OnCore System Work Instruction Document

Invoicing

Prepared For: Enterprise Implementation
Revision Number: 6
Revision Date: April 29, 2013

The URL for OnCore is https://oncore.ynhh.org

For more information about OnCore please visit the project website at http://oncore.yale.edu

An interface has been created between OnCore and BMS (the university AR system). Invoices for industry sponsors should be created in OnCore and then will automatically be entered in BMS each night via the interface. In order for the interface to work the following fields need to be completed in OnCore: PTAEO number (PC console> Management> Internal Account No.), Finance contact and PI (PC console> Staff), phone number for the Finance Contact and PI (contact OnCore admin if missing), and Sponsor (PC console> Sponsor).

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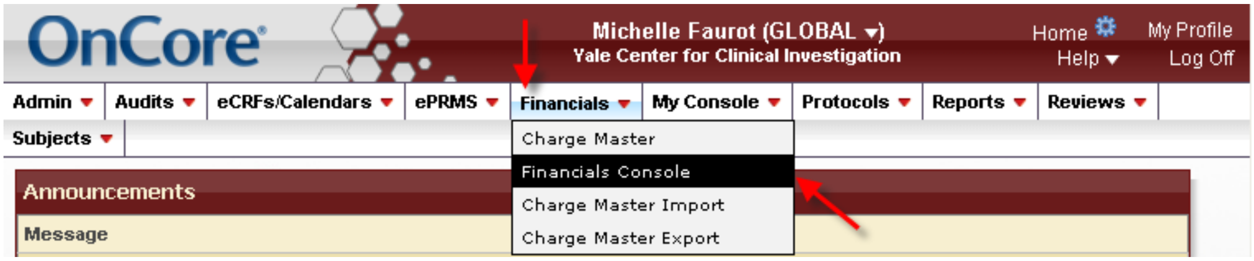
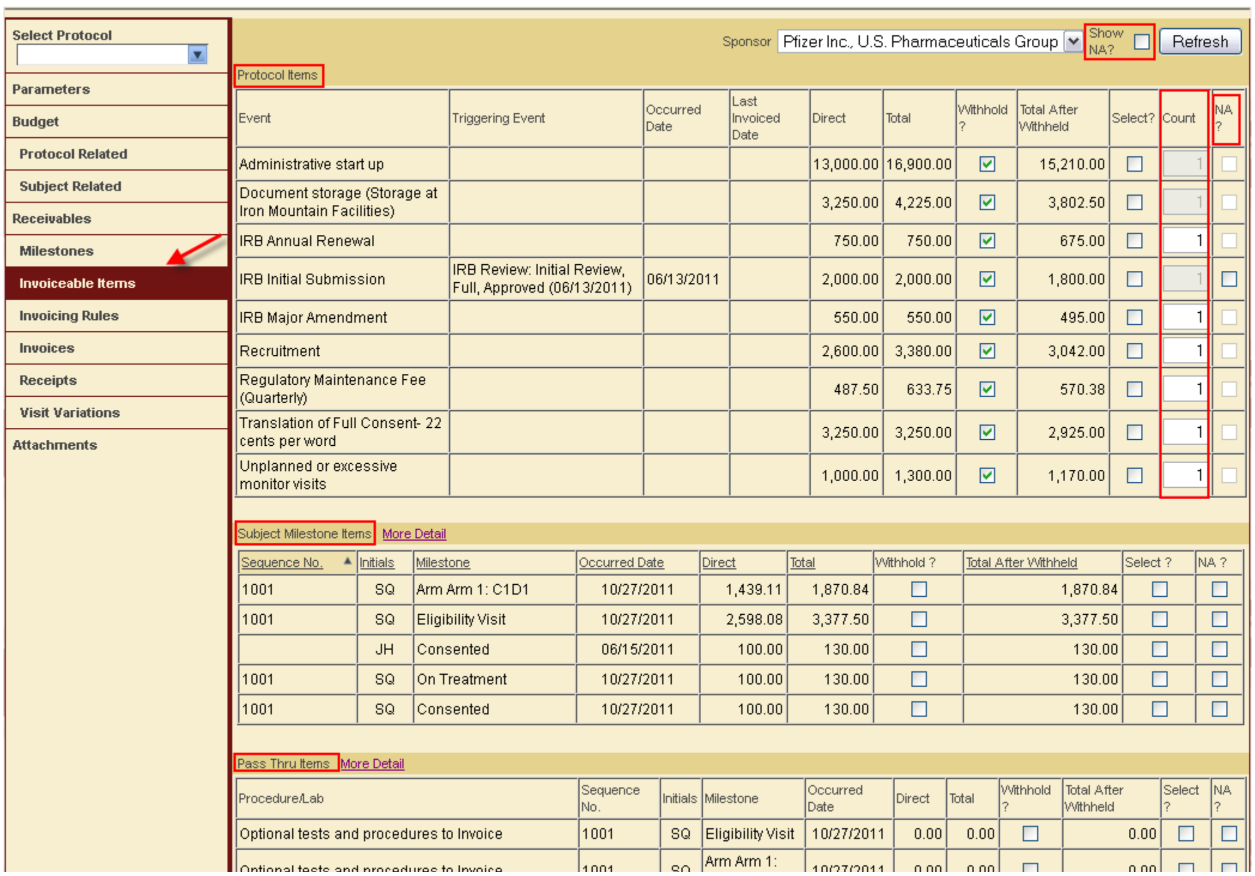


- From the home screen hover over the horizontal **Financials** Tab
- From the drop down select **Financials** Console, you will automatically be brought to the **Parameters** tab in the **Financials Console**
- Select **Invoiceable Items** from the vertical left hand tabs.

