UTHealth STAT

Step by Step Process: Clinical Trial Invoicing



Author:Kathleen KreidlerRevised:July 30, 2019Version:1

Contents

INTRODUCTION	1
CREATING INVOICES	3
SENDING INVOICES TO SPONSOR	8
REVIEWING FINANCIAL STATUS AND TRANSACTIONS	9

Introduction

This document addresses how to create and send clinical trial invoices that are required by the study sponsor.

Clinical Trial invoicing is done in the Financial Tracking module of START. You will:

- Add charges for which the sponsor has required an invoice.
- Generate invoices
- Save PDF versions of the invoices
- Send invoices to sponsors
- Post invoices and create receivables

SPA will post payments.

System Support Contact Information:

For Technical Support: <u>Systemsreporting@uth.tmc.edu</u> For Functional Support: your SPA Specialist

Creating Invoices

Add Sponsor Contacts

Add the contact information for the person to whom the invoice is to be sent.

Navigate to the study record in financial tracking. You can search with the PeopleSoft project #.

Home	My Profile	Locate My Records	Locate Records	Contacts	Calendar	Messages	Things to Do	014999	2
Sponsored Award Trac Financial Tr Agreements	Projects king racking s	SPIN	TM Search thousands	of funding oppo	rtunities and cre	ate a proposal w t Help	th a click.		

This will open the study record in Financial Tracking. In order to invoice, the bill to information must first be added to the record. This information is found in the clinical trial agreement.

If the invoice contact is not already listed, navigate to the Contacts Tab and click Add External.

Summary			Edit Mode
Awards (1) +	Project Contacts - Last Updated on 18-Jul-2019 12:57:38 PM 🥠	Add External	Add Internal
Budgeting Details		- T	
Setups +			
Personnel (1) +			
Transactions (12) +			
Status History			
Assignments			
Related Proposals			
Activity/Comments (0)			
Contacts (0)			

Click Add External. Search for the person by clicking on the first letter of the last name then type the last name in the search field. If the person is already in the START system, click select. If the person is not in the system, Click Add New.

https://gmstest.uth.edu/popUpSelectList.asp?PFacultyID= - Google Chrome	_		×
Secure https://gmstest.uth.edu/popUpSelectList.asp?PFacultyID=			Ð
Contacts	Add New	Close	2
0-9 A B C D E F G H I J K L M N O P Q R S T U Aazhang, Behnhan - RICE (Rice University) ▼ Select Search for a particular entry	v	ΥZ	

Contact - Ne	w				Use Profile and Close
Salutation First Name Last Name Title Address	Mr. William Barnes Invoice Payment Specialist Pfizer Pharmaceuticals 1 South Main Street		MI Suffix Phone Fax Email Entity/Spons	wbarnes@pfizer.com	1
City State/Province Zip Mail Stop Code Country	Springfield New Jersey 00123 U.S.A.	T			

Enter as much information as possible:

- 1. First and last name are required. Available in the Fully Executed Agreement.
- 2. Add a title that identifies this individual as the person to receive invoices. "Invoice Payment" or something similar.
- 3. On the first line of the address field, enter the sponsor's name
- 4. Add the email address to where the invoices are to be sent.

Click Use Profile and close. This will take you back to the add contacts page. Click Select.

Contacts		Add New Close
0-9 A B C D E F G H I	JKLMNOPQRSTUVW	хүz
Barnes, William - PFIZ (Pfizer, Inc.)	Select	
Search for a particular entry	†	

You will then see the contact appear in the contact list.

Project Contacts - Last Updated on 27-Jul-2019 4:05:21 PM 🥡 Add						
Name	Entity/Department	Internal/External	Туре	Open I		
Barnes, William	PFIZ (Pfizer, Inc.)	External		N		

Add Billing Info

Add the contact under the Billing Info tab. Click Set External.

Summary	
Awards (1) +	Billing Into - Last Updated on 23-Jul-2019 3:44:50 PM V
Budgeting Details	Set Internal / Set External
Setups —	T
Attributes	
Fwd Transactions	
Billing Info	
Schd Pay/Milestones	

When the search window appears, begin typing the contact's name and click Select.

