



Getting Started with





## Who We Are

- Have worked exclusively with nonprofits since 1991
- Team of former nonprofit professionals passionate about helping you achieve your mission
- Top MIP Partner

## How We Can Help

- MIP Maintenance & Support Plans
  - Unlimited access to JMT expert support team
  - Monthly training webinars
  - Discounts on solutions and services
- Implementation for MIP Modules and other solutions
  - AP Automation, FP&A, and more

# Introduction

Lucy Brennan:

- Masters in Business Administration
- Over 27 years experience in management accounting
- 10 years experience in MIP



# Session Objectives

- Customizing / Optimizing your Workstation
- MIP Magic (Tips and Tricks)
- Basic Reporting

\* Please do keep in mind that during demonstration, your instance of MIP may look different from what will be displayed during this session due to security settings and/or modules purchased.

# Customizing / Optimizing Your Workstation

# Customizing / Optimizing Your Workstation

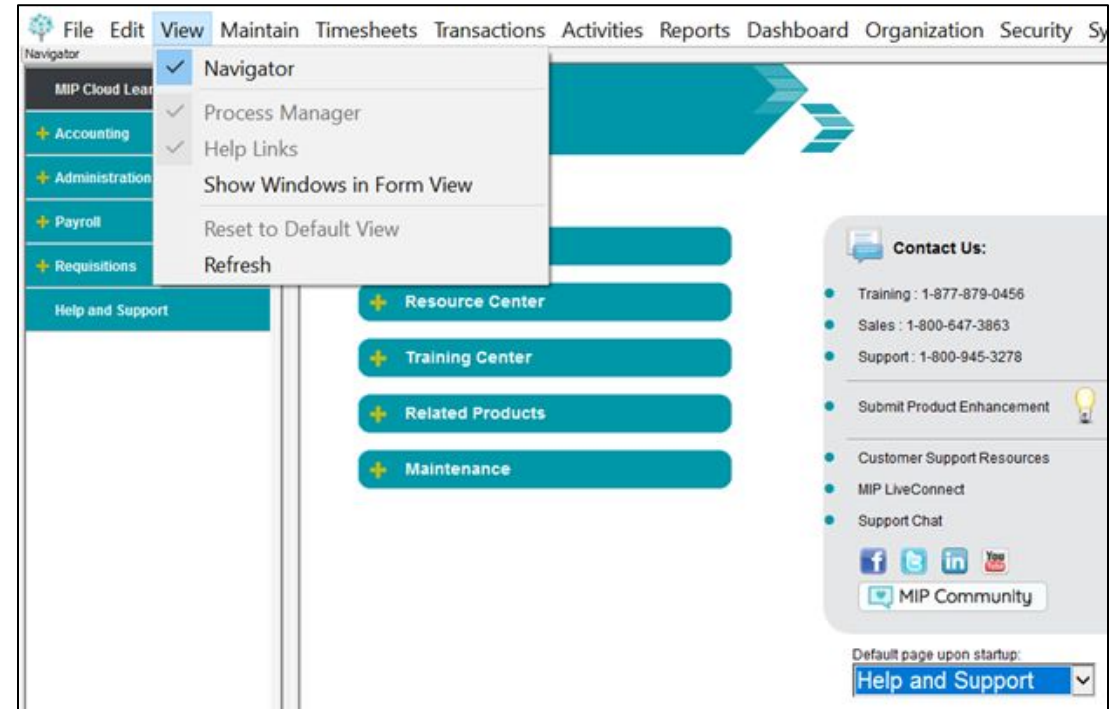
- Make Sure Navigator, Help Menus and Process Manager are all turned on under the View Menu.
- Click on Help & Support
  - Set your Default Startup Page for MIP

## Benefits:

- Puts all the functions, forms, reports and help menus you are responsible for at your fingertips!
- Great for new employees in your department!