Invoiceable Items



- From the **Financials Console** select the horizontal **Invoiceable Items** tab.
- The milestone events that have occurred will be displayed. They are split into three different sections for Protocol, Subject Milestone, and Pass Thru items.

Protocol Items

- As applicable check the **Withhold?** box for the protocol items.
- Check the box in the **Select?** column for all of the events you want to place on the given invoice.
- If the event occurred multiple times change the value in the **Count** column.

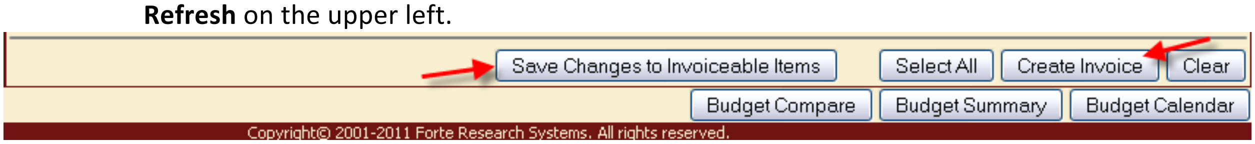
- If the budget builder has set up triggers for events those will automatically be added to the list along with information in **Triggering Event** column and a **Date Occurred**.
    - **IRB items:**
        - Because the IRB bills the sponsor separately you will not need to have IRB events on your invoices
        - To remove them from the list of invoiceable items click the **NA?** check box.
            - Then scroll to the bottom of the page and click the **Save Changes to Invoiceable Items** button (see the screenshot below).
            - If you later decide you want to view those items select the **Show NA?** checkbox next to **Refresh** on the upper left.
- If you only want to create an invoice with protocol related items Click the **Create Invoice** button and you will be brought to the **Invoices** tab. Otherwise continue to subject milestones and pass-thru items as applicable (below).

Subject Milestone Items

- As applicable check the **Withhold?** box for all of the subject milestone items.
- Check the **Select?** box for all of the subject milestone items you would like to add to this invoice.
- If a milestone item that is listed should never be placed on any invoice select the **NA?** checkbox and then click the **Save Changes to Invoiceable Items** button on the bottom of the page (see the screenshot below).
    - If you later decide you want to view those items select the **Show NA?** checkbox next to **Refresh** on the upper left.

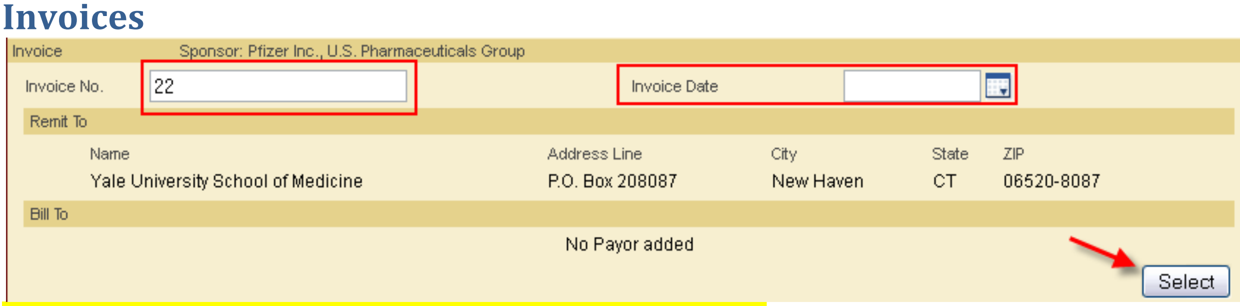
Pass Thru Items

- Check the **Select?** box for all of the applicable pass thru items.
- If a pass thru item that is listed should never be placed on any invoice select the **NA?** checkbox and then click the **Save Changes to Invoiceable Items** button on the bottom of the page (see the screenshot below).
    - If you later decide you want to view those items select the **Show NA?** checkbox next to **Refresh** on the upper left.



- Click the **Create Invoice** button once all invoiceable items have been selected. You will be brought to the **Invoices** tab.

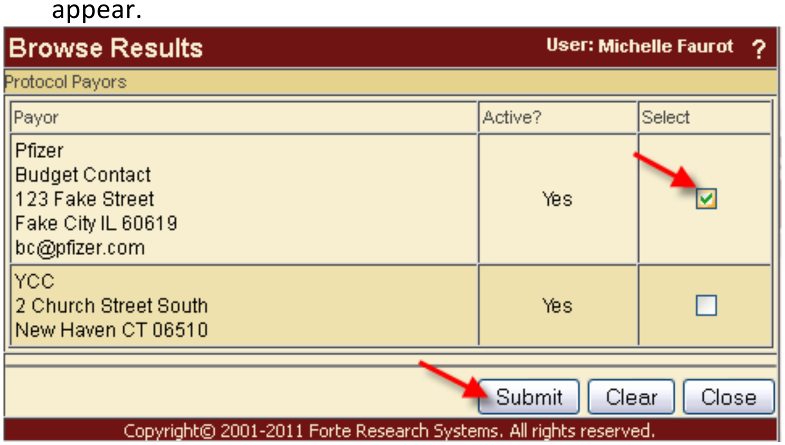
Invoices



- The **Invoice Number** will automatically populate in the field.

- If you want the invoice to be automatically sent to BMS simply leave the invoice number
- Adding **"NA-"** to the front of an invoice number will stop it from being sent through the interface to BMS
  - This should be used if you are reconciling past invoices that were already captured in BMS previously or invoices that will not need to be captured in BMS.

