

Mastering MIP Essential Skills Unleashed (3A)

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Housekeeping

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- Please make sure you sign in on the sheet.
- You must complete the survey through the QR code at the end in order to receive your CPE certification.
- The survey can be completed using your mobile device. Optional paper surveys are available and must be turned in at the registration desk.
- Please silence your mobile device during the presentation.



Introduction



Lucy Brennan Project Consultant

- Masters in Business Administration
- 30 years experience in all levels of accounting and finance
- More than 15 years of MIP experience in nonprofit settings

Session Objectives

- Customizing / Optimizing your
- Workstation
- MIP Magic (Tips and Tricks)
- How to utilize Process Manager
- Default Coding & Entry Defaults
- Distribution Codes

If time allows:

- Basic Transactions
- AP Overview
- AR Billing Overview





Customizing / Optimizing Your Workstation

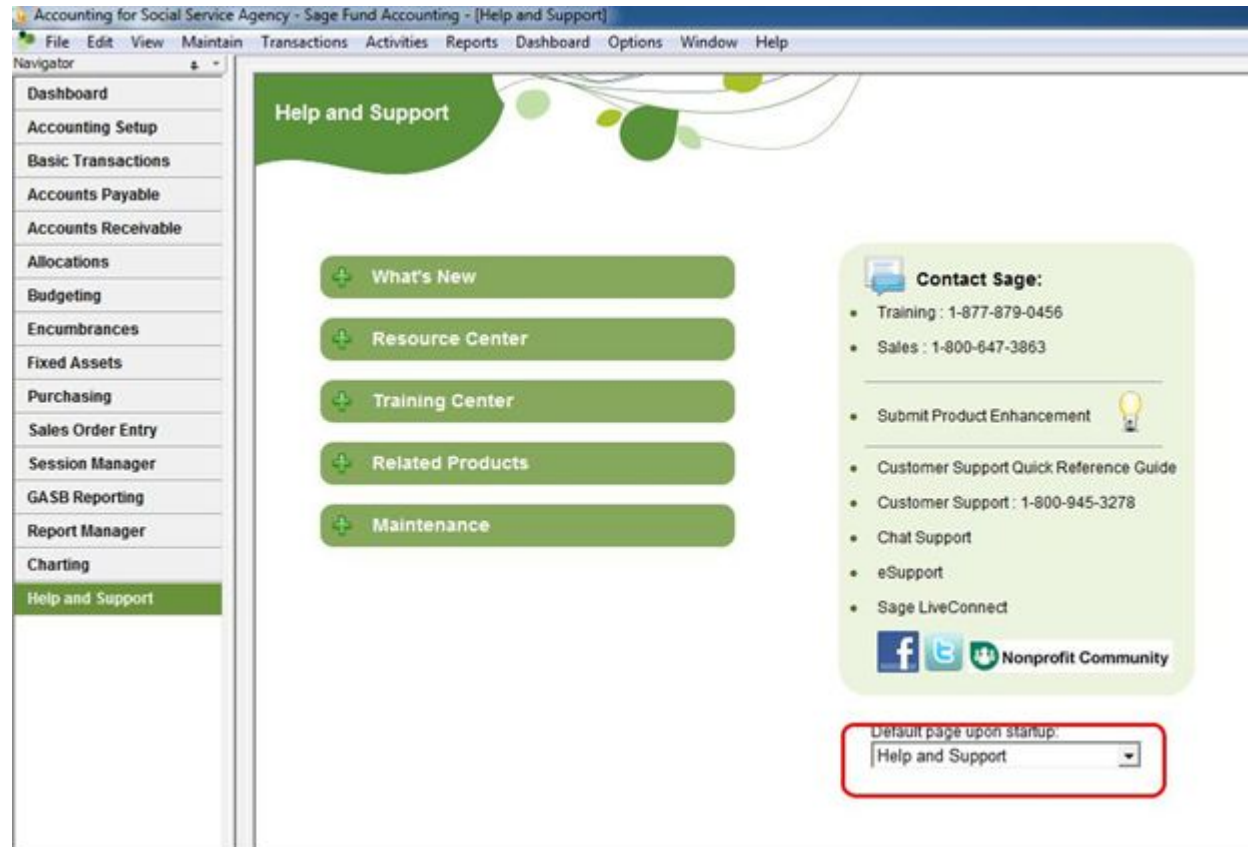


Customizing / Optimizing Your Workstation

- 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 of 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

Customize
your
homepage!



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

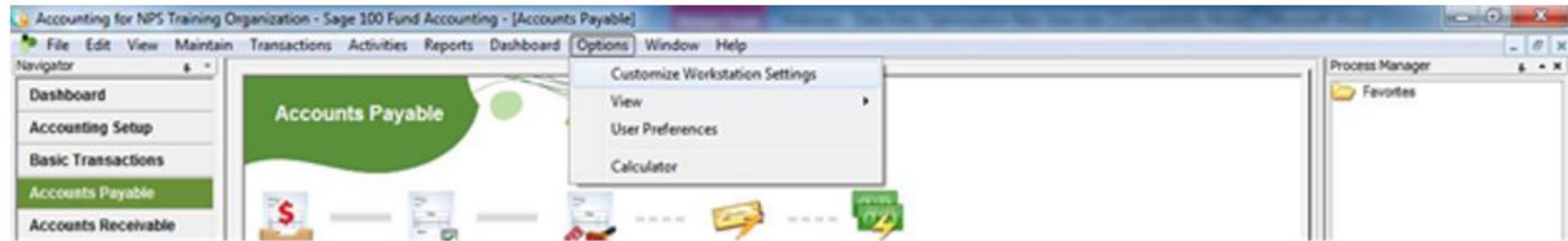
RELATED TASKS

HELP MENUS



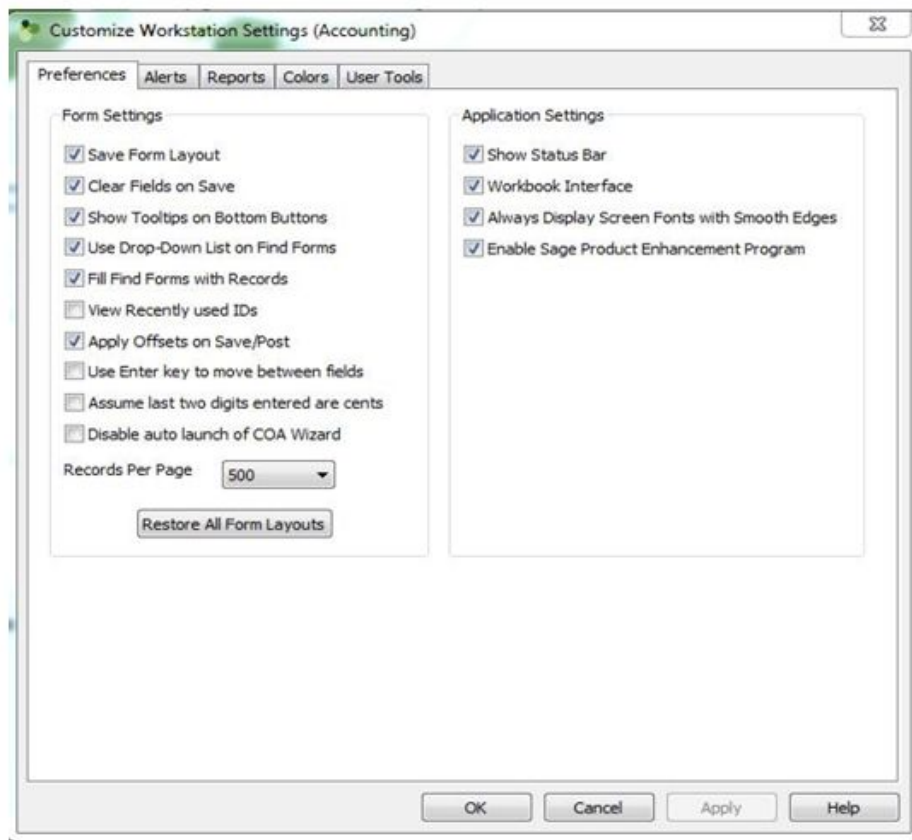
Customizing / Optimizing Your Workstation

