



Sponsor Invoicing and Sponsor Payments

During the budgeting process in OnCore, financial staff enter the cost of each invoiceable subject milestone, as well as any protocol-related costs (such as IRB review fees) and pass thru items (MRIs, CT scans, etc.,) that can be billed to the sponsor.

Any of the budgeted milestone costs, protocol-related costs, or pass thru items can be added to a sponsor invoice in OnCore. Invoices can be printed and mailed to the study sponsor, or the financials team might simply use the invoices to reconcile the study-related costs incurred with sponsor payments received.

Creating Sponsor Invoices

All subject events (visits, subject statuses, SAEs, OSRs, and/or screen failures) selected on the Milestones tab of the Financials Console appear in the Invoiceable Items tab and can be added to a sponsor invoice. Protocol-related events (IRB review fees, pharmacy fees) and pass thru events (expensive items such as MRIs or CT scans) can also be added to sponsor invoices.

Once an invoice is generated, the total amount can be adjusted by adding visit variations (any procedures or visits that were unplanned or missed) and either adding or crediting back charges appropriately.



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From the desk of the CLINICAL RESEARCH HUB

Add Protocol Items to an invoice

1. Load protocol **OCR48134**.
2. Navigate to **Financials > Financials Console > Invoiceable Items**.

The screenshot displays the 'Financials Console' interface for protocol CAR815. It is divided into three main sections:

- Protocol Items:** A table listing various events such as 'RB Review' and 'Regulatory Maintenance Fee'. Columns include Event, Triggering Event, Occurred Date, Last Invoiced Date, Direct, Total, Withheld, Total After Withheld, and Select. A 'Protocol Items' filter is highlighted.
- Subject Milestone Items:** A table listing milestones with columns for Sequence No., Initials, Milestone, Occurred Date, Direct, Total, Sponsor Requires Invoice, Withheld, Total After Withheld, and Select. A 'Subject Milestone Items' filter is highlighted.
- Pass Thru Items:** A table listing procedures with columns for Procedure/Lab, Sequence No., Initials, Milestone, Occurred Date, Direct, Total, Withheld, Total After Withheld, and Select. A 'Pass Thru Items' filter is highlighted.

At the bottom of the interface, there are buttons for 'Save Changes to Invoiceable Items', 'Clear Filters', 'Show Selected', 'Create Invoice', and 'Clear'. A footer indicates 'ADVARRA © 2014/Allera Inc.' and provides links for 'Budget Summary' and 'Budget Calendar'.

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When the page opens, all three tables (Protocol Items, Subject Milestone Items, and Pass Thru Items) load independently. To see additional entries, click the page numbers (or Previous and Next) at the bottom of each table.

3. In the **Protocol Items** section, select the following items to add to an invoice:
 - **IRB Review: Initial Review**
 - **Study Start-up**
 - **Pharmacy – Administrative overhead**

NOTE: Remember that the IRB Review: Initial Review is not a *variable* protocol-related event. It can only be invoiced once during this entire study.

If you only want to add protocol items to this invoice, click Create Invoice. Otherwise, you can continue to select items to include on this invoice.

IMPORTANT

Do not enter an Invoice Date until this invoice is complete. Invoices with an Invoice Date cannot be edited; they can only be voided or amended.


Add Subject Milestone Items to an invoice

1. In the **Subject Milestone Items** section, select the checkboxes for all occurred D1 visits (visits with an Occurred Date).

Add Pass Thru procedures to an invoice

1. In the **Pass Thru Items** section, select the checkbox for one (1) “Chemistry and hematology” procedure.
2. Click **Create Invoice**.

NOTE: An invoice is created with all selected items. This invoice remains “in progress” (editable) until an Invoice Date is entered. Additional items can be added, Visit Variations can be added, and items can be removed until an Invoice Date is entered.

