

## Introduction

The Total Contract Management (TCM) system is being optimized to support Baylor’s current business processes. This Quick Reference Guide (QRG) provides an overview of the new Work Groups that will be visible in the Total Contract Management System once the optimization changes have been implemented.

## What are Work Groups and How Are They Used?

Work Groups are used in TCM to identify entities. The contract request process is managed by the initial selection of the proper Work Group. As part of the TCM optimization, Work Group names will be restructured to align with the entity name in Ignite’s chart of accounts, making it easier to reference and enter contract requests.

## When Will the Changes Take Place?

These changes will occur over the holiday break and will be effective January 2, 2025.

## Work Group Updates

1. The new list of Work Groups is displayed in the image below.
2. Existing contracts will be transferred to the new (or proper) Work Group.
3. When entering new requests or searching for contracts, users will need to select the Work Group associated with either:
  - The entity paying for the services
  - The entity receiving the funds
  - For internships, the entity managing the agreement

