

Sage MIP Fund Accounting Core Training Class

Day 1: Systems Administration, Accounting Administration & Setup

The core training begins with the Application's Accounting setup in Administration and addresses database management, housekeeping, and security. Participants will be introduced to the table-driven chart of accounts' structure and the different segments used in the training database.

After completing this section students will be able to:

Set up accounting, organization, and workstation preferences.

Create and Manage and organizational database.

Set up users and grant security rights to Administration, Accounting, and Payroll.

Use the bank reconciliation module to reconcile bank accounts.

Use helpful reports and troubleshooting tips to get the most out of your software.

Day 2: Essential Transaction Entry and Accounts Payable

Day two covers the basic transaction entry process using the General Ledger module, with a focus on entering normal cash receipt and cash disbursement entries. It also covers the complete accounts payable process, from setting up vendors to printing 1099's, and procedures for closing the fiscal year.

After completing this section students will be able to:

Use each auxiliary button.

Change session information, access offset and distribution codes, and enter beginning balances and year-end adjustments.

Create default transaction reports.

Use the online Check Writing and Receipt Writing features.

Void checks, copy or reverse sessions and edit system-generated checks.

Set up and run many of the Accounts Payable reports.

Day 3: Essential Budgets and Accounts Receivable

This class covers all aspects of using the Budget, the Accounts Receivable Reporting, and the Accounts Receivable Billing modules.

After completing this section students will be able to:

Create invoices, print invoices, and prepare and print statements.

Use other important transaction-entry functions.

Use reports offered in the Accounts Receivable Reporting Module.

Create, modify, and transfer a completed budget worksheet.

Use budget reports.

Day 4: Reporting Essentials

After completing this section students will be able to:

Use default reports and create custom reports.

Use list type, transaction type, and trial balance reports.

Understand the differences between the general ledger analysis reports.

Create an expanded general ledger.

Use the "quick" financial statement feature.

Create basic custom financial statements.

Use the Drill-Down Analyzer.