

Financial Setup - Create a Calendar Budget Template

Create a Calendar Budget Template

A Calendar Budget Template can be associated to a Study Calendar to generate a budget. Before creating a calendar budget template, however, a standard budget must be created and converted to a budget template. The template is then associated with a calendar, making it a Calendar Budget Template. To create a calendar budget template, from the **Manage** dropdown, select **New** under the "Budget" heading.

To learn more about the other available budget types, see the the **Financial Management>>Budgets** section of the **eResearch User Guide**.

Manage ▾	Libraries ▾	Reporting ▾
Studies	Application	
New	Organizations	
Search	Groups	
Patients	Users	
New	Links	
Search	Forms	
Enrolled	Portals	
Schedule	Networks	
Budget	Financials	
New	Search	
Search		

Budget Details

Users can enter information on this page to specify the details of the budget, including currency, budget template format, status, and which organizations can utilize this budget.

Current Page: Budget >> Open

Details Budget Appendix Access Rights

Budget Name *

Version Number

Comments (Limit 4000 characters)

Created by * Training Admin Select User

Budget Currency * US Dollars ▾

Budget Template * Select an option ▾

Budget Status Work in Progress ▾

☐ Budget is Organization non-specific

☒ Budget is specific to Organization: Benton Medical ▾

Associate Budget to the following Study: Select an option ▾

e-Signature * Submit

Choose a Budget Template Type

The recommended budget template type for sponsored studies is the **Comparative template**. Comparative budgets display the additional columns, "Sponsor Direct Amount/Patient", "Sponsor Total Amount/Patient" and "Variance" allowing you to calculate the difference between your site's study costs and the amount paid by the Sponsor.

The recommended budget template type for investigator-initiated studies is the **Patient template**.

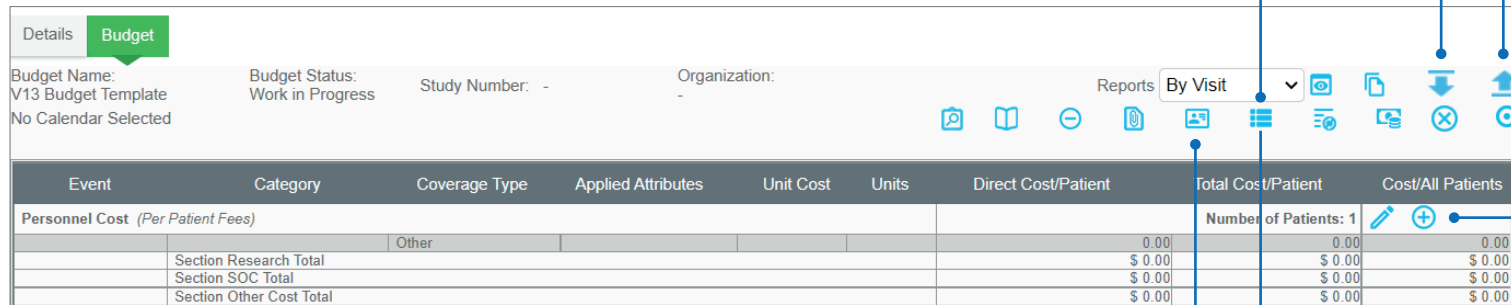
The third type, **Study template**, is a basic study cost tracking template that can only be used in browser budgets.

Financial Setup - Patient/Comparative Budget screen

When the budget sections page opens, you may delete the default **Personnel** and **Miscellaneous** cost categories as this will give users a clean budget template to work with. Calendar budget templates will dynamically add all visits as categories, and events as line items when it is associated with a calendar.

To manage sections of the Patient/Comparative budget screen, click the **Sections** icon.

Note: Only sections that are custom, or the initial "Personnel" or "Miscellaneous" categories can be edited. Imported sections from the calendar cannot be edited directly.

