CONTRACTUAL BILLING

Lesson Plan - September 16, 2021

At the end of the *Contractual Billing* lesson, the client and targeted users will be able to perform the configurations and tasks linked to lump sum invoicing and progress billing.

Unit CONBILL01 - Preliminary Analysis and Configuration

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience

The objective of this lesson is to clarify the needs, requirements, and conditions and to perform the basic configurations related to the use of **maestro***'s **Contractual Billing** sub-module, more specifically for lump sum invoicing and contractual billing.
 	
PREREQUISITES
 	
• *General Ledger;*
• *Projects;*
• *Security;*
• *Customer Accounts.*
 	
OPTIONAL PREREQUISITES
 	
• *Document Management;*
• *Contact Management.*
	• Analysis
	• Configurations (Contractual Billing):
	  • General
	  • Forms
	  • Account Statement
		• Discussion on the current and future invoicing process (strengths and weaknesses);
		• Set up of the required configurations for the implementation;
		• Decision-making.
		
		HOMEWORK
		
		• *Reflect on the discussions.*
			30 min	• Concept - The Different Invoicing Methods in **maestro***
				• Training document CONBILL01
					Pilot

Unit CONBILL02 - Contractual Billing 101

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will be able to perform the main operations linked to lump sum invoicing.	Lump Sum Invoicing • Contract Management • Item Management • Invoicing • Print Progress Invoices • Receipt • Cancel a Cash Receipt • Work in Progress Amount • Holdback Release • Cash Receipts by Invoice Contract Management • Close a Contract • Delete Contract • Reopen a Contract	• Review of previous concepts and validation of completed tasks as homework; • User training according to the pre-established process at the time of the analysis. *HOMEWORK* • *Practice entering transactions* • *Validate the required forms*	2.5h	• Training document CONBILL02	Pilot Users

Unit CONBILL03 - Progress Billing

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will be able to perform the main operations linked to progress billing.	Progress Billing • Progress Billing Contract • Production by Bid Item • Progress Billing • Print Payment Requests • Print Invoices • Progress Billing Templates • Link between Progress Billing and Project Costs • Cash Receipts by Invoice Reports • Sales/Payment/Contract Analysis Report • Form - Contract Management • Project Inquiry • Customer Inquiry	• Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis. *HOMEWORK* • *Practice entering transactions*	3h	• Training document CONBILL03	Pilot Users

Unit CONBILL04 - Form Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson the client will be able to use the standard **maestro*** forms defined to meet their needs.	• Invoices; • Customer Statements; • Holdback Invoicing; • Delivery Preparation; • Progress Billing; • Payment Request.	• Review of previous concepts and validation of completed tasks as homework; • Adjustment of standard **maestro*** forms to print pre-configured forms with the client's logo. *HOMEWORK* • *Validate the accuracy of the forms*	To be Determined	• Training document CONBILL04	Pilot

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Unit CONBILL05 - Tests and Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	• Accounting Entries; • Accounts Receivable List; • Statement of Accounts	• Review of previous concepts and validation of completed tasks as homework; • Test Assistance; • Transaction Validations. *HOMEWORK* • *Complete Integrated Tests*	5h		Pilot Users

Unit CONBILL06 - Conclusion

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will have shown the necessary knowledge and skills to use the contractual billing functionalities.	• Validate learnings; • Review the security settings applied to the module.	• Preparation of the next training lessons.	1h	Aquired competencies Form - AP	Pilot

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