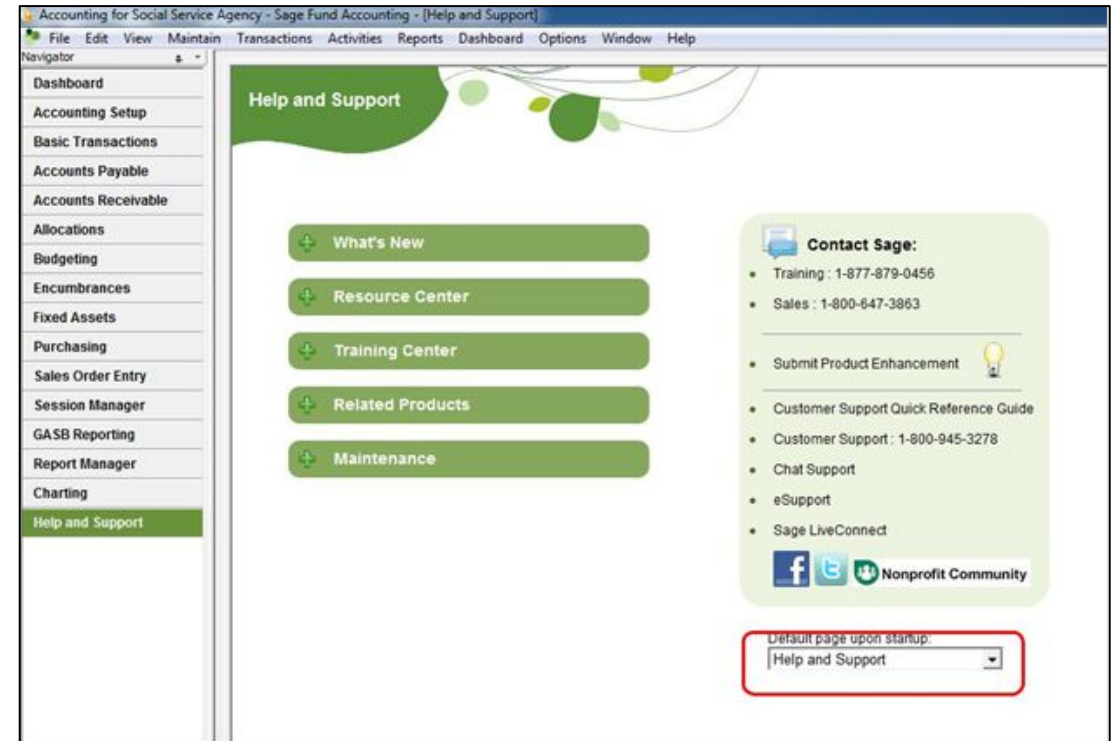
# Customizing / Optimizing Your Workstation

- Make Sure Navigator, Help Menus and Process Manager are all turned on under the View Menu.



# Customizing / Optimizing Your Workstation

- Click on Help & Support
  - Set your Default Startup Page for MIP





# Customizing / Optimizing Your Workstation

Accounting for NPS Training Organization - Abila MIP - [Accounts Payable]

File Edit View Maintain Timesheets Transactions Activities Reports Dashboard Organization Security System Options Window

Navigator

- MIP ADVANCE Learn more
- Accounting
- Dashboard
- Accounting Setup
- Basic Transactions
- Accounts Payable
- Accounts Receivable
- Allocations
- Budgeting
- Encumbrances
- Fixed Assets
- Purchasing
- Sales Order Entry
- Session Manager
- GASB Reporting
- Report Manager
- Charting
- Administration
- Payroll
- Requisitions
- Help and Support

**Accounts Payable**

Enter Invoices → Select Invoices To Pay → Pay Selected Invoices → Edit Unposted Checks → Create EFT Payments

Enter Credits

Invoices must be available for selection.

Enter Manual Checks → Post Transactions

**Maintenance**

- Vendors

**Related Tasks**

- Disbursement Checks
- Unposted Disbursement Checks
- Cash Disbursements
- Order Checks and Forms
- Spoil Checks
- Void Checks and Payments
- Cancel Void Checks and Payments
- Vendor Balances
- Vendor 1099's
- Forms Designer

**Process Manager**

- Lists
- Check/Voucher Register
- Journals
  - Cash Journal
  - Expenditure Journal
- Transaction Reports
  - Posted General Ledger Transactions
  - Unposted General Ledger Transactions
- A/P Analysis
  - Reports - Accounts Payable - Aged Payables
  - Reports - Accounts Payable - Detail A/P Ledge
  - Reports - Accounts Payable - Invoices Select

★ Favorites Reports + Forms

**Help Links**

- Accounts Payable Help System
- Accounts Payable Checklists
- Accounts Payable FAQs
- Electronics Funds Transfer for Accounts Payable Help System
- Electronics Funds Transfer for Accounts Payable Checklists
- Electronics Funds Transfer for Accounts Payable FAQs
- Forms Designer Help System
- Forms Designer Checklists
- Forms Designer FAQs

