ClinCard Reports Overview: Sites and Universities

V1.0

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1 Document Overview

This document serves as a reference for the various reports that are available within the ClinCard portal. Each report is explained at a high-level with a table explaining the column names with a short field description.

2 ClinCard Portal Reports

2.1 Program Balance Report

The Program Balance Report displays a summary of the payment activity since the start of the program. This report can be used to monitor how issuance funds are flowing throughout a program and what the current program balance is. This summary is visible in the portal only (no excel download).

Field Name	Description
Funding	Total amount funded to date
Disbursements	Total amount paid to date
Current Balance	Amount of funding remaining
Pending Payments	Total amount of payments approved but not yet processed
Minimal Funding	Additional amount that must be funded to release pending payments
Suggested Funding	Additional amount that should be funded to ensure current and future payments can process
Program	Name of program
Number of Payments	Total count of payments
Unique Subjects Paid	Count of unique subjects paid
Total Disbursements in Funding Currency	Total amount of funds disbursed to subjects in funding currency
Total Disbursements	Total amount of funds disbursed to subjects in contracted currency

2.2 Declined Payments Report

The Declined Payments Report displays all payments that were declined by the approver assigned to the study. The report lists the requestor, the request date and the amount. Any notes taken are also displayed. This report defaults to the last 2 weeks but can be filtered by any date range if updated. The data is reflected in Eastern Time (ET).

Field Name	Description
Study	Name of study
Requested By	Full name of the user who requested the payment
Declined By	Full name of the user who declined the payment
Subject ID	Unique ID for subject
Request Date	Date when payment request was made
Declined Date	Date when payment was declined
Amount	Payment amount
Notes	Reason for decline of payment

2.3 Payment Detail Report

The Payment Detail Report is designed to review all the payments that have taken place within a program. It provides a detailed view of each payment transaction for a specific date range and can be used to aid in monitoring program activity. This report defaults to the last 2 weeks but can be filtered by any date range if updated. The data is reflected in Eastern Time (ET).

Field Name	Description
Requested Date	Date payment was requested
Transaction ID	Internal transaction ID
Study	Name of study
Created By	Full name of the user who created the payment
Approved By	Full name of the user who approved the payment
Site #	Number associated to the site
Site Name	Name of site
Card	Last 4 digits of card
Subject ID	Unique ID for subject
Subject Name	Name of subject
Approval Date	Date payment was approved
Transaction Date	Date payment was processed
Trans Type	Identifies the type of transaction (Add funds, remove funds)
Amount	Total payment amount
Description	Descriptive notes regarding the payment
Payment Notes	Notes field for the requestor
Approval Note	Notes field for the approver
Receipt Available	Yes or No if a receipt is available for that specific payment
Study ID	Unique ID for study

2.4 Payments by Site Report

The Payments by Site Report provides a summary of total payments made to unique subjects and average payment made at the sites level for a particular program. The data in this report can be used for site reconciliation and/or metrics and is linked to the site payment detail report. This report defaults to the last 2 weeks but can be filtered by any date range if updated.

Field Name	Description
Site Number	Number associated to the site
Site Name	Name of site
Unique Subjects Paid	Count of unique subjects paid at the site
Number of Payments	Count of payments made at the site
Total Payments	Total value of payments made at the site
Average Payment	Average payment amount made at the site

2.5 Payments by Subject Report

The Payments by Subject Report totals all the payments made to subjects in a study. The information provided in this report can be used to determine 1099 distributions/requirements or aid in the reconciling payments for a specific date range. This report links to the Patient Detail report for specific subject details. This report defaults to the last 2 weeks but can be filtered by any date range if updated.

Field Name	Description
Subject ID	Unique ID for subject
Site Number	Number associated to the site
Site Name	Name of site
# Payments	Count of payments made to the subject
Total Payments	Total payment amount received by the subject
Avg. Payment	Average payment amount received by the subject

2.6 Payments by Study

The Payments by Study Report displays a summary of all payments in the date range by study**.** This report links to the Site Payment Detail report and can assist in payment distribution for different departments within their organization. This report defaults to the last 2 weeks but can be filtered by any date range if updated. The data is reflected in Eastern Time (ET).