- Wait until you have made all edits to this page and you are ready to send it to the sponsor before entering the **Invoice Date.** Once you enter an **Invoice Date** and click S**ubmit** you will be only be able to Void the invoice and start from scratch if you have made an error.
- To select a billing address, click the **Select** button under the **Bill To** section. A pop up window will appear.



Browse Results User: Michelle Faurot ?

Protocol Payors

Payor	Active?	Select
Pfizer Budget Contact 123 Fake Street Fake City IL 60619 bc@pfizer.com	Yes	☑
YCC 2 Church Street South New Haven CT 06510	Yes	☐

Submit Clear Close

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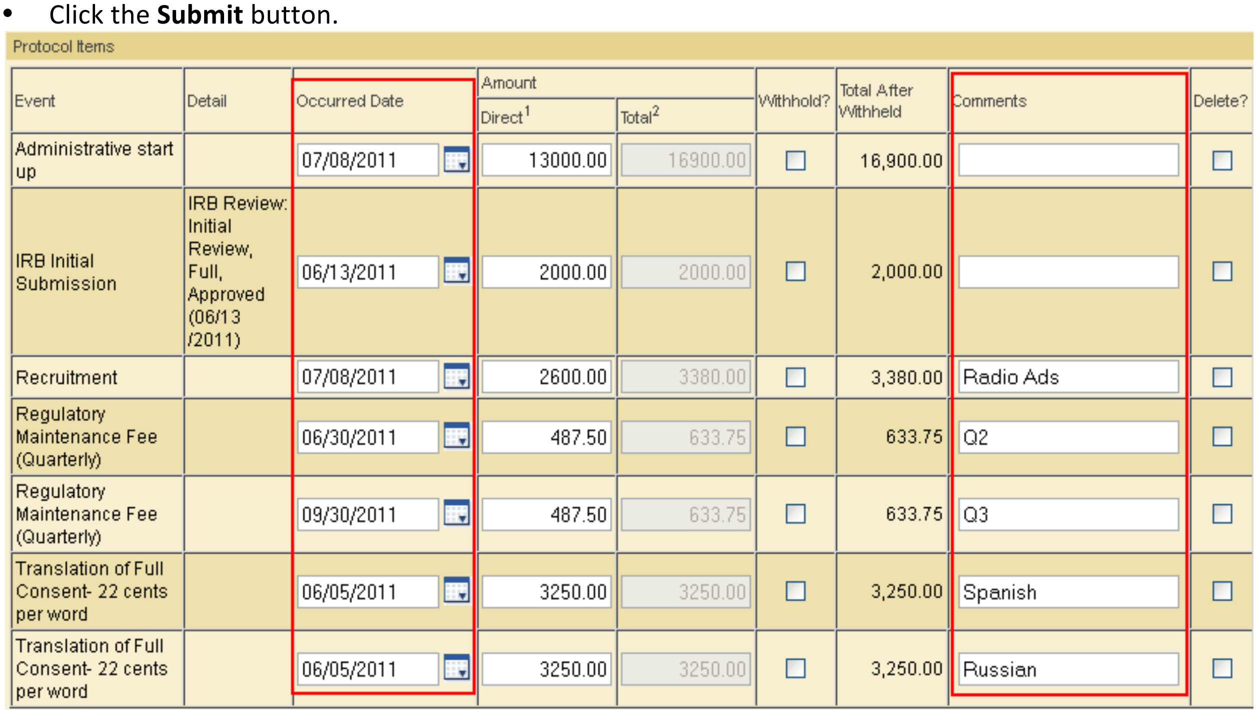
- Check the **Select** box for the payor of this invoice.
- Click the **Submit** button.

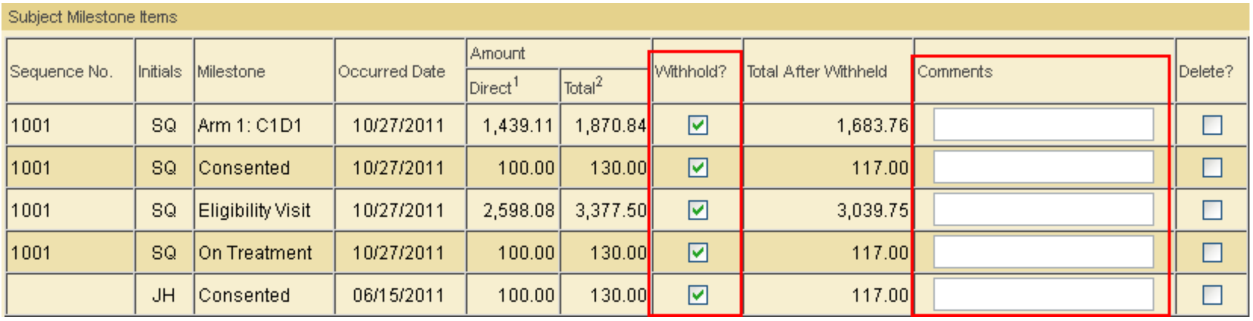


Protocol Items

Event	Detail	Occurred Date	Amount Direct[1]	Amount Total[2]	Withhold?	Total After Withheld	Comments	Delete?
Administrative start up		07/08/2011	13000.00	16900.00	☐	16,900.00		☐
IRB Initial Submission	IRB Review: Initial Review, Full, Approved (06/13 /2011)	06/13/2011	2000.00	2000.00	☐	2,000.00		☐
Recruitment		07/08/2011	2600.00	3380.00	☐	3,380.00	Radio Ads	☐
Regulatory Maintenance Fee (Quarterly)		06/30/2011	487.50	633.75	☐	633.75	Q2	☐
Regulatory Maintenance Fee (Quarterly)		09/30/2011	487.50	633.75	☐	633.75	Q3	☐
Translation of Full Consent- 22 cents per word		06/05/2011	3250.00	3250.00	☐	3,250.00	Spanish	☐
Translation of Full Consent- 22 cents per word		06/05/2011	3250.00	3250.00	☐	3,250.00	Russian	☐

- Enter the **Occurred Date** for the Protocol Items
  - The Award Set Up date should be used as the occurred date for start-up fees such as Pharmacy Set Up Fees and Administrative Start Up
- The **Direct Amount** should rarely be changed for any events.