PROCESS MANAGER

RELATED TASKS

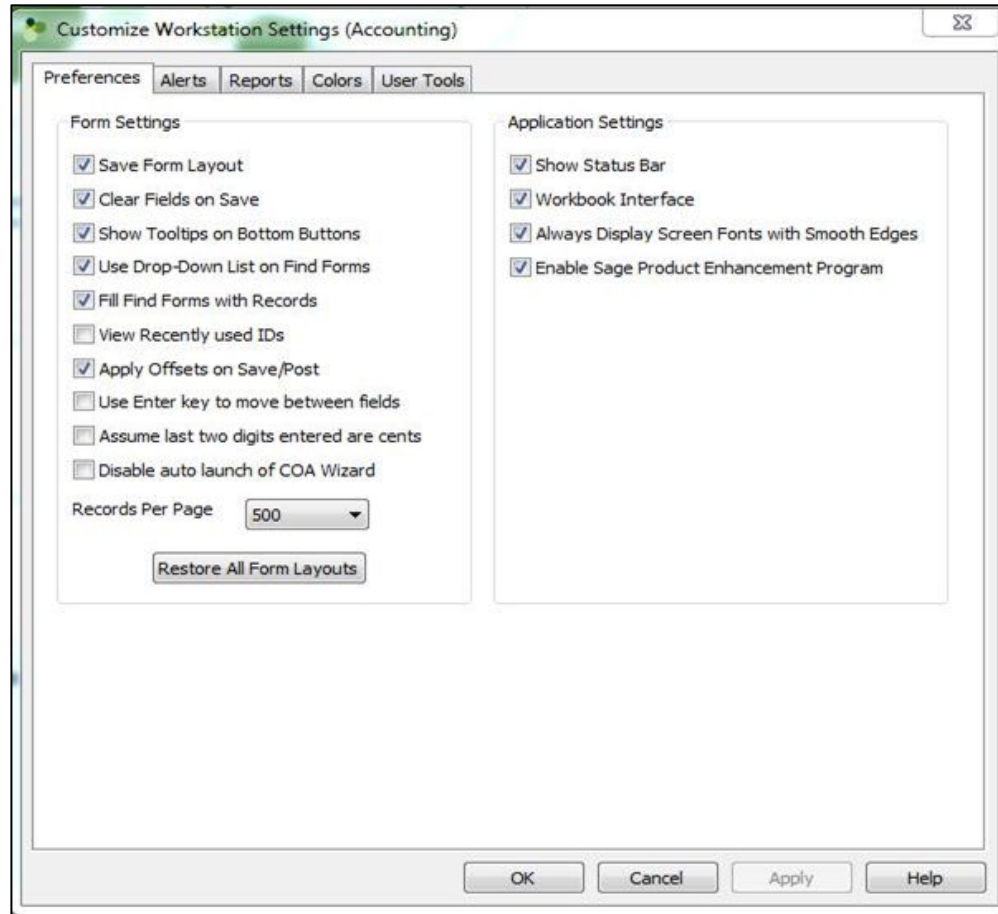
HELP MENUS

# Customizing / Optimizing Your Workstation

- **Note: These settings will be specific to the workstation.**
- Options > Customize Workstation Settings

