



Advanced Financial Reporting in MIP

June 9, 2021

Hosted by Steve Roes, Senior Project Consultant

Housekeeping Notes



Have a question? Please submit your questions in the questions box on your control panel, and we will answer them at the end of the training session.



Today's recording and slides will be emailed to you following the webinar and will be available for viewing for 90 days.



Steve Roese

SENIOR PROJECT CONSULTANT

- Over 30 years of experience in working with non profits
- Certified Consultant for MIP and Microix modules
- User of MIP and Microix for over 10 years
- Certified Management Accountant

Session Objectives

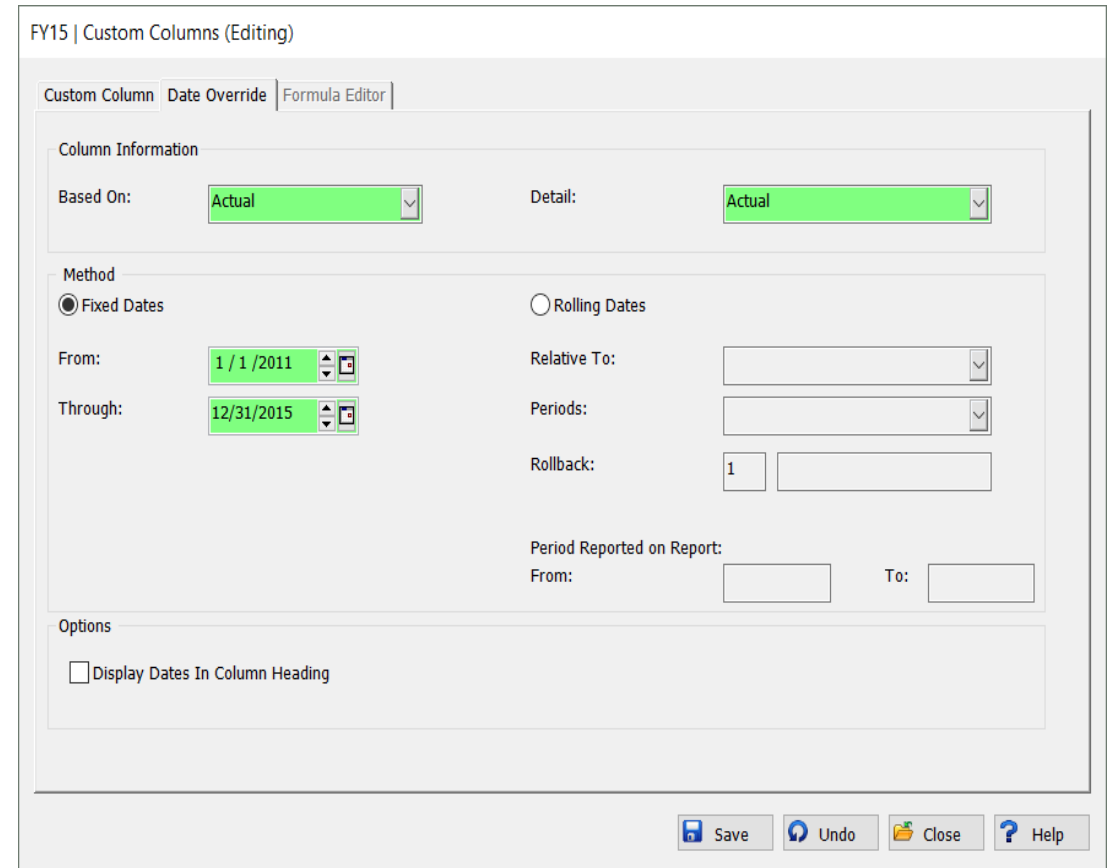
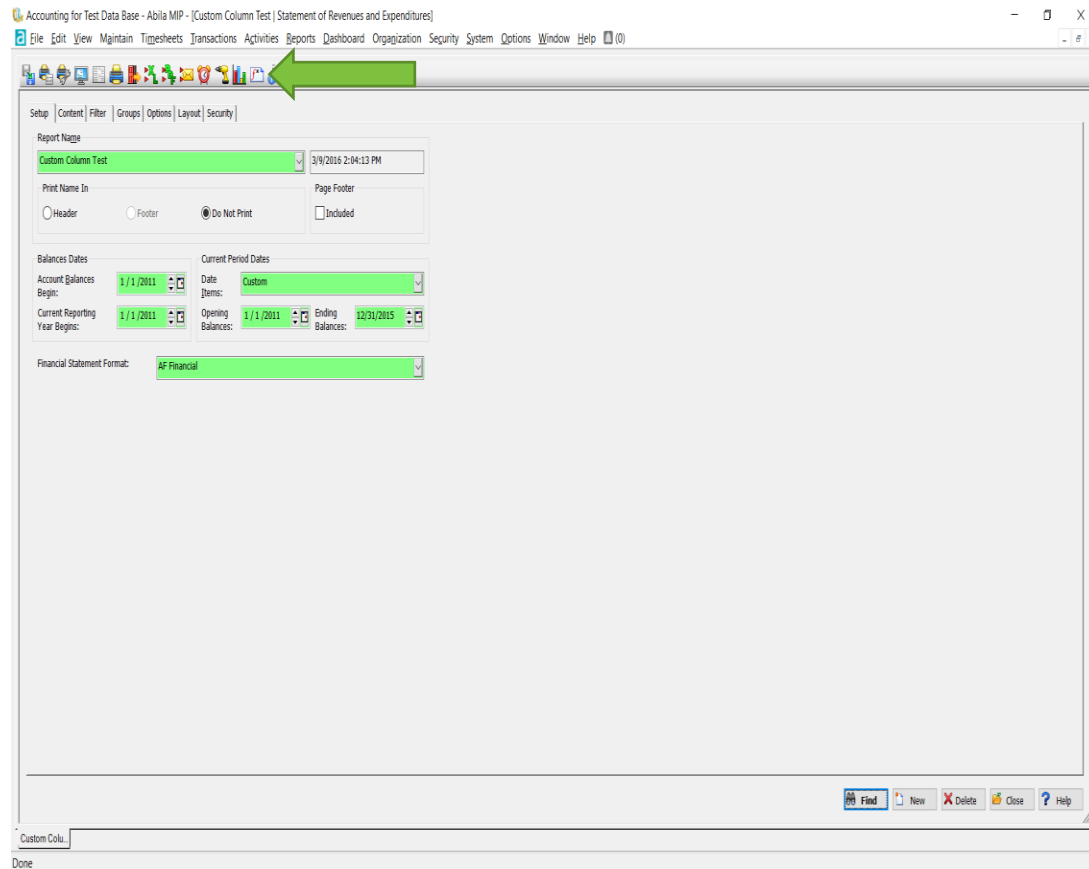
- Learn differences between report name and formats
- Creating Custom Columns in select reports
- Developing Report Groups and using in reports
- Using Segment Substitution in formats and reports
- Using Forecast tool in Revenue & Expense by Period Report
- Review Reports with Examples of Above Items