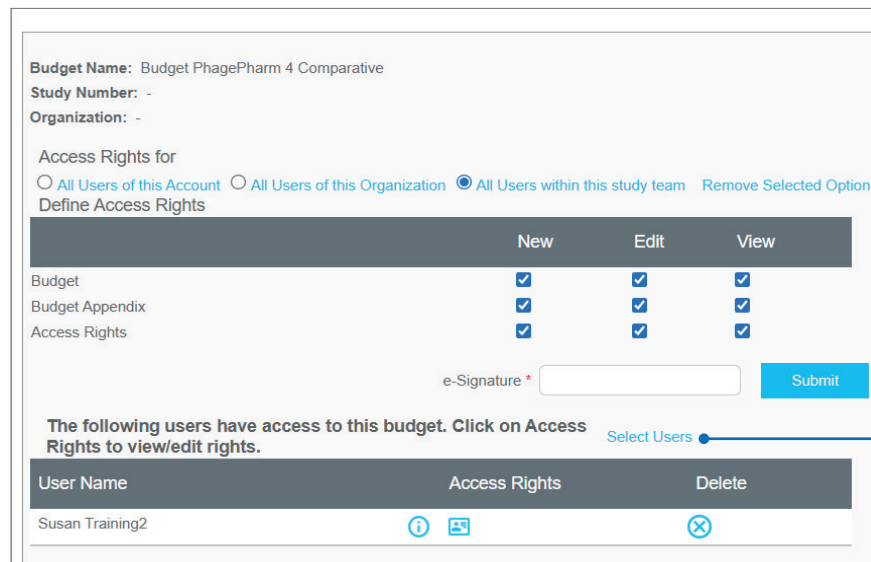


Bulk Edit Budget

From the **Budget** tab, use the download button to download a budget, make changes to the file, and then upload them into the budget using the upload button.

Add a Line Item

From the **Budget** tab, select the **Add New Line Item** icon.



Sections in this budget are: [Add New Section](#)

Section Type	Sequence	Section Name	Edit	Delete
Per Patient Fees	10	Personnel Cost		
Per Patient Fees	20	Miscellaneous		
Per Patient Fees	20	Start Up Costs		
Per Patient Fees	30	Visit Charges		
Per Patient Fees	40	Follow Up Charges		

[Close](#)

Assign Access Rights

From the **Budget** tab, select the **Access Rights** icon to assign rights for all users, organizations, or study teams. Access rights can also be assigned to individual users by clicking **Select Users**.

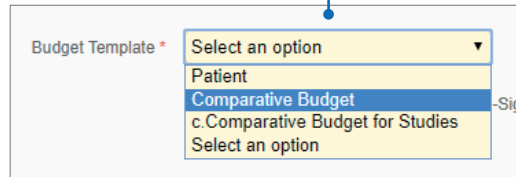
Associate a Budget Template to a Calendar

Associating a Budget Template to a Calendar

To associate a budget template to a calendar, it must be in either the "Work in Progress" or "Offline for Editing" status. If a calendar is already in the "Active" status, you can change it to "Offline for Editing" by selecting the target study, navigating to the **Study Setup** tab, and selecting the status for the desired calendar.

Adding a Budget Template to a Calendar

From the **Define the Calendar** tab of a patient visit or admin calendar, select the budget template to associate with the calendar. After selecting the budget template, two additional tabs are added to the calendar, **Manage Budget** and **Manage Milestones**.



Budget Template *

- Select an option
- Patient
- Comparative Budget
- Comparative Budget for Studies
- Select an option

Manage Analysis Patient Cost Items Milestones Setup **Manage Budget** Manage Milestones

Back to Calendars

Indirects Budget Status: Work in Progress Reports By Visit

Items	Unit Cost	Units	Direct Cost/Patient	Total Cost/Patient	Cost/All Patients	Sponsor Direct Amount/Patient	Sponsor Total Amount/Patient	Variance
Number of Patients: 1								
D1	250.00	1.00	250.00	252.50	252.50	10.00	10.00	-242.50
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
			\$ 250.00	\$ 252.50	\$ 252.50	\$ 10.00	\$ 10.00	\$ -242.50

Associated Calendars

Calendars currently associated with this study are:

UPDATE MULTIPLE SCHEDULES COPY AN EXISTING CALENDAR

Calendar Name	Refresh Notifications	Description	Status	Status Details
Structured Patient Visit Calendar		Structured Visit Calendar	Offline for Editing	Status Details

Please change the status.

Study Calendar Name Structured Patient Vis

Status * Active What does this mean?

