

## Volume-Based Billing (Departmental Administrator + SPAC Team Accountant)

### Prerequisites:

- 1) Departmental Administrator has security roles necessary to access Quantum Contracts module.

### Departmental Administrator

1. Navigate to Contract Management > **Invoices**.
2. From the task panel, select **Manage Events**.
3. In the Search section of the page, click Actions > **Create**.
4. Populate the fields detailed below (sample values in parentheses, highlighted values will always be the same). Accept all other default values.
  - a. **Business Unit:** SPON
  - b. **Contract Number:** (1701726)
  - c. **Contract Line:** 1
  - d. **Event Type:** Volume-Based Event
  - e. **Description:** (Billing for 20 patients)
    - i. **\*Note:** The description will populate on the printed invoice
  - f. **Completion Date:** (Today's Date)
  - g. **Amount in Bill Transaction Currency:** (Total amount of event to appear on invoice)
    - i. **\*Note:** This should equal [Quantity x Unit Price]
  - h. **Project Name:** (DINE-CD Open Label, Randomized)
  - i. **Transaction Task Name:** Grants Task
5. In the **Additional Information** section, select the **Invoice Type** = Volume-Based Bill. Then populate the following (sample values in parenthesis):
  - a. **Quantity:** (20)
  - b. **Unit Price:** (1000) **NO COMMAS**
    - i. **Note:** [Quantity x Unit Price] should equal **Amount in Bill Transaction Currency**
  - c. **Billing Instructions:** (Record only OR Record and Send to Sponsor)
6. Note the **Event Number** (to use when updating the VMS supporting document form)
7. Click **Save and Close**
8. Navigate to SPAC's web page and under forms select "VMS supporting documentation form".
9. Fill in information as requested and add attachment(s).

### SPAC Accountant

10. Review report QFKC24 detailing Events for Volume-Based contracts that have not been invoiced.
11. For billing events that have not been invoiced, confirm that supporting documentation have been submitted in Peceptive Content workflow – VMS Supporting Docs.
12. Run the Generate Invoice process for the uninvoiced Billing Events.
13. Merge and combine the supporting documents with the invoice and submit to manager for signature.
14. Follow normal invoice submission process to sponsor.