Financial Statement Report Name & Statement Formats

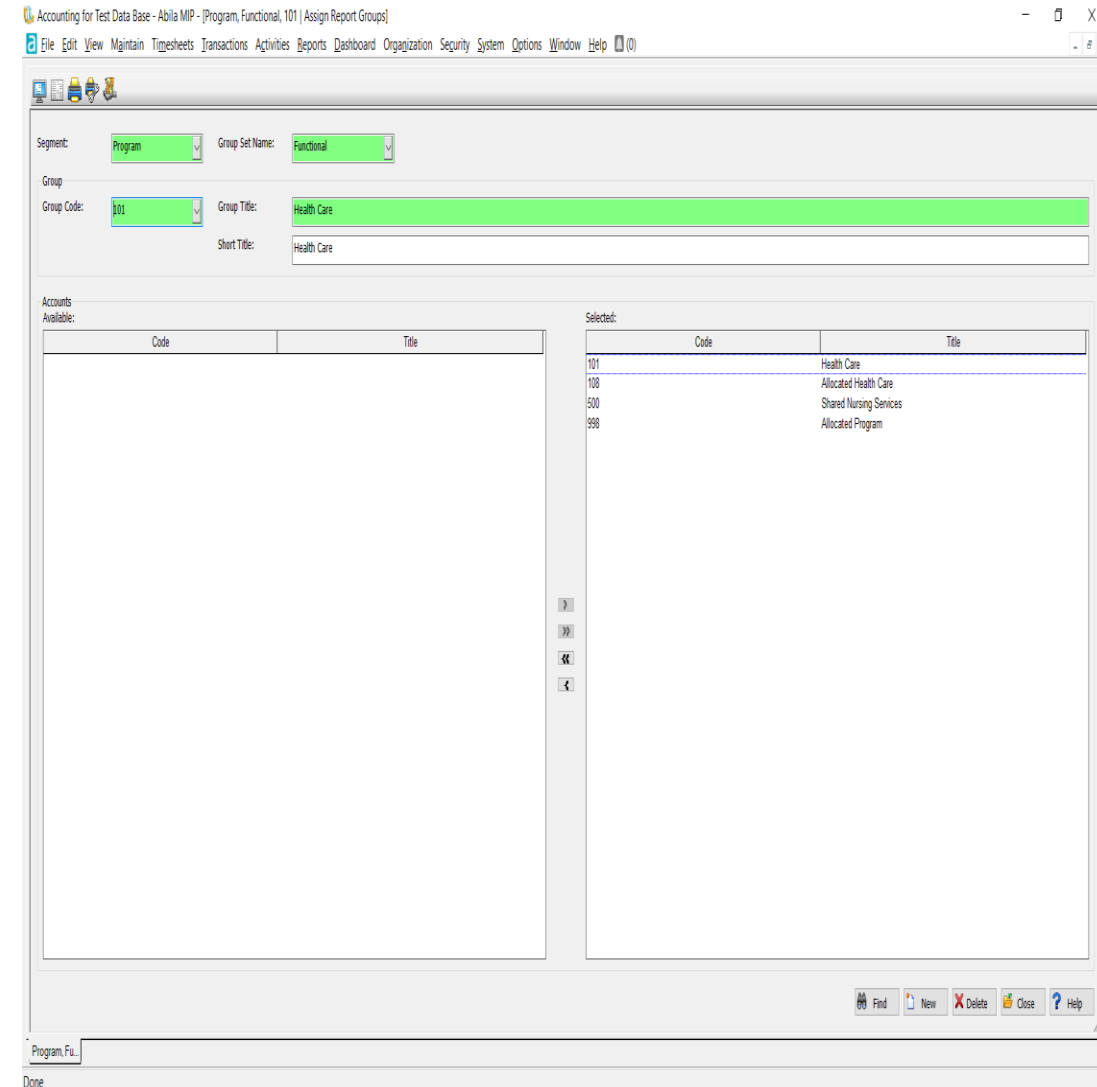
- There are several different types of financial reports
 - Statement of Revenue & Expense
 - Statement of Revenue & Expense by Period
 - Combined Statement Revenue & Expense (Segment Columns)
 - Statement of Activities
 - Balance Sheet & Statement of Financial Position (3 Reports)
 - Cash Flow Statement (Two Report Types)
- There Are Two Parts to Every Financial Report
 - Financial Statement Report Name which are the columns of the report
 - Financial Statement **Formats** which are the rows of the report

