



**Applied Business Services, Inc.**  
**Sage Training Class Agenda 2011**

**Sage MIP Fund Accounting Basic Training:**

Course Level: Basic  
Prerequisites: None  
Recommended CPE Credits: 24  
3 day class

By the end of the session, you will be able to;

- Define an organization specific chart of account structure and create a database
- Set up and maintain user security
- Manage an organization database
- Create chart of account codes
- Set up and apply time saving code reduction tools
- Set up vendors and process accounts payable invoices
- Void check
- Correct posted and unposted transactions
- Process disbursement and cash receipt transactions
- Enter and monitor organization budgets
- Reconcile cash accounts
- Create basic and advanced custom financial statements

This course covers topics related to the following modules:

- General Ledger
- Accounts Payable
- Budget
- Bank Reconciliation

**Day 1 – General Ledger**

**Day 2 – Accounts Payable**

**Day 3 – Budgeting & Bank reconciliation**

**Reporting will be cover throughout the 3 day training.**

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