

## Financial Setup - Create a Calendar Budget Template

### Create a Calendar Budget Template

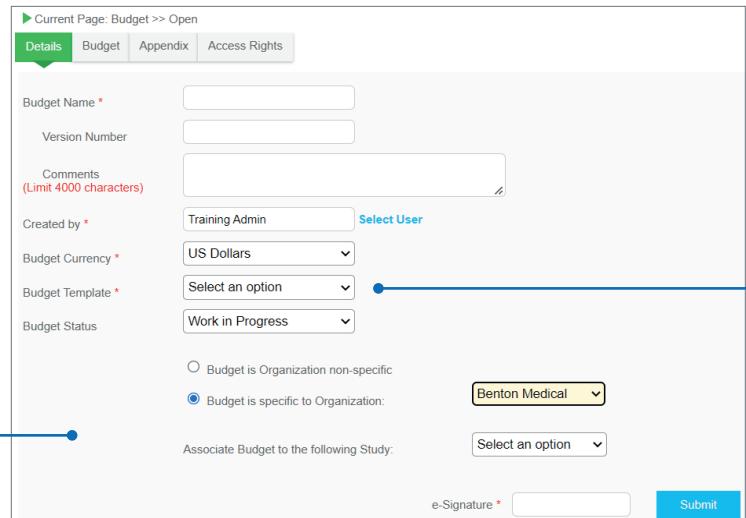
A Calendar Budget Template can be associated to a Study Calendar to generate a budget. Before creating a calendar budget template, however, a standard budget must be created and converted to a budget template. The template is then associated with a calendar, making it a Calendar Budget Template. To create 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		
<b>Patients</b>	Users		
New	Links		
Search	Forms		
Enrolled	Portals		
Schedule	Networks		
<b>Budget</b>	<b>Financials</b>		
<b>New</b>	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

Budget Currency \*  US Dollars

Budget Template \*  ●

Budget Status  Work in Progress

Budget is Organization non-specific  
 Budget is specific to Organization:

Associate Budget to the following Study:

e-Signature \*

### Choose a Budget Template Type

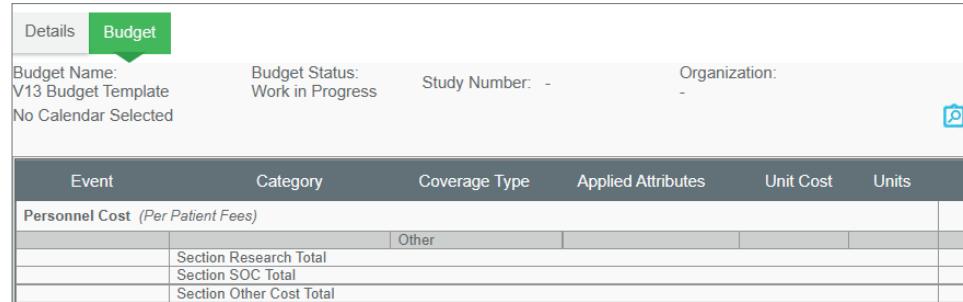
The recommended budget template type for sponsored studies is the **Comparative template**. Comparative budgets display the additional columns, "Sponsor Direct Amount/Patient", "Sponsor Total Amount/Patient" and "Variance" allowing you to calculate the difference between your site's study costs and the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



**Budget Name:** V13 Budget Template  
**Budget Status:** Work in Progress  
**Study Number:** -  
**Organization:** -

**Event** **Category** **Coverage Type** **Applied Attributes** **Unit Cost** **Units** **Direct Cost/Patient** **Total Cost/Patient** **Cost/All Patients**

Personnel Cost (Per Patient Fees)		Other							
		Section Research Total				\$ 0.00	\$ 0.00	\$ 0.00	
		Section SOC Total				\$ 0.00	\$ 0.00	\$ 0.00	
		Section Other Cost Total				\$ 0.00	\$ 0.00	\$ 0.00	

**Budget Name:** Budget PhagePharm 4 Comparative  
**Study Number:** -  
**Organization:** -

**Access Rights for**  
 All Users of this Account  All Users of this Organization  All Users within this study team  Remove Selected Option  
[Define Access Rights](#)

	New	Edit	View
Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Appendix	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

e-Signature \*  **Submit**

The following users have access to this budget. Click on Access Rights to view/edit rights. [Select Users](#)

User Name	Access Rights	Delete
Susan Training2		

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:

