How to Enter a Fund Accounting Unit (FAU) in OnCore

Fund Managers and/or Regulatory Coordinators enter the Fund Accounting Unit (FAU) number in OnCore prior to opening the study for accrual. This is one of the mandatory tasks that are required in the study activation process, and is required to ensure a research guarantor is applied to the research encounter in CareConnect when a research visit occurs.

Steps

1. Navigate to the **PC Console**
2. Locate the desired study
3. Navigate to the **Main > Management** tab
4. Click **Update**
5. Enter the FAU number into the **Internal Account No**. field

*The FAU number assigned to this study may be found in the **Main > Sponsor** tab, within the **Grant No**. field, in read-only mode. Ensure that you copy and paste the number within the brackets into the **Main > Management > Internal Account No**. field.*

Only one FAU is allowed in the Internal Account No. field. Any changes made to the FAU will send a notification to the CareConnect, CRIS or CRMS team, and any applicable Ancillary departments to route charges to the correct guarantor and ensure proper billing occurs.