Custom Columns-Formulas or Dates-Available in Revenue & Exp. Stmt. and by Period



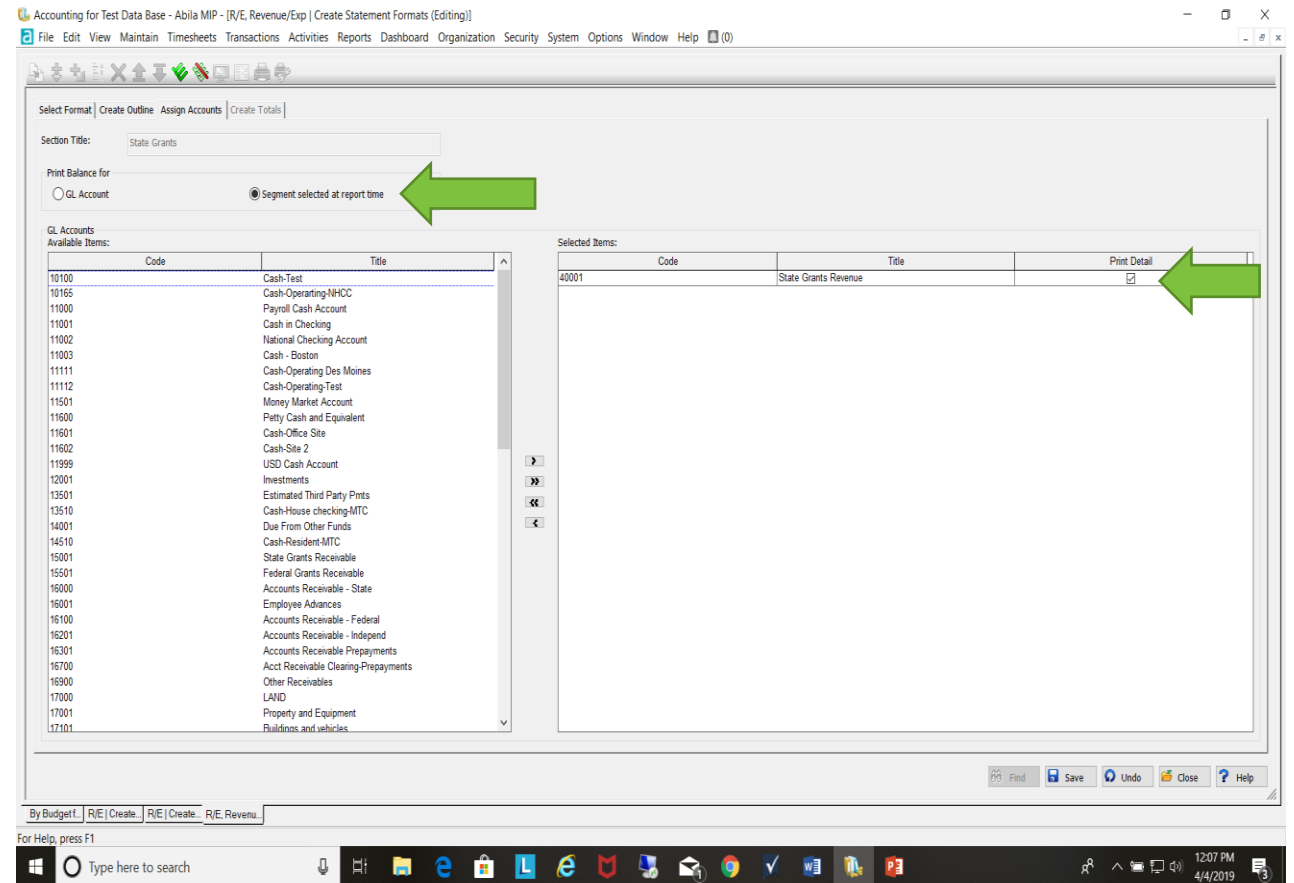
Report Groups

- Go to Assign Report Groups either under Reports or Report Manager
- Segment- Select the Segment you want to group
- Group Set Name – Assign a name to the group
 - Group Code
 - Group Title-15 characters
- Go to Financial Stmt. and select segment group on content page
- Go to Group tab and select the SET name created above



Segment Substitution on Statement Format & Options Tab of Financial Report

- First step is to go to Statement Format and choose format name
- Proceed to the tab assign accounts
- Choose the radio button of segment rather than GL Account
- Check the print detail box
- Save the format