Date * Select an option

Status changed by * Active Deactivated Offline for Editing User Search

Create Visit, Event or Additional Milestones

Navigate to the **Manage Budget** tab and select the **Milestones** icon to optionally create visit, event and/or additional milestones directly from your budget. Creating milestones directly from your budget can save time by pulling in the actual costs or sponsor amount into your visit or event milestones. You can optionally choose the types of costs to generate your milestone and exclude any line items with a zero amount.

Create Milestones

Select Calendar: Select an option Holdback % Apply to All

Milestone Rule	Event Status	Milestone Amount	Exclude Milestones with zero Amount	Sponsor Total Amount	Payment Type	Holdback
<input type="checkbox"/> Visit Milestones	Select an option	Select an option	All	<input checked="" type="checkbox"/>	Receivable	%
<input type="checkbox"/> Event Milestones	Select an option	Select an option	All	<input checked="" type="checkbox"/>	Receivable	%
<input type="checkbox"/> Additional Milestones				<input checked="" type="checkbox"/>	Receivable	%

Please Note:

- Milestone Amount is Total Cost/ Patient amount. To use sponsor amounts as milestone amounts, please select Sponsor Total Amount.
- If 'Additional Milestones' option is selected, all non-calendar related line items will be published as 'Additional Milestones'.
- If 'Exclude Milestones with zero amount' checkbox is checked, The system won't generate milestones with zero amount.

e-Signature * Submit Close

Financial Management - Milestones

Milestone Types

Milestones can be thought of as “payment triggers”. When the conditions of each milestone are achieved, the achieved milestone amount is triggered as an item that can now be invoiced. The five milestone types are **Patient Status**, **Visit**, **Event**, **Study Status**, and **Additional**.

Create Milestones

Add the desired number of Milestone fields to the page using the **Add** field and the **plus** button.

Holdback % [Apply to All](#) [Preview and Save](#) [View/Delete Achievements](#)

Please expand a milestone type panel below to manage existing or add new milestone

▼ Visit Milestones

(Click row to edit) [Preview and Save](#) Add Milestone(s) [+](#)

Calendar	Visit	Milestone Rule	Event Status	Patient Count	Patient Status	Payment Type	Amount	Holdback	Limit	Payment For	Milestone Status
											Set to Selected

Serial #	Milestone Type	Calendar	Visit	Milestone Rule	Event Status	Patient Count	Patient Status	Payment Type	Amount	Holdback	Limit	Payment For	Date From	Date To	Milestone Status	Select	Delete
1	Visit	Structured Patient Visit Calendar - Alternate	Initial Visit	All events within the visit are marked as -	Done	1	Active/On Treatment	Receivable	500.00	5.00%					Active	<input type="checkbox"/>	<input type="checkbox"/>

View Achieved Milestones

Click the **View/Delete Achievements** button to view, delete and/or modify the achievement date for achieved milestones. Only milestones that are not included in an invoice, payment reconciliation, or part of a compound milestone can be deleted or modified.

All achieved milestones for a study can be viewed and deleted from the Financial Summary page on the **Milestones** tab, or from the Study Management page on the **Milestones** tab in Velos eResearch.

VISIT EVENT PATIENT STATUS STUDY STATUS ADDITIONAL

[1 Milestones](#) [5 Achievements](#) [3 Patients](#) [Total Amount: \\$1,000.00](#)

[Open all](#) [Close all](#) Search achievements

Visit: Initial Visit. Rule: All events within the visit are marked as - Done (1 patients). Calendar: DEMO Structured Patient Visit Calendar [5 Achievements](#) [Total Amount: \\$1,000.00](#)

PATIENT ID	LAST NAME	FIRST NAME	MILESTONE AMOUNT	PAYMENT TYPE	ACHIEVED
<input type="checkbox"/>	DEMO001	DEMO Jenny	\$200.00	Receivable	04/18/2022 +
<input type="checkbox"/>	DEMO002	DEMO Geoffrey	\$200.00	Receivable	04/25/2022 +
<input type="checkbox"/>	DEMO016	DEMO Chris	\$200.00	Receivable	06/27/2022 +
<input type="checkbox"/>	DEMO018-A	DEMO Tony	\$200.00	Receivable	06/29/2022 +
<input type="checkbox"/>	DEMO005	DEMO Chris	\$200.00	Receivable	09/23/2022 +

Rows per page: 25 First 1 Last

Manage Invoices

Invoices are based on achieved milestones for a study. Achieved milestones can only be invoiced if the milestone rules have a payment type of "Receivable" or "Invoiceable".

