



Step by Step Process: Clinical Trial Invoicing



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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: Systemsreporting@uth.tmc.edu

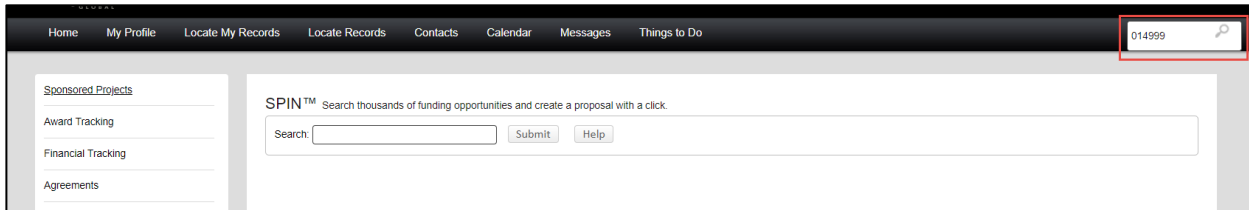
For Functional Support: your SPA Specialist

Creating Invoices

Add Sponsor Contacts

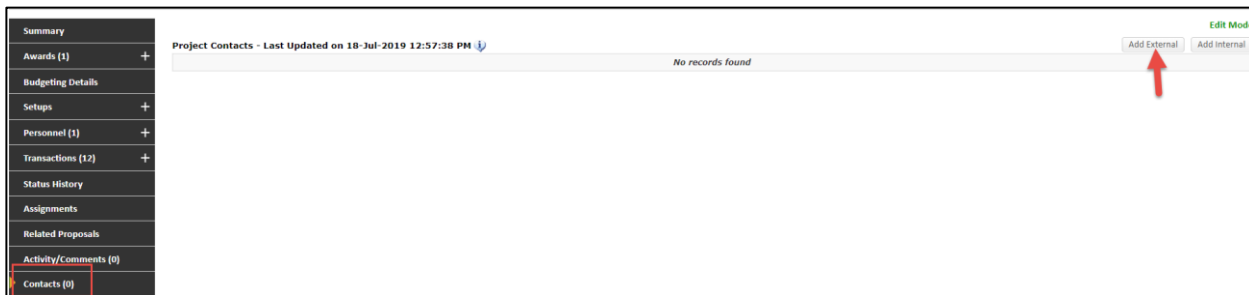
Add the contact information for the person to whom the invoice is to be sent.

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

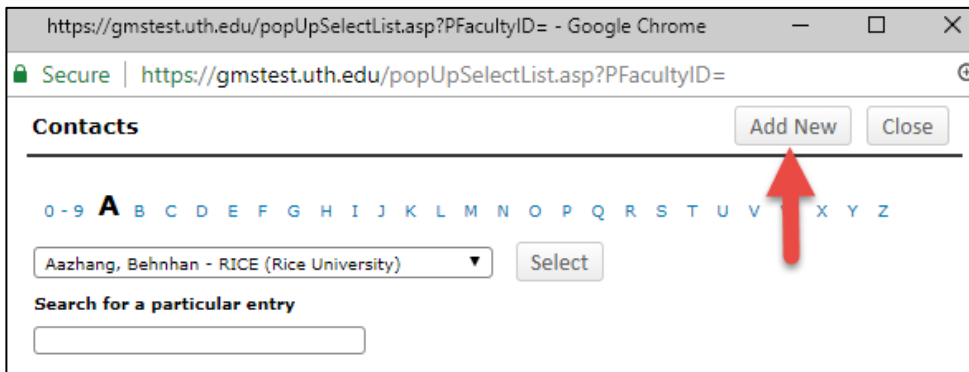


This will open the study record in Financial Tracking. In order to invoice, the bill to information must first be added to the record. This information is found in the clinical trial agreement.

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



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.