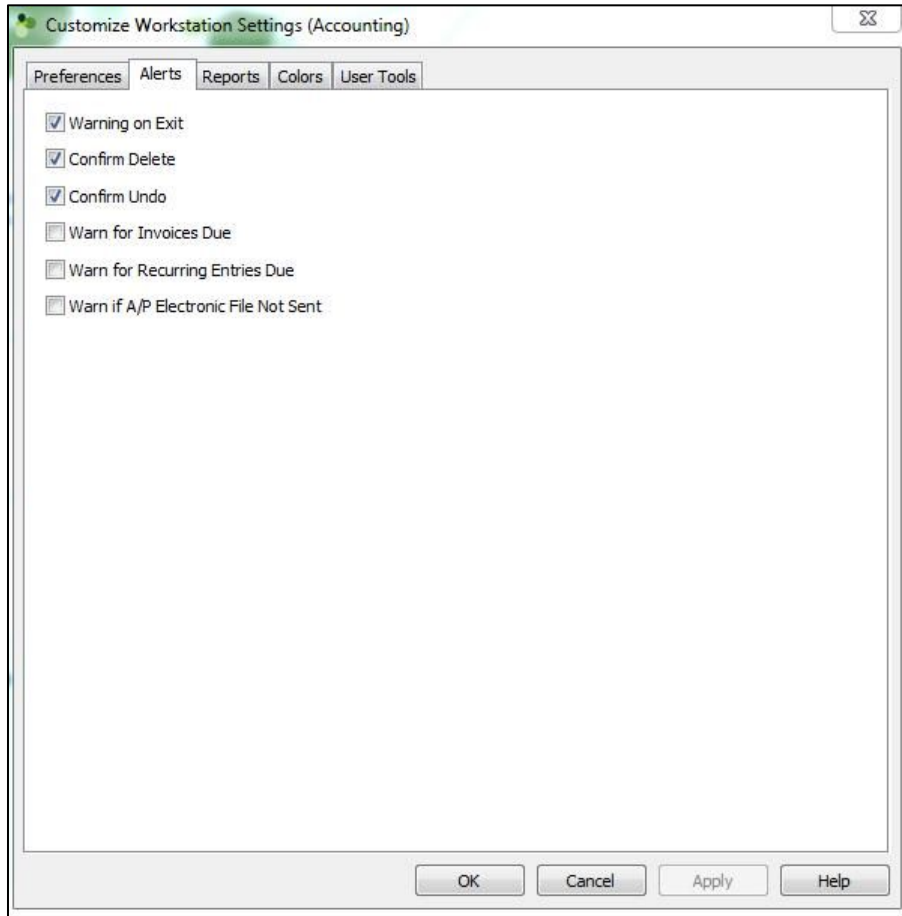


# Customizing / Optimizing Your Workstation



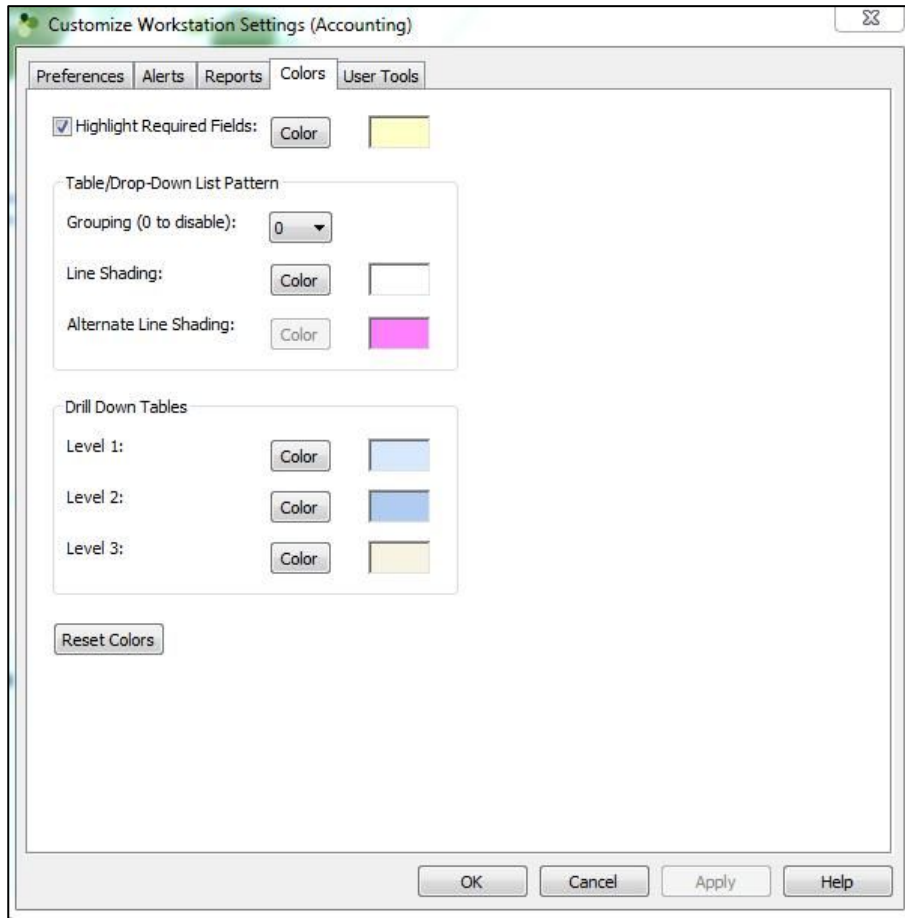
- We recommend using these settings:
  - Save Form Layout
  - Apply Offsets on Save/Post
  - Records Per Page - 1000

# Customizing / Optimizing Your Workstation



- Recommended settings for the Alerts tab.

# Customizing / Optimizing Your Workstation



- Customize Colors for required fields and data entry forms
  - Apply color shading to rows helps to see them easier

# MIP Magic (Tips and Tricks)

# MIP Magic (Tips and Tricks)

- Utilize the MIP Data Entry Quick Keys
  - F1 Opens Help
  - F2 Select Contents for Edit
  - F4 Opens the drop-down box on a look-up field
  - F5 Copies field on the line above
  - F6 Copies entire line above
  - F7 Fills in all default fields for the current line



# MIP Magic (Tips and Tricks)

- Zoom In and Out!
  - Use CTRL + Scroll on your mouse to zoom in or out on data entry grids within MIP





# MIP Magic (Tips and Tricks)

Invoice: test Date: 4/27/2017 Amount: \$0.00

Description: test

Vendor ID: ABC ABC Office Supply Due: 5/27/2017

Check Address: Main 161 North Lamar Suite 200 Austin, TX 78755

1099 Type: MISC

Fund	Grant	GL	Progr	Dept	117	1099 Box	Debit	Credit
*								

Before Zoom

Invoice: test Date: 4/27/2017 Amount: \$0.00

Description: test

Vendor ID: ABC ABC Office Supply Due: 5/27/2017

Check Address: Main 161 North Lamar Suite 200 Austin, TX 78755

1099 Type: MISC

Fund	Grant	GL	Progr	Dept	117	1099 Box	Debit	Credit
	101	57001						

After Zoom

## MIP Magic (Tips and Tricks)

- If you are not sure if a vendor is a 1099 vendor, but need to process an invoice (before you get a W-9 Form)
  - Set that vendor as a 1099 Vendor prior to posting any transactions. You can always remove the 1099 flag from that vendor in vendor maintenance.
  - BENEFIT: If you set them to 1099 after transactions are already posted, you will have to make a 1099 Adjustment in the Vendor Maintenance screen.

# MIP Magic (Tips and Tricks)

Vendor | Addresses | Payment and Terms | Default Coding | 1099 Information | Notes

☒ Issue 1099 for this Vendor ☐ Foreign Address Indicator

Proprietor Name:

Federal Tax Identification Number

☐ FEIN ☐ SSN ☒ Applied For ☐ Foreign

Navigate to Maintain >> Vendors

- Select Vendor or click New to create a new Vendor
- On 1099 Information tab, mark to issue a 1099 for this Vendor
  - Requires FEIN (if unavailable, select Applied For)

# MIP Magic (Tips and Tricks)

- Set up all your Account and Fund Offset Assignments
  - Accounting Setup > Offset Account Assignments (or Maintain >> Offset Account Assignments)
- **Benefits:**
  - Speeds entry and accuracy of all entry screens (Accounts Payable, Accounts Receivable & Cash Receipts).
  - If you set up your Offset Assignments, all fund offsets will automatically be made correctly as well
  - If you have multiple entities/funds in your MIP database you can create offsets to book your intercompany amounts.

