# Forte Payments Software

*Informational presentation, with demo of software*

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# Topics Covered in This Presentation

- Overview of Forte Payments

- Considerations for Department Administrators

- Financial Reviewer Role

- Participant Check-in + Pay Role

- Live Demonstration of Forte Payments Software

# Overview of Forte Payments

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- What is Forte Payments?
  - Forte Payments ("Payments") is an automated system that will help MCW pay visit fees to research participants and to reimburse participants for their allowable travel expenses.

  - Integrated with OnCore, Payments reduces the amount of time spent managing the payment process and centralizes study information to enable operational efficiencies.

  - Varying roles within Payments supports segregation of duties and a strong internal control environment.

# Overview of Forte Payments - Continued

- Who should use Forte Payments?
  - Research studies that compensate study participants
- Benefits of using Forte Payments
  - Simplifies the payment workflow for:
    - Research Study Coordinators and Other Department Personnel
    - Research Study Participants
    - Finance Office
  - Reloadable universally accepted VISA debit card can be used for multiple visits across multiple studies
  - Payments is an additional option to the Check Requisition process currently managed in Oracle

# Overview of Forte Payments - Continued

- User Roles
  - **Contact Administrator** – Manage users and assign roles (Finance Office)

  - **Protocol Administrator** – Manage protocols, create visits, and assign protocols to users (OnCore Helpdesk)

  - **Participant Check-in + Pay Stipends** – Add participants to studies, check-in participant visits, and pay participant visit fees and travel reimbursements (Research Study Coordinator)

  - **Financial Reviewer** – Approve payment requests, view participants, and run reports (Department Requisition Approver or Delegate)

  - **Payment Card Replace** – Manage the replacement of lost, stolen, or expired participant payment cards (Finance Office)

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# Overview of Forte Payments - Continued

- Accounting for visit fees and travel reimbursements
  - Recorded daily at a project or cost center level

  - Details recorded include:
    - o Payment Type
    - o Participant Name
    - o Visit / Reimbursement Description
    - o Payment Date
    - o Payment Amount

- Managing debit card inventory and safeguarding cards

- Replacement of lost, stolen, or expired participant issued cards

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# Considerations for Department Administrators

# Department Administrators

- Identify personnel within your department who will be assigned the Financial Reviewer role
  - The person(s) assigned the Financial Reviewer role has payment approval authority in Payments and should be a person that has purchase requisition approval authority in Oracle (or a delegate)
- Financial Reviewers are responsible for:
  - Managing and safeguarding payment cards ordered and used within your department
  - Approving the first study visit payment made to each participant on a study
  - Approving *all* travel reimbursements made using the payment card

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# Financial Reviewer Role

# Financial Reviewer Role

- Financial Reviewer role can perform the following tasks:
  - View participants enrolled on a study
  - Review and pay participant travel reimbursements
  - Review and pay participant payments in queue
  - Approve payments for a participant's first visit and *all* reimbursements
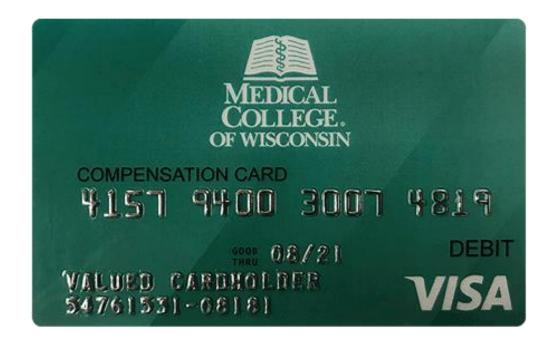  - Run reports

# Participant Check-in + Pay Role

# Participant Check-in + Pay Role

- Participant Check-in + Pay role can perform the following tasks:
  - Enroll participants on a study
  - View and edit participants enrolled on a study
  - Check-in participant visits
  - Pay participant visit
    - The initial visit is sent to the Financial Reviewer for payment approval
    - Subsequent visits for payments are authorized immediately when the study coordinator clicks "Pay"
  - Request a payment for participant reimbursements
    - All travel reimbursement requests are sent to the Financial Reviewer queue for review and approval (study coordinators attach receipt when submitting request)

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Relevant Screenshots

# Sample Card

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# Forte Payments Support Page for Forms

# Example Review Queue From Payments

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# [Live Demo](Live Demo)

Questions?