Create an Invoice

From the default homepage, click the Financial Summary icon to access the **Invoicing** tab. Select **Create a New Invoice**.

Current Page: Financials >> Invoicing

Milestones Notifications **Invoicing** Appendix Payments Reports

STUDY DETAILS Study Number: 09877

[CREATE A NEW INVOICE](#)

Invoice #	Edit	Invoice Date	Invoice Amount
09877-75			0.60

1 to 1 of 1 Record(s)

Current Page: Invoice Creation

Milestones Notifications **Invoicing** Appendix Payments Reports

STUDY DETAILS Study Number: 09877

Enter the following details to create your Invoice:

Study Number: 09877

NCT Number: []

Invoice Number (System generated if left blank): 09877 - []

Invoice Date *: 01/21/2021

Payment Due Date *: ☐ On or before [] ☒ Due date within 30 Day(s)

Invoice To: [] [Select User](#)

Payment To: [] [Select User](#)

Note: Your prompt payment is appreciated.

Display: All Receivables For Dates: ☒ All ☐ Year 2021 ☐ Month 1 2021

☐ Date Range: From [] To []

[Submit](#)

The Invoice Creation page displays where users can enter information as appropriate for the invoice.

Invoiced to Date Invoice Amount

0.60

After defining the invoice on the Invoice Creation page, the **Calculate** and **Erase** icons can be used to enter invoice amounts or clear the invoice amount.

After defining the invoice fields and using the invoice buttons, click **Generate Invoice**.

Current Page: Invoice Creation >> Step 2

Milestones Notifications **Invoicing** Appendix Payments Reports

STUDY DETAILS Study Number: 09877

Milestone Type	Enrolling Site	Study Status Date	Patient First Name	Patient Last Name	Patient Study ID	Calendar Name
Patient Status	WCG - VELOS	-	Jessica	Bilger	0000-44444	-
Holdback-Patient Status	WCG - VELOS	-	Jessica	Bilger	0000-44444	-
Patient Status	WCG - VELOS	-	May	Owens	MRN2876	-
Holdback-Patient Status	WCG - VELOS	-	May	Owens	MRN2876	-

[Generate Invoice](#)


Manage Invoices (continued)

Current Page: Financials >> Invoicing

Milestones Notifications **Invoicing** Appendix Payments Reports

STUDY DETAILS Study Number: 09877 Title: Anemia in Patients with RA

CREATE A NEW INVOICE DELETE SELECTED

Invoice #	Edit	Invoice Date	Invoice Amount	Payment Due Date	Created by	Date Range	Status	Notes	Delete
09877-75			0.60		Laura Palmer	All	Work in Progress	Your prompt payment is appreciated.	<input type="checkbox"/>

1 to 1 of 1 Record(s)

Edit an Invoice

Once an Invoice has been created, it can be edited by selecting the edit icon on the **Invoicing** tab for the appropriate invoice.

The window to modify an invoice opens where users can modify information as necessary or delete individual line items.

Header

Addressed To: [Select User](#)

Sent From: [Select User](#)

Study Number: 09877 Invoice Number: 09877 - 75

NCT Number: Study Title: Anemia in Patients with RA

Payment Due Date: Invoice Date: Selected Date Range Filter: All

Internal Account Number:

Manage an Invoice Status

To modify an invoice status, select the edit icon next to the status for the desired invoice to modify.

The Status Details window opens where users can modify the Invoice Status as necessary.

Financials >> Invoicing >> Status Details

Invoice Number: 09877-75

Status *

Date *

Notes

e-Signature *

Manage Payments

Record a Payment

From the default homepage, click the Financial Summary icon to access the **Payments** tab. Select **Add New**.

