	OnCore CTMS Standard Operating Procedure (SOP)	
	Title: Post Award Financial Management	
Effective Date: June 2021	Approval Date: xxx	
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1. PURPOSE

Outline process and responsibilities for industry sponsor invoicing, documenting payments, and completing adjustments in OnCore.

2. SCOPE

Applies to all externally funded clinical studies with per-patient milestone payments that are centrally received and processed by the Center for Clinical Studies.

*****Only required for: Surgery, , Gynecology Oncology, Pediatric Oncology, Neurology, Emergency Medicine, and studies for which CCS provides Regulatory, Budget, and Coordinator services.**

3. DEFINITIONS / ACRONYMS

3.1. **CCS:** Center for Clinical Studies

3.1.1. **CRBS:** Clinical Research Billing Support

3.2. **Milestones:** A specific protocol- or subject-related event that can be invoiced according to a study payment schedule.


4. ROLES

The following offices / departments are directly involved in this SOP

Activity	OnCore Roles					
	Department			Center for Clinical Studies		BJC Compliance
	Regulatory	Clinical	Financial	CRBS	Business Office	
Invoicing			X			
Payments			X		X	

1. INVOICING

1.1. Creating an invoice

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1.1.1. On at least a quarterly basis, an invoice will be created for all applicable protocol items, subject milestones, and pass thru items that have occurred in a study.

1.1.2. Specific instructions on the content of the invoices are provided in the [Invoicing Basics work instructions](#)

1.2. Invoice Number Guidelines – CCS developed recommended guidelines to standardize invoice number usage across departments within OnCore. See supplemental document for details.

1.3. Amending Invoices

1.3.1. OnCore invoices should not be amended manually if the revision affects the reconciliation of the invoice including but not limited to:

1.3.1.1. Invoice Amount

1.3.1.2. Subject ID #

1.3.1.3. Visit Date

2. PAYMENTS

2.1. Receipt of funds

2.1.1. Payments from sponsors will be processed by CCS Business office.

2.1.2. CCS will determine the study or studies for which payment was made.

2.1.3. Upon notification, the Financial Coordinator must document payment in OnCore

2.2. Application of funds


2.2.1. Financial Coordinator will determine if item level reconciliation is required for all invoices.

2.3. Write-offs

2.3.1. If an event or milestone will not be covered by a sponsor, it might be appropriate to perform a write-off. The Financial Coordinator has the authority to document a write-off amount in OnCore. Note: OnCore is not the institutional financial management system, any write-offs documented must also be requested and approved through the appropriate institutional processes.

3. RESOURCES

[Invoicing Basics Work Instructions](#)

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Revision History		
Version	Effective Date	Description
1.0	2.24.2020	Initial Version
2.0	10.26.2020	Added statement regarding budget entry requirement changes
2.1	10.30.2020	Dept added to Financial Pilot
2.2	June 2021	Dept removed from Financial Pilot

Center for Clinical Studies Invoice Number Guidelines

The guidelines below are a recommendation for Financial Coordinators to incorporate within the departments OnCore specific SOPs. These guidelines were developed to support current state OnCore invoice usage and future financial integrations. For questions, please contact Center for Clinical Studies via email at ccs_billing_services@wusm.wustl.edu.

The recommended standard invoice number should be up to 15 characters

- The first 9 characters should be the IRB number
- The next character would be a dash
- The remaining 5 characters would be a sequential numbering, plus a designation for invoices that are not sent to the sponsor due to automated payments for visits/milestones (use “PV” at the end to indicate Patient Visits).
 - Note: You do not have to use all 5 of these characters but CCS recommends that you utilize a minimum of two characters for better identification and usage.
- No spaces are allowed in the invoice number.
- Examples:
 - Invoice sent to sponsor: 201912345-01
 - Invoice for visits/milestones not sent to sponsor: 201912345-01PV

We understand in there may be a circumstance where the IRB number is not available at the time of creating an invoice, the recommended invoice number format in those instances should be:

- Sponsor Protocol Number → Department Acronym (see list below) → Dash → Sequential Numbering
- Example: PROTOCOL123CCS-01

Standard OnCore Invoices only

The recommended standard invoice number for invoices that should not be included in the OnCore/MyDay integration should follow the same guidelines as above, except the invoice number should start with a letter prefix. For example, a do not send invoice can have the prefix “DNS”. An invoice for a grant study can have a prefix of “SPA” before the standard invoice numbers.