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





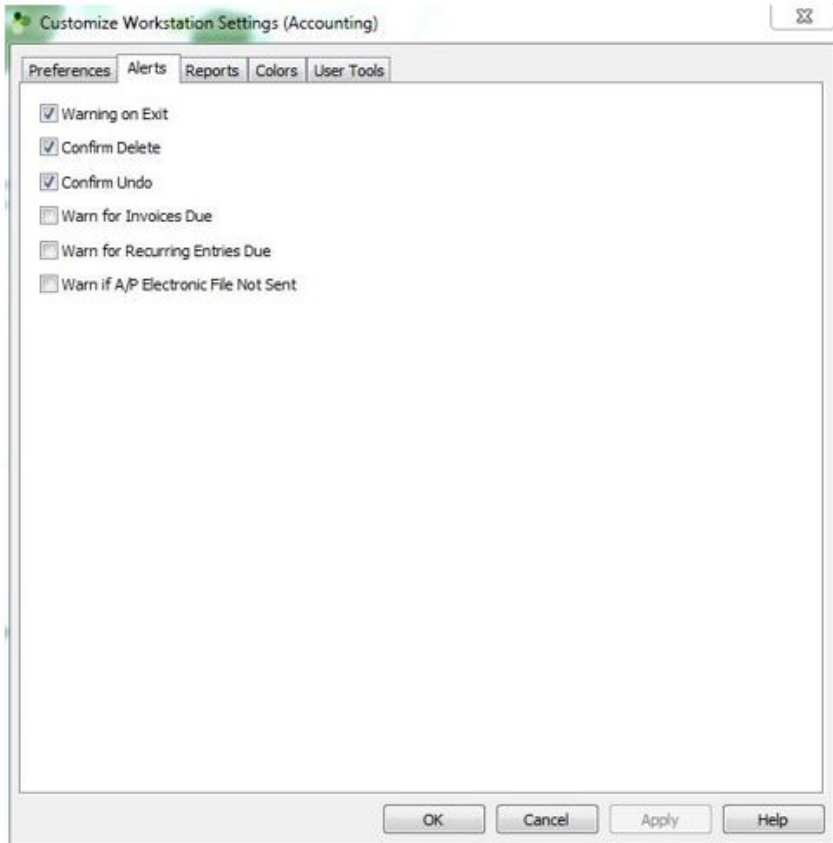
Customizing / Optimizing Your Workstation



- We recommend using these settings
 - Save Form Layout
 - Apply Offsets on Save/Close



Customizing / Optimizing Your Workstation

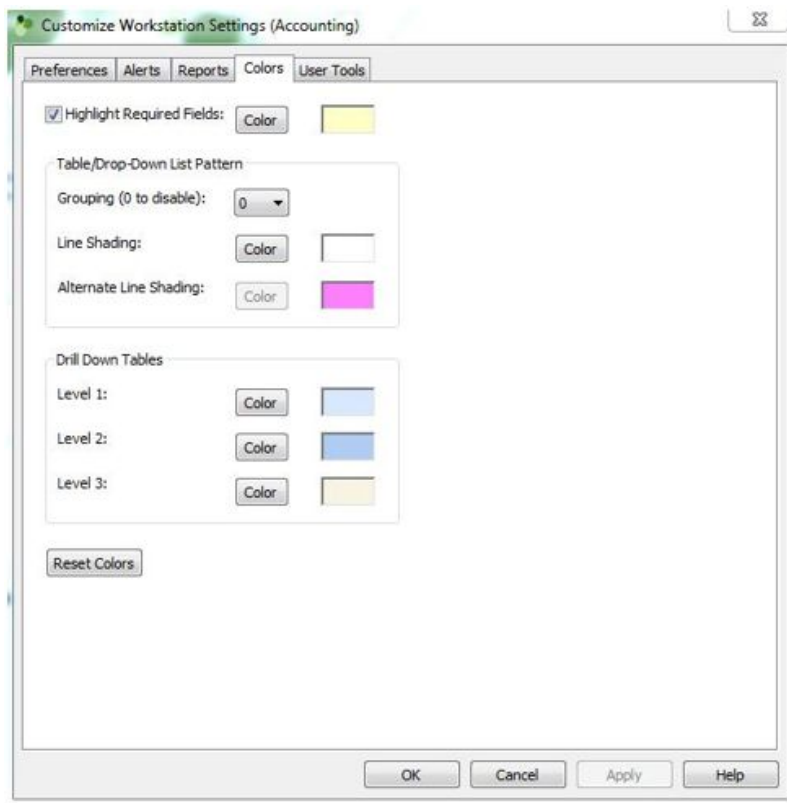


- Recommended settings for the Alerts tab.



Customizing / Optimizing Your Workstation

- Customize Colors for required fields and data entry forms





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 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	MI
	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)

- Setup all of your Account and Fund Offset
 - Accounting Setup > Offset Account Assignments
- **BENEFITS:**
 - Speeds entry and accuracy of all entry screens (Accounts Payable, Accounts Receivable & Cash Receipts).
 - If you set up your fund offsets, 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 Set

Navigator

MIP ADVANCE Learn more

Accounting

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Accounting Setup

Basic Transactions

Accounts Payable

Accounts Receivable

Allocations

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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 work station 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 transaction 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 Database
 - Select your MIP – 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				

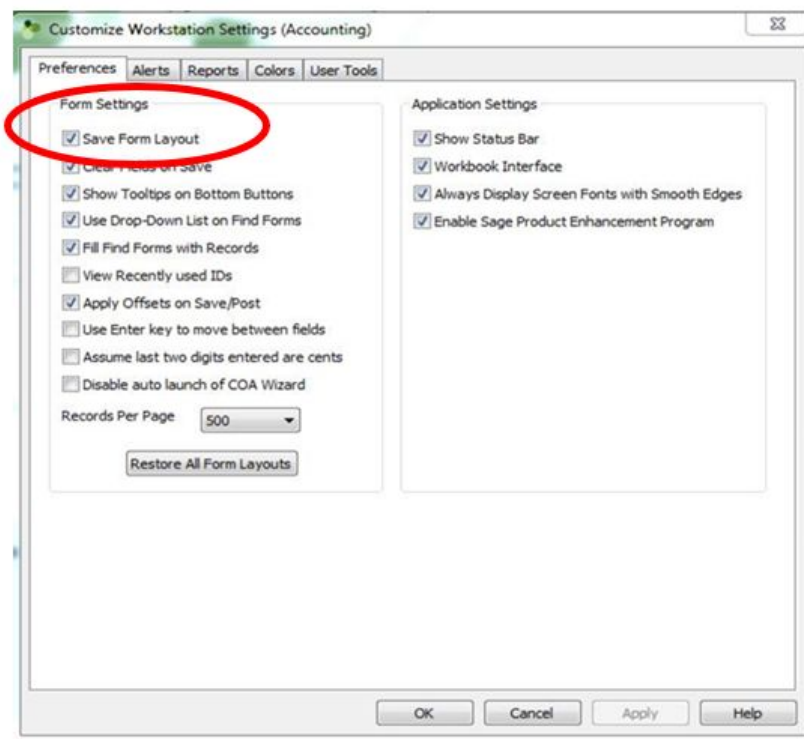


MIP Magic (Tips and Tricks)

- **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: 123 Date: 4/27/2017 Amount: \$1,000.00

Description: Rent

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
01	101	55001	101	101	1	MISC-07
01	101	20000				MISC-07
*						

Invoice: 123 Date: 4/27/2017 Amount: \$1,000.00

Description: Rent

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	Debit
01	101	55001	101	101	1,000.00
01	101	20000			0.00
*					