Contact - New Use Profile and Close

Salutation
First Name
Last Name
Title
Address

City
State/Province
Zip
Mail Stop Code
Country

MI
Suffix
Phone
Fax
Email
Entity/Sponsor Set

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 J K L M N O P Q R S T U V W X Y Z

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	Type	Open
Barnes, William	PFIZ (Pfizer, Inc.)	External		

Add Billing Info

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

Summary

- Awards (1) +
- Budgeting Details
- Setups** -
- Attributes
- Fwd Transactions
- Billing Info**
- Schd Pay/Milestones

Billing Info - Last Updated on 23-Jul-2019 3:44:50 PM Add

[Set Internal](#) / [Set External](#)

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

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



The billing info now appears in the record.

<p>Billing Info - Last Updated on 27-Jul-2019 4:29:13 PM</p> <p>Set Internal / Set External View Contact Info</p> <div style="border: 1px solid black; padding: 5px; background-color: #fff9c4;"> <p align="center">William Barnes Invoice Payment Specialist PFIZ (Pfizer, Inc.) U.S.A. Pfizer Pharmaceutucals Springfield NJ 00123</p> <p>Phone#: 333-444-5555 Fax#: Email: wbarnes@pfizer.com</p> </div>
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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.

<ul style="list-style-type: none"> Summary Awards (1) + Budgeting Details Setups + Personnel (1) + Transactions (0) - Initial Budget Operating Budget Soft Encumbrance Hard Encumbrance Payables Expenditure <li style="border: 1px solid red;">Charges Invoices 	<p>Charges - Last Updated on 27-Jul-2019 4:29:13 PM</p> <p>Filter</p> <p>From <input type="text"/> Through <input type="text"/> <input type="checkbox"/> Include Sub-Accounts</p> <p>Transaction Detail</p> <p style="text-align: right;">Parent Account: None</p> <p style="text-align: right;">Clear Filter Apply Filter</p> <p style="text-align: right;">Results <input checked="" type="radio"/> 25 <input type="radio"/> 50 <input type="radio"/> 100 <input type="radio"/> 200</p> <p style="text-align: right;">Add Charge</p>
--	--



The charge window will open.

Charge				Save Save and Close
Date: 30-Jul-2019	Item/Description: 125 of 1000 Characters Unscheduled Visit - 26,000 7/23/19	Post To Account: 006422 / Additional Institutes of Health (NIH)	Amount: 725.00	
Budget Category:	PO/Voucher Number:	Invoice Date:		
Object Code: 12000 - RECEIVABLE				
Payroll Record for Set:	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

Awards (1) +

Budgeting Details

Setups +

Personnel (1) +

Transactions (1) -

Initial Budget

Operating Budget

Soft Encumbrance

Hard Encumbrance

Payables

Expenditure

Charges ←

Invoices

Charges - Last Updated on 27-Jul-2019 4:51:28 PM

Parent Account: None

Filter

From Through Include Sub-Accounts

Clear Filter Apply Filter

Results 25 50 100 200

Add Charge

Transaction Detail

Date	Type	Description	Amount	Balance	Open	Delete
27-Jul-2019	CHG	Start Up Fee - Protocol # N384-332, Site # 1...	8,000.00	8,000.00	<input type="checkbox"/>	
Grand Total for all pages				8,000.00		

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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

Awards (1) +

Budgeting Details

Setups +

Personnel (1) +

Transactions (2) -

Initial Budget

Operating Budget

Soft Encumbrance

Hard Encumbrance

Payables

Expenditure

Invoices

Receivables

Charges - Last Updated on 27-Jul-2019 4:55:43 PM

Parent Account: None

Filter

From Through Include Sub-Accounts

Clear Filter Apply Filter

Results 25 50 100 200

Add Charge

Transaction Detail

Date	Type	Description	Amount	Balance	Open	Delete
27-Jul-2019	CHG	Start Up Fee - Protocol # N384-332, Site # 1...	8,000.00	8,000.00	<input type="checkbox"/>	
27-Jul-2019	CHG	IRB Fee - Initial	2,600.00	10,600.00	<input checked="" type="checkbox"/>	
Grand Total for all pages				10,600.00		

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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.