Center for Clinical Studies Department Acronym List

Department – Division	Acronym
Alvin J. Siteman Cancer Center	SCC
Anatomy and Neurobiology	ANEUR
Anesthesiology	ANES
Anthropology	ANTHR
Barnes-Jewish Hospital	BJH
Biochemistry and Molecular Biophysics	BCMBP
Biology	BIO
Biomedical Engineering	BIOME
Biostatistics	BIOST
Cell Biology and Physiology	CBP
Center for Clinical Studies	CCS
Chemistry	CHEMS
Developmental Biology	DMBIO
Emergency Medicine	ED
Energy, Env and Chem Engineering	EECE
Genetics	GENET
I-CARES	ICARES
Internal Medicine - Allergy & Immunology	ALIMM
Internal Medicine - Bone & Mineral Diseases	BM
Internal Medicine - Cardiology	CARD
Internal Medicine - Clinical Outcomes Research	COR
Internal Medicine - Dermatology	DERM
Internal Medicine - Endocrinology	ENDO
Internal Medicine - Gastroenterology	GASTRO
Internal Medicine - General Medical Sciences	GMS
Internal Medicine - Health Behavior Research	HBR
Internal Medicine - Hematology	HEM
Internal Medicine - Infectious Disease	ID
Internal Medicine - Medical Genetics	MDGEN
Internal Medicine - Oncology	MDONC

Department – Division	Acronym
Internal Medicine - Pain Management	PNMGT
Internal Medicine - Pharmacogenetics	PHARM
Internal Medicine - Pulmonary & Critical Care Medicine	PULCC
Internal Medicine - Renal	RENAL
Internal Medicine - Rheumatology	RHEUM
Internal Medicine - Transplantation	TRANS
Mechanical Engineering & Materials Science	MEMSC
Molecular Microbiology	MMBIO
Neurology	NEURO
Neurosurgery	NSURG
Obstetrics & Gynecology	OBGYN
Obstetrics & Gynecology - Gynecologic Oncology	GYNON
Occupational Therapy	OCCTH
Ophthalmology and Visual Sciences	OPHVS
Orthopedics	ORTHO
Other Department	OTHDP
Otolaryngology	OTO
Pathology & Immunology	PATHI
Pediatrics - Adolescent & Diagnostic Medicine	PEDAD
Pediatrics - Allergy, Immunology & Pulmonary Medicine	PEDAP
Pediatrics - Cardiology	PEDCD
Pediatrics - Critical Care Medicine	PEDCC
Pediatrics - Emergency Medicine	PEDEM
Pediatrics - Endocrinology & Diabetes	PEDED
Pediatrics - Gastroenterology & Nutrition	PEDGN
Pediatrics - Genetics & Genomic Medicine	PEDGG
Pediatrics - Hematology & Oncology	PEDHO
Pediatrics - Hospitalist Medicine	PEDHM
Pediatrics - Infectious Diseases	PEDID
Pediatrics - Lab Medicine	PEDLM

Department – Division	Acronym
Internal Medicine – Other	IMOTH
Pediatrics - Nephrology	PEDNP
Pediatrics - Newborn Medicine	PEDNM
Pediatrics - Other	PEDSO
Pediatrics - Rheumatology	PEDRH
Philosophy	PHILO
Physical Therapy	PHYTH
Physics	PHYSC
Psychiatry	PYSIA
Psychology	PYSOL
Public Health - Social Work	PHSW
Radiation Oncology	RADON
Radiation Sciences	RADSC

Department – Division	Acronym
Pediatrics - Medical Genetics	PEDMG
Radiology	RADIO
Radiology - Nuclear Medicine	RADNM
Surgery - Colorectal	SURGC
Surgery - Endocrine & Oncology	SUREO
Surgery - General	SURGN
Surgery - Hepatobiliary	SURGH
Surgery - Other	SURGO
Surgery - Plastics	SURGP
Surgery - Public Health Sciences	SURPH
Surgery - Thoracic	SURTH
Surgery - Transplantation	SURTR
Surgery - Urologic	SURGU