

## Financials Parameters

*The Invoice Related Parameters and Add Remit to / Bill to addresses can be edited both prior to and after the release of the Calendar.*

### Adding "Remit To and Bill To" Addresses and Invoice Related Parameters

1. Navigate to **Financials Console > Parameters tab**
2. Click **Update**

The screenshot shows a form titled "Add Remit To / Bill To". A dropdown menu at the top left is set to "Remit To". The form contains several input fields: Organization Name, Address Line1, City, State, ZIP, Phone (with a sub-label "123-456-7890"), Contact, Address Line2, and Email. Below the input fields are two summary rows: "Remit To" and "Bill To", both of which currently display "No information entered".

3. Enter **"Remit To"** address and contact information
4. Click **Add**
5. Enter **"Bill To"** address and contact information

The screenshot shows the "Add Bill To" form. The dropdown menu is now set to "Bill To". The "Remit To" row is populated with the following information: "UCLA Health", "1234 Bruin Blvd.", "Los Angeles CA 90095", and an "Edit" link. The "Bill To" row is populated with "Payor" and "Active?".

6. Enter **Invoice Related Parameters**

Invoice Related			
Screening Failures Invoice Ratio (Not Eligible : Enrolled)	1 : 3	Enrollment Status	ON STUDY
Initial Invoiceable Screening Failures	5	Maximum Screening Failures	99
No. of SAEs After Which Sponsor Will Be Invoiced			
No. of OSRs After Which Sponsor Will Be Invoiced		Maximum Invoiceable OSRs	
Milestone Invoiceable Visit Prerequisite	Occurred		

7. Click **Submit**