
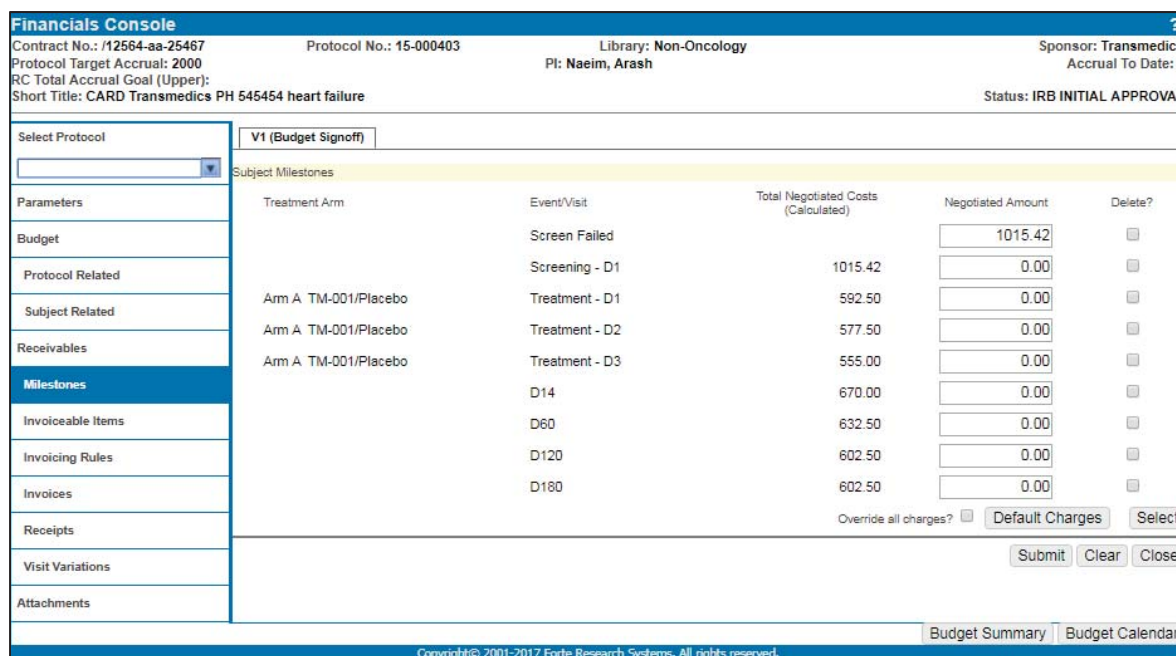


## Reviewing Billable Milestones


The final “Pre-Award” task, when setting up a Protocol Budget in OnCore, is to verify the billable milestones. Milestones are required for Sponsor invoicing in OnCore. Milestones are specific events or Subjects statuses that can be added to an invoice once they are achieved.

1. Navigate to the **Financials Console > Milestones tab**
2. Click **Update**
3. Click **Default Charges** to accept the calculated negotiated costs that were entered by FCA and move them to the Negotiated Amount column.


 If costs were negotiated on the visits level, do not click the default charges as the negotiated costs will be entered in the negotiated amount column by the Research Quality Team.




Parameters	Treatment Arm	Event/Visit	Total Negotiated Costs (Calculated)	Negotiated Amount	Delete?
Budget		Screen Failed		1015.42	<input type="checkbox"/>
Protocol Related		Screening - D1	1015.42	0.00	<input type="checkbox"/>
Subject Related	Arm A TM-001/Placebo	Treatment - D1	592.50	0.00	<input type="checkbox"/>
Receivables	Arm A TM-001/Placebo	Treatment - D2	577.50	0.00	<input type="checkbox"/>
Milestones	Arm A TM-001/Placebo	Treatment - D3	555.00	0.00	<input type="checkbox"/>
Invoiceable Items		D14	670.00	0.00	<input type="checkbox"/>
Invoicing Rules		D60	632.50	0.00	<input type="checkbox"/>
Invoices		D120	602.50	0.00	<input type="checkbox"/>
Receipts		D180	602.50	0.00	<input type="checkbox"/>

 **If a visit has charges associated with it, but the Sponsor does not want an invoice generated for that visit, delete the visit from the list of milestones. The costs can be rolled-up into the next milestone, as long as the visits are part of the same segment.**

4. Click **Submit** and **Close**

 The Milestone Total Negotiated Costs (calculated) are based on the procedures scheduled at each visit with a charge type of “Milestone”—that you negotiated with the Sponsor.

Please Note: “Screen Failed” is a Subject Milestone Status that was entered by the Coverage Analyst based on the information provided on the negotiated budget. If the Fund Manager negotiated by visit, you will not need to click “Default Charges,” rather, you would just need to verify the Subject Status/Milestone Negotiated Costs by clicking Submit and Close.

 **Milestones must be configured (negotiated amount entered) prior to the budget being released. No edits can be made in the Milestones tab once the budget has been released.**

5. Scroll to the **bottom of the screen** and click **Default Charges** to accept the calculated negotiated costs.