

Mincom Ellipse Financials Familiarisation

Course ID: FI-00

Course Length: 1 Day

Modules Included: 3920 - Chart of Accounts, 3990 - General Ledger, 3970 - Cost Categories, 3850 - Labour Costing, 3680 - Fixed Assets, 3960 - Budgeting

Prerequisites: Mincom Ellipse Foundation

Intended Audience: Those requiring a high-level understanding of the financials functionality of the Mincom Ellipse system.

Course Description: This course provides participants with an understanding of the functionality in the Ellipse Financials system and the skills to use Ellipse Financials in a normal business environment.

Expected Outcome: Identify key concepts of Financials and recognise business stream integration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Describe how activity costing can be achieved in Mincom Ellipse.

Describe the integration of costing within Mincom Ellipse.

Review transaction information for work orders, projects, equipment, and the general ledger.

Describe how labour costing is achieved within Mincom Ellipse.

Review the labour classification/earnings classification combination.

Define allocations, month-end, budgeting, and fixed assets.

Review on-cost rules.

Review accounts payable invoices.

Describe the integration between Financials and other Mincom Ellipse streams.

Identify the components of a chart of accounts.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com

Mincom Ellipse Financial Accounting Tools

Course ID: FI-01

Course Length: 2 Days

Modules Included: 3901 - Journal Holding, 3910 - Journals, 3920 - Chart of Accounts, 3990 - General Ledger.

Prerequisites: Mincom Ellipse Foundation Course

Intended Audience: Those individuals responsible for maintaining a chart of accounts, analysing and reconciling accounts, or managing the financial accounting function.

Course Description: This is a fundamental financials course that focuses on the chart of accounts, basic journals, standing journals, reallocation journals, and the journal holding file (repository of all financial transactions).

Expected Outcome: Use Financial Accounting Tools within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Identify key financial accounting tools.	Create and review general ledger codes.
Create and review cost centres and cost centre segments.	Create and review expense elements.
Create and review posting accounts.	Create and review user-defined subledgers.
Create and review colloquial names.	Create and review standing journals.
Create and review reallocation journals.	Review transactions in the journal holding file.
Amend posted accounting transactions.	Create and review short-form and long-form journals.
Identify district and system controls and associated table files.	

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Mincom Ellipse Management Accounting

Course ID: FI-02

Course Length: 2 Days

Modules Included: 3960 - Budgeting, 3990 - General Ledger

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for creating and maintaining operating budgets, analysing and reporting account balances, or managing the accounting function.

Course Description: Mincom Ellipse offers accountants and managers powerful tools to formulate budgets, as well as to analyse and interpret financial data. Trainees will maintain budgets and online review formats. Trainees will also maintain accounts relationships for account summarisation.

Expected Outcome: Perform Management Accounting within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Create budget types.	Maintain budget assumptions.
Create budgets based on statistics.	Enter and derive budget values.
Import and export budgeted data for modelling purposes.	Create account hierarchies for cost allocations and online analysis.
Maintain and review account relationships.	Create tailored online enquiries and use the online review functionality available in Mincom Ellipse.
Create review formats for the general ledger.	Perform month-end and year-end close.
Review a previously closed accounting period.	Identify the district and system controls and associated table files.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com

Mincom Ellipse Accounts Payable

Course ID: FI-03

Course Length: 2 Days

Modules Included: 3260 - Accounts Payable, 3280 - Payment Processing, 3201 - Supplier Information

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for processing invoices, managing the accounts payable function.

Course Description: The Mincom Ellipse Accounts Payable course takes trainees through the full accounts payable cycle, from processing and approving invoices to processing payments.

Expected Outcome: Perform accounts payable administration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Create and review bank accounts.	Review tax codes.
Create and review suppliers.	Review purchase orders.
Create field-release purchase orders.	Load goods-order invoices.
Generate quantity discrepancy reports.	Load service-order invoices.
Review and receive service purchase orders.	Generate and review price mismatch reports.
Generate invoice batch match reports and review invoice status.	Load invoices: field release order and non-order.
Load additional payments for goods purchase orders.	Review prepayment price codes on purchase orders.
Receive goods purchase orders.	Generate and release automatic invoices.
Load prepayment invoices and review associated values for price codes related to prepayments.	Review automatic invoice information on suppliers.
Review associated values for price codes related to automatic invoices.	Create and review a recurring payments template.
Generate (activate) recurring payments.	Maintain invoices.
Initiate and complete a payment run.	Generate cyclic accounts payable reports.
Cancel a cheque.	Generate payment to a once-off supplier.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com

Mincom Ellipse Project Control

Course ID: FI-05

Course Length: 2 Days

Modules Included: 3660 - Project Control, 3970 - Cost Categories

Prerequisites: Mincom Ellipse Management Accounting

Intended Audience: Those individuals responsible for managing project costs or managing the physical work related to projects.