Contact		Select	Close
Barnes, William - PFIZ (Pfizer, Inc.)]	1	

The billing info now appears in the record.

et Internal / Set External	View Contact Info
William Ba Invoice Payment PFIZ (Pfizer,	arnes Specialist Inc.)
U.S.A. Pfizer Pharmaci Springfield NJ	etucals 00123
Phone#: 333-444-5555 Fax#:	
Phone#: 333-444-5555 Fax#: Email: wbarnes@pfizer.com	

Add charges to be invoiced

Invoicable charges are outlined in the sponsor study budget. These often include IRB fees and start up fees (that are centrally invoiced – not invoiced by departments) a variety of clinical tests and procedures, unscheduled visits, and various admin fees and expenses such as monitoring visits.

Navigate to the charges tab under Transactions and click Add Charge.

Summary		Edit Mode
August (1)	Charges - Last Updated on 27-Jul-2019 4:29:13 PM 🤖	Parent Account: None
Awards (1) T	Filter	Clear Filter Apply Filter
Budgeting Details	From Through	Results
Setups +	include sub-Accounts	25 50 100 200
Personnel (1) +	Transaction Detail	Add Charge
Transactions (0) —		T
Initial Budget		
Operating Budget		
Soft Encumbrance		
Hard Encumbrance		
Payables		
Expenditure		
Charges		
Invoices	_	

The charge window will open.

Charge							
Date Them/Description Prest To Account Amount 4 20-2u2-2019 Unscheduled Vieix - Pt 002 7/22/19 1 065432 / National Institutes of Health/Divids (NIH) 755.00 2							
Budget Category	PO/Voucher Number	Invoice Date					
Object Code 12000 - RECEIVABLE	bjet Code 12000 - REEKJARLE ▼ 3						
Payroll Record for Sec	Vendor Set						

- 1. Enter a description of the charge. Include any necessary information that describes the charge and aids sponsor to approve payment. List only one charge amount at a time. You can add multiple charges. Enter the amount.
- 2. Select Receivable from the Object Code dropdown list.
- 3. Click Save and Close.

Click the charges tab again if the charge does not appear. Click add charge to add another charge. Continue until all charges are added.

Summary		Edit Mode
	Charges - Last Updated on 27-Jul-2019 4:51:28 PM 🥡	Parent Account: None
Awards (1) +		
De la dia dia dia dia dia dia dia dia dia di	Filter	Clear Filter Apply Filter
Budgeting Details	From Through	Results
Setups +	Include Sub-Accounts	• 25 50 100 200
Personnel (1) +	Transaction Detail	Add Charge
Transactions (1)	Date Type Description	Amount Balance Open elete
	27-Jul-2019 CHG Start Up Fee - Protocol # N384-332, Site # 1	8,000.00 8,000.00
Initial Budget		
	Grand Total for all pages	8,000.00
Operating Budget		
Soft Encumbrance		📿 infoEd
		Powered By GLOBAL
Hard Encumbrance		Copyright © 2019 InfoEd International, Inc.
Payables		
Expenditure		
Charges	•	
Invoices		

Review all the charges listed. If any edits are needed, click open next to the charge to make the necessary changes.

Navigate to the Invoices tab.

Summary				Edit	Mode
, 0	Charges - Last Updated on 27-Jul-2019 4:55:43 PM 🧓		Parent	Account:	None
	Filter	Cl	ear Filter	Apply	Filter
Budgeting Details	From Through	Resu	ilts		
Setups +	Include sub-Accounts	® 2	5 0 50	100 🔘	200
Personnel (1) +	Transaction Detail			Add Ch	harge
	Date Type Description Amo	unt E	Balance	Open D	elete
Transactions (2) —	27-Jul-2019 CHG Start Up Fee - Protocol # N384-332, Site # 1 8,00	0.00	8,000.00	F	Î
Initial Budget	27-Jul-2019 CHG IRB Fee - Initial 2,60	0.00 1	10,600.00		Î
Operating Budget	Grend Total for all pages	1	10,600.00	t	
Soft Encumbrance Hard Encumbrance	Capita	Power	red By		
Payables					
Expenditure					
Charges Invoices Receivables					

The box next to the invoice amount is checked automatically. You can add invoice to/from dates but it is not required. Click Create Invoice.

