

Medidata CTMS Payments eLearning Course Outline

Course Description: This course is intended for users who use Medidata CTMS for overall management of the trial payments that includes tasks such as management of trial budgets, generating costs, adding payees and reviewing and approving payments. This course provides descriptions and examples of how to use the features in Medidata CTMS to track and manage payments for a trial.

Approximate Duration¹: ~35 mins

Module	Topic
Welcome (1 min)	Splash Screen
Introduction (5 mins)	Overview
	Add Budget
System Setup (7 mins)	Add Payees
	Define Approval Authority
	Update Subject Activity Template
Payment Setup (9 mins)	Define Cost Triggers
	Define Event Costs
	Link Payee to Event Costs
Generate and Review Costs (3 mins)	Generate Cost
	Review and Select Cost to Approve
Approve and Process Payments (4 mins)	Approve Payments
	Process Payments
Review Payments (2 mins)	Payment Dashboard
	Payment Reports
Ad Hoc Payments	Add Ad Hoc Payments

(2 mins)	
Next Steps (1 min)	What to Do Next

¹ Duration listed is approximated, and does not reflect activities, simulations or assessments