Account 0014999
Paula Investigator - The University of Texas Health Science Center at Houston

Account 0014999

Summary

Awards (1) +

Budgeting Details

Setups +

Personnel (1) +

Transactions (2) -

Initial Budget

Operating Budget

Soft Encumbrance

Invoices - Last Updated on 27-Jul-2019 4:55:43 PM

Parent Account: None

Create Invoice

Include Cost Reimbursement Charges	10,600.00	<input checked="" type="checkbox"/>	Charges From	Charges Through	Invoice Type
Include Charges Created by Scheduled Payments Due	0.00	<input type="checkbox"/>			Regular
Include Charges Created by Milestones Satisfied	0.00	<input type="checkbox"/>			
Include Sub Accounts (not included in roll-ups)		<input type="checkbox"/>			

Filter Invoices

From Through Include Sub-Accounts

Clear Filter Apply Filter

Results 25 50 100 200

Invoice Listing

No Invoices

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Summary

Invoices - Last Updated on 27-Jul-2019 6:22:27 PM

Parent Account: None

Create Invoice

Include Cost Reimbursement Charges 0.00

Include Charges Created by Scheduled Payments Due 0.00

Include Charges Created by Milestones Satisfied 0.00

Include Sub Accounts (not included in roll-ups)

Charges From: Charges Through: Invoice Type: Regular

Filter Invoices

From: Through: Include Sub-Accounts:

Clear Filter Apply Filter

Results: 25 50 100 200

Date	Invoice Number	Status	Period Start	Period End	Date Sent	Amount	Detail	Delete
27-Jul-2019	INV1900010	Created	27-Jul-2019	27-Jul-2019		10,600.00	Detail	

Summary menu items: Awards (1), Budgeting Details, Setups, Personnel (1), Transactions (2), Initial Budget, Operating Budget, Soft Encumbrance, Hard Encumbrance, Payables, Expenditure, Charges, Invoices (INV1900010)

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

Release

6

Bill To: William Barnes
PFIZ (Pfizer, Inc.)
Pfizer Pharmaceuticals
1 South Main Street
Springfield, NJ 00123

Invoice Date: 27-Jul-2019 Period From: 27-Jul-2019 Period Through: 27-Jul-2019

Invoice #: INV1900010 Invoice Type: Regular Status: Created

Terms: Payable upon receipt.

Invoice Template: Standard Invoice

Preview PDF Save PDF

Date	Description	Budget Category	Amount	All	All
27-Jul-2019	Start Up Fee - Protocol # N384-332, Site # 105		8,000.00	<input type="checkbox"/>	<input type="checkbox"/>
27-Jul-2019	IRB Fee - Initial		2,600.00	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL			\$10,600.00	<input type="checkbox"/>	<input type="checkbox"/>

Unbilled Charges

Add New Charge

Released: 27-Jul-2019 Undo Release Post Receivable

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-2019 Undo Release Post Receivable

