

# University of Pennsylvania

## Office of the Comptroller

### Disbursements Group

## **GREENPHIRE CLINCARD**

### **CONTROLS/REPORTING**

1. Access
  - a. Users only have access to their approved studies.
  - b. Each month we review the user list and validate they are still employees and their studies are still active.
  - c. Access can be provided for reporting only.
  - d. Anyone requesting access to an existing study must have approval from the original requestor.
2. Study Budgets
  - a. At the beginning of a study, a budget is set in the system. The coordinator is limited to this budget.
  - b. If an increase is needed, it must be submitted through the request form (existing study) and approved by the BA
3. Loads to the Cards (manual, scheduled, reimbursement)
  - a. At the time a study is requesting cards, studies can provide their scheduled payments, and these are set up centrally by Disbursements. Once a coordinator loads a scheduled payment to a card, it will no longer be available for that participant.
  - b. Reimbursements can be paid (anything >\$100 needs a secondary approval)
  - c. Paying manually is allowed (anything >\$100 needs a secondary approval)
  - d. System requires a note/explanation with each reimbursement or manual payment.
4. Study Closures
  - a. Each month, we review study activity and projected end dates. When confirmed, we close studies and remove user access. You will still have access to the study data in reports.
5. BA Approval
  - a. At the time a study is requested, an email is sent to the BA asking for budget and accounting approval.
  - b. A BA can only approve study budgets up to their PO/TAC approval amount.
6. Greenphire ClinCards
  - a. ClinCards are securely stored within the AP/Payroll check room, and coordinators must sign an acknowledgement/inventory list before receiving their cards.
  - b. An inventory reconciliation is performed each month, we keep track of which cards are assigned to each study
  - c. We do not cross-check subsequent loading activity.
7. Central Accounting
  - a. Each month a journal is entered, centrally booking all payments and reimbursements issued in the previous month.
8. Monitoring/Reporting
  - a. Reporting is available within Greenphire, and we encourage Business Administrators and Coordinators to review their activity.
  - b. Reporting is in real-time.
9. Audit Trail
  - a. Within Greenphire every transaction/activity is logged and can be accessed by clicking 'Audit History.'

Website: [http://www.finance.upenn.edu/comptroller/accts\\_payable/Greenphire/](http://www.finance.upenn.edu/comptroller/accts_payable/Greenphire/)

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