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From the desk of the **CLINICAL RESEARCH HUB**

Add a Bill To address to the invoice

1. In the **Bill To** section, click **Select**.
2. Select the checkbox for the **Payor**, and then click **Submit**.

Review Visit Variations

1. Navigate to the **Financials Console > Visit Variations** tab.
Review the list of missed and additional procedures and visits.
The Unplanned?, Additional?, SOC, Missed, and NA columns indicate *why* each of these items generated a Visit Variation.
You can see the comments added by clinical team members to explain each of these missed/added items.
2. Select the **N/A for Invoice?** checkbox for the Missed procedure row.
NOTE: The additional procedures will increase the invoice total; the missed/NA procedures will be a credit back to the sponsor and will decrease the invoice total.
3. Click **Mark All as Verified** to indicate to other members of the post-award financials team that all these variations have already been reviewed by someone. This will prevent a second team member from reviewing the *same* items again in the future.
4. Click **Submit**.



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Add Visit Variations to an invoice

1. Return to the **Financials Console > Invoices** tab.
2. Click the **Invoice No.** link to open the in-progress invoice you created earlier.
3. If in view-only mode, click **Update**.
4. Click the **Visit Variations** button.
5. Use the **Select?** checkboxes to include additional and missed procedures or visits on this invoice.
 - From the **ARM2 W16** visit, select the NA **Pregnancy test**
 - From the **ARM1 W8** visit, select the additional **Physical examination**
6. Click **Submit**.

The sponsor is credited back the amount for the pregnancy test, and the cost of the additional physical exam is added to the invoice total.

Finalize an invoice

To finalize this invoice, you need to enter an Invoice Date.


1. Enter **w-2** in the **Invoice Date** field and click **Submit**.

The Invoiceable Items and Visit Variations buttons no longer appear on this invoice. The only available options are Void and Amend.

Amending or voiding an invoice

Voiding an invoice will release its invoiceable items and visit variations so they can be added to another invoice in the future.

Amending an invoice will quickly void the current invoice and create a new, identical invoice that does not have an Invoice Date entered. This new invoice is editable.

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View invoice withholdings

If a withholding percentage is entered for a sponsor in the Parameters tab of the Financials Console, a certain amount of each invoice will remain unpaid until study closure.

1. Navigate to **Financials Console > Invoices**.
2. Click the **Invoice Withholdings** horizontal tab.


All invoices are listed, with the total amounts due and the amount due after withholding. At the end of the study, make sure that the checks received from the sponsor cover the billed amounts and the withholding amounts on each invoice.

View and print an invoice

There are several ways to generate an electronic invoice from OnCore:

1. If the invoice is currently in update mode, click **Close**.
2. In the Choose template dropdown, select **[UF] Sponsor Invoice** to create a printable or email-ready version of the OnCore invoice.
3. Next to the Sponsor Invoice field, click **Run Report**.

A PDF document is generated in a new browser tab. This invoice is more printer-friendly and is a customizable Jasper report; you can upload additional Jasper report files to the Protocol Invoice report group to make them available as choices in the Sponsor Invoice template field.

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Sponsor Payments (Tracking Receipts)

When payments are received from a sponsor, they can be recorded in the Sponsor Payments section of OnCore. You can navigate there by clicking the Financials Console > Sponsor Payments vertical tab or from the main menu.

Payments can be applied to one or more finalized invoices. Payments can also be applied across one protocol or multiple protocols that share the same sponsor.

Enter a new payment

1. Navigate to **Financials > Sponsor Payments**.

When navigating to Sponsor Payments from the Financials Console, that protocol is selected in the Protocols filters on the left side of the screen.

The screenshot shows the 'Sponsor Payments' interface. On the left, there are filters for 'Sponsor', 'Payment Received Date', 'Protocols' (with 'CAR0815' selected), 'Departments', 'Remaining Balance' (with 'Unapplied' and 'Partially Applied' checked), and 'Protocols Assigned?'. The main table displays the following data:

Payment ID	Sponsor	Check Number	Payment Received Date	Payment Balance	Departments	Protocols
5	Bayer Healthcare Pharmaceuticals, Inc.	565874	05/14/2015	8,235.67	Cardiology	CAR0815
9	Bayer Healthcare Pharmaceuticals, Inc.	164566	04/25/2016	2,520.00	Cardiology	CAR0815
11	Bayer Healthcare Pharmaceuticals, Inc.	684591	08/01/2017	196.25	Cardiology	CAR0815
81	Bayer Healthcare Pharmaceuticals, Inc.	4565	08/30/2024	3,704.38	Cardiology	CAR0815
101	Bayer Healthcare Pharmaceuticals, Inc.	4574	08/30/2024	5,000.00	Cardiology	CAR0775, CAR0815
102	Bayer Healthcare Pharmaceuticals, Inc.	456	09/02/2024	2,987.95	Cardiology	CAR0815

At the bottom of the table, it indicates '6 Total Records'. A '+ New Sponsor Payment' button is visible in the top right corner of the interface.