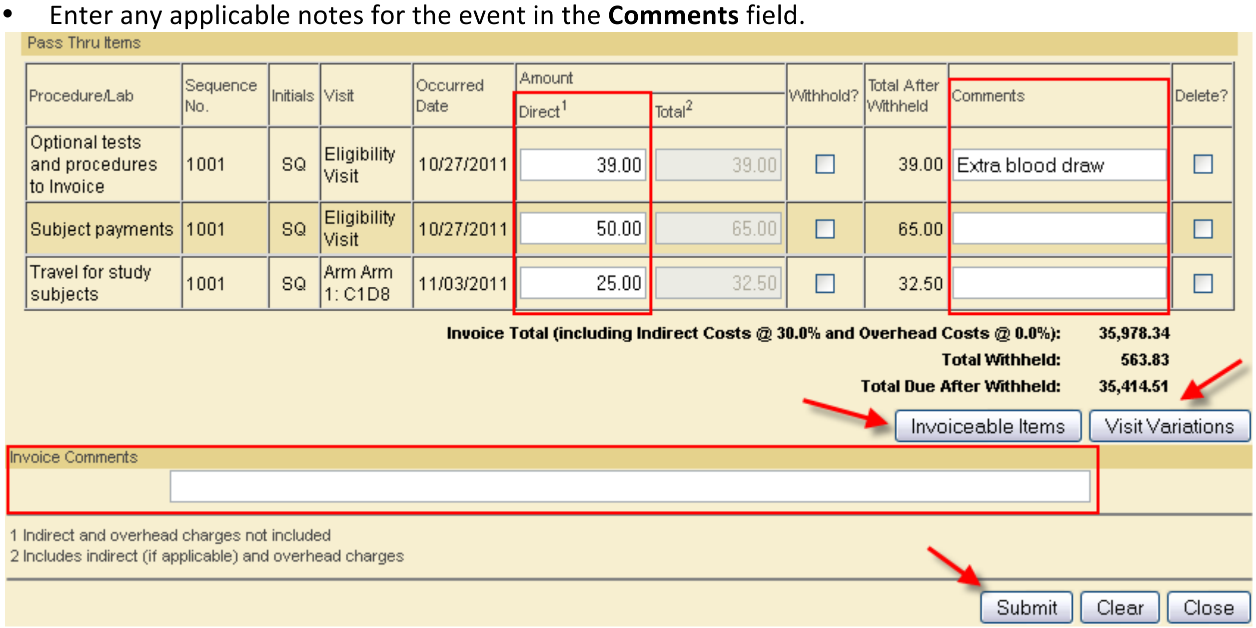
- The **Withhold?** checkbox should rarely be changed from its current status for protocol items.
- Enter any applicable notes for the event in the **Comments** field.
- If the event should not be on the invoice check the **Delete?** box and then click submit.



Subject Milestone Items

Sequence No.	Initials	Milestone	Occurred Date	Amount Direct[1]	Amount Total[2]	Withhold?	Total After Withheld	Comments	Delete?
1001	SQ	Arm 1: C1D1	10/27/2011	1,439.11	1,870.84	☑	1,683.76		☐
1001	SQ	Consented	10/27/2011	100.00	130.00	☑	117.00		☐
1001	SQ	Eligibility Visit	10/27/2011	2,598.08	3,377.50	☑	3,039.75		☐
1001	SQ	On Treatment	10/27/2011	100.00	130.00	☑	117.00		☐
	JH	Consented	06/15/2011	100.00	130.00	☑	117.00		☐

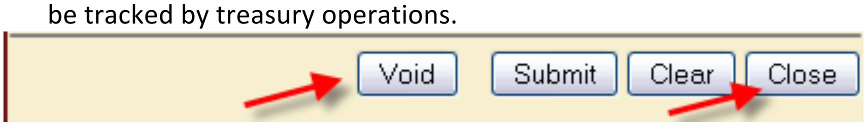
- The **Withhold?** checkbox should rarely be changed from its current status for subject milestone items.
- Enter any applicable notes for the event in the **Comments** field.



Pass Thru Items

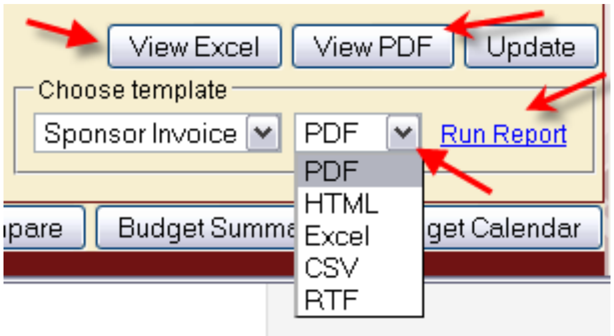
Procedure/Lab	Sequence No.	Initials	Visit	Occurred Date	Amount Direct[1]	Amount Total[2]	Withhold?	Total After Withheld	Comments	Delete?
Optional tests and procedures to Invoice	1001	SQ	Eligibility Visit	10/27/2011	39.00	39.00	☐	39.00	Extra blood draw	☐
Subject payments	1001	SQ	Eligibility Visit	10/27/2011	50.00	65.00	☐	65.00		☐
Travel for study subjects	1001	SQ	Arm Arm 1: C1D8	11/03/2011	25.00	32.50	☐	32.50		☐