How to Utilize the Process Manager



How to Utilize the Process Manager

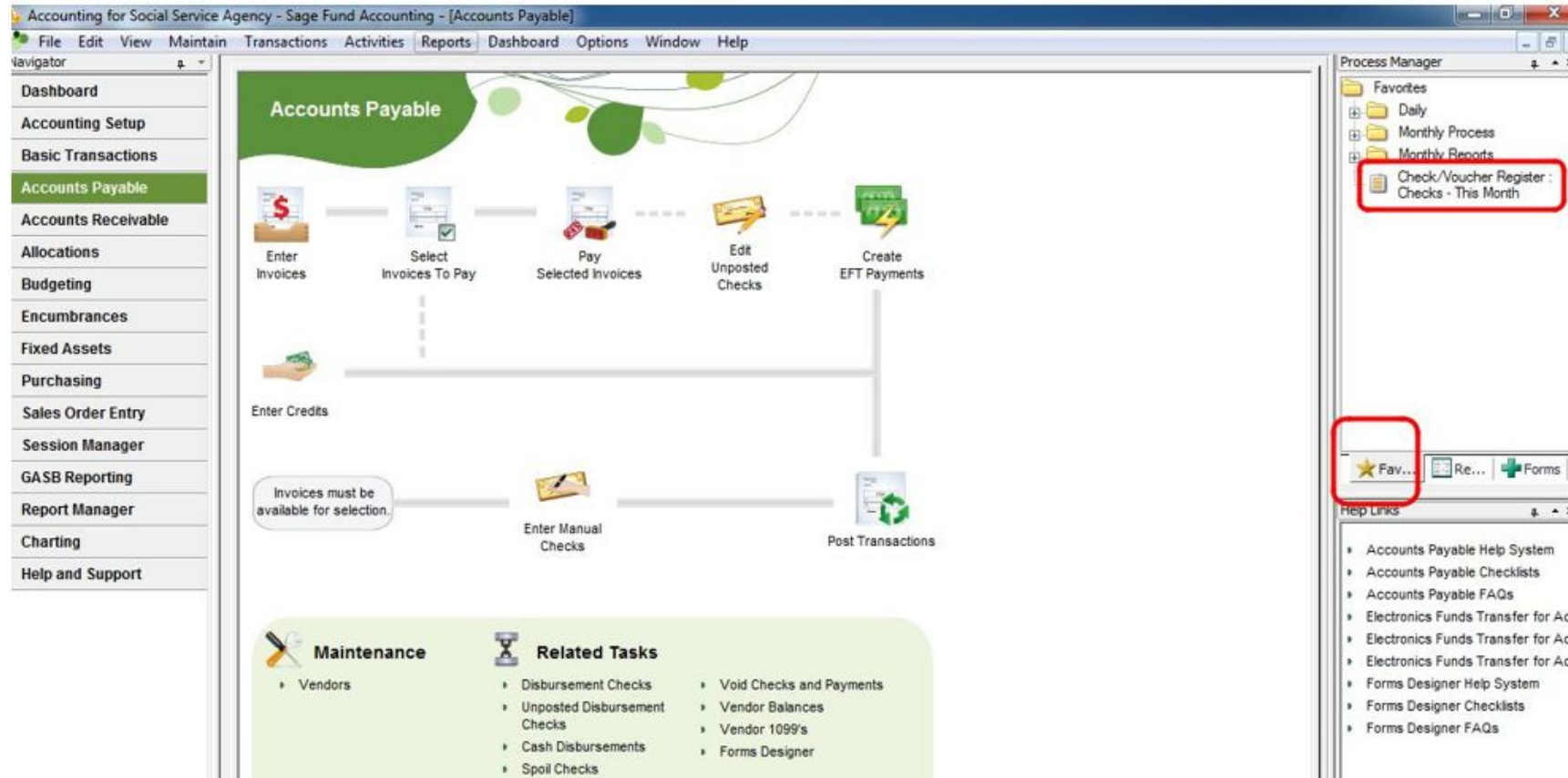
- Update Favorites folder(s) with frequently used reports. Select the Reports tab. Open/Browse to the reporting category and click on the plus sign to see all reports in that category. Right click on the report and select "Add to Favorites". A shortcut to that report will be placed on your Favorites tab.
- Create and organize specific folders (AP, Financials) for related reports that you use regularly will be easily at your fingertips!



How to Utilize the Process Manager

- Once you have created your own favorite directories you can highlight the folder and publish the folder so other users can utilize the same reports
- After the reports are published, any user can go to the Favorites folder and select import public folder. A dropdown box of available folders will be available

How to Utilize the Process Manager





Default Coding & Entry Defaults



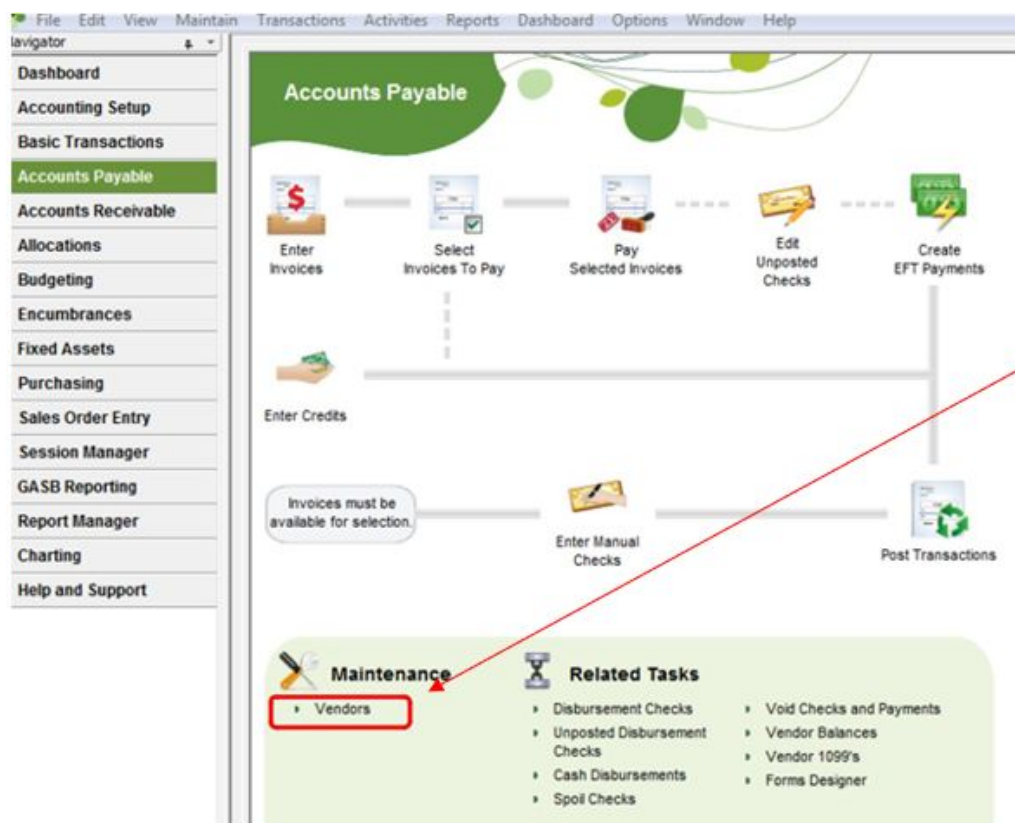
Default Coding & Entry Defaults

- Setup your default coding and distribution codes for all your Accounts payable vendors to make A/P entry more efficient and accurate.





Default Coding & Entry Defaults



- Click Maintain Vendors
- Double Click each vendor to setup.
- Update default expense GL and/or Distribution Code on the Default Coding tab



Default Coding & Entry Defaults



Set the Accounts Payable
Invoice Entry defaults to
make A/P Entry quicker!

Accounts Payable Invoices Entry Defaults

Field	Default Value	Copy From Prior Document/Line
Document Date		No
Document Amount		No
Document Description		No
Document Vendor ID		No
Line Fund Code		No
Line Grant Code		No
Line GL Code		No
Line Progr Code		No
Line Dept Code		No
Line 117 Code		No
Line Entry Type	N	No
Line Effective Date		No
Line Description		No

OK Cancel Help

Set a default
for your 117
Code



Default Coding & Entry Defaults



- Entry Defaults are available in most MIP modules and can be set for each type of transaction (API, APM, ARB, ARC)
- All entry defaults are specific to the workstation, not the user.
- All basic transactions types (JV, CR, and CD) should be set up.



Distribution Codes



Distribution Codes

- Do you have expenses or transactions within your organization that require you to distribute the costs to a variety of funds, grants, departments or locations regularly?

