

# Mincom Ellipse Advanced Contracts Administration

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**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.

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

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

Identify District and System controls and associated table files.

Evaluate, adjust and review a Tender.

Create, approve and maintain Portion and Milestone Contracts.

Create Contract valuations.

Record and maintain Tender invitations and replies.

Define the concepts of Portions, Elements and Categories for different types of contracts.

Identify contract variations and adjust Contracts accordingly.

Review and allocate payments to Contract Invoices.

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**Method of Delivery:** This course is classroom-style and is delivered at Mincom's Training centres in Brisbane, Queensland Australia, Sydney, New South Wales, Australia, Johannesburg, South Africa, and Denver, Colorado USA. This course can be delivered at customer sites upon request. A minimum of 3 participants and maximum of 10 is required to run the course.

**Registration:** To register an expression of interest in course attendance, email [education.services@mincom.com](mailto:education.services@mincom.com)