Field Name	Description
Study	Name of study
Status	Status of study
Study ID	Unique ID for study
Study Creation Date	Date when study was created
Unique Subjects Paid	Count of unique subjects paid
Number of Payments	Count of payments made
Last Payment Date	Date last payment was made
Total Payments	Total payment amount
Average Payment	Average payment amount

2.7 Program Balance Detail Report

The Program Balance Detail Report provides the overall total amount funded, total amount disbursed and the resulting balance for a specific date range selected. The data is represented in UTC (Coordinated Universal Time) and is broken out in 3 tabs; summary tab – program values based on the specific date range selected, completed tab – subject level details for the specific date range selected, and pending tab -any payments and reimbursements in a pending state that have not yet processed. This report can help monitor program activity and balance throughout different durations of the study. The subject information in this report is blinded unless requested and configured otherwise.

Field Name	Description
Summary Tab	
Starting Balance	The balance as of the Report Period Start Date
Period Funding	The total amount funded within the Report Period
Period Disbursement	The total amount disbursed within the Report Period
Ending Balance	The balance as of the Report Period End Date
Pending Payments	The total amount of payments approved but not yet processed as of Report Execution Date

Completed Tab	
Transaction Type	Identifies the type of transaction (Funding, Disbursement, or Adjustment)
Transaction SubType	Identifies the sub type of transaction (Funding, Card load, FX adjustment, Card void, direct deposit, Ride request, Ride Cancel, Ride Adjustment, Ride Request)
Study Name	Name of study
Study ID	Unique ID for study
Site Name	Name of site
Site Number	Number associated to the site
Payment Type	Identifies the type of payment (Payment, Reimbursement, Travel)
Payment Subtype	Identifies the sub type of payment (preset, Drive/Mileage, Rideshare, etc.)
Taxable	Indicates if the payment type is taxable
Milestone	Name of milestone associated with payment
Requester Notes	Any notes provided by payment requester
Request Date	Date payment was requested
Requester	Name of who requested the payment
Approve Date	Date payment was approved
Approver	Name of who approved the payment
Subject ID	Unique ID for subject
Subject Name	Name of subject (Only displays for site clients and if allow PII is checked)
Card Last 4	Last 4 digits of ClinCard if used (Only displays for site clients and if allow PII is checked)
Bank Last 4	Last 4 digits of account number if used (Only displays for site clients and if allow PII is checked)
Payment ID	Greenphire's system generated ID for payment
Transaction Number	Sequential transaction number
Transaction Date	Date of transaction
Disbursement Currency	Currency of funds received by subject
Amount in Disbursement Currency	Total amount of funds received by subject
Funding Currency	Currency of funds funded
Amount in Funding Currency	Total amount of funds funded
Starting Balance	The balance as of the Report Period Start Date
Balance Change	Difference in the starting and ending balance
Ending Balance	The balance as of the Report Period End Date
Pending Tab	
Transaction Type	Identifies the type of transaction (Funding, Disbursement, or Adjustment)
Transaction SubType	Identifies the sub type of transaction (Funding, Card load, FX adjustment, Card void, direct deposit, Ride request, Ride Cancel, Ride Adjustment, Ride Request)
Study Name	Name of study
Study ID	Unique ID for study
Site Name	Name of site
Site Number	Number associated to the site
Payment Type	Identifies the type of payment (Payment, Reimbursement, Travel)
Payment Subtype	Identifies the sub type of payment (preset, Drive/Mileage, Rideshare, etc.)
Taxable	Indicates if the payment type is taxable
Milestone	Name of milestone associated with payment
Requester Notes	Any notes provided by payment requester
Request Date	Date payment was requested
Requester	Name of who requested the payment
Approve Date	Date payment was approved
Approver	Name of who approved the payment
Subject ID	Unique ID for subject
Subject Name	Name of subject (Only displays for site clients and if allow PII is checked)

Card Last 4	Last 4 digits of ClinCard if used (Only displays for site clients and if allow PII is checked)
Bank Last 4	Last 4 digits of account number if used (Only displays for site clients and if allow PII is checked)
Payment ID	Greenphire's system generated ID for payment
Transaction Number	Sequential transaction number
Transaction Date	Date of transaction
Disbursement Currency	Currency of funds received by subject
Amount in Disbursement Currency	Total amount of funds received by subject
Funding Currency	Currency of funds funded
Amount in Funding Currency	Total amount of funds funded

2.8 Rideshare Report

The Rideshare Report provides insight on all rides recorded in ClinCard for a specified time period (booked, scheduled, and canceled rides) and their associated costs. This report also provides specific details about each ride including who requested the ride, associated dates as well as distance and duration of rides. This report is only available if Rideshare is enabled.

