Post Award Financials

After the calendar and budget are released, subjects can be enrolled on a protocol and visits checked in. This information flows to the Financials Console so the post-award team can create sponsor invoices. We'll start the invoicing process from **Financials Console > Invoiceable Items.**

Invoiceable Items

The Invoiceable Items tab contains visits, procedures, and other items that can be added to invoices. This includes protocol-related events that were triggered, billable subject milestones (visits, statuses, SAEs, screen failures, etc.) and pass thru items. For ease of review, these are broken out into separate sections on the page.

To create an invoice, use the checkboxes in the **Select column** to choose which items should be added to the invoice. Once you have selected the relevant items, click **Create Invoice**.

If any of these invoiceable items do *not* need to be added to an invoice (i.e such as a Missed Visit), you can mark them NA using the checkbox at the end of the row. Click **Save Changes to Invoiceable Items** to save these changes and remove these from the available items. These items aren't deleted, but are removed from the current view.

Add Additional Items
You can add additional items using the **Invoiceable Items button** at the bottom of the Invoice page. This button will show remaining invoiceable items. Select the items you want to add, then click **Submit**.

Add an Invoice Date

The invoice is editable *until an **Invoice Date** is entered*. This is the final step of the workflow that indicates the invoice is complete and ready to be sent to the sponsor.

Once an invoice date is added, you can *no longer edit* the invoice; you can only void the invoice or amend it. **Voiding** the invoice will void the items on it and return them to Invoiceable Items to be added to a different invoice. **Amending** it will void the current invoice and create an identical invoice that can be edited.

Visit Variations

Part of your workflow should be to regularly review the **Visit Variations tab** and determine which should be added to an invoice.

Visit variations are created when:

A subject missed a visit

A subject had an additional visit that was not on the calendar

A subject missed a procedure during a visit

A subject had an additional procedure performed that was not schedule during that visit

A billing designation was changed from M to S or vice versa

Visit variations should be reviewed and marked as billable to the sponsor or NA before being added to an invoice. For example, mark a procedure NA if it was missed. Marking items as verified and submitting those changes will remove them from the list.

To add visit variations to an invoice, click the **Visit Variations** button in the bottom right of the invoice.

A popup window will appear, allowing you to select which items to add to the invoice.

Select the checkboxes on the right that you wish you add to the invoice and click **Submit.**

Receipts

When you receive a check from your sponsor, you can track it in the **Receipts** tab and apply those funds to one or more invoices.

You can enter the check number, amount received, when it was received, when it was deposited, as well as the date that it was reconciled. These can be entered at once or at different times depending on your organization's policies and procedures.

Add check details and then click **Add**.

The check will appear in the appear in the table. Click **Details** to apply it to an invoice.

Click **Select** to open a window with invoices to which the check can be applied. Select the appropriate invoices and click **Submit**. (One check can apply to multiple invoices, one invoice can be paid by multiple checks, or any combination).

Enter in how much of the invoice is being paid. Do this for each selected invoice and click **Submit**.

These amounts will update to show how much has been applied to invoices and how much remains unapplied.

The applied amounts are also reflected on the Payments Received table.

Receipts are also reflected on the Invoices tab under the payments columns.

You can see the check number, the amount that was applied to that invoice, and the date the check was received.