- For any **Pass Thru** items that do not yet have a value enter that value in the **Direct Amount** field.
- The **Withhold?** checkbox should rarely be changed from its current status for pass thru items.
- If any events were missed click the **Invoiceable Items** button and a pop up window will appear where you can view the list and select again (as needed).
- The **Visit Variations**[*] button will only appear if an invoice date has not been entered.
- Enter any notes for the entire invoice into the **Invoice Comments** field.
- Once you have entered all information correctly back to the top of the invoice and enter the **Invoice Date** and then click **Submit.**
- Go to BMS and enter the **Invoice Total** and any other details in the shell you created so that this can be tracked by treasury operations.



[*] See page six for more instructions about **Visit Variations** as applicable.

- A **Void** button will now appear. You cannot edit anything but comments in the invoice at this point. If you need to change the costs you only have the option to void and create a new invoice.
- Click **Close** to see the options for exporting the invoice to send it to the sponsor.

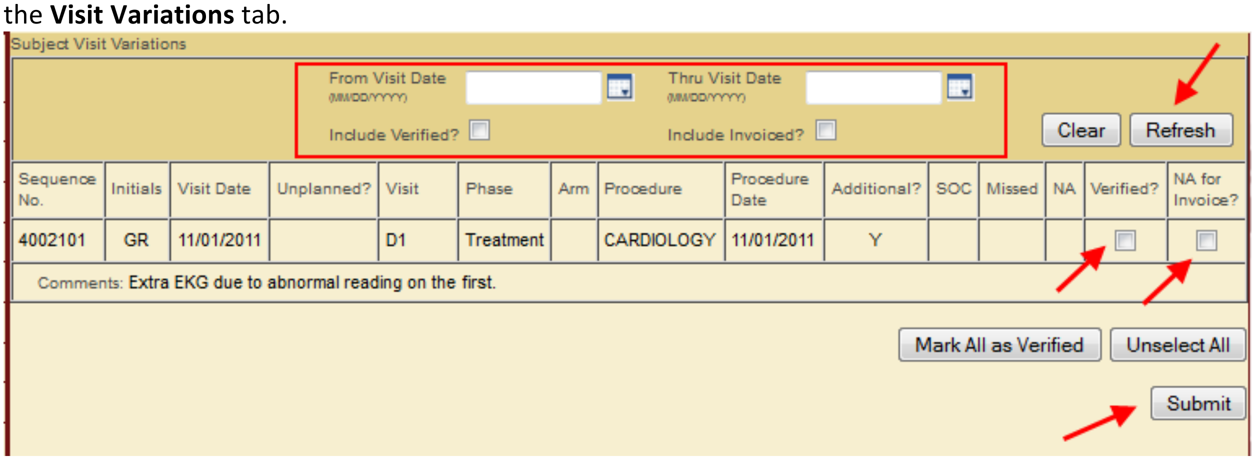


To download an internal copy of the invoice in excel or PDF click the **View Excel** or **View PDF** buttons respectively.

- To get a copy of the sponsor invoice from the drop down menu **Choose Template** type.
- Next choose the report type from the drop down. Your options are PDF, HTML, Excel, CSV, and RTF.
- Once you have selected the template and report type click the **Run Report** hyperlink.
- You can then save and or print the Invoice to send it to the sponsor.

Visit Variations

Within the subject calendar a user can indicate deviations for the procedures listed. The deviations are: marking a procedure as Missed or Not Applicable, or marking whether or not the procedure is Standard of Care (SOC). Additional procedures that have been added to the visit (e.g. a lab had to be re-run because of odd results) show as deviations. Uncertified visits with any pass thru items or visit milestones that were added to invoices already will also show as deviations. All of these deviation types display in the **Visit Variations** tab.



The header bar provides the ability to restrict the details given in the table.

- Enter a date in the **From Visit Date** and visits prior to this date will not be shown. Leaving this field blank will not restrict the lower end of the visit date range.

- Enter a date in the **Thru Visit Date** and visits after this date will not be shown. Leaving this field blank will not restrict the upper end of the visit date range.
- Checking the **Include Verified?** checkbox will cause verified variations to be displayed. Visits can be verified in the display table (see below).
- Checking the **Include invoiced?** checkbox and clicking the **Refresh** button will show visit variations already included on invoices.

Subject Visits Deviations Table

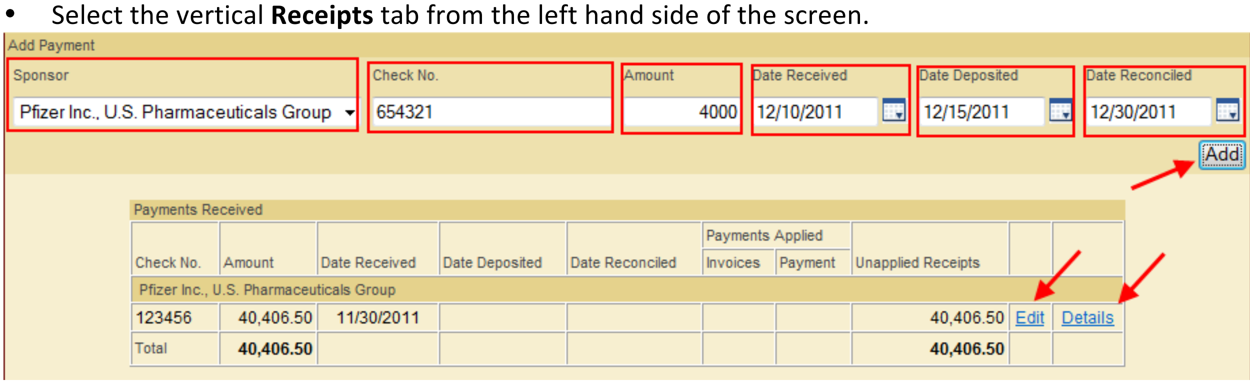
This table displays the subject visit deviations for review and verification purposes.