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		

**Add New Section**

**Close**

### Assign Access Rights

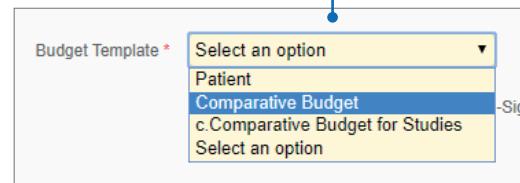
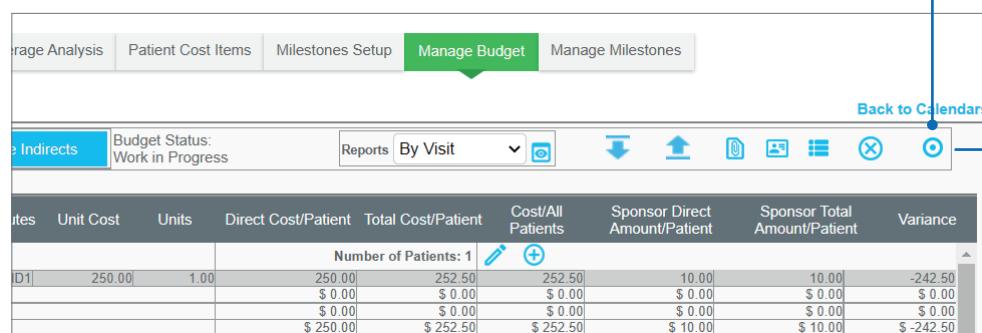
From the **Budget** tab, select the **Access Rights** icon to assign rights for all users, organizations, or study teams. Access rights can also be assigned to individual users by clicking **Select Users**.

## Associate a Budget Template to a Calendar

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.

## Associating 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**.

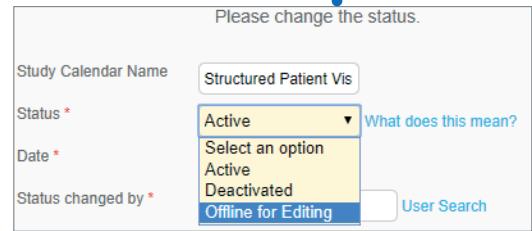




**COPY AN EXISTING CALENDAR**

**Associated Calendars**

Calendars currently associated with this study are:

Calendar Name	Refresh Notifications	Description	Status	Status Details
Structured Patient Visit Calendar		Structured Visit Calendar	Offline for Editing	<a href="#">Status Details</a>



**Please change the status.**

**Study Calendar Name**

**Status \***

**Date \***

**Status changed by \***

**Structured Patient Vis**

**Active**  [What does this mean?](#)

**Select an option**

**Active**

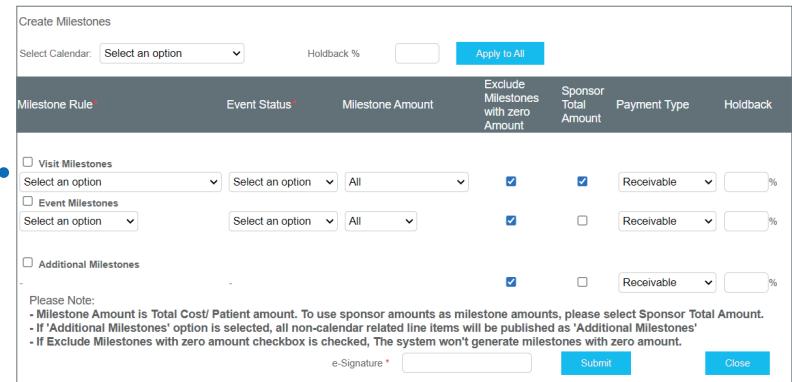
**Deactivated**

**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:**  **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	<input type="button"/>	<input type="button"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button"/>	<input type="button"/>
<input type="checkbox"/> Event Milestones	<input type="button"/>	<input type="button"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button"/>	<input type="button"/>
<input type="checkbox"/> Additional Milestones	<input type="button"/>	<input type="button"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button"/>	<input type="button"/>

**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**.

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

Calendar	Visit	Milestone Rule	Event Status	Patient Count	Patient Status	Payment Type	Amount	Holdback	Limit	Payment For	Milestone Status	<span>Set to Selected</span>						
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.