Segment Substitution on Financial Report-Content Page

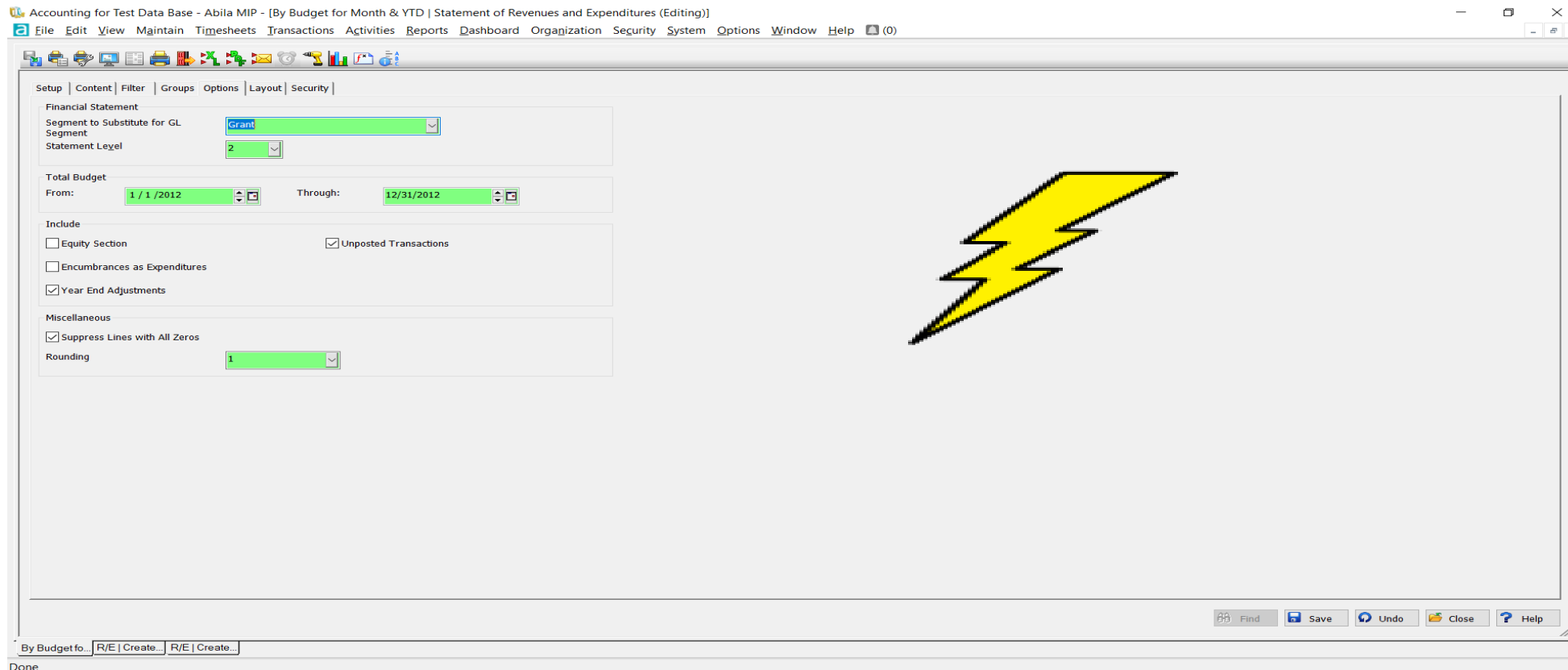
Enter GL account on Financial Statement Section title column

The screenshot displays the 'Content' tab of a financial reporting tool. It features two main configuration areas: 'Items by Page (Optional)' and 'Report Body (Total Width: 8.80)'. The 'Report Body' section contains a table for configuring columns, with a green arrow pointing to the 'GL Code' row in the 'Selected Columns' list.

Selected Columns	Sort	Show Total	Width	Wrap	Repeat Column	Column Heading
Financial Statement Section Titles	Asc	<input type="checkbox"/>	1.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial Statement Section Titles
GL Code	None	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	GL Code
Current Period Actual	None	<input type="checkbox"/>	0.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Period Actual
Current Period Budget - Original	None	<input type="checkbox"/>	0.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Month Budget \$
Current Period Budget Variance - Ori	None	<input type="checkbox"/>	0.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Month Budget \$ Variance
Percent Variance	None	<input type="checkbox"/>	0.65	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Percent Variance
Current Year Actual	None	<input type="checkbox"/>	0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Year Actual
YTD Budget - Original	None	<input type="checkbox"/>	0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD Budget
YTD Budget Variance - Original	None	<input type="checkbox"/>	0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD Budget Variance
YTD Percent Variance	None	<input type="checkbox"/>	0.65	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD Percent Variance