- Verify the variation with the clinical staff then make sure to include the variation on the invoice.
- Checking the **Verified?** checkbox and click **Submit.** The visit or procedure to not be displayed in the table unless the **Include Verified?** checkbox is checked in the header section.
- If the item is not applicable for the invoice, check the **NA for Invoices?** checkbox. Then click **Submit**.

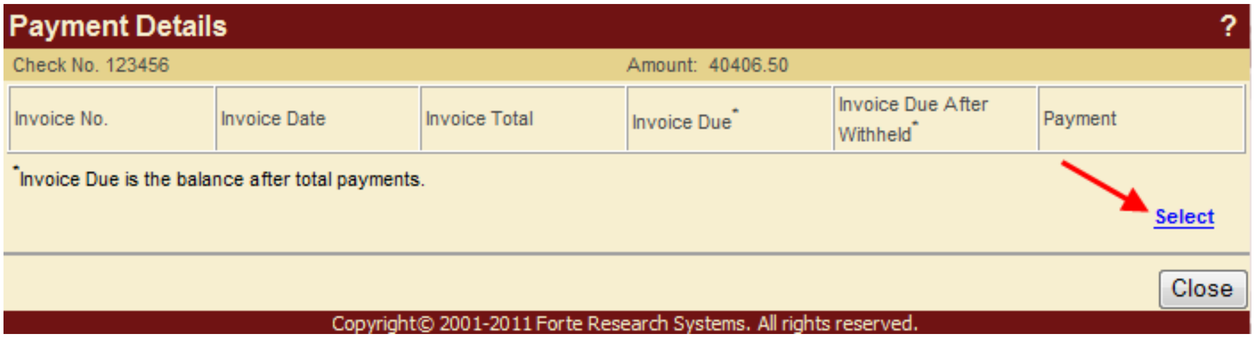
Receipts

Once the payments have been received by the sponsor, you can use the **Receipts** tab to reconcile the payment amount against the appropriate invoice(s

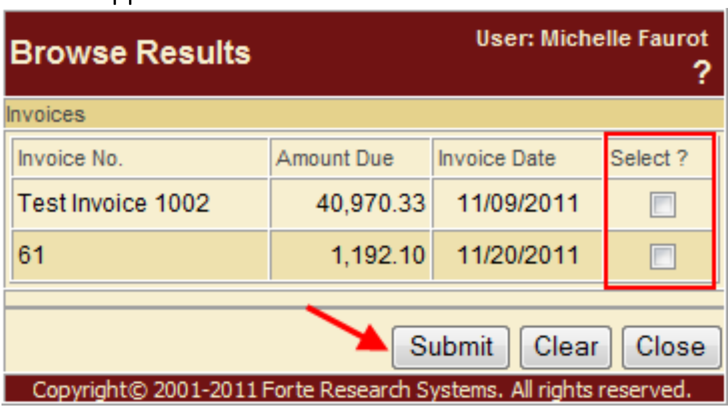
- Select the vertical **Receipts** tab from the left hand side of the screen.



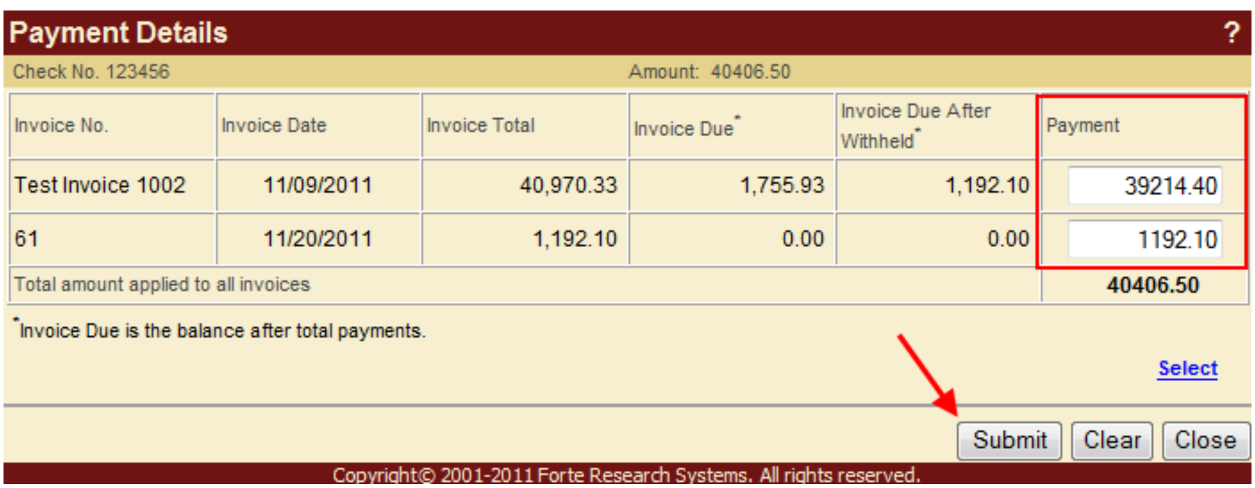
- **Sponsor:** If multiple sponsors are making payments, select the correct sponsor name from the drop down menu. The payments added will be shown separated by the sponsor.
- Enter the check number of the payment in the **Check No.** field.
- Enter the value of the check in the **Amount** field.
- Use BMS to find the date the check was received; enter that date in the **Date Received** field
- The date the check was deposited should match the **Date Received;** enter that date in the **Date Deposited** field
- Enter today's date in the **Date Reconciled** field
- Click **Add** once you have entered the above information. A row for this receipt will be added to the **Payments Received** table.
- If any information has been entered incorrectly or needs to be changed click the **Edit** hyperlink.
- To associate the check with one or more invoices click the **Details** hyperlink. You will be brought to the **Payment Details** page.