### Create Milestones

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

VISIT EVENT PATIENT STATUS STUDY STATUS ADDITIONAL

1 Milestones 0 Achievements 0 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

3 Achievements Total Amount: \$1,000.00

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

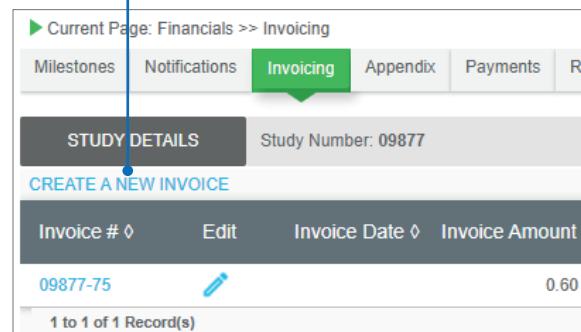
Rows per page: 25 First Last

## 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

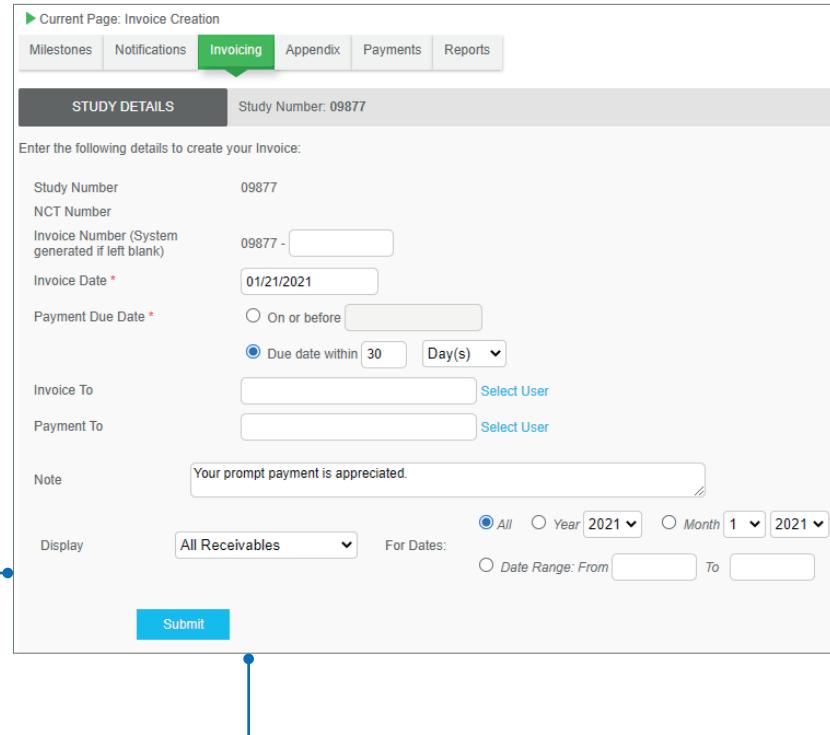
Milestones Notifications **Invoicing** Appendix Payments Reports

**STUDY DETAILS** Study Number: 09877

**CREATE A NEW INVOICE**

Invoice #	Edit	Invoice Date	Invoice Amount
09877-75		01/21/2021	0.60

1 to 1 of 1 Record(s)



► Current Page: Invoice Creation

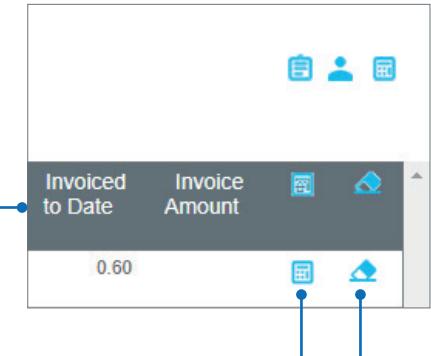
Milestones Notifications **Invoicing** Appendix Payments Reports

**STUDY DETAILS** Study Number: 09877

Enter the following details to create your Invoice:

