

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.

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