- To choose the invoices for which the check was written click the **Select** hyperlink. A pop up window will appear.



- Check the **Select?** checkbox for all applicable invoices.
- Once you have selected the invoice(s) click **Submit**. A row will be added in the **Payment Details** table for each invoice selected.



- For each of the invoices add the amount that should be applied to that specific invoice in the **Payment** field. *The **Payment** amounts must add up to the total check amount.*
- Once the amounts have been entered click the **Submit** button.
  - The **Total applied to all invoices** will now be the amount of the check.
  - Note that if the full invoice amount was not paid by the sponsor there will be values remaining in the **Invoice Due** and **Invoice Due After Withheld** fields.
  - If you have made an error click the **Select** hyperlink and unselect the boxes. Then you will be able to start over.

- Click the **Close** button to be brought back to the **Receipts** tab.

Invoices

Once you have assigned a check to an invoice go back to the **Invoices** tab to detail the specific amounts that were paid for each event.

Protocol Items

Event	Detail	Occurred Date	Amount		Withhold?	Total After Withheld	Comments	Not (Fully) Paid?	Payment	Due[3]	Write-off
			Direct[1]	Total[2]							
Pharmacy Quarterly Fee		06/27/2011	550.00	550.00	N	550.00	Q:6/27/2011-9/27/2011			0.00	

Pass Thru Items

Procedure/Lab	Sequence No.	Initials	Visit	Occurred Date	Amount		Withhold?	Total After Withheld	Comments	Not (Fully) Paid?	Payment	Due[3]	Write-off
					Direct[1]	Total[2]							
Clinical Trial Labor	001	RR	Arm 1: C1D1	07/06/2011	3,450.00	4,485.00	N	4,485.00	Research Alliance			0.00	
Clinical Trial Labor	001	RR	Arm 1: C1D1	07/06/2011	6,000.00	7,800.00	Y	7,020.00	Medical Affairs			780.00	
Clinical Trial Labor	005	HB	Arm 1: C1D1	08/25/2011	3,450.00	4,485.00	N	4,485.00	Research Alliance			0.00	
Clinical Trial Labor	005	HB	Arm 1: C1D1	08/25/2011	6,000.00	7,800.00	Y	7,020.00	Medical Affairs			780.00	

- If the payment amount equals the invoice amount the system will automatically enter the line-item payment details for the invoice, including the amount withheld
- If the payment amount does not match you can enter the line-item payments.
    - If the item was not paid in full enter the payment amount and the **Not (Fully) Paid?** box will automatically be checked
    - If the item was not paid at all you will need to check the **Not (Fully) Paid?** box yourself.
- If the sponsor has permanently refused payment for part or all of an item enter the appropriate amount in the **Write-off** column
- **Invoice Comments** and line-item **Comments** can be added to the invoice as necessary
- Click **Submit** once you have finished making updates to the invoice.

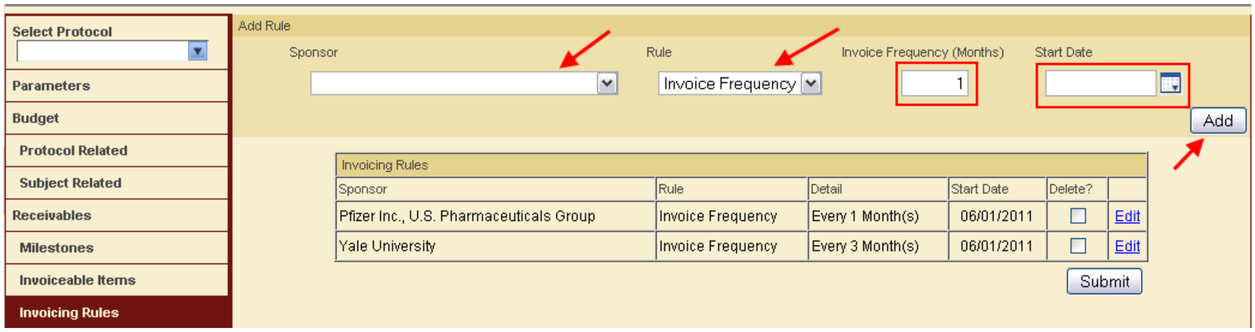
Invoicing Rules

Use this console to set up automatic creation of sponsor invoices.

- From the financials console select the horizontal **Invoicing Rules** tab.