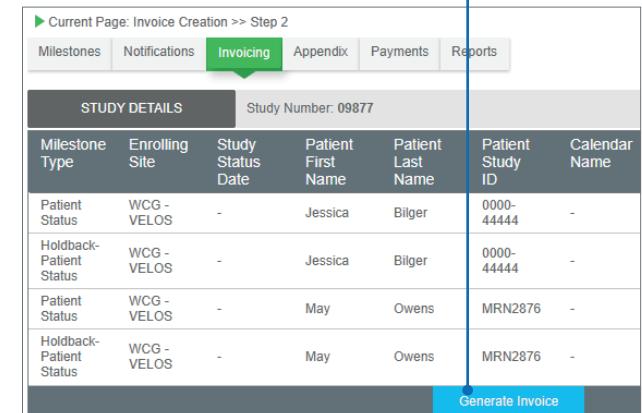
Study Number	09877
NCT Number	
Invoice Number (System generated if left blank)	09877 -
Invoice Date *	01/21/2021
Payment Due Date *	<input type="radio"/> On or before <input checked="" type="radio"/> Due date within <input type="text" value="30"/> Day(s)
Invoice To	
Payment To	
Note	Your prompt payment is appreciated.
Display	<input checked="" type="radio"/> All Receivables <input type="radio"/> Year <input type="text" value="2021"/> <input type="radio"/> Month <input type="text" value="1"/> <input type="text" value="2021"/> <input type="radio"/> Date Range: From <input type="text"/> To <input type="text"/>
<b>Submit</b>	

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



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

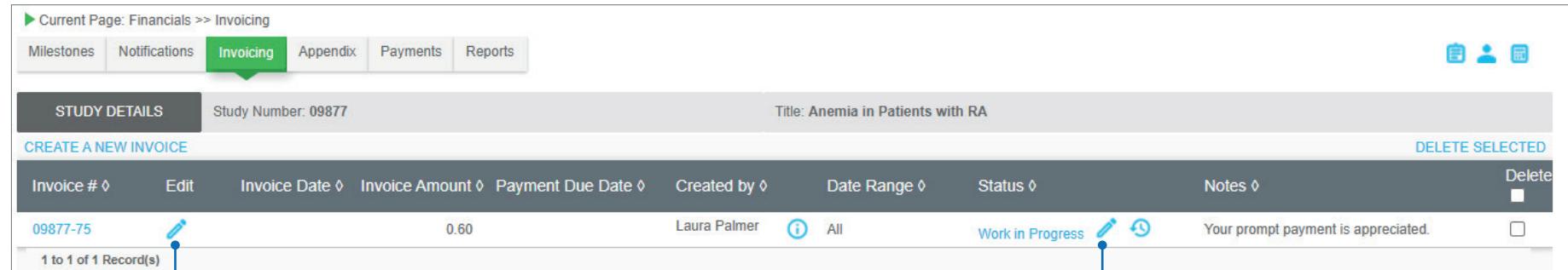
Milestones Notifications **Invoicing** Appendix Payments Reports

**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**

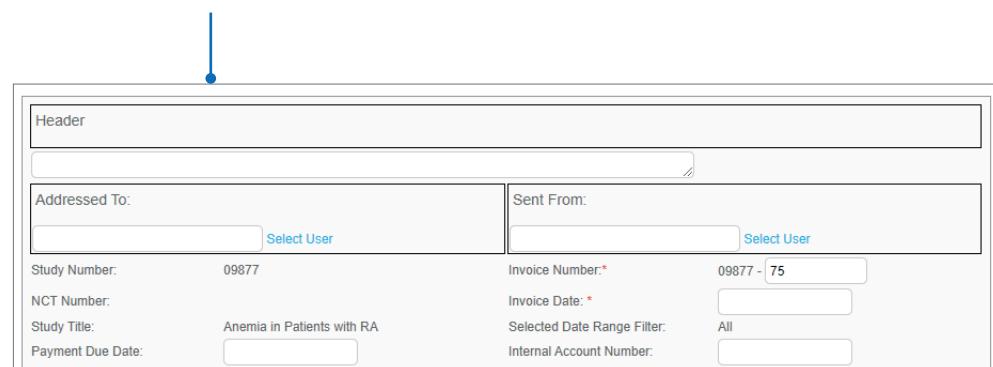
Invoice #	Edit	Invoice Date	Invoice Amount	Payment Due Date	Created by	Date Range	Status	Notes	Delete
09877-75			0.60		Laura Palmer 	All	Work in Progress  	Your prompt payment is appreciated.	<input type="checkbox"/>

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:   Sent From:

Study Number: 09877 Invoice Number: \* 09877-75

NCT Number:  Invoice Date: \*

Study Title: Anemia in Patients with RA Selected Date Range Filter: All

Payment Due Date:  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 \*  Enter e-Signature



