

# Ntracts Training

Purpose, how to navigate and gain access to  
Ntracts

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# Mission & Vision

## **Mission Statement**

The Contracts Administration Department (CAD) supports the mission of UAMS by providing internal and external customers with operational excellence and exceptional customer service ensuring efficient, accurate, and timely processing of revenue contracts, invoicing, and financial reporting.

## **Vision Statement**

The Contracts Administration Department (CAD) will achieve excellence in providing professional and proactive support services to create superior value through innovation, best practices, and collaboration that facilitates the highest level of compliance with regard to regulations, policies, and guidelines, while safeguarding the University.

# Purpose of Ntracts

- UAMS uses Ntracts to process Revenue-generating contracts and affiliation (no cost) agreements.
- The contracts are reviewed by the Contracts Administration Department (CAD) for language, terms and supporting documentation
- Based on the department/service line, the contract is routed to UAMS General Counsel and the department approvers.
- After departmental approvals, CAD will secure all required UAMS signatures and the agreements can be sent to the customer to e-sign (preferred method) or the agreements are returned to the department for customer signatures.

Step  
1

- Department works with customer on necessary Revenue Contract
- Department makes sure to follow all UAMS Rules and Regulations for Revenue Contracts

Step  
2

- Contract Initiator completes the data on the “New Contract Workflow” screen and uploads the Revenue contract (Word documents are preferred) with all supporting documentation

Step  
3

- Contracts Administration Department (CAD) receives from the workflow, the Revenue contract to process

Step  
4

- CAD workflows the Revenue contracts and all documentation to Legal, Institutional and HIPAA Compliance, and Risk Management, as needed, for reviews, edits, and approvals

Step  
5

- Contracts with redlines or change (if needed) will be sent back to the department to review with the customer for acceptance

Step  
6

- Once all accepted edits have been made, CAD workflows the Legal/Compliance approved Revenue contract to the department Administrators and Chairs (or designee) for review, approval, and signature (if required)

Step  
7

- Once department approvals are received, CAD will workflow the Revenue Contracts to UAMS Senior Leadership and UA Systems Office (if required) for review, approval, and signatures

Step  
8

- CAD workflows the UAMS Executed Revenue contract to the customer for e-signature (preferred method) or send back to the department to obtain the customer's signature

Step  
9

- Fully Executed Revenue contracts are automatically (e-signed) or manually (wet signatures) uploaded to Ntracts. If manually signed by the customer, the department will return a Fully Executed to CAD to complete the Ntracts Workflow.

Step  
10

- Contracts are housed in Ntracts for reporting, compliance, tracking, and audit purposes

# CAD Website

<http://finance.uams.edu/home/contracts-administration/>

- Staff Directory/Contacts
- Policies and Procedures
- Forms (Contract Checklist, Contract Revenue Analysis, SAP New Customer Set-Up, IDC Exemption, Ntracts User Request, Credit Memo/Cancellations, Foreign Contract Certification)
- Ntract User Guides
- FAQs

# UAMS Defined Workflows

- Single Sign On
  - UAMS uses Single Sign On to log into Ntracts
  - A username and password is not required
  - Ntracts will identify you by your email address once you've logged into your computer
  - If you have questions or concerns related to access or logging in, please contact [ContractsAdministrationDepartment@uams.edu](mailto:ContractsAdministrationDepartment@uams.edu).

# UAMS Defined Workflows

- Contract reviews and IDC audits
  - Each Contract Initiator and Department Administrator noted in a Contract Record will receive an email 90 days or greater prior to the contract termination date.
  - CAD will expect a response from the department to indicate if the contract should be renewed or closed within 30 days of expiration. If a response is not received, the record will be closed in Ntracts and invoicing will stop.
  - When the emails are received, that's the ideal time to review the terms and fees to determine if amendments and/or re-negotiations are required.
  - If the contract is revenue generating, UAMS' proposed IDC (Indirect Cost) rate is 25%. If the IDC is less than 20%, contact CAD to review BEFORE contacting the customer for renewal.
  - The CAD Contract Analyst assigned to the department is available to assist in budget and rate planning. Please contact [ContractsAdministrationDepartment@uams.edu](mailto:ContractsAdministrationDepartment@uams.edu) if you have questions about your CAD Contract Analyst.