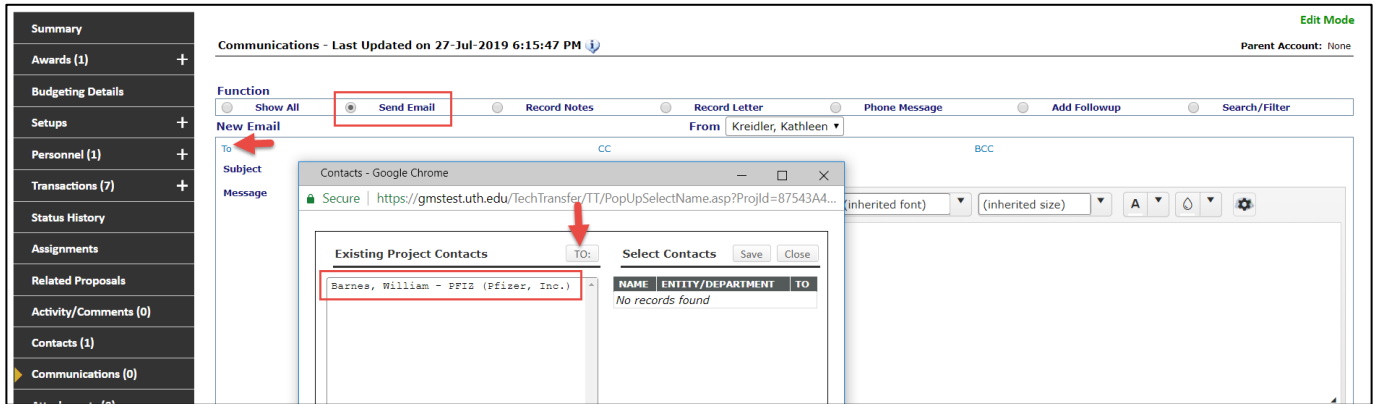
Bill To: William Barnes

INVOICE DETAIL

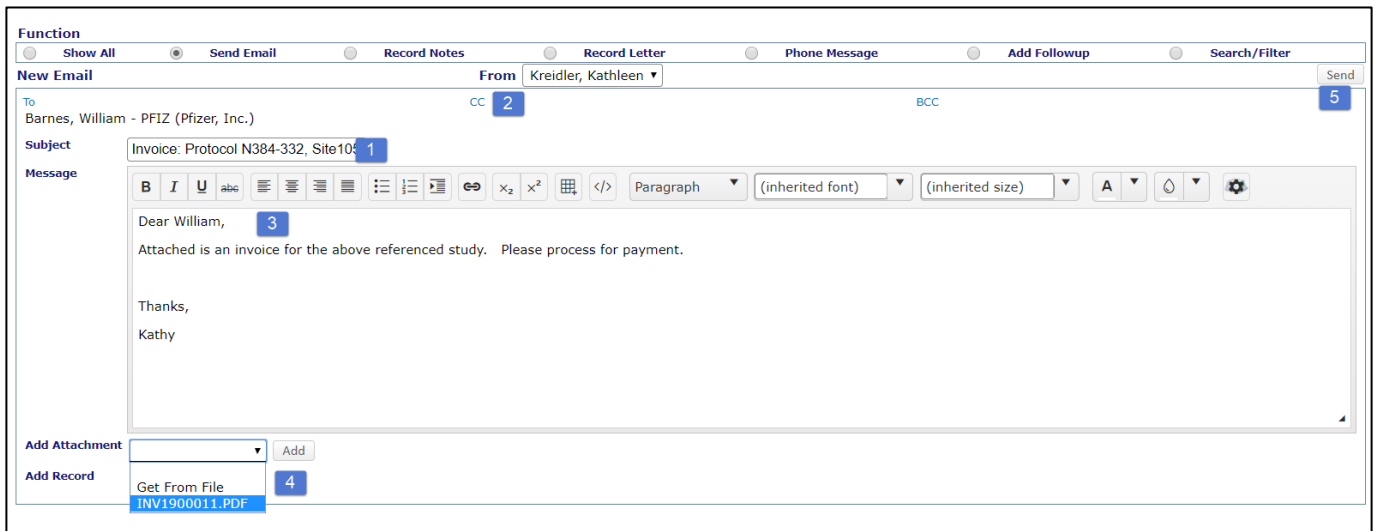
Sending Invoices to Sponsor

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".