Invoice Frequency

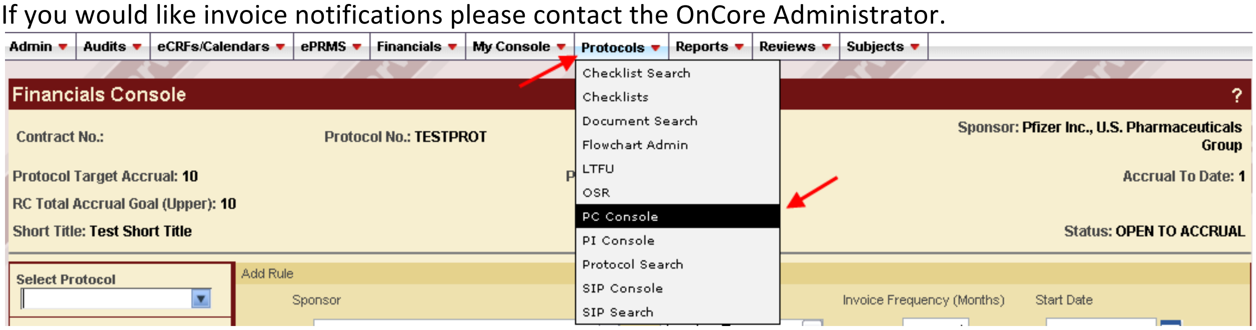
All subject related and pass thru items will be included on an automatic invoice. The protocol items will not be included but can be added later.



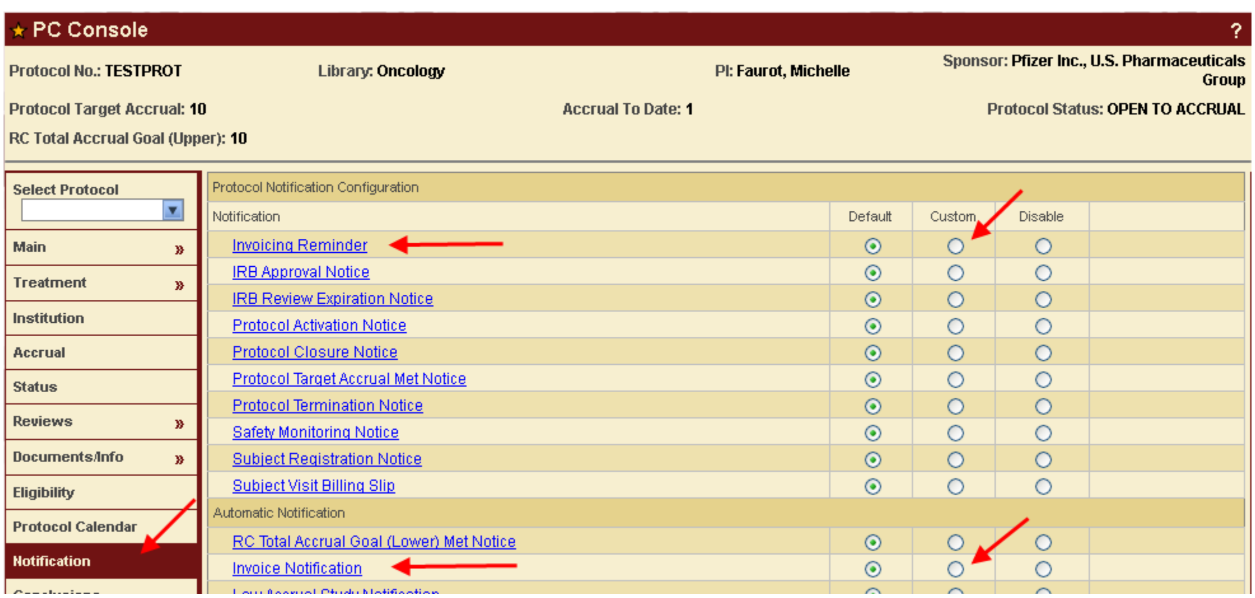
- From the drop down menu select the **Sponsor.**
- From the **Rule** drop down menu select Invoice Frequency
- Enter the **Invoice Frequency (Months)** in the field. An invoice that should be run monthly should have the number 1 entered. One run quarterly would have the number 3 in the field.
- Enter the first date you would like this report to be run in the **Start Date** field.
- Click the **Add** button once you have entered information into each field.
- This may be repeated as many times as you would like.

Invoice Notifications

If you would like invoice notifications please contact the OnCore Administrator.



- Select the horizontal **Protocols** menu from the top of the screen.
- Select **PC Console** from the drop down menu.



- Select the vertical **Notification** tab on the left hand side. You will be brought to a page that looks like the one above. There are a couple invoicing notifications that can be set-up.
- Select the **Invoicing Reminder**
    - The Invoicing Reminder notice is a system generated notice which will be automatically sent based on the constraints defined. Define the constraints prior to using the notice in **Notifications**. The notice constraints defined from **Notifications** influence all invoice reminder notices however the characteristics (frequency, start date, and notification comments) defined from **Financials Console** are protocol specific.

Do Not Bill

Use this drop down to prevent Milestones and Pass Thru items from appearing in the sponsor's list of invoiceable items.

- From the drop down select the appropriate **Sponsor**.
- From the drop down for **Rule** select **Do Not Bill.**
- The **Start Date** will automatically populate with the current date.
- Click **Add** once you have the correct information entered.

Reports

- From the home screen go to the **Reports** drop down.
- Select **Reports**
- On the left hand side select **Financials** from the menu
- You will be brought to all of the financial reports to which you have access in your role.
- You can click the **+** sign to see more information about a number of the reports.
- The most commonly used reports are:
    - Invoice Aging report
    - Patient Interval Report
    - Subject Visit Invoice report
    - Invoiced Protocol Items
    - Unpaid Invoice Items Report