End Date" fields, enter a date of the format mm/dd/yyyy, or leave blank. The query will return all contracts with a start date AFTER the date specified and all contracts with an end date BEFORE the date specified.
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- If only one contract meets the criterion specified, the details of that contract will be shown after clicking "Submit." If more than one contract meets that criterion, a list of the matching contracts will be displayed.

The Contract Listing

LSU Health Sciences Center
NEW ORLEANS

School of Medicine
Contracts' Management

Query Contracts

	Contract ID	Department	Other Agency	Type	Start Date	End Date	PS #	Legacy #	DP/PO/Req#	Status
View	04-91-029	Cancer Center	Tenet – Memorial Medical Center	Non-federal Subcontract	5/1/2004	1/31/2007	1497400-113-10001-25200-149740140A	449-92-6151		
View	04-91-026	Cancer Center	Tenet – Memorial Medical Center	Non-federal Subcontract	5/1/2004	12/31/2006	1497400-113-10001-35200-149740141A	449-92-6152		
View	05-91-010	Cancer Center	Mercy Baptist Radiology Group	Non-federal Subcontract	5/1/2004	12/31/2006	1497400-113-10001-35200-149740141A	449-91-6152		
View	03-91-016	Cancer Center	Tenet – Memorial Medical Center	Federal Subcontract	6/1/2003	5/31/2004	1497400-113-10001-202001-149740006D	449-91-5172		
View	03-91-029	Cancer Center	Hematology/Oncology Specialists, LLC	Federal Subcontract	6/1/2003	5/31/2004				
View	04-91-025	Cancer Center	Tenet/Memorial Medical Center	Non-federal Subcontract	5/1/2004	12/31/2006	1497400-113-10001-35200-149740133A	449-91-6199		

- The results of the query are displayed in a table. To sort by a field, click on the field header on top. To view the details of a contract, click "View" on the left of the contract you wish to view.

Viewing Contract Details:

- The details of the contract are displayed in the first table. To edit the contract details (administrative access required), click on the "Edit" button on the top right. To access the financial worksheet (administrative access required), click on the "Financial Worksheet" button.

- To add a new transaction, select the sender and receiver from the drop down menus, enter the date of the transaction and the name of the person initiating the transaction in the "By" field. If the contract is fully executed, select the checkbox indicating a fully executed transaction. Add any notes or comments in the notes field and click either "Submit" button on the page.

- To edit existing transactions (Administrative access required), click the "Edit" button on top of the transaction listing.

Adding / Editing Contracts:

- To add a contract, click "New Contract" from the first screen of the database. To edit a contract, select "Edit" from the detailed contract view of that contract.

- The only required fields are the start and end date for the contract. These must be entered in mm/dd/yyyy format. All other fields may be left blank. Amount fields must contain a numeric value. Text such as "n/a" in these fields will produce an error.

Confirmation Screen:

- After submitting a new contract or changes to a contract, a confirmation screen is displayed. This screen displays all information that is about to be submitted and checks for correct formatting of dates. Review the information carefully and PRESS SUBMIT. The changes will not be applied unless Submit is clicked.

- It is important to make sure the information is correct as you will not be able to make changes once the information is submitted.

The Financial Worksheet:

- Enter the information in the fields provided. Enter only numeric values in the amount fields, any text will produce an error. Enter percentages in the tax and overhead fields. As the percentages are entered, the totals will be calculated in dollars in the far right column. "% of total" is the percentage of the Amount field used in the main contract table. This is for non-split contracts.

- Access to the financial worksheet is limited to administrators.