Course Description: Mincom Ellipse enables major operational and capital expenditures to be controlled independently of the normal organisational reporting hierarchy. Mincom Ellipse Projects support both engineering and accounting requirements. Actual costs, commitments, and budget amounts are automatically accumulated up the project hierarchy.

Expected Outcome: Perform Project Control within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Review fixed asset profiles, fixed assets and sub-assets, project control table files, cost category posting rules, and accounts.	Create, review, and maintain a project and project hierarchies.
Post project commitments and transactions against a project.	Receive goods orders and service orders against a project.
Create a warehouse requisition against a work order.	Review project hierarchy costs and accounting entities.
Capitalise and review project costs within Mincom Ellipse.	Review sub-asset details and accounting entities.
Load invoices and journals against a finalised project.	Capitalise a newly finalised project and post transactions.
Review newly capitalised sub-asset details and project costs.	Identify key concepts of Project Control used in Mincom Ellipse.
Create and review user-defined cost collection categories.	Link transactions to a project.
Review project commitments and project costs.	Load invoices against a project.
Create and link work orders to projects.	Issue stock against a work order.
Enter labour costs against a project.	Generate labour entities.
Enter journals against a work order.	Close a capital work order.
Close, finalise, and unfinalise a project.	Finalise a work order
Review fixed costs.	Identify the district and system control and associated table files.

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Mincom Ellipse Utilities Asset Accounting

Course ID: FI-06

Course Length: 2 Days

Modules Included: 3930 - Utilities Asset Accounting

Prerequisites: Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for maintaining utilities assets or managing the utilities asset function.

Course Description: Mincom Ellipse offers a utilities accounting module that controls a company's utilities assets and calculates depreciation for those assets. The module provides facilities to unitise, capitalise, and review the costs of materials, labor, and equipment charges associated with capital work.

Expected Outcome: Perform the asset accounting function within Mincom Ellipse for companies involved in a utilities market.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Link assets to business categories, property units, and continuous property records.	Create and unitise costs on a business property unit (BPU).
Generate allowance for funds used during construction (AFUDC) transactions.	Create asset class table codes.
Create and maintain account profiles.	Create mass and specific utilities assets.
Create business categories and property units.	Link stock codes to a property unit.
Link property units to a BPU.	Link a BPU to a project.
Enter costs against a project.	Review costs of install and removal projects.
Set a date-in-service on a project.	Capitalise costs from a BPU.
Review asset costs on a continuous property record (CPR).	Transfer costs between assets on a CPR.
Generate depreciation expense transactions.	

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Mincom Ellipse Fixed Assets

Course ID: FI-07

Course Length: 2 Days

Modules Included: 3680 - Fixed Assets

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for maintaining and reconciling fixed assets or managing the fixed asset function.

Course Description: Mincom Ellipse Fixed Assets functionality provides the tools to control a company's fixed assets and to calculate depreciation for those assets. Trainees will maintain the fixed asset register and sub-assets. Trainees will also create financial transactions related to capitalisation, depreciation, and disposal of assets.

Expected Outcome: Maintain and reconcile a fixed-assets register within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Review and maintain fixed-asset table files	Create fixed-asset accounts and account profiles.
Maintain the fixed-asset register.	Create assets and sub-assets.
Manually capitalise and automatically capitalise a project.	Maintain subsequent expenditures for an asset.
Create a fixed-asset journal.	Process impairment of assets.
Review accounting entities.	Revalue assets.
Process impairment of revalued assets.	Transfer assets.
Retire assets.	Process and reverse month-end depreciation.
Create a depreciation adjustment.	Search for fixed assets.
Reivew fixed-asset transactions.	Carry out the fixed-asset count.
Process fixed-asset batches and reports.	Identify with fixed-asset audit trails.
Review district and system controls and associated table files.	