Field Name	Description
ClinCard Tab	
Ride ID	Unique Ride ID provided by vendor
Program Name	Name of program
Study Name	Name of study
Study Code	Client defined code
Site Name	Name of site
Request Date	Date and time ride was requested
Requester	Name of who requested the ride
Cancel Date	Date and time ride was canceled
Canceler	Name of who canceled the ride
Ride Status	Indicates status of ride (Picked up, Dropped off, Canceled)
Ride Date	Date and time ride was taken
Subject ID (Rider)	Unique ID for subject (rider)
Original Estimated Cost	Original cost pulled from issuance to cover the ride
Receipt Cost	Actual cost of ride for the time of day and distance
Invoice Cost	Final cost of ride (Receipt cost + any incurred fees)

2.9 Site Payment Detail Report

The Site Payment Detail Report displays a summary of the payment activity within a program for a specific date range. This report allows you to drill down to a program, study, or site level. This report defaults to the last 2 weeks but can be filtered by any date range if updated. The data is reflected in Eastern Time (ET).

Field Name	Description
Transaction Date	Payment date
Transaction ID	Internal payment ID
Study	Name of study
Card or Bank Account Number	Last 4 digits of card or bank account number
Subject Name	Name of subject
Subject ID	Unique ID for subject
Description	Descriptive notes regarding the payment
Amount	Payment amount

2.10 Study Budget Report

The Study Budget Report reviews all studies within a selected program. It displays the total payments made for each study and calculates the remaining budget for each study, only if a study budget is set. This report provides insight into how much funding each study has remaining as well as how many total payments have been calculated over the list of the study.

Field Name	Description
Sponsor Name	Name of client
Study Name	Name of study
Study ID	Unique ID for study
Budget	Total budget amount
Total Payments	Total payments amount
Remaining Budget	Remaining budget balance

2.11 Subject Appointments Report

The Subject Appointments Report is designed to provide information regarding appointments that have been setup for a Program within a specific timeframe. The information on this report is blinded unless requested and configured otherwise. Site Coordinator can utilize this report to prep/plan for the weeks activity or they can provide a printout and provide to a subject as a reminder. The data is reflected in Eastern Time (ET).

Field Name	Description
Subject ID	Unique ID for subject
Subject Name	Name of subject
Date Scheduled	Date appointment is scheduled for
Time Scheduled	Time appointment is scheduled for

2.12 Subjects by Study

The Subjects by Study Report displays all subjects participating within a program. It can subsequently be broken down by study to provide a high-level summary of subject participation detail. The subject information in this report is blinded unless requested and configured otherwise. It allows users to have insight into when subjects have been registered and had their cards assigned as well as site's usage of the system. This report is linked to the payment detail report. The data is reflected in Eastern Time (ET).

Field Name	Description
Subject ID	Unique ID for subject
Subject Status	Subjects status (enrolled, dropped, screened, on hold)
Site Name	Name of site
Site Number	Number associated to the site
Date Created	Date of subject registration
Subject Name	Name of subject (only available for sites when allow PII is checked)
Last Four	Last 4 digits of card
Card Assignment Date	Date of current card assigned
First Card Assignment	Date when first card was assigned
Count Payments	Count of payments
Total Payments	Total payment amount
# of Studies	Count of studies

2.13 Taxable Payments Report

The Taxable Payments Report provides earnings summary with the amounts withheld from any taxable payments to the study subjects and does not reveal personal identifying information (PII). This report can help users gain more insight into which taxable payments and unsubstantiated reimbursements are driving the earnings displayed on the 1099. This report is recommended for IRS remittance. This report is available if Tax Management is enabled.