- **If so, DISTRIBUTION CODES are for you!**





Distribution Codes

- Distribution Codes can be used in the following modules to distribute amounts.
 - Accounts Payable
 - Accounts Receivable
 - Fixed Assets
 - Encumbrances
 - GL-Basic Transactions (JV, CR and CD)
 - Purchasing



Distribution Codes

- Distribution Codes can be set up to distribute amounts based upon:



Transaction Amounts

- Percentages
- Units



- Distribute costs based upon Square Footage
- Distribute costs based upon Headcount





Distribution Codes



Invoice: 123 Date: 4/28/2017 Amount: \$1,000.00

Description:

Vendor ID: ABC ABC Office Supply Due: 5/28/2017

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

1099 Type: MISC

	Fund	Grant	GL	Progr	Dept	117
*						

- Input your invoice header information then click the Use Distribution code Icon.



Distribution Codes

Use Distribution Code

Use Distribution Code

Distribution Code: Rent Storage Rent Expense

Transaction

Description: General Distribution

Date: 4/28/2017

GL: 55001 Building Rent

Amount to Distribute: \$1,000.00

Distribute As

☒ Debit ☐ Credit

☒ OK ☐ Cancel ☐ Help

- Select the distribution code you want.
- Fill in or change the transaction information
- Enter GL code and Select OK



Distribution Codes

Invoice: 123 Date: 4/28/2017 Amount: \$1,000.00

Description:

Vendor ID: ABC ABC Office Supply Due: 5/28/2017

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

1099 Type: MISC

Fund	Grant	GL	Progr	Dept	Debit	Credit
05	101	55001	101	201	600.00	0.00
04	301	55001	401	201	400.00	0.00
*						

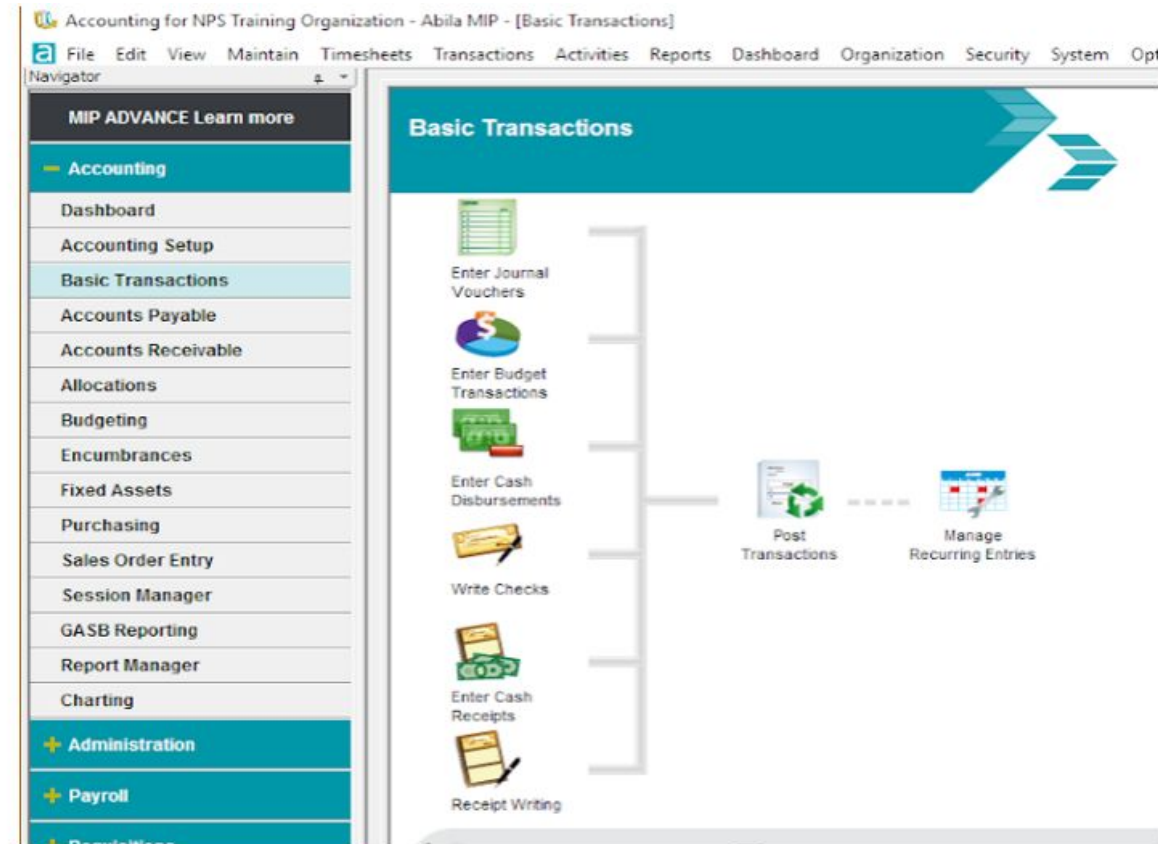
- Your account distribution was done automatically!**



Basic Transactions

Basic Transactions

- Basic transactions include:
 - Journal Vouchers,
 - Cash Disbursements,
 - Cash Receipts
 - and others





Basic Transactions

- Session Information
 - Consistent for all transactions in MIP
 - Naming Convention Recommended
 - Entry Defaults
- Status
 - BP = Batch to Post (default)
 - BS = Batch to Suspend
- Session Date
 - System Date
 - Different than Effective Date

The screenshot shows a software window with a title bar. Inside, there are two rows of input fields. The first row has 'Session ID:' with a dropdown menu showing 'JV04012019' and 'Status:' with a dropdown menu showing 'BP'. The second row has 'Description:' with a text box containing 'Enter Description' and 'Date:' with a date picker showing '4 / 1 / 2019'. Below these fields is a section titled 'Session Totals' containing a label 'Total Number of Documents:' followed by the value '0'.

- Click Start



Basic Transactions

Document Information

Voucher: 001 Date: 4/1/2019 Reverse: No

Description: Enter Description

Transaction Entry Table

	Fund	Grant	GL	Progr	Dept	Restriction	Debit	Credit	Entry Type	Effective Date
*										

- Add Document/Voucher Number
- Accept Session Date or Change
- Enter Transaction Detail



Basic Transactions

Transaction Entry Rules

- GL account codes determine what other segment codes are required.

GL Account Type Entered	Segments			
	Fund	Balancing	Non-Balancing	Restrictions
Revenue and Expense	Required	Required	Required	Required
Net Assets/Equity	Required	Required	Optional	Required
Other Balance Sheet Accounts	Required	Required	Optional	Optional



Basic Transactions

Transaction Entry Tips

- By default, the system displays the same effective date and description in the transaction entry table as the document date and description, unless defaults were specified using Entry Defaults
- Any transaction line having debits and credits equal zero is treated as a memo entry. Memo entries are related to the account code combination on their transaction line.

Fund	Grant	GL	Progr	Dept	Restriction	Debit	Credit	Entry Type	Effective Date
*									



Reverse, Copy & Posting

Activities>>Manage Sessions

Enter session information

Enter NEW session information

- Accept defaults from original or enter new document information

The screenshot shows a software interface for managing sessions. It is divided into two main sections, both highlighted with red rounded rectangles. The top section, labeled 'Enter session information', contains fields for 'Transaction:' (set to 'JV' with a dropdown arrow) and 'Session ID:' (set to 'JV0212005' with a dropdown arrow). To the right of these are two text boxes: 'Journal Vouchers' and 'Correct ending balances'. The bottom section, labeled 'Enter NEW session information', contains a 'New Session ID:' dropdown menu showing 'JV0212005 - REV' in green. Below this is a 'Description:' text box containing 'Reverse Posted Transaction'. At the bottom of this section are two rows of checkboxes and date pickers. The first row has a checked checkbox for 'Use Original Document Date' and a 'New Document Date:' date picker. The second row has a checked checkbox for 'Use Original Effective Date' and a 'New Effective Date:' date picker. Both date pickers show '___/___/___' and include up/down arrows and a calendar icon.