Done Save Account Paula Inv	0014999 estigator - The University of Texas Health Science Center at Houston				Account 0014999
Summary					Edit Mode
Awards (1) +	Invoices - Last updated on 27-Jui-2019 4:55:43 PM V				Parent Account: None
Budgeting Details	Create Invoice				Create Invoice
	Include Cost Reimbursement Charges	10,600.00	Charges From	Charges Through	
Setups +	Include Charges Created by Scheduled Payments Due	0.00			Regular 🔻
	Include Charges Created by Milestones Satisfied	0.00			
Personnel (1) +	Include Sub Accounts (not included in roll-ups)				
Transactions (2) —	Filter Invoices				Clear Filter Apply Filter
Initial Budget	From Through Include Sub-Accounts				Results
Operating Budget					© 25 © 50 © 100 © 200
Soft Encumbrance	Invoice Listing No Invoices				

Summary									
Augusta (1)	Invoices - Last Update	d on 27-Jul-2019 6:22:27 P	м 🤢						Parent Account: None
esweites.(#)	Create Invoice								Create Invoice
Budgeting Details	Include Cost Balmhursement C	harnes		0.00	(2)				Number of production of the second
	Include Cost Reinbursement C	narges		0.00		Charges From		Charges Through	Invoice Type
Setups +	Include Charges Created by Sc	heduled Payments Due		0.00	100				Regular 🔻
	Include Charges Created by Mi	lestones Satisfied		0.00	8				
Personnel (1) +	Include Sub Accounts (not incl	uded in roll-ups)							
Transactions (2) —	Filter Invoices								Clear Filter Apply Filter
Initial Budget	From Through								Results
Operating Rudget		Include Sub-Accounts							25 0 50 100 200
Operating Budget	Tousing Listing								
Soft Encumbrance	Date	Invoice Number	Status	Deriod	Start	Der	and End	Date Sant	AmountDatailDalate
Control of the second s	27-Jul-2019	INV1900010	Created	27-Jul-	2019	27-	Jul-2019		10,600.00 🚅 📆
Hard Encumbrance				196,989		153			
Davablas									T
Payables									
Expenditure									
Charges									
Nuvoices —									
INV1900010 +									

The invoice number is auto-generated and appears as a tab in the left menu. Click the folder icon to open the invoice.

Bill To:	Villiam Parner		INVOICE DETAIL										
Invoice Template Standard Inv	Villam Barnes PFIZ (Pfizer, Inc.) ffizer Pharmacietucals South Main Street Springfield, NJ 00123	Save PDF	Invoice Date 27-Jul-201 Invoice # INV190001 Status Created	9	Invoice Type Regular •	Period From 27-J	ul-2019		Approved Date	Through 27-Jul-2019		Method	
Comments	_	_		ß	Terms Payat	le upon rec	eipt. 3						
Date	Description						Budget Category	,	Amount	🗆 All 🛃		ali 🛍	
27-Jul-2019	Start Up Fee - Protocol	# N384-332, Site #	105						8,000.00)	
27-Jul-2019	IRB Fee - Initial								2,600.00)	
								TOTAL	\$10,600.00				
Unbilled Char	ges							Add New	/ Charge				
onbineu chai			Budget Category				Amount						

Additional charges can be added or removed up until step 4 below. The invoice date will auto-populate and the to/from dates will be the same as the invoice date. All dates can be adjusted.

- 1. Select standard invoice
- 2. Add the protocol # and site # along with any additional comments to help the sponsor approved the invoice for payment.
- 3. Enter "Payable upon receipt" in the terms field
- 4. Click Save PDF then you can click view PDF to make sure it looks as you expect, If any changes are needed go back to the invoice, make the changes and then rebuild the PDF
- 5. Click Release. (The Post Receivable button will appear.)
- 6. Click Post Receivable

Released: 27-Jul-2019Undo Release Post Receivable	
Bill To: William Barnes	INVOICE DETAIL

Sending Invoices to Sponsor

Invoices are sent to sponsor from within the START system via the Communications tab. All communications are captured and saved by the system.

Navigate to the communications tab and click the radio button next to "Send Email".