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Mincom Ellipse Plan/Actual Statistics for Accountants

Course ID: FI-08

Course Length: 1 Day

Modules Included: 3980 - Plan/Actual Statistics, 3960 - Budgeting, 3990 - General Ledger

Prerequisites: Mincom Ellipse Management Accounting

Intended Audience: Those individuals responsible for processing general-ledger reallocations based on statistics or managing the budgeting function.

Course Description: The Mincom Ellipse Plan/Actual Statistics for Accountants course provides participants with the skills to maintain and use operating statistics for financial reporting.

Expected Outcome: Perform financial reporting using operating statistics within Mincom Ellipse

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Identify plan/actual statistics.

Interpret and use plan/actual statistics.

Maintain and review plan/actual statistics.

Review district and system controls and associated table files.

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Mincom Ellipse Accounts Receivable

Course ID: FI-09

Course Length: 2 Days

Modules Included: 3560 - Accounts Receivable, 3501 - Customer Information.

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for applying payments to invoices or managing the accounts receivable function.

Course Description: The Mincom Ellipse Accounts Receivable course takes participants through the full accounts receivable cycle, from the creation of the organisation's customers and raising of invoices, through to the receipt and allocation of payments. Mincom Ellipse Accounts Receivable manages the detail of money owed by an organisation's customers.

Expected Outcome: Perform accounts receivable administration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

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| Search for and review customer information. | Create and maintain customer information. |
| Approve and print customer information. | Maintain pricing codes. |
| Create, maintain, and cancel customer invoices and credit notes. | Process and allocate cash receipts. |
| Review accounts receivable data. | Print accounts receivable reports. |
| Review district and system controls and associated table files. | |

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Mincom Ellipse Contracts Administration

Course ID: FI-10

Course Length: 2 Days

Modules Included: 3380 - Contract Administration, 3260 - Accounts Payable

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for processing contracts and contract invoices or managing the contracts accounting function.

Course Description: The Contracts Administration module simplifies the management of works and service contracts, by allowing online tracking and updating from tendering, through expediting, to project completion.

Expected Outcome: Perform contracts administration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Invite and record a tender.	Maintain tender invitation milestones.
Record a tenderer and tender reply.	Maintain a tender.
Perform tender evaluations using the batch process.	Create, maintain, and review contracts and associated elements.
Maintain contract invoices.	Review district and system controls and associated table files.

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Mincom Ellipse Labour Costing

Course ID: FI-11

Course Length: 1 Day

Modules Included: 3850 - Labour Costing, 3660 - Project Control, 3970 - Cost Categories

Prerequisites: Mincom Ellipse Project Control

Intended Audience: Those individuals responsible for processing labour transactions, analysing project and/or work-order costs, and managing the project costing or work-order costing function.

Course Description: Mincom Ellipse Labour Costing allows the most accurate collection of labour and labour-burden costs to be captured for projects and work orders. Trainees will maintain labour classifications, as well as labour and burden rates. Trainees will also process labour transactions to projects and work orders for cost accumulation and analysis.

Expected Outcome: Perform labour costing for projects and work orders within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Identify, create, and review labour costing components.

Review general-ledger codes, cost centres and expense elements, position, and employee costings.

Initiate, generate, post, and review labour costing transactions by employee, project, work order, or equipment.

Modify labour costing transactions that have been posted, inside and outside the retention period.

Search and list labour costing types.

Review district and system controls and associated table files.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com

Mincom Ellipse Advanced Contracts Administration

Course ID: FI-12

Course Length: 2 Days

Modules Included: 3380 - Contract Administration, 3260 - Accounts Payable, 338A - Advanced Contract Administration

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for processing contracts and contract invoices or the contracts administration function.

Course Description: The Mincom Ellipse Advanced Contract Administration module is designed to support the management and administration of works, service, and supply contracts as well as consultant engagements. Contract types from major construction to minor works and consulting engagements can be administered through the system. These contracts can be lump-sum, schedule-of-rates, or a combination of these. The module consists of online applications to record the contract details, contract items, variations, and valuations from its creation to its completion.

Expected Outcome: Perform advanced contract administration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Record and maintain tender invitations and replies.

Evaluate, adjust, and review a tender.

Define the concepts of portions, elements, and categories for different types of contracts.

Create, approve, and maintain portion and milestone contracts.

Identify contract variations and adjust contracts accordingly.

Create contract valuations.

Review and allocate payments to contract invoices.

Review district and system controls and associated table files.

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