Current Page: Financials >> Payment Browser

Milestones Notifications Invoicing Appendix **Payments** Reports

STUDY DETAILS Study Number: 0986776 Title: Anemia in Patients with RA

[+ Add New](#) Search payments

Date	Payment Type	Method	Description	Amount	Reconciled	Not Reconciled	
01/22/2021	Payment Received	Electronic	Admin Fees	1,500.00	1,250.00	250.00	Reconcile ... Edit Delete

Add New Payment

Required *

Payment Date * 01/22/2021 Payment Amount * Enter payment amount

Payment Type * Select a payment type Payment Method Select a payment method

Description Enter a description for this payment

Comments Enter comments or notes to include

[Add New Payment](#)

In the Add New Payment screen, define the Payment Type as Payment Made, Payment Received, Credit Memo, or Write Off, complete the fields, and select **Add New Payment**.

Manage Payments *(continued)*

Payments Reports

Title: Anemia in Patients with RA

Search payments

Method	Description	Amount	Reconciled	Not Reconciled
Electronic	Admin Fees	1,500.00	1,250.00	250.00

Reconcile

Reconcile a Payment

Click the **Reconcile** button. For a **Payment Received** Payment Type, select **Milestones** or **Invoices** after clicking **Reconcile**. Then you will open the **Reconcile Payments** screen.

Select the Milestone or Invoice and click **Next: Apply Amounts**.

Reconcile Payments

Study: 0986776 ✓ Payment Amount: 1,500.00

I want to reconcile:

Invoices

Milestones

Reconcile Payments: Milestones

Study: 0986776 ✓ Payment Amount: 1,500.00 Paid: 1,250.00 Remaining: 250.00

1 Select Milestones 2 Apply Amounts

Show All Milestones All Milestone Types All Milestone Payment Types All Payments For Search milestones

Type	Milestone Payment Type	Payment For	Milestone Description	Patient Study ID	Achieved	Amount	Paid	Remaining
<input type="checkbox"/>	Additional	Receivable	-	Study Startup Fee	01/22/2021	1,000.00	750.00	250.00
<input type="checkbox"/>	Additional	Receivable	-	Admin Fee Q1	01/22/2021	250.00	250.00	0.00
<input type="checkbox"/>	Additional	Receivable	-	Admin Fee Q2	01/22/2021	250.00	250.00	0.00

Rows Per Page 50 1 / 1

Back Next: Apply Amounts



Never reconcile a single payment against the same financial achievement in both an invoice and directly against the milestone to avoid duplicate records and issues in reporting.

Note: See [next page](#) for Step 2 of reconciling a payment.

Manage Payments *(continued)*

Reconcile Payments: Milestones

Study: 0986776
Payment Amount: 1,500.00
Paid: 1,250.00
Remaining: 250.00

1 Select Milestones
2 Apply Amounts
Show previously paid items

Payment Calculator

Payment

Total Payment Amount: 1,500.00

Previously Applied: 0.00

- Applied to Selected: 1,250.00

Remaining to Apply: 250.00

Milestones

Total Milestones Amount: 1,500.00

- Selected Payment: 1,250.00

Remaining to Pay: 250.00

Study Startup Fee
Total Remaining: 250.00
Pay total in full

PATIENT STUDY ID	AMOUNT	PAID	REMAINING	PAYMENT TO APPLY
	1,000.00	750.00	250.00	<input type="text" value="750.00"/> Pay in full

Admin Fee Q1
Total Remaining: 0.00
Pay total in full

PATIENT STUDY ID	AMOUNT	PAID	REMAINING	PAYMENT TO APPLY
	250.00	250.00	0.00	<input checked="" type="checkbox"/> Paid in full

Admin Fee Q2
Total Remaining: 0.00
Pay total in full

PATIENT STUDY ID	AMOUNT	PAID	REMAINING	PAYMENT TO APPLY
	250.00	250.00	0.00	<input checked="" type="checkbox"/> Paid in full

Back
e-Signature *
Apply Amounts From Payment

Reconcile Payments: Milestones Step 2

Enter payments into the **Payment To Apply** fields, or click **Pay in full** for each line item, or, to use the entire Total Payment Amount, click **Pay total in full**.

If using the Pay total in full method, note that payments are distributed from the top down, so if the Total Payment Amount is used before all fields are filled then those fields will not be paid.

Enter e-Signature and click **Apply Amounts From Payment**.