# MIP Magic (Tips and Tricks)

API, 01, 50004 | Offset Account Assignments

Transaction Source: API A/P Invoices

Transaction Entry Accounts

Fund: 01 Operating Fund

GL: 50004 Job Training Expense

Automatic Offset Accounts

Fund: 01 Operating Fund

GL: 20000 Accounts Payable - Vendors

Due To/Due From Accounts

For the Transaction Entry Fund:

For the Offset Entry Fund:

Find New Delete Close Help

- Setup of your offset Accounts
  - Use the wizard to set up offsets for multiple accounts

# MIP Magic (Tips and Tricks)

Accounting for NPS Training Organization - Abila MIP - [123 | test | Accounts Payable Invoices Session (

File Edit View Maintain Timesheets Transactions Activities Reports Dashboard Organization Sec

Navigator

MIP ADVANCE Learn more

- Accounting
  - Dashboard
  - Accounting Setup
  - Basic Transactions
  - Accounts Payable
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  - Allocations
  - Budgeting
  - Encumbrances
  - Fixed Assets
  - Purchasing
  - Sales Order Entry
  - Session Manager
  - GASB Reporting
  - Report Manager
  - Charting
- + Administration
- + Payroll
- + Requisitions
- Help and Support

Invoice: 123 Date: 4/27/2017

Description: test

Vendor ID: ABC ABC Office Supply

Check Address: Main 161 North Lamar Suite 200 Austin, TX 78755

1099 Type: MISC

	Fund	Grant	GL	Progr
*				



- Use the Offset Icon during transaction entry
- You can also have offset populated automatically by workstation customization and selecting 'Save'

# MIP Magic (Tips and Tricks)

- If you are performing a process or transaction that you are unsure about and are concerned it may be difficult to remedy if it doesn't work correctly.....  
Backup the MIP database.
- This will give the flexibility to restore the database to a point prior to the process or transaction.



# MIP Magic (Tips and Tricks)

- Things to know before you do this:
  - Everyone MUST be out of your MIP database.
  - Do not allow any users to enter any transactions in the system once your database is backed up.
  - Enter the transaction/Perform process in Question.
  - If results are not as you expected, you have the ability to restore to your prior backup point.
  - Depending on your IT Hardware and the size of your MIP database this may take some time to perform a backup. This should be done when staff can be out of the system for a period of time.

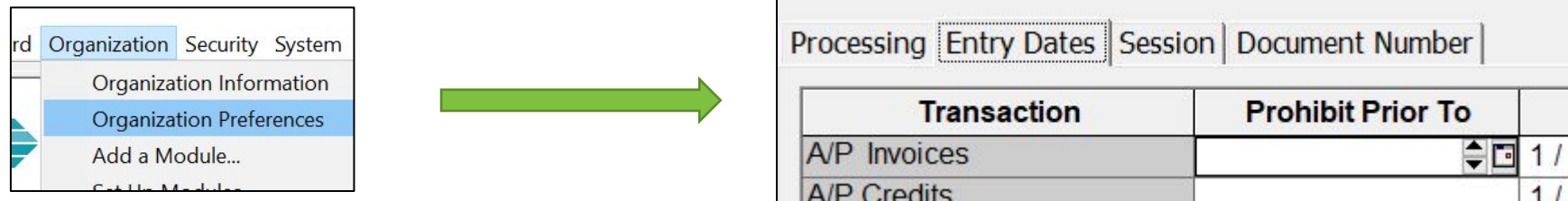


# MIP Magic (Tips and Tricks)

- To Complete a Backup:
  - File > Backup
    - Select your MIP database
    - Click Start
- To Complete a Restore:
  - File > Restore
    - Select your MIP Backup File
    - Click Start
- Please note: This backup does not take the place of a Full Network backup!

# MIP Magic (Tips and Tricks)

- Set your allowable transaction dates under – Organization > Organization Preferences > Entry Dates. This is considered a “soft close”.



