



PeopleSoft v9.1 Contract Administration Training Agenda

Contact Information:

SpearMC Consulting, Inc.
1-866-SPEARMC
info@spearmc.com
www.spearmc.com

PURPOSE

Developed specifically for PeopleSoft v9.1 Financials (FMS) functional users, PeopleSoft v9.1 Contract Administration training introduces students to the fundamentals of PeopleSoft Contracts. The goals of this class are achieved through a mixture of lecture, PeopleSoft walk-throughs and hands-on exercises that allow students to process invoices.

Prerequisites: PeopleSoft v9.1 Introduction to Financials and Navigation

Section 1: Overview

- Contracts Module Overview
 - Contracts Flow and Integration Points
- Navigation within Contracts Module
 - Contracts Homepage

Section 2: Contracts, Bill Plans and Revenue Recognition

- Creating Contracts (Contract Header and Contract Lines)
- Setting up Bill Plans
- Setting up Revenue Recognition Plans
- Amending Contracts
- Defining Renewals
- Close Contracts

Section 3: Integration Points and Processes

- Accounts Payable and Expenses
- Billing
 - As Incurred Revenue
 - Billing Interface > Finalize and Print

Section 4: Other Customer Contracts

- Establishing Pre-Paid Accounts
- Forecasting Revenue
- Setting up Contract Milestones
- Processing Revenue Recognition