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2. Click **New Sponsor Payment** and enter the following information:

- **Check No.:** *any value*
- **Amount:** 5000
- **Check Date:** w-2 (two weeks ago)
- **Payment Received Date:** w-1 (one week ago)
- **Sponsor:** Avidity Biosciences
- **Protocol(s):** OCR48134
- **Date Deposited:** t (today's date)
- **Date Reconciled:** t (today's date)
- **Comments:** *any notes needed for the payment*

NOTE: After a sponsor is selected, only protocols associated with that sponsor are available to add to the payment.

3. Click **Create**.

Create Sponsor Payment

Check Number: 12345

Amount: \$ 5,000.00

Check Date: 11/12/2025

Payment Received Date: 11/19/2025

Sponsor: Avidity Biosciences


Protocols: OCR48134

Date Deposited: 11/26/2025

Date Reconciled: 11/26/2025

Comments:

After creating the payment, the summary page appears, where you can view the populated Payment ID, Details, Paid Invoice Items, and Attachments. If needed, you can delete the payment by navigating to Actions > Delete. To edit the details, click Edit.

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Apply a payment

1. Click **Apply Payment** from the summary page.

Sponsor Payment: Avidity Biosciences: 13381 - 11/19/2025 Actions ▾

Summary

Details Apply Payment Edit

Payment ID	13381
Check Number	12345
Amount	\$5,000.00
Payment Balance	\$5,000.00
Check Date	11/12/2025
Payment Received Date	11/19/2025
Sponsor	Avidity Biosciences
Protocols	OCR48134
Date Deposited	11/26/2025
Date Reconciled	11/26/2025
Comments	

2. In the **Protocols** filter, enter the invoice number you created earlier.
NOTE: You can also filter by using the find-as-you-type fields for Sequence No., Invoices, Item Type, Remaining Balance, and Date Occurred.
3. Use the checkboxes in the last column to select the following invoice items:
 - **Arm ARM2:D1 (Milestone)**
 - **Arm ARM2:D8 (Milestone)**



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4. Click Add to Payment.

Invoice Items

Search by invoice item or details ▶ Add to Payment

2 invoice item payments selected. [Select all 8 invoice items?](#)

Invoice No. (Other Invoice No.)	Protocol Number	Sequence No.	Invoice Item	Item Type	Details	Date Occurred	Total Balance	Remaining Balance	
30912	OCR48134	131805	Arm ARM2: D1	Milestone		08/27/2025	3,147.00	2,832.30	<input checked="" type="checkbox"/>
30912	OCR48134	131804	Arm ARM2: W8	Milestone		10/15/2025	2,392.00	2,152.80	<input checked="" type="checkbox"/>
30912	OCR48134	131804	Arm ARM2: W16	Milestone		10/16/2025	1,806.00	1,627.20	<input type="checkbox"/>
30912	OCR48134	131804	Arm ARM2: D1	Milestone		08/27/2025	3,147.00	2,832.30	<input type="checkbox"/>
30912	OCR48134	131805	Arm ARM2: W0	Milestone		08/26/2025	1,806.00	1,627.20	<input type="checkbox"/>
30912	OCR48134	131804	Chemistry and hematology	Pass Thru	Arm ARM2: W8	10/15/2025	65.00	65.00	<input type="checkbox"/>
30912	OCR48134	131804	Arm ARM2: W0	Milestone		09/05/2025	1,806.00	1,627.20	<input type="checkbox"/>
30912	OCR48134	131806	Arm ARM2: D1	Milestone		08/04/2025	3,147.00	2,832.30	<input type="checkbox"/>

8 Total Records

After clicking Add to Payment, the items populate on the right side of the screen. The amount column is automatically calculated based on the remaining balance and the amount of the applied payment.