Reverse, Copy & Posting

Activities>>Manage Sessions

- Sessions must have a status of BP (Batch to Post)
- Budget and Payroll sessions are transferred as BP so must also be posted
- Can be filtered to show a subset of entries

Transaction Source	Session ID	Session Date	Session Description
APR	APVTest	11/01/2018	Void Check
APS	APSD2019	3/29/2019	Test EFT Process
APS	APSD2019-2	3/29/2019	Test for EFT Process
APS	Test	11/00/2018	Test
APV	APVTest	11/01/2018	Void Check
ARS	ARB132019-2-LB	2/28/2019	Test
CR	Test CR	3/18/2019	Test
VCK	APVTest	11/01/2018	Void Check



Account Balance Information

Activities>>Display Balances>>Account Balances

- Drill down from Original Document to Related Document to Transaction

Date Range for Balances

Date From: 1/1/2017 Date To: 12/31/2017

Display Accounts

Available Filter	Selected Filter	Compares To	Criteria 1	Criteria 2
Fund	GL	=	11600	
Grant				
Progr				
Dept				
Restriction				

Display Clear Print

Balances

GL	Description	From Date	Through Date	Posted Amount
11600	Beginning Balance	1/1/2017	1/1/2017	0.00
	Effective Date	Transaction Type	Document Number	Posted Amount
	1/1/2017	CL	1412CLS	0.00
				ID
				Session ID
				Document Date
				Document Description
11600	Current Activity	1/1/2017	12/31/2017	0.00
11600	Ending Balance	1/1/2017	12/31/2017	0.00



Review Chart of Accounts

Maintain > > Chart of Account Codes

Use Quick Search or, Filter

Quick Search - Columns Containing:

Search/Refresh

Available Items

Segment	Code*	Status	Title*	Short Title*
Dept	101	A	Administration	Administration
Dept	201	A	Program Services	Program Svs
Dept	301	A	Accounting	Accounting
Dept	401	A	Executive Director	Executive Dir
Dept	990	A	Non Dept Related	Non Dept Relate
Dept	998	A	Allocated Dept	Allocated Dept
Dept	999	A	Pooled Dept	Pooled Dept
Fund	01	A	Operating Fund	Operating Fund
Fund	04	A	State Grant Fund	State Grant
Fund	05	A	Federal Grant Fund	Federal Grant
Fund	06	A	Travis County Job Fund	Travis Co. Job
Fund	90	A	Non Fund Related	Non Fund Relate
Fund	98	A	Allocated Fund	Allocated Fund
Fund	99	A	Restricted Fund	Restricted Fund

Filters

Available Filter

Code

Status

Title

Short Title

Account Type

Selected Filter

Compares To

Criteria 1

Criteria 2

Segment

Title

Dept

Fund

GL

Grant

Progr

Restriction

Records per Page 1000

Segment	Code*	Status	Title*	Short Title*	Account Type	Designation Code	Form 990 Line Number
Dept	101	A	Administration	Administration			
Dept	201	A	Program Services	Program Svs			
Dept	301	A	Accounting	Accounting			
Dept	401	A	Executive Director	Executive Dir			
Dept	990	A	Non Dept Related	Non Dept Relate			
Dept	998	A	Allocated Dept	Allocated Dept			
Dept	999	A	Pooled Dept	Pooled Dept			
Fund	01	A	Operating Fund	Operating Fund		Gr1	
Fund	04	A	State Grant Fund	State Grant		Gr2	
Fund	05	A	Federal Grant Fund	Federal Grant		Gr2	
Fund	06	A	Travis County Job Fund	Travis Co. Job		N/A	
Fund	90	A	Non Fund Related	Non Fund Relate		Gr4	
Fund	98	A	Allocated Fund	Allocated Fund		Gr4	



Review Closing Accounts

Maintain>>Closing Account Assignments

- Allows you to specify which Net Asset Equity GL Account your Revenue and Expenditure type accounts will close in to at year end.
- Required before a system year end can be performed
 - Also used for pseudo close in reporting
- All Revenue and Expense accounts are required to close in to a Net Asset Equity account.

Account To Be Closed

Fund: ▼

GL: ▼

Account To Close Into

GL: ▼

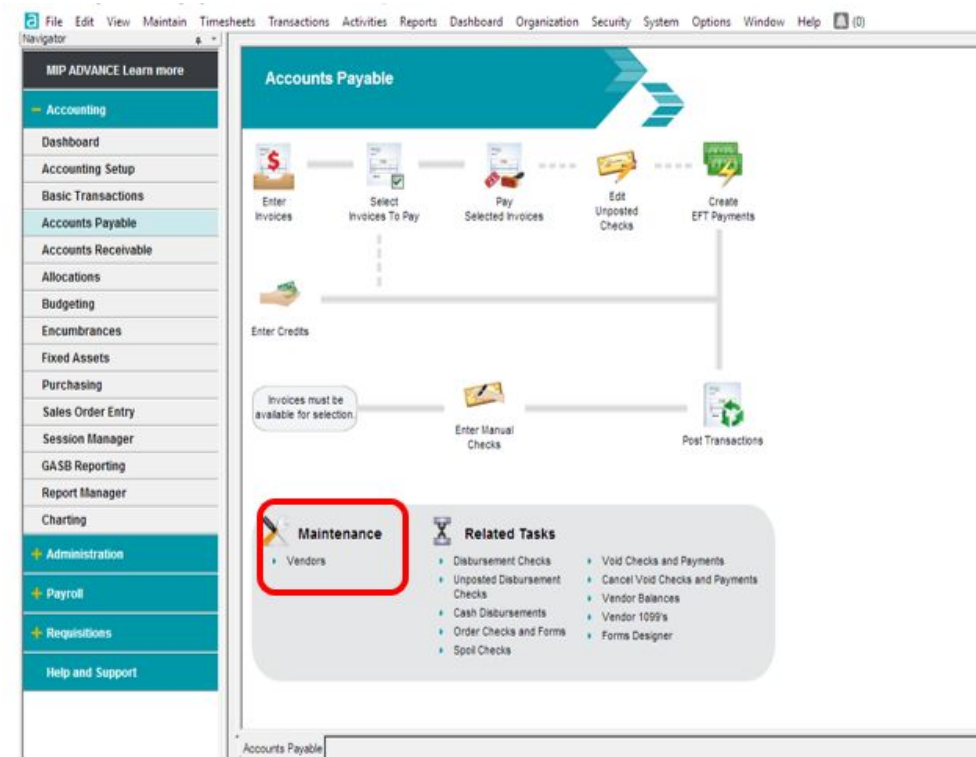


Overview of Accounts Payable

- Vendor Maintenance
 - Vendor maintenance tabs
 - Merging/Renaming vendors
 - 1099 vendors
- Entering AP Invoices
- Paying Invoices
- Reporting
 - Aging
 - Issuing 1099s

Overview of Accounts Payable

Access to vendors
under Maintenance





Overview of Accounts Payable

The screenshot displays a web-based interface for managing vendors. At the top, there is a horizontal tab bar with six tabs: 'Vendor', 'Addresses', 'Payment and Terms', 'Default Coding', '1099 Information', and 'Notes'. The 'Vendor' tab is currently selected and highlighted with a red border. Below the tabs, the form contains several input fields: 'Vendor ID' with a dropdown menu showing 'NewVendor', 'Status' with a dropdown menu showing 'A', 'Name' with a text input field, 'Account Number' with a text input field, 'User ID' with a dropdown menu, and an 'Optional Designation' section containing 'Class' and 'Type' dropdown menus.