- BENEFIT:** This eliminates the possibility of staff back-posting entries to periods that may be closed. It also eliminates the possibility of keying a transaction in a future year or period by accident

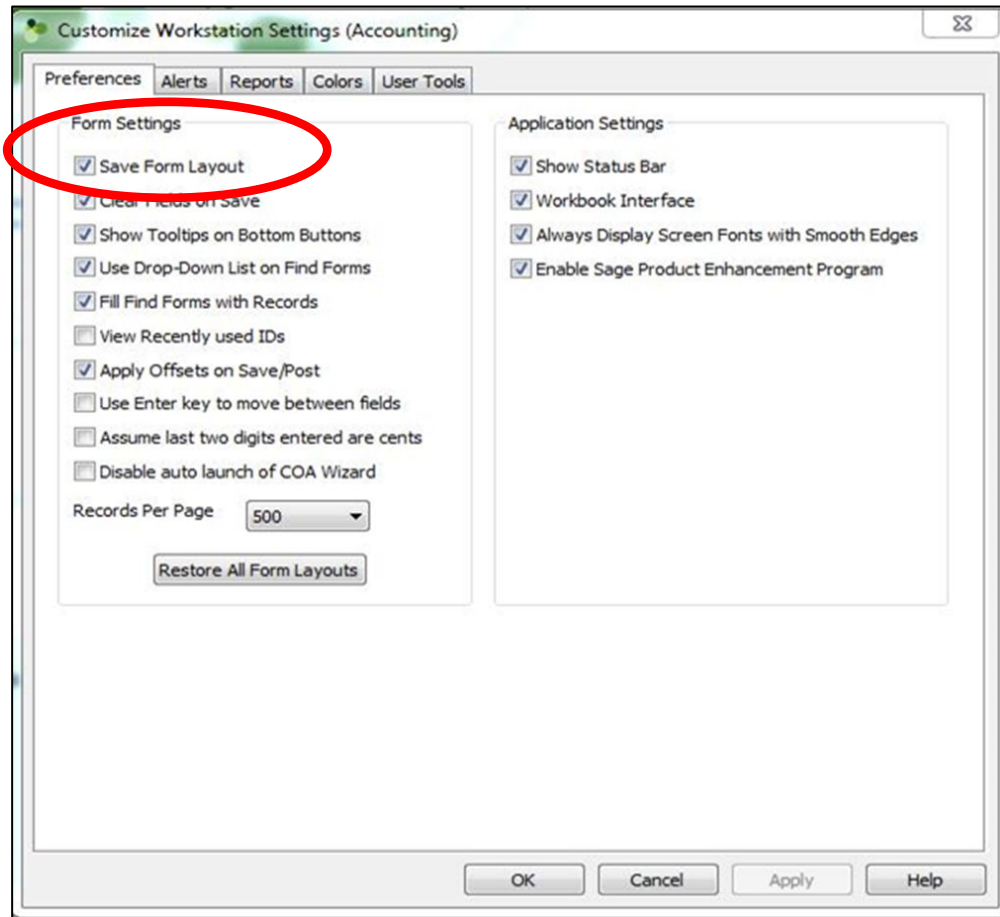
# MIP Magic (Tips and Tricks)

Processing	Entry Dates	Session	Document Number	
Transaction	Prohibit Prior To	Warn Prior To	Warn After	Prohibit After
A/P Invoices		1 / 1 /2015	12/31/2018	
A/P Credits		1 / 1 /2015	12/31/2018	
A/P Checks		1 / 1 /2015	12/31/2018	
A/R Invoices		1 / 1 /2015	12/31/2018	
A/R Recei...		1 / 1 /2015	12/31/2018	
A/R Credits		1 / 1 /2015	12/31/2018	
A/R Recei...				
Budget		1 / 1 /2015	12/31/2018	
Cash Disb...		1 / 1 /2015	12/31/2018	
Cash Rece...		1 / 1 /2015	12/31/2018	
Encumbran...		1 / 1 /2015	12/31/2018	
Encumbran...		1 / 1 /2015	12/31/2018	
Journal Vo...		1 / 1 /2015	12/31/2018	
Journal Vo...		1 / 1 /2015	12/31/2018	
Journal Vo...		1 / 1 /2015	12/31/2018	
Process P...		1 / 1 /2015	12/31/2018	
Adjust Purc...		1 / 1 /2015	12/31/2018	
Cancel Pur...		1 / 1 /2015	12/31/2018	
Sales Orde...		1 / 1 /2015	12/31/2018	
Customer I...		1 / 1 /2015	12/31/2018	
Void Chec...		1 / 1 /2015	12/31/2018	
Void Invoic...		1 / 1 /2015	12/31/2018	
Budget His...		1 / 1 /2015	12/31/2018	
Encumbran...		1 / 1 /2015	12/31/2018	
System Cl...		1 / 1 /2015	12/31/2018	
Sales Orde...		1 / 1 /2015	12/31/2018	
Record 1				

# MIP Magic (Tips and Tricks)

- Customize the input screens that you use frequently to your needs.
  - Most grid-type entry screens in MIP can be customized to move columns into the order you want to enter them by dragging and dropping the column headings within the form.
  - These form settings will be saved for the current workstation if you have 'Save for Layout' selected under the Customize Workstation settings.

# MIP Magic (Tips and Tricks)



- This option needs to be selected in Workstation settings to save your form changes.