Field Name	Description
Tax Summary Tab	
Client EIN	Clients employee identification number
Study Name	Name of study
Subject ID	Unique ID for study
Currency	Country currency payments were made in
Study Earnings	Total study earnings
Study Withholding	Total amount of funds withheld during the study
Taxable Payments Tab	
Client EIN	Clients employee identification number
Study Name	Name of study
Study ID	Unique ID for study
Site Name	Name of site
Site Number	Number associated to the site
Subject ID	Unique ID for subject
Payment Amount	Total earned before tax
Federal Withholding	Total withheld
Released Amount	Total amount subject received (payment amount – withholding)
Currency	Currency
Transaction Type	Identifies the type of transaction (Payment)
Transaction Subtype	Identifies the subtypes of transaction (preset, manual)

Milestone Description	Visit name
Requested Date	Date payment was requested
Requested By	Full name of the user who requested the payment
Approved Date	Date payment was approved
Approved By	Full name of the user who approved the payment
Processed Date	Date payment was released/paid
Withdrawn Amount	Total amount of withdrawn payment
Over Withheld	Amount that was over withheld and will be returned to client issuance
Total Void Amount	Total amount of voided payments
Void Date	Data payment was voided
Taxable Remittance Tab	
Client EIN	Clients employee identification number
Processed Date	Date payment was released/paid
Currency	Currency
Total Federal Withholding	Total withheld

2.14 1099 Report

The 1099 Report provides details for the payments made to individuals within a study. It totals the amount paid for each subject and can filter only those subjects who exceed the tax threshold. This report is available with the appropriate configuration and can be helpful for tax purposes at the end of a year. Filters are available to only show individuals who have been paid over a specific amount or only show subjects with no TIN provided. Additionally, you can select to include the subjects ID and/or TIN on the report.

Field Name	Description
TIN	Subjects Tax Identification Number (SSN) (Only visible if filtered option selected)
Last Name	Subjects last name
First Name	Subjects first name
Middle Name	Subjects middle initial
Address 1	Subjects address line 1
Address 2	Subjects address line 2
City	Subjects city
State	Subjects state
Postal code	Subjects zip code
Country	Subjects country
Site	Name of site
Studies	Name of study
Subject ID	Unique ID for subject. (Only visible if filtered option selected)
Total	Total income received in the reporting year
Withheld	Total amount withheld in the reporting year
Total Payments	Total amount of taxable payments in the reporting year
Total Reimbursements	Total amount of taxable reimbursements in the reporting year

2.15 Subject TIN Status Report

The Subject TIN Status Report provides insight into which subjects have had their TIN successfully validated or not. This report can also be used to confirm which studies have TIN validation enabled. The subject information in this report is blinded unless requested and configured otherwise. Additional filters are also available to narrow down a reports search (TIN Validated and TIN provided)

Field Name	Description
Study Name	Name of study
Study ID	Unique ID for study
Site Name	Name of site
Site Number	Number associated to the site
Subject ID	Unique ID for subject
TIN Provided	True or False if TIN was provided
TIN Validated	True or False if TIN was validated
TIN Validation Date	Most recent date TIN was sent for validation

3 Appendix I

3.1 Quick Reference Table

CLINCARD PORTAL REPORTS				
Report Name	Reporting Configuration	Program Level	Study Level	Time Zone
Program Balance Report	Available to all clients	X		UTC
Declined Payments Report	Available to all clients	X		ET
Payment Detail Report	Available to all clients	X		ET
Payments by Site Report	Available to all clients	X		ET
Payments by Subject Report	Available to all clients	X	X	ET
Payments by Study	Available to all clients	X	X	ET
Program Balance Detail Report	Available to all clients	X		UTC
Rideshare Report	Rideshare feature must be enabled	X		UTC
Site Payment Detail Report	Available to all clients	X	X	ET
Study Budget Report	Site and University Clients only	X		Not applicable
Subject Appointments Report	Available to all clients	X		ET
Subjects by Study	Available to all clients	X	X	ET
Taxable Payments Report	Tax Management feature must be enabled	X	X	UTC
1099 Report	Site and University Clients only	X		Not applicable
Subject TIN Status Report	Available to all clients	X	X	Not applicable