6 tabs for vendor information

- Must be consistent with IDs
- Can have different addresses for checks or main
- Set payment terms and payment discounts
- Default coding by vendor
- 1099 information
- Notes



Overview of Accounts Payable

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

Organization State Withholding
☐ Override State Withholding State: State Tax ID:

1099 Form Setup
Default Form Type: Default Box Number:
Name Control:

1099 Adjustments

	Year	Type	Box	Amount
*				

- Select vendor for 1099 issuance
- Important to set this prior to posting invoices
 - Can make adjustments, if necessary



Overview of Accounts Payable



Enter
Invoices

Session ID: API03222019-LB Status: BP

Description: AP Invoices Date: 3/22/2019

Session Totals

Total Number of Documents:	0
Total Amount for all Documents	\$0.00

Enter Invoices
starts the process

Make entry
defaults for API
sessions



Overview of Accounts Payable

Invoice: 1234 Date: 3/22/2019 Amount: \$100.00

Description: AP Invoices

Vendor ID: ABC ABC Office Supply Due: 4/21/2019

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

1099 Type: MISC

	Fund	Grant	GL	Progr	Dept	Restriction	1099 Box	Debit	Credit	Effective Date	Description
▶	04	101	57001	101	101	1	MISC-07	100.00	0.00	3/22/2019	AP Invoices
*	04	101	20000				MISC-07	0.00	100.00	3/22/2019	AP Invoices

- Enter invoice information to create transaction.
- Use Distribution codes and entry defaults
- Apply offsets
- Post



Overview of Accounts Payable

Select Invoices To Pay

Session ID: APS03222019-LB Status: BP

Description: Pay Invoices Date: 3/22/2019

Session Totals
Total Number of
Total Amount for

Discount Calculation Date: 11/20/2018

Vendor ID	Invoice/Credit Number	Check Address Code	Pending Check/Credit Session	Pending Check/Credit	Unpaid/Credit Balance	Amount to Pay	Discount Amount	Due Date
ABC	091234				(\$25.00)	\$0.00	\$0.00	
CFA	19001				(\$500.00)	\$0.00	\$0.00	
CFA	25629	Man			\$7,805.59	\$0.00	\$0.00	1/15/2019
CFA	25541	Man			\$6,834.70	\$0.00	\$0.00	1/15/2019
CFA	25574	Man			(\$2,145.86)	\$0.00	\$0.00	1/15/2019
InfBus	1375	Man			(\$854.50)	\$0.00	\$0.00	1/15/2019
InfBus	2005_000	Man			\$854.50	\$0.00	\$0.00	12/2/2018
Siuc	18409	Man			\$3,126.98	\$0.00	\$0.00	7/15/2019
Siuc	18408	Man			\$1,403.31	\$0.00	\$0.00	7/15/2019
Siuc	28639	Man			\$975.89	\$0.00	\$0.00	1/15/2019
Siuc	28941	Man			\$1,176.42	\$0.00	\$0.00	1/15/2019
Siuc	28974	Man			\$3,333.76	\$0.00	\$0.00	1/15/2019
Siuc	950088	Man			\$0.00	\$0.00	\$0.00	7/11/2017
Huberry	145631	Man			(\$2,299.48)	\$0.00	\$0.00	2/26/2019
Rapid	27629	Man			\$0.00	\$0.00	\$0.00	1/15/2019
Rapid	27641	Man	Test		\$530.77	\$530.77	\$0.00	1/15/2019
Rapid	27674	Man	Test		\$554.19	\$554.19	\$0.00	1/15/2019
ivindel	19002	Man	Test		(\$500.00)	(\$500.00)	\$0.00	
ivindel	28639	Man	Test		\$1,951.38	\$1,951.38	\$0.00	1/15/2019
ivindel	28941	Man			\$1,313.80	\$0.00	\$0.00	1/15/2019
ivindel	28974	Man			\$1,988.22	\$0.00	\$0.00	1/15/2019

Record: 0

Selected Vendor: International Supplies, Inc.

Summary of All Vendors and Invoices/Credits Selected to Pay:
Vendors: 0 Invoices/Credits: 0 Total Amount to Pay: \$0.00

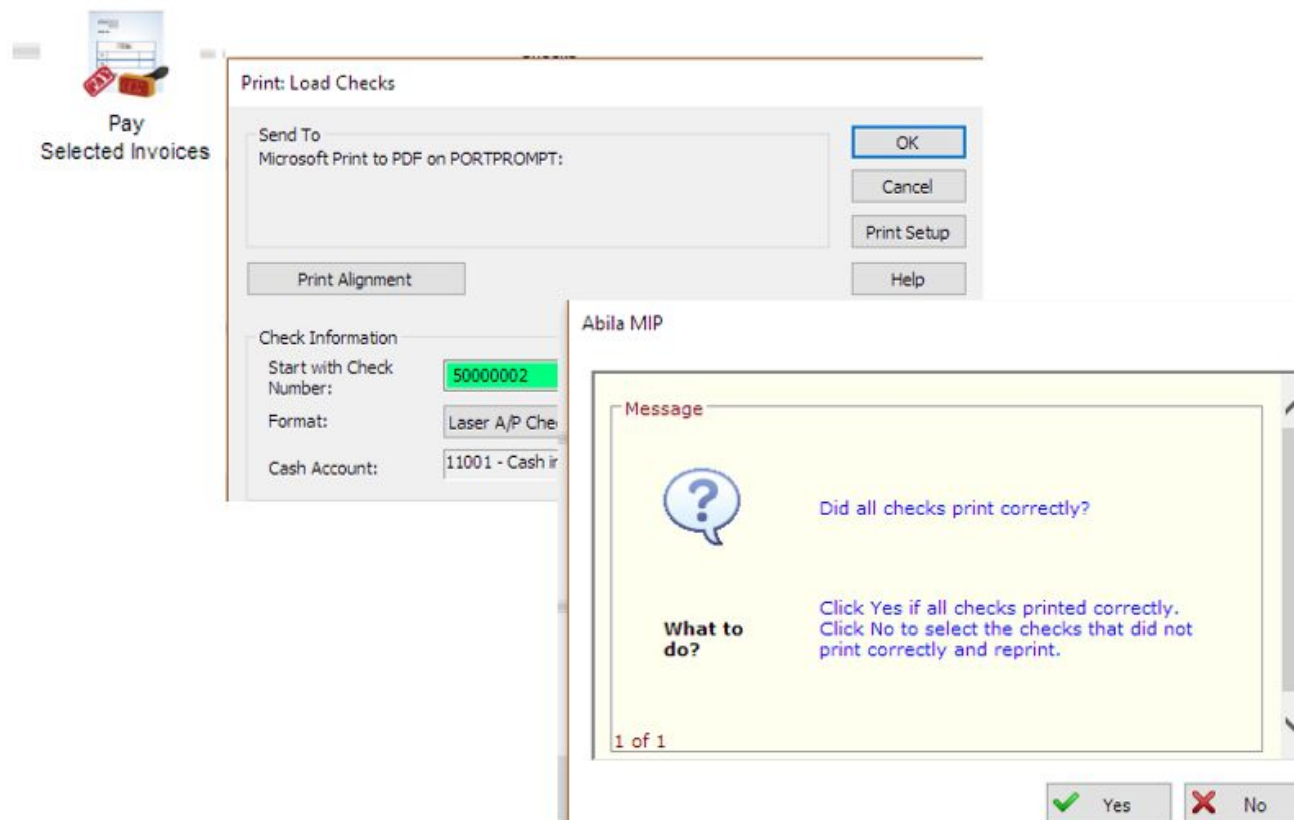
Accounts Pay APS03222019-L

For Help, press F1

- Enter Session information
- System will populate invoices that are outstanding
- Select which invoices you want to pay



Overview of Accounts Payable



- Print checks
 - If you use EFT, checks will print first, then vouchers
- Be sure checks printed before responding yes



Overview of Accounts Payable

Aged Payables

- Navigate to Reports > > Accounts Payable > > Aged Payables

NPS Training Organization									
Aged Payables by Due Date - <Aged Payables>									
Aging Date - 11/30/2017									
From 11/1/2017 Through 11/30/2017									
Vendor ID	Vendor Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
CPA	Williams & Erickson, CPA's	19001		0.00	0.00	0.00	0.00	(800.00)	(800.00)
		25584	12/19/2017	<u>8,216.36</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,216.36</u>
Total CPA	Williams & Erickson, CPA's			8,216.36	0.00	0.00	0.00	(800.00)	7,416.36
IntSup	International Supplies	1375	11/4/2016	0.00	0.00	0.00	0.00	(654.50)	(654.50)
		2005_005	12/3/2016	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>654.50</u>	<u>654.50</u>
Total IntSup	International Supplies			0.00	0.00	0.00	0.00	0.00	0.00
ISInc	International Supplies, Inc.	16409	7/19/2016	0.00	0.00	0.00	0.00	1,128.06	1,128.06
		16956	7/19/2016	0.00	0.00	0.00	0.00	1,403.31	1,403.31
		26584	12/19/2017	<u>1,027.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,027.05</u>
		998866	7/11/2017	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>816.00</u>	<u>816.00</u>
Total ISInc	International Supplies, Inc.			1,027.05	0.00	0.00	0.00	3,347.37	4,374.42
Rapid	Rapid Supplies Provider	27584	12/19/2017	<u>727.14</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>727.14</u>
Total Rapid	Rapid Supplies Provider			727.14	0.00	0.00	0.00	0.00	727.14



Overview of Accounts Payable

Issue 1099s right from MIP!

