DEFERRED REVENUES AND COSTS (COLLECTED/PAID IN ADVANCE)

Lesson Plan - May 8, 2023 version

By the end of the *Deferred Revenues and Costs (Collected /Paid in Advance)* course, the client and targeted users will be able to perform all the necessary configurations and transactions to correctly manage in **maestro***.

Unit DEFERRED01 - Preliminary Analysis

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
The objective of this session is to clarify the needs, requirements and rules to applying deferred revenues and costs in **maestro***. *PREREQUISITES* • *General Ledger;* • *Financial Management;* • *Customer Management and/or Supplier Management.* *OPTIONAL PREREQUISITES* • *Project Management;* • *Service Management;* • *Project Purchase;* • *Standard Receivables.*	• Analysis.	• Discuss the current and future process to manage deferred revenues and costs (collected/paid in advance) (strengths and weaknesses); • Decision-making. *HOMEWORK* • *N/A*	30 min.		Pilot

Unit DEFERRED02 - Configuration of Categories Paid in Advance

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the client and designated users will be able to set up the necessary category configurations to managing deferred costs and revenues in **maestro***.	• Paid-in-advance Category Management.	• Review previous concepts and validate tasks completed as homework; • Explanation and completion of the windows, in **maestro***, linked to the management of paid-in-advance categories, according to the client's needs and software requirements, to automate data entry. *HOMEWORK* • *Finalize data entry.*	15 min.	• Training document DEFERRED02[1]	Pilot and/ou super users

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[1]This training document is under development.

Unit DEFERRED03 - Deferred 101

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of the training session, the client and designated users will be able to perform the configurations and operations linked to managing deferred costs and revenues.	• Update settings according to the decisions that were made; • Invoices Collected/Paid in Advance; • Transfer of invoices collected/paid in advance.	• Review previous concepts and validate tasks completed as homework; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to manage deferred revenues and costs in **maestro***. *HOMEWORK* • *Practice entering transactions*	1h	• Training document DEFERRED03[1]	Pilot and/or super users

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[1] This training document is under development.

Unit DEFERRED04 - Operational Training on Deferred Costs and Revenues

Optional Session - Training of the client's employees with the implementation specialist

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of the training session, the client and designated users will be able to perform the configurations and operations linked to managing deferred costs and revenues.	• Update settings according to the decisions that were made; • Invoices Collected/Paid in Advance; • Transfer of invoices collected/paid in advance; • Invoices collected/paid in advance report.	• Review previous concepts and validate tasks completed as homework.; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to manage deferred revenues and costs in **maestro***. *HOMEWORK* • *Practice entering transactions.*	1h	• Training document DEFERRED03[1]	Pilot Super user and/or users

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[1]This training document is under development.

Unit DEFERRED05 - Analysis and Inquiry

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the client and identified users will be able to use the **maestro*** analysis and inquiry tools to find the information they need.	• Invoices collected/paid in advance report.	• Review previous concepts and validate tasks completed as homework; • Validation of reports. *HOMEWORK* • *Validate data entered in* **maestro***.	15 min.	• Training document DEFERRED04[1]	Pilot Super user and/or users

Unit DEFERRED06 - Form Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
	• N/A		To be Determined		Pilot

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[1]This training document is under development.

Unit DEFERRED07 - 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.	• Invoices collected/paid in advance; • Transfer invoices collected/paid in advance.	• Review previous concepts and validate tasks completed as homework; • Assist with tests; • Validate transactions; • Validate reports and inquiries; • Review previous processes, if needed. *HOMEWORK* • *Complete Integrated tests.*	30 min.		Pilot Users

Unit DEFERRED08 - 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 manage accounts payable in **maestro***.	• Validate learnings; • Review the security settings applied to the module.	• Preparation of the next training lessons.	15 min.	Acquired competencies form - DEFERRED[1]	Pilot

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[1]This training document is under development.