Summary		Edit Mode
Awards (1) +	Communications - Last Updated on 27-Jul-2019 6:15:47 PM 🥠 Parent A	ccount: None
Budgeting Details	Function	
	Send Email Record Notes Record Letter Phone Message Add Followup Search/Filte	ar .
Setups +	New Email From Kreidler, Kathleen *	
Personnel (1) +	TO 202 BCC	
Transactions (7) +	Subject Contacts - Google Chrome — X Message • Secure https://gmstest.uth.edu/TechTransfer/TT/PoolIpSelectName.asp?ProiId=87543A4	
Status History	(innerited font) (innerited size) A O A	
Assignments	Existing Project Contacts To: Select Contacts Save Close	
Related Proposals	Barnes, William - PFIZ (Pfizer, Inc.)	
Activity/Comments (0)	No records found	
Contacts (1)		
Communications (0)		

Click TO. The study contacts will be listed. Highlight the "Bill To" contact that appears on the invoice, click TO. Save and Close.

Function							
Show All	Send Email	Record Notes	Record Letter	Phone Message	Add Followup	Search/Filter	
New Email		From	Kreidler, Kathleen 🔻				Send
To Barnes, William	- PFIZ (Pfizer, Inc.)	cc 2			BCC		5
Subject	Invoice: Protocol N384-332, Site	10: 1					
Message			x ² (/> Paragraph	▼ (inherited font) ▼	(inherited size)		
	Dear William, 3						
	Attached is an invoice for the a	bove referenced study. Pl	ease process for payment.				
	Thanks,						
	Kathy						
Add Attachment	▼ Add						
Add Record	Get From File INV1900011.PDF						

- 1. Add a subject line: Protocol/study #, site # or PI.
- 2. Add any individual, internal or external, to be copied.
- 3. Enter a message.
 - Attach the invoice. It will be in the dropdown if you saved the invoice as a PDF before releasing and posting.
- 4. Click Send.

The communication with the attachment is now saved with the record.

									Edit Mode	
ommunications - Last Updated on 27-Jul-2019 8:07:59 PM 🅠 Parent Account: None										
Function										
Show All	Send Email	Record Notes	Record Letter	Phone Mess	age	Add Followup	0	Search/Filte	er 👘	
Communication History (t records)									
When	Туре	То	From		Subject	Attachments	Resend	Detail	Delete	
27-Jul-2019 7:15:17 PM	Email	<u>To:</u> Barnes, William <u>To:</u> Barnes, William	From: Kreidler, Kathleen			Û		2	â	

Reviewing Financial Status and Transactions

Each charge is listed as a receivable under the receivables tab.

Personnel (1)	+ Transactio	on Detail				_	Add Recei
	Date	OffSet	Туре	Description	Amount	Balance	Open t
Transactions (4)	27-Jul-20	19 🍃	REC	Start Up Fee - Protocol # N384-332, Site # 1	8,000.00	8,000.0	00 🗳
Initial Budget	27-Jul-20	19 🍃	REC	IRB Fee - Initial	2,600.00	10,600.0	00 🚅
Operating Budget	Grand Tot	al for all pages				10,600.0	DO
Soft Encumbrance							• • •
Hard Encumbrance					Por	vered By	anfo.
Payables					Copyright D	2019 InfoEd	International
Expenditure							
Charges							
Invoices	+						
Receivables							
Payments							

Charges, invoices, and receivables are all viewable by clicking on the associated tab. Click on the summary tab to see a financial overview of the project.

Summary								Edit Mode
	Summary - Last Upda	ted on 27-Jul-2019 6:22:27 Pl	м 🚯					Parent Account: None
Awards (1) +								
	Start	End	Oper	ned	Days Remaining	Туре		Status
Budgeting Details	01-Jul-2019	30-Jun-2023	17-Ju	un-2019	1434	Financial Grant Account		Funded
Setups +	Available Funds							
D	Account Number	Account Charge To		Available Funds	Soft Encumbrance	Hard Encumbrance	Expenditures	Balance
Personnei (1) T	0014999	PFIZ (Pfizer, Inc.)			-	-	-	0.00
Transactions (4) +			Total	0.00	0.00	0.00	0.00	0.00
	Recovery					_		
Status History	Account Number	Account Charge To		Charges	Receivables	Payments	Write Offs	Balance
A	0014999	PFIZ (Pfizer, Inc.)		10,600.00	10,600.00	-	-	10,600.00
Assignments			Total	10,600.00	10,600.00	0.00	0.00	10,600.00
Related Proposals	Cash Position							
•	Account Number	Account Charge To			Cash Spent		Cash Received	Balance
Activity/Comments (0)	0014999	PFIZ (Pfizer, Inc.)			-		-	0.00
Contacts (1)			Total		0.00		0.00	0.00

The charges and the receivables are reflected. As payments are received from the sponsor, SPA will post the payments to the record and release receivables as appropriate.