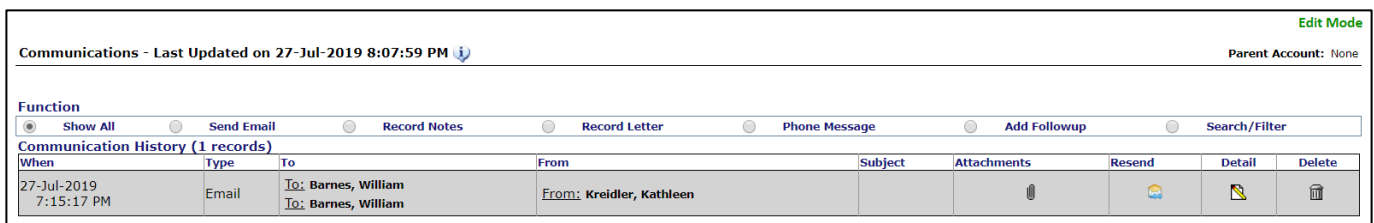


Click TO. The study contacts will be listed. Highlight the "Bill To" contact that appears on the invoice, click TO. Save and Close.



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.



Reviewing Financial Status and Transactions

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

Date	Offset	Type	Description	Amount	Balance	Open
27-Jul-2019		REC	Start Up Fee - Protocol # N384-332, Site # 1...	8,000.00	8,000.00	
27-Jul-2019		REC	IRB Fee - Initial	2,600.00	10,600.00	
Grand Total for all pages					10,600.00	

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.

Start	End	Opened	Days Remaining	Type	Status
01-Jul-2019	30-Jun-2023	17-Jun-2019	1434	Financial Grant Account	Funded

Account Number	Account Charge To	Available Funds	Soft Encumbrance	Hard Encumbrance	Expenditures	Balance
0014999	PFIZ (Pfizer, Inc.)	-	-	-	-	0.00
Total		0.00	0.00	0.00	0.00	0.00

Account Number	Account Charge To	Charges	Receivables	Payments	Write Offs	Balance
0014999	PFIZ (Pfizer, Inc.)	10,600.00	10,600.00	-	-	10,600.00
Total		10,600.00	10,600.00	0.00	0.00	10,600.00

Account Number	Account Charge To	Cash Spent	Cash Received	Balance
0014999	PFIZ (Pfizer, Inc.)	-	-	0.00
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.

Date	Allocation	Type	Description	Check/Transaction Number	Amount	Balance	Open
27-Jul-2019		PAY	Start up fee payment	451861654	8,000.00	8,000.00	
27-Jul-2019		PAY	Patient 1, visit 1	5126489	1,500.00	9,500.00	
Grand Total for all pages						9,500.00	

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

Transaction Detail						Add Rec		
Date	Offset	Type	Description	Amount	Balance	Open		
27-Jul-2019		REC	Start Up Fee - Protocol # N384-332, Site # 1...	-8,000.00	-8,000.00			
27-Jul-2019		REC	Start Up Fee - Protocol # N384-332, Site # 1...	8,000.00	0.00			
27-Jul-2019		REC	IRB Fee - Initial	2,600.00	2,600.00			

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

Click on the summary tab for a study overview.

Summary	Summary - Last Updated on 27-Jul-2019 6:15:47 PM										Edit Mode
Awards (1)	Parent Account: None										
Budgeting Details	Start	End	Opened	Days Remaining	Type	Status					
Setups	01-Jul-2019	30-Jun-2023	17-Jun-2019	1434	Financial Grant Account	Funded					
Personnel (1)	Available Funds										
Transactions (7)	Account Number	Account Charge To	Available Funds	Soft Encumbrance	Hard Encumbrance	Expenditures	Balance				
Status History	0014999	PFIZ (Pfizer, Inc.)	0.00	0.00	0.00	0.00	0.00				
Assignments	Recovery										
Related Proposals	Account Number	Account Charge To	Charges	Receivables	Payments	Write Offs	Balance				
Activity/Comments (0)	0014999	PFIZ (Pfizer, Inc.)	10,600.00	2,600.00	9,500.00	-	1,100.00				
Contacts (1)	Cash Position										
Communications (0)	Account Number	Account Charge To	Cash Spent	Cash Received	Balance						
	0014999	PFIZ (Pfizer, Inc.)	0.00	9,500.00	9,500.00						

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.