## Manage Payments

### Record a Payment

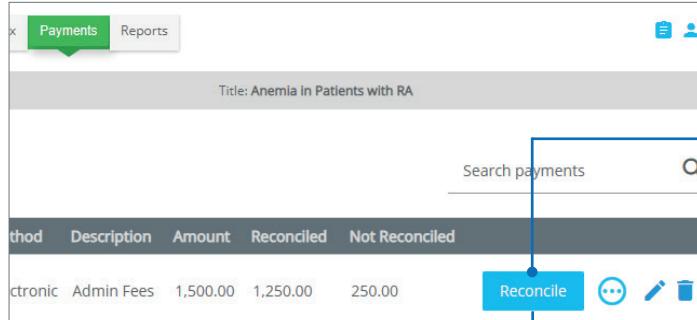
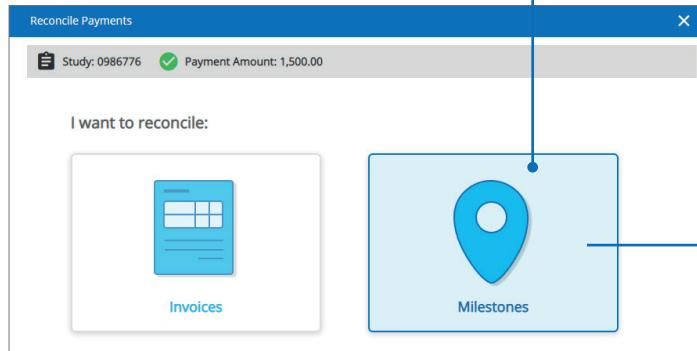
From the default homepage, click the Financial Summary icon to access the **Payments** tab. Select **Add New**.

A screenshot of the 'Payment Browser' screen. At the top, there are tabs: Milestones, Notifications, Invoicing, Appendix, Payments (which is highlighted in green), and Reports. Below the tabs, there is a 'STUDY DETAILS' section with 'Study Number: 0986776' and 'Title: Anemia in Patients with RA'. A search bar labeled 'Search payments' with a magnifying glass icon is on the right. In the center, there is a table with columns: Date, Payment Type, Method, Description, Amount, Reconciled, and Not Reconciled. A single row is shown: '01/22/2021', 'Payment Received', 'Electronic', 'Admin Fees', '1,500.00', '1,250.00', and '250.00'. At the bottom right of the table are buttons for 'Reconcile', a blue pencil icon, and a blue trash can icon. To the left of the table is a blue circle with a white plus sign and the text 'Add New'.

A screenshot of the 'Add New Payment' dialog box. It has a blue header bar with the text 'Add New Payment' and a close button 'X'. The form fields are: '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), and 'Comments' (Enter comments or notes to include). At the bottom right is a blue button labeled '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**.

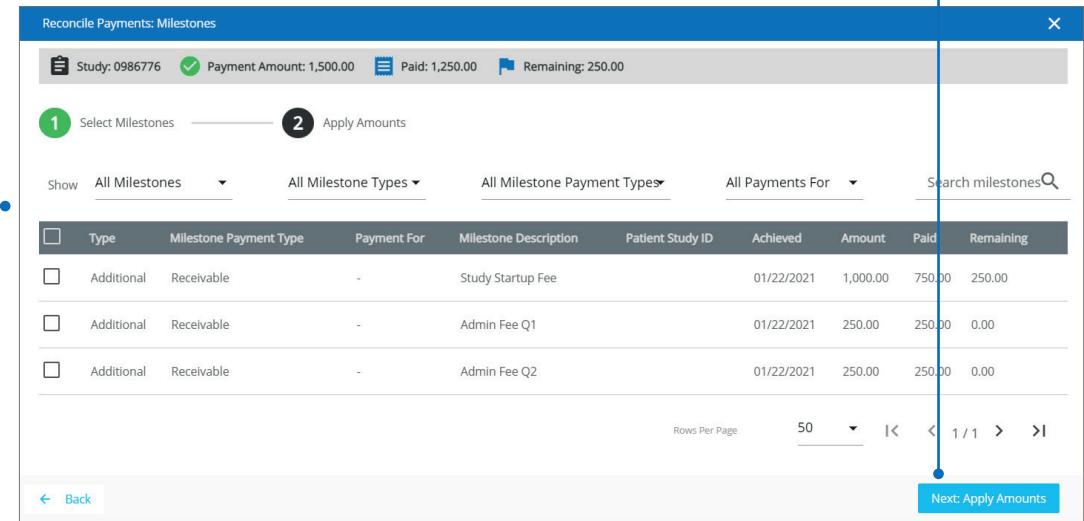
## Manage Payments (continued)