# MIP Magic (Tips and Tricks)

Invoice:  Date:  Amount:

Description:

Vendor ID:   ABC Office Supply Due:

Check Address:

1099 Type:

	Fund	Grant	GL	Progr	Dept	117	1099 Box
01		101	55001	101	101	1	MISC-07
01		101	20000				MISC-07
*							

Invoice:  Date:  Amount:

Description:

Vendor ID:   ABC Office Supply Due:

Check Address:

1099 Type:

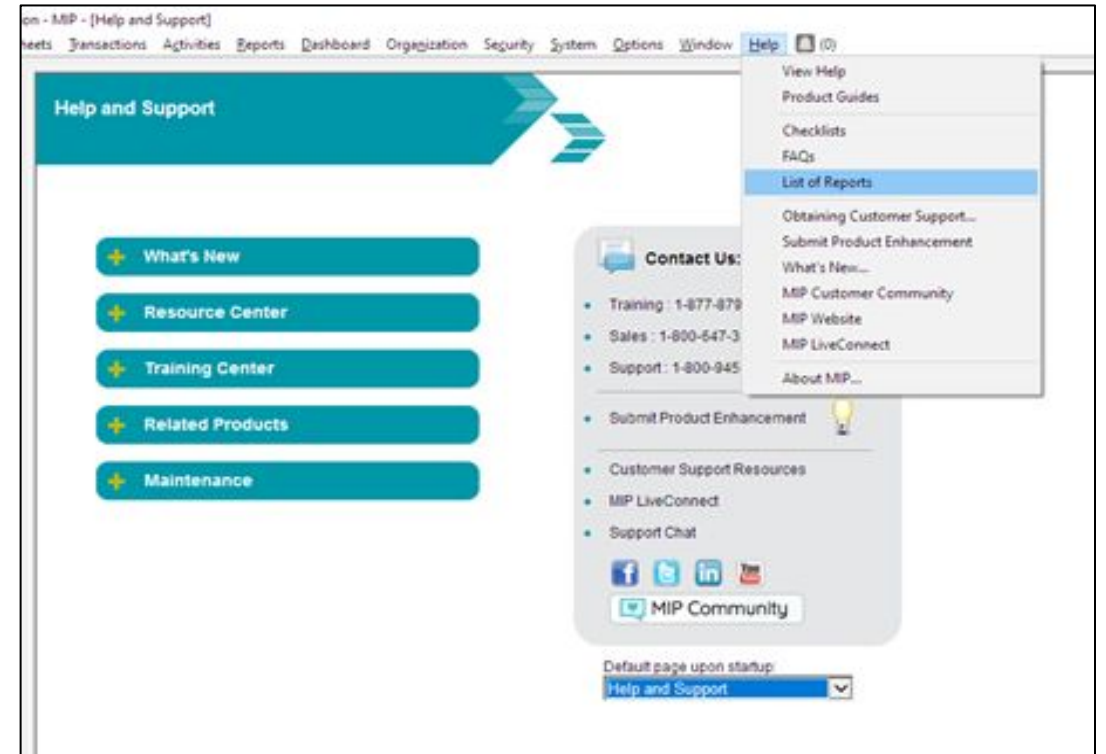
	Fund	Grant	GL	Progr	Dept	Debit
01		101	55001	101	101	1,000.00
01		101	20000			0.00
*						



# Basic Reporting

MIP provides a many predefined reports.

Navigate to 'Help' for a list of the pre-defined reports, along with a brief description.





# Basic Reporting

Navigate to 'Reports' on the menu across the top of MIP:

- Reports are grouped by type
- 5 Standard Tabs on Each Report:
  - Setup, Content, Filter, Layout, Security.
  - Additional tabs may also be present depending on the type of report.

Reports	Dashboard	Organization	Seg
Lists			>
Check/Voucher Register			
Journals			>
Transactions			>
General Ledger Analysis			>
Quick Financial Statements			>
Financial Statements			>
GASB Reporting			>
990 Worksheets			>
Assign Report Groups			
Forms Designer			
Report Binder			
Accounts Payable			>
Accounts Receivable			>
Allocation Management			>
Bank Reconciliation			>
Budget			>
Encumbrances			>
Fixed Assets			>
Payroll			>
Purchase Orders			>
Requisitions			>

# Basic Reporting

## Setup Tab

- Select the report name whether it is a predefined report or one that a user created.
- Select whether the report name should be printed in the header or the footer of the report.
- Some Setup Tabs will require date information and more advanced reports will require format to be selected.

The screenshot shows a software interface with a tabbed menu at the top: Setup | Content | Filter | Layout | Security. The 'Setup' tab is active. Below the tabs, there is a 'Report Name' dropdown menu with 'COA by segment' selected. To the right of this dropdown is a text box containing the timestamp '10/30/2018 7:07:03 AM'. Below the 'Report Name' dropdown is a section labeled 'Print Name In' with three radio button options: 'Header' (which is selected), 'Footer', and 'Do Not Print'. To the right of these options is a section labeled 'Page Footer' with a checked checkbox labeled 'Included'.

# Basic Reporting

## Content Tab – top portion

- Arrange data in report using page breaks
  - Move items from the Available box on the left to the Selected box on the right

Setup | Content | Filter | Layout | Security |

Items by Page (Optional)

Available Items
Segment Sequence
Designation Code
Form 990EZ Line Number
Form 990 Line Number
Last Check Number

> <

Selected Items	Sort	Print
Segment Name	Asc	Segment Name - Segment Sequence

# Basic Reporting

## Content Tab – bottom portion

- Used to determine which columns appear on the report
- Various setting options can be selected for each column such as sort order, show total, width, wrap, repeat columns and column headings.