Applied: Balance: Submit

Invoice Item	Date Occurred	Total Balance	Remaining Balance	Amount	
Arm ARM2: D1	08/27/2025	3,147.00	2,832.30	\$ 2832.30	<input type="button" value="⊖"/>
Arm ARM2: W8	10/15/2025	2,392.00	2,152.80	\$ 2152.80	<input type="button" value="⊖"/>

5. Click Submit.

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Paid items are now visible on the summary page in the Paid Invoice Items section.

Paid Invoice Items									
Invoice No. (Other Invoice No.)	Protocol Number	Sequence No.	Invoice Item	Item Type	Details	Date Occurred	Applied Item Amount	Total Balance	Remaining Balance
30912	OCR48134	131805	Arm ARM2: D1	Milestone		08/27/2025	2,832.30	314.70	0.00
30912	OCR48134	131804	Arm ARM2: W8	Milestone		10/15/2025	2,152.80	239.20	0.00
2 Total Records									

Applied payments are updated on the bottom of the corresponding invoices on the Financial Console > Invoices tab.

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From the desk of the CLINICAL RESEARCH HUB

Apply a payment to multiple invoices across protocols

You can use Sponsor Payments to apply payments to invoices on different protocols that have the same sponsor.

1. Create a new invoice for the protocol you were working on.
2. Create a new payment with the following information:
 - **Check No.:** *any value*
 - **Amount:** 75 0
 - **Check Date:** w-2 (two weeks ago)
 - **Payment Received Date:** w-1 (one week ago)
 - **Sponsor:** Avidity Biosciences
 - **Date Deposited:** t (today's date)
 - **Date Reconciled:** t (today's date)
 - **Comments:** *any notes needed for the payment*
 - **Protocol(s):** OCR48134 and OCR43300The protocols available are determined by the sponsor that is selected.

Create Sponsor Payment

Check Number: 1234567

Amount: \$ 7,500.00

Check Date: 11/12/2025

Payment Received Date: 11/19/2025


Sponsor: Avidity Biosciences

Protocols: OCR43300, OCR48134

Date Deposited: 11/26/2025

Date Reconciled: 11/26/2025

Comments: [Empty text area]

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From the desk of the CLINICAL RESEARCH HUB


3. Click **Create**.
4. Click **Apply Payment**.

You can select from the invoices on different protocols that have invoiceable items.

Invoice Items										
Search by invoice item or details ▶ Add to Payment										
0 invoice item payments selected. Select all 20 invoice items?										
Sequence No.	Invoice No. (Other Invoice No.)	Protocol Number ↑	Sequence No.	Invoice Item ↑	Item Type	Details	Date Occurred	Total Balance	Remaining Balance	<input type="checkbox"/>
	30912	OCR48134	131804	Arm ARM2: D1	Milestone		08/27/2025	3,147.00	2,832.30	<input type="checkbox"/>
	30912	OCR48134	131806	Arm ARM2: D1	Milestone		09/04/2025	3,147.00	2,832.30	<input type="checkbox"/>
	30912	OCR48134	131805	Arm ARM2: W0	Milestone		08/26/2025	1,808.00	1,627.20	<input type="checkbox"/>
	30912	OCR48134	131804	Arm ARM2: W0	Milestone		09/05/2025	1,808.00	1,627.20	<input type="checkbox"/>
	30912	OCR48134	131804	Arm ARM2: W16	Milestone		10/16/2025	1,808.00	1,627.20	<input type="checkbox"/>
	195251	OCR43300	321581	Arm PartA: Treatment A and B - Day 1	Milestone		09/14/2023	4,001.40	3,601.26	<input type="checkbox"/>
	195251	OCR43300	321581	Arm PartA: Treatment A and B - Day 2	Milestone		09/15/2023	2,087.80	1,879.02	<input type="checkbox"/>
	195251	OCR43300	321581	Arm PartA: Treatment A and B - Day 8	Milestone		09/20/2023	2,154.10	1,938.69	<input type="checkbox"/>

5. Select items to add to the payment using the checkboxes on the right.
6. Click **Add to Payment**.
7. Click **Submit**.
8. Navigate back to the **Financials Console > Invoices** tab.

NOTE: Information entered in Sponsor Payments automatically flows back to the Financials Console > Invoices tab.

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