## 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**.




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**

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

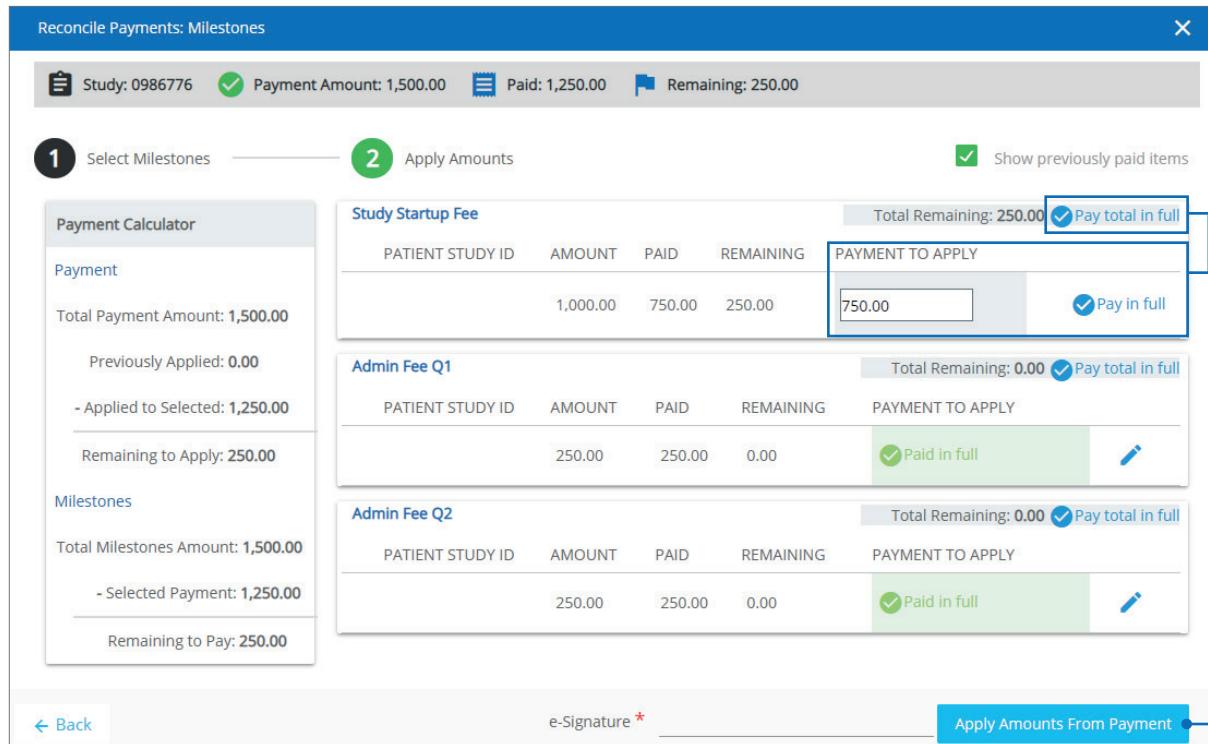
**Admin Fee Q1**

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

**Admin Fee Q2**

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

Back e-Signature \*  Apply Amounts From Payment



The screenshot shows the 'Reconcile Payments: Milestones' window. At the top, it displays 'Study: 0986776', 'Payment Amount: 1,500.00', 'Paid: 1,250.00', and 'Remaining: 250.00'. Below this, there are two main sections: 'Select Milestones' (labeled 1) and 'Apply Amounts' (labeled 2). The 'Apply Amounts' section includes a checkbox for 'Show previously paid items'. Under 'Payment Calculator', it shows a total payment of 1,500.00, with 1,250.00 applied and 250.00 remaining. The 'Milestones' section shows a total of 1,500.00, with 1,250.00 selected and 250.00 remaining to pay. The 'Study Startup Fee' section shows a patient study ID of 1,000.00 with amounts of 750.00 paid and 250.00 remaining, with a 'Pay total in full' button. The 'Admin Fee Q1' and 'Admin Fee Q2' sections show amounts of 250.00 each, with 250.00 paid and 0.00 remaining, and a 'Paid in full' button. At the bottom, there is an 'e-Signature' field and a 'Back' button.

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**.