

Financial Setup - Create a Calendar Budget Template

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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. After creating a budget, users can convert the budget to a budget template, and then associate it with a calendar, making it a Calendar Budget Template.

Creating a calendar budget template is the recommended way to create a budget as it streamlines the creation of Visit and Event type milestones.

To create a budget, from the **Manage** tab, select **New** under the "Budget" heading.

Budget Details

Users can enter information to specify the Budget Name, Version Number, Comments, user that the Budget is Created by, Budget Currency, Budget Template, and Budget Status from this page.

Current Page: Budget >> Open

Details Budget Appendix Access Rights

Budget Name *

Version Number

Comments (Limit 4000 characters)

Created by * [Select User](#)

Budget Currency *

Budget Template *

Budget Status

Budget is Organization non-specific

Budget is specific to Organization:

Associate Budget to the following Study:

e-Signature *

Choose a Budget Template Type

When creating a budget, it is important to select the best system budget template for the type of study involved.

The recommended budget template type for sponsored studies is the **Comparative template**. Comparative budgets display the additional columns, "Sponsor Amount" 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**.

Financial Setup - Patient/Comparative Budget screen

When the budget sections page opens, delete the default **Personnel** and **Miscellaneous** cost categories. This will give users a clean budget template that will only display visits and events when it is associated with a calendar.

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

Current Page: Patient/Comparative Budget

Details Budget Milestones

Budget Name: [Study Startup Costs Bu...](#) Budget Status: Work in Progress Study Number: 09877 Organization: Reports By Visit

No Calendar Selected

Event	Category	Coverage Type	Applied Attributes	Unit Cost	Units	Direct Cost/Patient	Total Cost/Patient	Cost/All Patients
Personnel Cost (Per Patient Fees)						Number of Patients: 1		
	Other					0.00	0.00	0.00
	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

Add a Line Item

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

Manage fields as appropriate using the available functions.

Budget Name: Study Startup Costs Budget
Study Number: 09877
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 *

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

User Name	Access Rights	Delete
Laura Palmer	<input type="button" value="i"/> <input type="button" value="p"/>	<input type="button" value="x"/>

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

Section Type	Sequence	Section Name	Edit	Delete
Per Patient Fees	10	Personnel Cost	<input type="button" value="p"/>	<input type="button" value="x"/>
Per Patient Fees	20	Miscellaneous	<input type="button" value="p"/>	<input type="button" value="x"/>
Per Patient Fees	20	Start Up Costs	<input type="button" value="p"/>	<input type="button" value="x"/>
Per Patient Fees	30	Visit Charges	<input type="button" value="p"/>	<input type="button" value="x"/>
Per Patient Fees	40	Follow Up Charges	<input type="button" value="p"/>	<input type="button" value="x"/>

Assign Access Rights

From the Budget tab, select the Assign Access Rights icon. Select the "Access Rights for:" option **All users of this account**, and select all permission check boxes under the "Define Access Rights" header.

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.

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

Adding a Budget Template to a Calendar

Select the budget template to associate with this study 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**
- c. Comparative Budget for Studies
- Select an option

Create Visit and Event Milestones

Navigate to the **Manage Budget** tab and select the Milestones icon.

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

Back to Calendars

Reports By Visit

Attributes	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								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Please change the status.

Study Calendar Name: Structured Patient Vis

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

- Select an option
- Active
- Deactivated
- Offline for Editing**

Status changed by * [User Search](#)

Create Milestones

Select Calendar: Holdback % [Apply to All](#)

Milestone Rule	Event Status*	Sponsor Amount	Holdback	Patient Count	Patient Status	Limit
<input type="checkbox"/> Visit Milestones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Event Milestones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Additional Milestones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Note:
 - Milestone Amount is Total Cost/ Patient amount. To use sponsor amounts as milestone amounts, please select Sponsor Amount.
 - If 'Additional Milestones' option is selected, all non-calendar related line items will be published as 'Additional Milestones'

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 Milestones** field and the **plus** button.

View Achieved Milestones

Click the **View/Delete Achievements** button to view and/or delete achieved milestones.