Payments posted by SPA are viewable under the Payments Tab.

Personnel (1) +	Transaction	Detail								Add Pay
Transactions (7) —	Date	Allocation	туре	Description			Check/Transaction Number	Amount	Balance	Open E
	27-Jul-2019		PAY	Start up fee payment			451861654	8,000.00	8,000.00) 箳
Initial Budget	27-Jul-2019	É	PAY	Patient 1, visit 1			5126489	1,500.00	9,500.00) 🎽
Operating Budget	Grand Total	for all page	s L						9,500.00)
Soft Encumbrance										
Hard Encumbrance								Powe	red By	info
Payables							Co	pyright © 20	19 InfoEd I	nternational
Expenditure										
Charges										
Invoices +										
Receivables	_									
Payments										

If a payment offsets a receivable, you will see the receivable offset under the receivables tab.

Transaction Detail						
Date	OffSet	Туре	Description	Amount	Balance	Open
27-Jul-2019		REC	Start Up Fee - Protocol # N384-332, Site # 1	-8,000.00	-8,000.00	Ê
27-Jul-2019	1	REC	Start Up Fee - Protocol # N384-332, Site # 1	8,000.00	0.00	Ê
27-Jul-2019		REC	IRB Fee - Initial	2,600.00	2,600.00	Ê

If a payment is direct from sponsor without an invoice it will be added without offsetting a receivable. Both types of payments are viewable under the payments tab.

Transaction Detail							
Date	Allocation	туре	Description	Check/Transaction Number	Amount	Balance	Open
27-Jul-2019		PAY	Start up fee payment	451861654	8,000.00	8,000.00	Ê
27-Jul-2019		PAY	Patient 1, visit 1	5126489	1,500.00	9,500.00	Ê

Click on the summary tab for a study overview.

	Summary									E	lit Mode
		Summary - Last Updated on 27-Jul-2019 6:15:47 PM 🥡								Parent Accou	Irt: None
	Awards (1) +	for a						L-			
j		Start	End	Opened		Days Remaining		Туре		Status	
	Budgeting Details	01-Jul-2019	30-Jun-2023	17-Jun-20	019		1434	Financial Grant Account		Funded	
	Cature 1										
Setups Available Funds											
	Perronnel (1)	Account Number	Account Charge To		Available Fund	s	Soft Encumbrance	Hard Encumbrance	Expenditures		Balance
		0014999	PFIZ (Pfizer, Inc.)			-	-	-			0.00
	Transactions (7) +			Total	0.0	D	0.00	0.00	2 0.00		0.00
		_									
	Status History	Recovery									
	Status history	Account Number	Account Charge To		Charge	s	Receivables	Payments	Write Offs	_	Balance
	Assistants.	0014999	PFIZ (Pfizer, Inc.)		10,600.0	D	2,600.00	9,500.00	-	3	1,100.00
	Assignments			Total	10,600.0	D	2,600.00	9,500.00	0.00		1,100.00
	Related Proposals	Cash Position									
li		Account Number	Account Charge To				Cash Spent		Cash Received		Balance
	Activity/Comments (0)	0014999	PFIZ (Pfizer, Inc.)				-		9,500.00	_	9,500.00
	Contacts (1)			Total			0.00		9,500.00	4	9,500.00
	Communications (0)										

The top of the screen shows the start date and estimated end date of the study as well as how many days are remaining and the financial status.

- 1. Available funds = budget based on cash received. This amount will populate and adjust as funds are received and Post Award Finance adds the budget.
- 2. Expenditures reflects all expenses incurred for the study.
- 3. Recovery Balance = charges (invoiced) payments
- 4. Cash Position Balance = cash on hand or balance available.

Department administrators and study coordinators are asked to review and verify this information on a regular basis and to notify Clinical Research Finance and Administration if corrections are needed. Note that PeopleSoft is still the official financial record for the study.