You have options!

1. Complete 1099 eFiling Service
2. Other Options:
 - You may elect to have Aatrix eFile some of your forms and you print others.
 - You may elect to print all of your organizations forms.



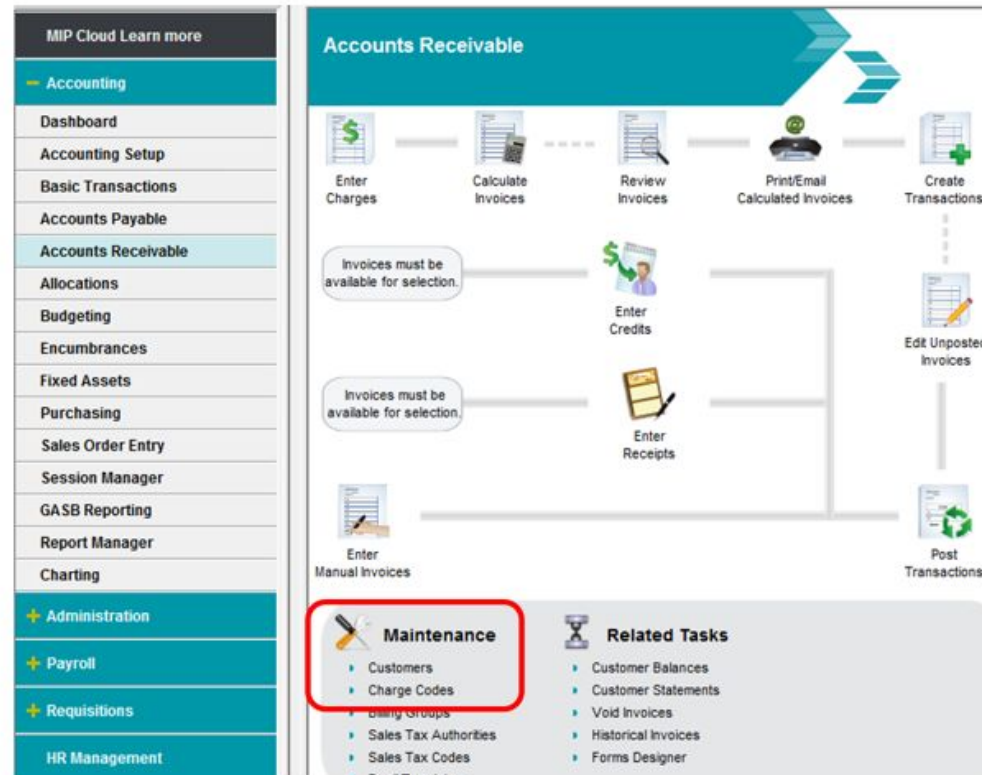
Accounts Receivable Overview

Maintain>>Customers

- **To edit an existing customer, double-click on the customer from the list or to add a customer, click ‘New’**
 - Customer tab:
 - Determine and enter a unique customer ID
 - Enter customer name as you want it to appear on checks
 - Enter optional designations for increased reporting capabilities

Accounts Receivable Overview

Access to customers
under Maintenance





Accounts Receivable Overview

Customer | Addresses | Billing and Terms | Default Coding | Email | Notes

Customer ID: Status: ☐

Name:

☐ Cash Only

Web Site:

Resale Tax ID:

Optional Designation

Class: Type:

6 tabs for customer information

- Must be consistent with IDs
- Can have different addresses for invoices or main
- Set billing terms and discounts
- Default coding by customer
- Email for sending invoices
- Notes



Accounts Receivable Overview

- From the Customer List, Select New to open the add/edit screen.
- Select the Merge/Rename icon

Note: this is the same
Process for vendors

Customer | Addresses | Billing and Terms | Default Coding | Email | Notes | User Defined Fields |

Customer ID: [dropdown] Status: [checkbox]

Name: [text]

☐ Cash Only

Web Site: [text]

Resale Tax ID: [text]

Optional Designation

Class: [dropdown] Type: [dropdown]



Accounts Receivable Overview

Merge / Rename ID

- Choose the Customer ID to Merge or Rename
 - If it is Merge, select the existing Customer ID that will hold the history
 - If it is Rename, enter/create the new ID to hold the history
- Enter a comment – usually the reason for the change
- MIP will ask for confirmation of the task



Accounts Receivable Overview

Note: AR Control GL Account must be established prior to processing invoices.

- **Set up GL in Maintain>>Chart of Accounts**
 - Set Account Type to A/R – Customers (AR), not ARO
- **Used for offset in AR module(s)**
- **Only allows entries made from an AR module**
 - Ensures integrity of Accounts Receivable subledger



Accounts Receivable Overview

Transactions>>Enter AR Invoices or

Enter Manual Invoices from the AR home screen

- Enter Session ID and Description
- Status and Date can be changed or left at default
- Click on Start
 - The AR Invoices Transaction form appears



Accounts Receivable Overview

- Enter your invoice number or hit the plus sign to let MIP create one for you
- Enter the date and Amount of the invoice
- Select the Customer ID from the drop-down list
- Enter the Due Date

The screenshot shows the Accounts Receivable form in the MIP system. The form includes the following fields:

- Document Number: 001
- Date: 4/1/2019
- Amount: \$0.00
- Description: AR Invoices
- Customer ID: (empty)
- Due: 5/1/2019

Below the form is a table with the following columns: Fund, Grant, GL, Progr, Dept, Restriction, Debit, Credit, Entry Type, Effective Date. The table is currently empty.

Accounts Receivable Overview

- Enter the transaction detail
 - Credit to Revenue

Document Number: 001 Date: 4/1/2019 Amount: \$1,000.00

Description: AR Invoices

Customer ID: Out: 5/1/2019

Fund	Grant	GL	Progr	Dept	Restriction	Debit	Credit	Entry Type	Effective Date	
01	101	45001	101	201	1	0.00	1,000.00	N	4/1/2019	AR Invoices

- Apply Offsets
 - Click on icon



Document Number: 001 Date: 4/1/2019 Amount: \$1,000.00

Description: AR Invoices

Customer ID: Out: 5/1/2019

Fund	Grant	GL	Progr	Dept	Restriction	Debit	Credit
01	101	45001	101	201	1	0.00	1,000.00
01	101	16100				1,000.00	0.00



Accounts Receivable Overview

- Display Customer Balances is an opportunity to quickly view customer information.
 - Activities>>Display Balances>>Customer Balances
 - Enter variables for display
 - Customer ID
 - Transactions/Lookup From
 - Date From and Date To
 - Click Display



Accounts Receivable Overview

Display Customer Balances

- Drill down to transaction level
- Filter by document
- Print Summary or Detail

Accounting for Social Service Agency - Sage MIP Fund Accounting - [ABC Health] Customer Balances

Customer Information
Customer ID: ABC Health ABC Home Health Services

Customer Transactions
Lookup From: AACT Document Number (Optional): A/E Account (Optional):
Date From: 1/1/2007 Date To: 12/31/2008 Display Clear Print