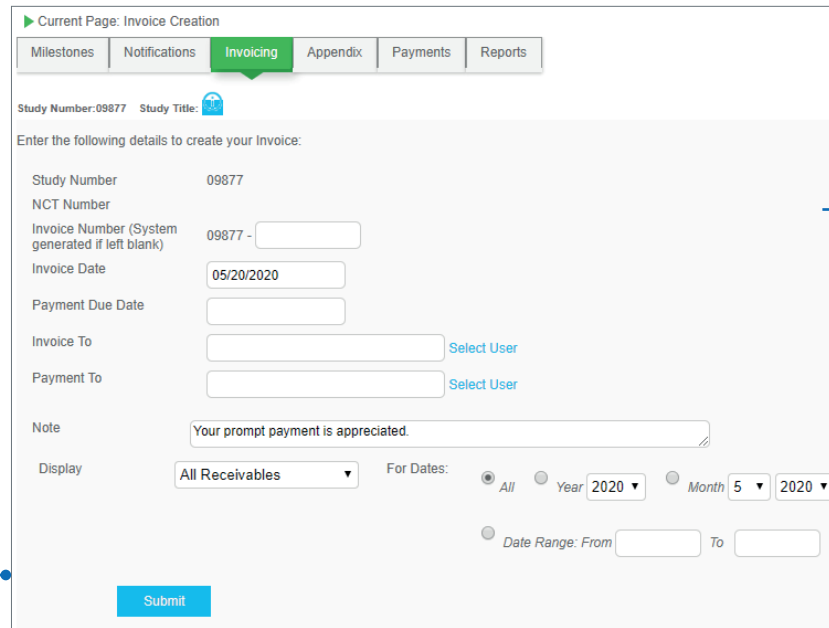
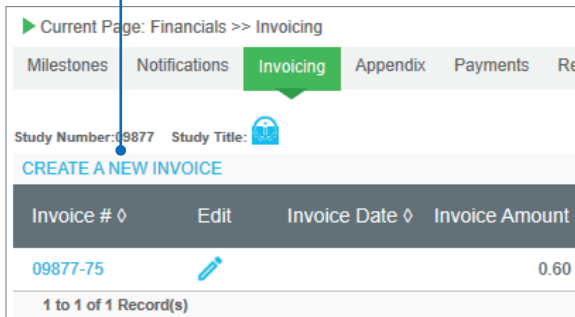
All achieved milestones for a study can be viewed and deleted from the Financial Summary page on the **Milestones** tab, or from the Study Management page on the **Milestones** tab in Velos eResearch.

Manage Invoices

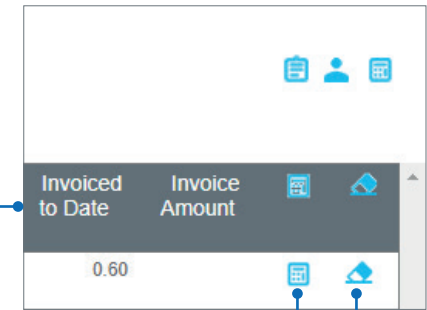
Invoices are based on achieved milestones for a study. The only payment types that can be invoices are "Receivable" and "Invoiceable".

Create an Invoice

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

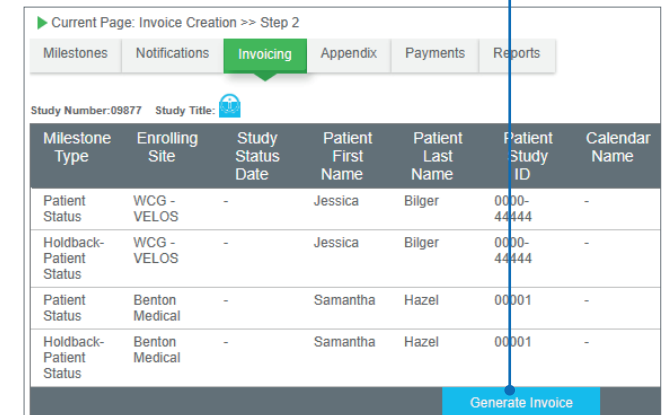


The Invoice Creation page displays where users can enter information as appropriate for the invoice.



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**.



Manage Invoices (continued)

Current Page: Financials >> Invoicing

Milestones Notifications **Invoicing** Appendix Payments Reports

Study Number: 09877 Study Title:

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.

Header

Addressed To: [Select User](#)

Sent From: [Select User](#)

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 *

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 Number:09877 Study Title:

[Add New](#)

Payment Type	Date	Amount Received	Description	
Payment Received	-	\$230.00	-	Reconcile

Type *

Description

Payment Date *

Amount (in \$)*

Comments

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

Reconcile a Payment

From the **Payments** tab, select the **Reconcile** link.

Reconcile with Invoices **Reconcile with Milestones**

Study Number:09877

[To Reconcile this Payment with a Milestone, Click Here to select the Milestone](#)

Previously reconciled records are listed below:

Milestone	Amount
1 'Enrolled' patients	0.00

The Reconcile window opens. Select the link **To Reconcile this Payment with a Milestone** on the **Reconcile with Milestones** subtab.

Define the fields as appropriate to detail in the system that the milestone payment has occurred.

Reconcile with Invoices **Reconcile with Milestones**

Study Number:09877

Select Milestone	Count	Holdback	Milestone Amount	Applied Amount To Date	Additional Applied Amount from this payment
Milestone:					
1 'Enrolled' patients	4		4.00	0.00	<input type="text" value="0.00"/>
0000-44444		5.0%	0.95	0.00	<input type="text" value="0.00"/>
H	0000-44444	5.0%	0.05	0.00	<input type="text" value="0.00"/>
MRN2876		5.0%	0.95	0.00	<input type="text" value="0.00"/>