# UAMS Defined Workflows

- New record vs Record Maintenance workflows
  - New record workflow should be used for a new contract (first time providing services to a customer)
  - Record Maintenance workflow should be used for renewals and amendments to an existing contract.
    - Users should search for the contract record in the Contract App Search bar, then select the Gear Icon next to the record to start the record maintenance workflow

# Example of starting Record Maintenance Workflow

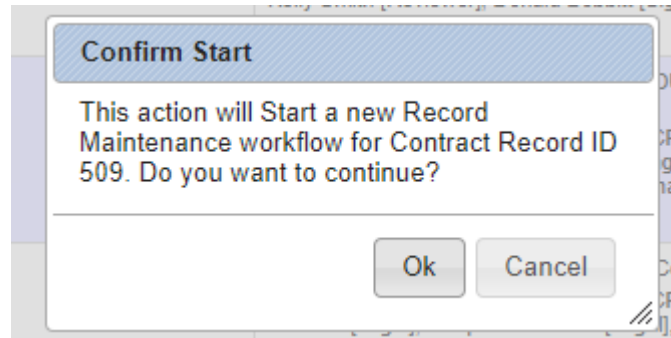
The screenshot illustrates the NTRACTS interface with four numbered steps:

- 1**: The **Apps** menu in the top navigation bar is highlighted with a red box.
- 2**: The **Quick Search** section is shown. The search criteria is set to "Search fields where value" with a dropdown menu set to "Contains" and a text input field containing "509". The "Search Using Quick Search" radio button is selected.
- 3**: The **Search Results** table is displayed. A red box highlights the gear icon in the action column for the first record, "eSignature".
- 4**: A dropdown menu is open for the "eSignature" record, showing options: "eSign Workflow", "New", and "Record Maintenance". The "Record Maintenance" option is highlighted with a red box.

The table below shows the search results:

	Contract ID	Contract Name
		eSignature A05 FY21 with DHS
		New
		Record Maintenance

After click “Ok” record will be in the user’s Nbox to complete the survey.



# Ntracts Workflow Survey

Document Summary		
Document Name	Document Type	Date Added

Record Details	
Contract Name *	Department Name_Customer Name_Title
Contract Description	Brief description of the services and purpose of contract
Internal Legal Entity *	University of Arkansas for Medical Sciences (UAMS)
Department *	
Contract Record Status *	In-Process
Category *	Revenue
Sub-category	
Do you need to auto-generate an agreement template? *	<input type="radio"/> Yes <input checked="" type="radio"/> No Select "No"; UAMS does not use this feature

Contract Details

Commencement Date

Start Date 

Termination Date

End Date 

Termination Notification Days

Renew/Non Renew Notice days (+) 1 day


Automatically Renew

No – UAMS does not accept evergreen contracts 

Renew/Non-Renew Notice Days

Based on terms listed in the contract

Renew Comment

Relevant comments related to the renewal terms listed in the contract 

HIPAA BAA Required?

Yes  No Based on terms, conditions, and services of the contract

No Cause Termination

Yes  No Select “No”; UAMS does not use this feature

Total Contract Value

\$

## Primary Party Information – customer’s name

\*\*If the customer is not set up in Ntracts, please select “Customer in Progress” and submit a “New Customer Request Form”\*\*

Primary Party Information

[Add Primary Party](#)

Primary Parties

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Primary Party \* ✕

Customer name Customer

[+ Add Another](#)

Affiliated Parties

[Add Affiliated Party](#)

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Affiliated Party ✕

Clear selection



Clear selection

[+ Add Another Affiliated Party](#)

# Adding Documents to the Workflow

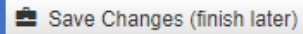
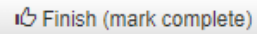
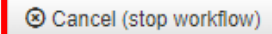
Document names should be the same as the contract name with DRAFT and type (Original, Amendment, Renewal).

Examples: **2222\_A01\_CON\_DHS\_Draft**, **1234\_R02\_COP\_ADH\_Draft**, **COPH\_ACH\_Draft**

Documents			
File Name	Document Type *	Show on Summary	Size
<div style="text-align: center;">  Drop files to attach, or <a href="#">browse</a>.</div>			

## Comments

Please add comments related to the workflow and/or reason for uploading documents  
Also add Customer email address for e-signatures

A button with a floppy disk icon and the text "Save Changes (finish later)".A button with a checkmark icon and the text "Finish (mark complete)".A button with a power icon and the text "Cancel (stop workflow)".

**Save Changes (finish later)** – use this option when not ready to route to CAD, could be waiting on supporting documents or additional information.

**Finish (mark complete)** – After survey is completed and ready to route to CAD

**Cancel (stop workflow)** – workflow was started in error; select reason for canceling and add a comment



# Comments in Ntracts

- Professional
- Complete thoughts
- Include customer emails for executing contracts/agreements
- Note when contract is due back to the customer.
  - If comment includes “RUSH”, an explanation is required. CAD will determine if the contract/agreement qualifies to be rushed.