RASR CONTRACT TIP SHEET

Welcome to RASR

Available Forms

- Consultants
  - Independent Contractor Request
- Deposits
  - Deposit
- Employee Reimbursements/Invoice Payments
  - Employee/Vendor Reimbursements/Invoice Payments
- External Contracts
  - OPSCA - Expert Witness Contract Request Form (CRF)
- FP Clinical Contracts - External Contracts
  - UNC FP Clinical Contracts
  - UNC FP Clinical Contracts - Invoice Filing
- Global Business Unit
  - Global Business Unit Request to purchase
  - Global Business Unit/UNC Chapel Hill Reconciliation
- Other Financial Request
  - Backup Documentation (ie Student Stoves, parking, etc)
  - Budget Transfer
  - Journal Entry
  - PAAT ONLY - Benefit or Negative Amount Adjustment
  - PAAT ONLY - Wages Funding/Salary Retractive Change
  - Salary Distribution Change/Funding Swap ONLY
- P-Card
  - Submit a P-Card Purchase Receipt

Navigate to RASR
Click link for clinical contracts
8. If a hospital contract, Counterparty is “2858-UNC Hospitals”

9. Name of person who the contract invoices are sent to.
   - If a hospital contract, Contact is “UNCH Contract Accountant”

10. Name of finance/operations contact who was involved in negotiations of contract if a hospital contract, usually VP on hospital side

11. Address of hospital contract. Address is “221 Paramount Pkwy Ste 230 Morrisville, NC 27560”

12. If a hospital contract, email is contract@UNCH.edu

13. Ensure “Contract compensation total” is the total amount for the fiscal year. DO NOT INCLUDE COMMAS IN THIS FIELD. Example: If there is a 9 month contract for $100K, Add start date of 10/1 and contract compensation total is $100K. If contract continues next year, start date would be 7/1 and contract compensation total is $133K. Click “add new chartfield line” to add multiple lines to chartfield information.
Contract routing:

*These roles were initially defined by a large department so there may be some overlap in roles in smaller departments*

Submitter -> Department Approver -> Contracts Processor -> Department Contracts Approver -> FP Finance Approver

Submitter: Not a defined role in RASR, but the individual who is actually submitting the initial contract. The contract committee would prefer this to be an Analyst/Finance role in the Department

Department Approver: A division Admin or other Administrative person in the Department/Division who is knowledgeable of the negotiations of the contract. May be the ACA

Contracts Processor: Central finance person in the Department who is knowledgeable of the invoicing/payment mechanisms of the contract. May be the same as the submitter.

Proposed: Route to OPSCA at this step to begin the AdobeSign process.

Department Contracts Approver: More senior central finance role. Likely the ACA

FP Finance Approver: Someone in central FP (most likely Suzanne)

Next Steps:

- Please send the name of the individual in each role by department to Suzanne (Suzanne_scott@med.unc.edu)

- All fully executed contracts or those where work is being done via signed Coversheet need to be loaded into RASR by the end of July. We will use RASR for July accruals so the accuracy of our financials is dependent upon the accuracy of the data loaded into RASR.