	Document Number	Document Date	Due Date	Document Description	Original Amount	Outstanding Balance
*	200122	3/29/2007	12/29/1994	March receipts	133.11	0.00
*	200133	7/29/2007	12/29/1994	July receipts	26.36	0.00
*	210052	2/28/2008	12/29/1994	February receipts	77.80	0.00
*	210059	4/27/2008	12/29/1994	April receipts	55.15	0.00
*	210066	6/29/2008	12/29/1994	June receipts	248.75	0.00
*	210074	8/30/2008	12/29/1994	August charges	13.85	0.00
*	210096	2/28/2008		February receipts	87.35	0.00
*	210109	8/29/2008		June receipts	279.35	0.00
*	210120	9/28/2008		September receipts	136.50	0.00
*	210128	11/29/2008		November receipts	255.45	0.00
*	210140	3/30/2008		March receipts	885.55	0.00
*	210157	7/30/2008		July receipts	131.80	0.00
*	250066	1/6/2007		Jan Receipts	3,500.00	0.00
*	250075	2/12/2007		Feb Receipts	15,231.66	0.00
*	250076	3/15/2007		March Receipts	2,185.02	0.00
*	250083	4/23/2007		April Receipts	1,000.00	0.00
*	250090	5/13/2007		May Receipts	333.00	0.00
*	250095	6/17/2007		June Receipts	875.00	0.00
*	250100	7/8/2007		July Receipts	125.00	0.00
*	250107	8/13/2007		August Receipts	8,586.37	0.00
*	250112	9/14/2007		Sept Receipts	1,799.00	0.00
Total Selected Transactions:					279,423.71	0.00

Close ? Help



Accounts Receivable Overview

- Four basic report formats:
 - A/R Aging (1)
 - Provides open balances sorted by length of time (current, 30, 60, 90+ days).
 - Used to double check the GL Balance – AR Aging balance and the AR GL Balance should always match
 - A/R Detail Ledger (2) and Summary Ledger (3)
 - Detail and summary listings of the customers' accounts
 - Customer Activity (4)
 - Similar to Customer Display Balances but has more options
 - All reports can be filtered by Customer ID, invoice number, receipt number, dates, codes, etc.



Accounts Receivable Overview

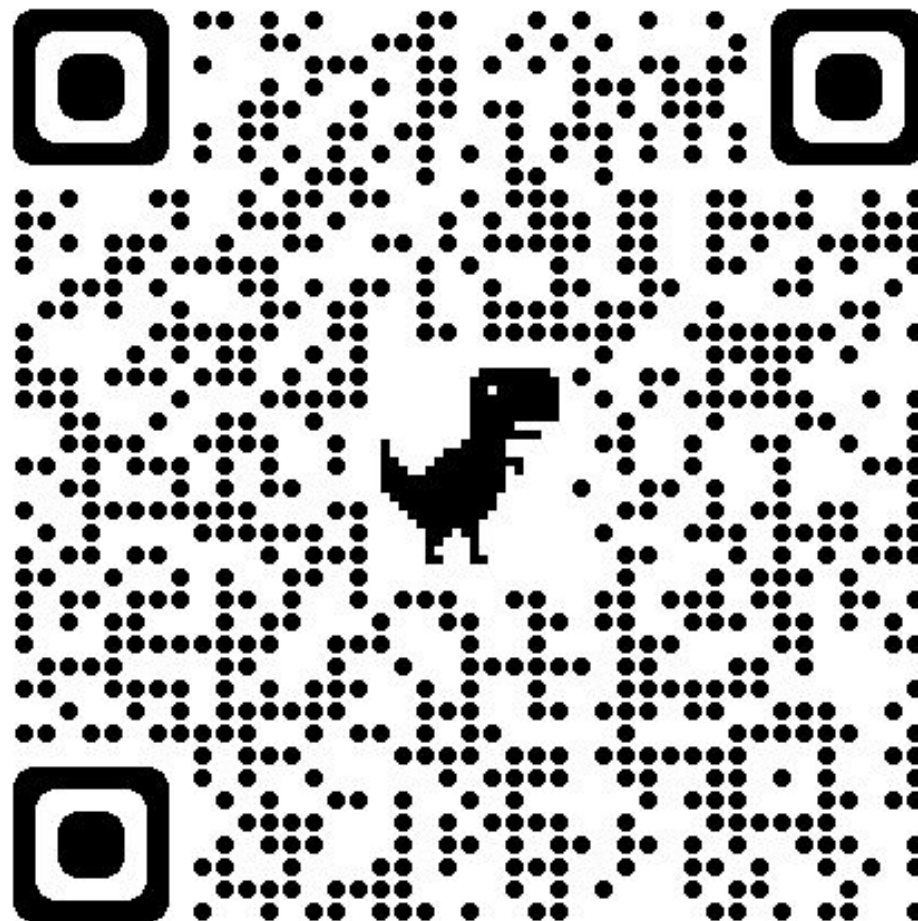
Reports>>Accounts Receivable>>Aged Receivables

NPS Training Organization Aged Receivables by Due Date - AR Aging Aging Date - 1/1/2012 From 11/1/2017 Through 11/30/2017									
Customer ID	Customer Name	Invoice Number	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
ABC Health	ABC Home Health...	0606001	7/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
ABC Health		400426	12/29/2017	5,452.69	0.00	0.00	0.00	0.00	5,452.69
ABC Health		400488	12/29/2017	4,211.75	0.00	0.00	0.00	0.00	4,211.75
ABC Health		600001	3/2/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
ABC Health		602001	3/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
ABC Health		603001	4/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
ABC Health		604001	5/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
ABC Health		605001	6/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
ABC Health		FC-003	3/2/2017	15.00	0.00	0.00	0.00	0.00	15.00
ABC Health		FC-008	3/30/2017	15.00	0.00	0.00	0.00	0.00	15.00
ABC Health	ABC Home Health...	FC-013	4/30/2017	15.00	0.00	0.00	0.00	0.00	15.00
ABC Health		FC-018	5/30/2017	15.00	0.00	0.00	0.00	0.00	15.00
ABC Health		FC-023	6/30/2017	15.00	0.00	0.00	0.00	0.00	15.00
ABC Health		FC-028	6/30/2017	15.00	0.00	0.00	0.00	0.00	15.00
Total ABC Health				64,654.44	0.00	0.00	0.00	0.00	64,654.44
Austin	Austin Community...	0606002	7/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
Austin		400421	11/29/2017	4,490.10	0.00	0.00	0.00	0.00	4,490.10
Austin		400483	11/29/2017	4,166.25	0.00	0.00	0.00	0.00	4,166.25
Austin		400545	11/29/2017	17,675.00	0.00	0.00	0.00	0.00	17,675.00
Austin		600002	3/2/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
Austin		602002	3/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
Austin		603002	4/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00
Austin		604002	5/30/2017	9,150.00	0.00	0.00	0.00	0.00	9,150.00

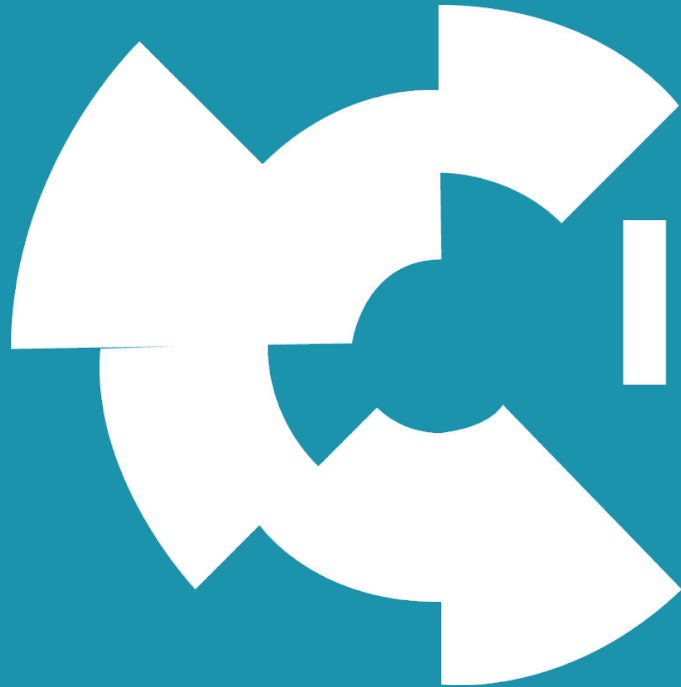


Session Name: Mastering MIP Essential Skills Unleashed (3A)

CPE Credit QR Code



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