Report Body (Total Width: 5.60)

Available Columns		Selected Columns	Sort	Width	Show Repeats	Wrap	Column Heading
Segment Sequence		Account Code	Asc	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account Code
Account Short Title		Account Title	None	2.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account Title
Designation Code		Status	Asc	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Status
Designation Description		Account Type	Asc	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account Type
Form 990EZ Line Number							
Form 990 Line Number							
Last Check Number							
Required Account Assignments							
Stage							
Award Number							
Project Director							
Award Type							
Notification Date							
Grant Period Start Date							

# Basic Reporting

## Filter Tab

- Use this tab to narrow down and more explicitly specify the data to include in your report.
- Filtering items not selected on the Content tab, the data will not be labeled on the report.

The screenshot shows a software interface with a tabbed menu at the top: Setup | Content | Filter | Layout | Security. The 'Filter' tab is active. On the left, under 'Available Filter', is a list: Account Type, Status, Account Code, Stage, Project Director, Grant Sponsor, Designation Code, Form 990EZ Line Number, and Form 990 Line Number. In the center, there are four buttons: >, >>, <<, and <. On the right, a table is displayed with the following structure:

Selected Filter	Compares To	Criteria 1	Criteria 2
Segment Name	=	<div><div>Title</div><div>&lt;Blank&gt;</div><div>Dept</div><div>Fund</div><div>GL</div><div>Grant</div><div>Progr</div><div>Restriction</div></div>	

# Basic Reporting

## Layout Tab

Allows you to change font, style, orientation of report

The screenshot shows the 'Layout' tab selected in a reporting tool. The interface is divided into two main sections: 'Font Setup' and 'Page Setup'. The 'Font Setup' section contains a table with 'Page Sections' and 'Current Settings'.

Page Sections	Current Settings
Organization Name	Font: Helvetica, Style: Bold, Size: 12
Report Title	Font: Helvetica, Style: Regular, Size: 14
Header by Page	Font: Helvetica, Style: Regular, Size: 12
Report Date	Font: Helvetica, Style: Regular, Size: 12
Column Labels	Font: Helvetica, Style: Regular, Size: 12
Report Body	Font: Helvetica, Style: Regular, Size: 12
Report Footer	Font: Helvetica, Style: Regular, Size: 12

Below the table is a 'Font Setup' button. The 'Page Setup' section shows 'Current Settings' for 'Size: Letter, Orientation: Portrait' and 'Margin: Top Margin: 0.50, Bottom Margin: 0.50, Left Margin: 0.75, Right Margin: 0.50'. A 'Page Setup' button is located at the bottom right of this section.

## Security Tab

Allows you to prevent changes to report

The screenshot shows the 'Security' tab selected in a reporting tool. The interface has a tab bar at the top with 'Setup', 'Content', 'Filter', 'Layout', and 'Security'. The 'Security' section contains a checkbox labeled 'Do Not Allow Changes to this Report'. The checkbox is currently unchecked.

# Basic Reporting

## Useful Icons:



### Copy/Rename

- Allows you to make copies or rename a report



### Print Report Setup

- Allows you to select which printer, number of copies, etc.



### Print Setup

- Also allows you to select orientation

# Basic Reporting

## Useful Icons:



### Print to Screen

- Prints report to screen



### Print Preview

- Provides visualization of printed report



### Print

- Prints directly to printer



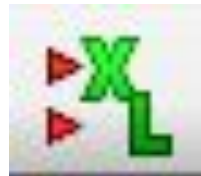
# Basic Reporting

## Useful Icons:



Export

- Allows you to select the *type* of file to export



Export to Excel



Export to PDF



Email Report as PDF

- Email SMTP must be set in MIP

# Basic Reporting

## Additional tips:

- Default reports give you a starting point so you don't have to format your report from scratch
- Recommendation is to use the Copy icon and make a copy of a default report
- Create as many reports as needed. Be sure the report names are easily recognizable and relate to either how the reports are set up or who created them.
- On content tab, between top and bottom portion, the Total Width is displayed



# JOIN US FOR UPCOMING SESSIONS:

(links to pre-register will be included in today's follow-up send and full agenda to be sent in coming weeks)

- June 9: Advanced Financial Statements in MIP
- August 11: Efficiencies of Using Microix Purchase Orders with MIP



[JMTCONSULTING.COM/CONTACT](http://JMTCONSULTING.COM/CONTACT)

## Who We Are

- Have worked exclusively with nonprofits since 1991
- Team of former nonprofit professionals passionate about helping you achieve your mission
- Top MIP Partner

## How We Can Help

- MIP Maintenance & Support Plans
  - Unlimited access to JMT expert support team
  - Monthly training webinars
  - Discounts on solutions and services
- Implementation for MIP Modules and other solutions
  - AP Automation, FP&A, and more

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