Segment Substitution on Financial Report-Options Page

Enter segment to substitute for GL code in drop down box



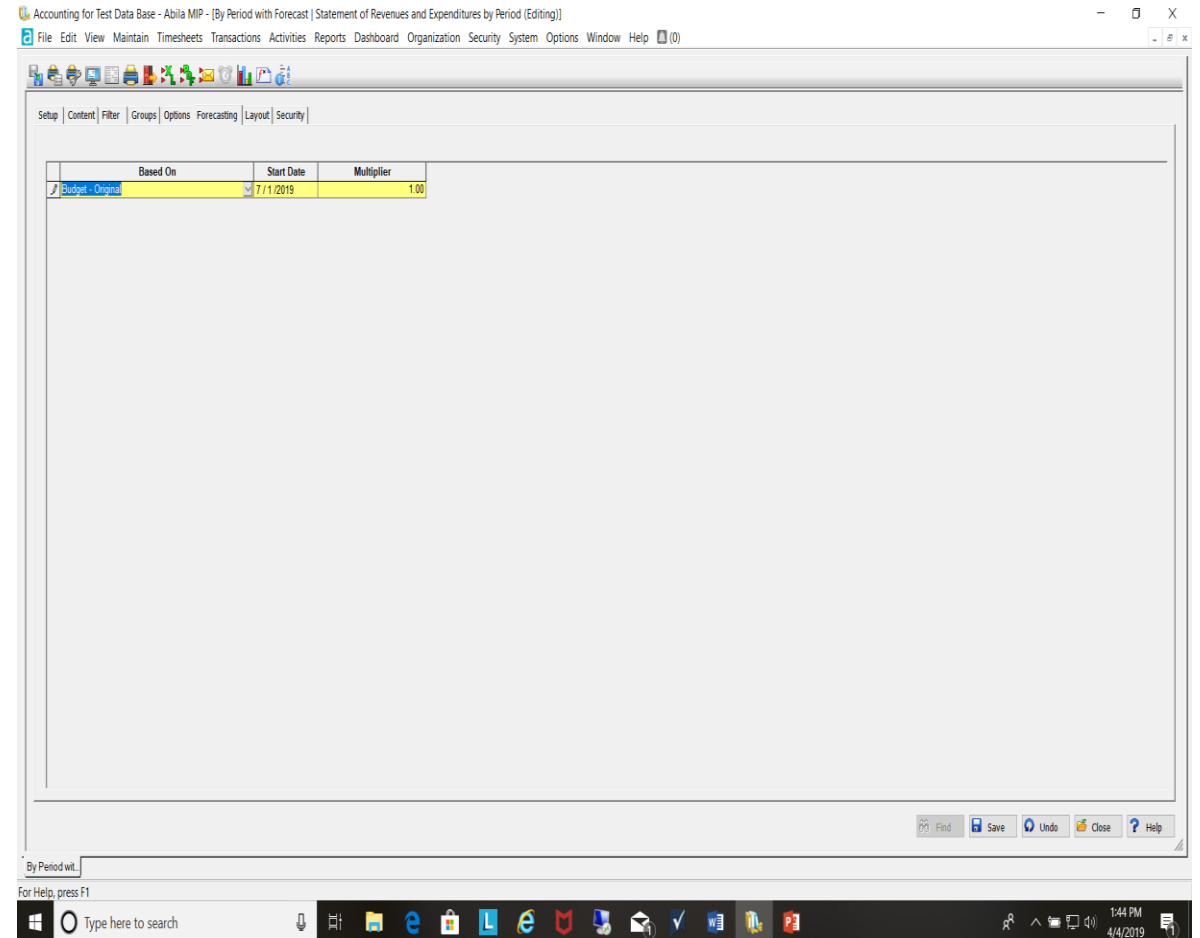
The screenshot displays the 'Options' tab in the Accounting for Test Data Base - Abila MIP - [By Budget for Month & YTD | Statement of Revenues and Expenditures (Editing)] window. The window title bar includes standard window controls and a menu bar with options like File, Edit, View, Maintain, Timesheets, Transactions, Activities, Reports, Dashboard, Organization, Security, System, Options, Window, and Help. The main content area is divided into several sections:

- Financial Statement:** Contains a dropdown menu for 'Segment to Substitute for GL Segment' with 'Grant' selected, and a dropdown for 'Statement Level' with '2' selected.
- Total Budget:** Includes 'From:' and 'Through:' date pickers, both set to '1 / 1 / 2012' and '12 / 31 / 2012' respectively.
- Include:** Features checkboxes for 'Equity Section', 'Encumbrances as Expenditures', and 'Year End Adjustments' (checked), along with 'Unposted Transactions' (checked).
- Miscellaneous:** Includes a checked checkbox for 'Suppress Lines with All Zeros' and a 'Rounding' dropdown set to '1'.

A large yellow lightning bolt icon is overlaid on the right side of the window. The status bar at the bottom shows 'By Budget fo...' and 'R/E | Create...' buttons. The bottom right corner of the window contains 'Find', 'Save', 'Undo', 'Close', and 'Help' buttons.

Revenue & Expense by Period with Forecast option

- Go to the financial reports and select revenue and expense by period
- Select the dates that you want to see actual and projections for. This is usually an annual period
- Select the budget version and begin date for specific budget version
- Multiplier can be use for inflation factor





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