

Helping Non Profits Make More of a Difference

MIP CORE TRAINING CURRICULUM

Come explore the features of MIP Fund Accounting in this hands-on core basic training. Core training for clients consists of 4 days of MIP Authorized Training. This training program was written by MIP to ensure all clients receive consistent quality training. This 4 day intensive class is as follows:

Day One:

Accounting Administration & Setup:

- Participants will learn how to set up their accounting, organization and workstation.
- Learn the Table-driven Chart of Accounts structure and the different segments used.

Budget:

- General Overview on budget versions and controls.
 - How to create Budget worksheets with wizard.
- Revise, modify and transfer a completed budget worksheet.

Day Two:

General Ledger Transaction Entry:

- Entering normal cash receipt and disbursement entries.
- How to change session information, access offset, distribution codes, enter beginning balances, year-end adjustments and create transaction reports.

General Ledger Activities:

- Online Check writing, and receipt writing.
- How to void checks, copy/reverse sessions and edit system-generated checks.
- Procedures for closing the fiscal year and entering budgets using the general ledger module.

Day Three:

Accounts Payable:

- Participants will learn the entire AP process, from setting up Vendors to printing 990's
- Transaction entry functions, set up and running of various AP reports.

Accounts Receivable Reporting and Billing :

- Covers the entire Billing and Receipting Processes.
- Learn how to create a bill, print a bill and statement.
- Detailed session on reports produced from MIP Reporting.

Day Four:

Reporting:

- Overview of applications reporting capabilities and structures.
- Learn fundamentals of default and custom reports.
- Exercises focus on list type, transaction type, and trial balance reports.

Financial Statements:

- Learn the difference in GL analysis reports and an expanded GL.
- Exercises focus on Report Groups, quick financial statements feature, drill down analyzer.

Day Five: (optional/extra)

Payroll:

- Setup of payroll system, including basic payroll codes. Set up of payroll distribution, employee and default timesheets.
- Enter and adjust employee balances, process payroll, implementing direct deposit, produce state and federal tax reports and W-2 information.

MIP Authorized Training Registration Form

Exclusive Core Training (Call to Schedule dates and times)

Regional Core Training (Please Indicate)

Location and Date: _____

Training Manuals/Workbooks: (Please Indicate # of Attendees) _____

Attendee's:

Organization Information:

Organization Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Email: _____

Web Site: _____

Current Software Version: _____

Method of Payment :

Visa MasterCard American Express Other _____

Total Amount: _____

Credit Card Number: _____ Expiration Date: _____

Signature: _____

Please Print Name: _____

***Core Training Classes, Manuals and Expenses Must Be Paid In Full One Week Before Scheduled Date.