



2024 | BOSTON
INNOVATE
JMT CONSULTING

Strengthening MIP Financial Reports: Crafting Internal and Audit Reports (3D)

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MISSION-DRIVEN
NONPROFIT FINANCE
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Housekeeping

- This session qualifies for 1 CPE credit.
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- 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



Dagi Stanton
Manager, Education Services

Classic View

Navigator

Process Manager & Favorites

The screenshot displays the JMT Classic View software interface. The main window is titled 'File' and contains a central workflow diagram with steps: Enter Invoices, Select Invoices To Pay, Pay Selected Invoices, Edit Unposted Checks, Create EFT Payments, Enter Credits, Enter Manual Checks, and Post Transactions. A red box highlights the 'View' menu, which is open and shows options: Navigator (checked), Process Manager (checked), Help Links, Show Windows in Form View, Reset to Default View, and Refresh. Another red box highlights the 'Process Manager' pane on the right, which contains a 'Favorites' folder with sub-items: Daily, Monthly Process, and Monthly Reports. A third red box highlights the 'Favorites' tab in the bottom right pane, which also includes 'Reports' and 'Forms' tabs. Below the main workflow, there are sections for 'Maintenance' (Vendors) and 'Related Tasks' (Disbursement Checks, Unposted Disbursement Checks, Cash Disbursements, Spoil Checks, Void Checks and Payments, Cancel Void Checks and Payments, Vendor Balances, Vendor 1099's, and Forms Designer).



Financial Statement Report name & Statement Formats

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
- The Different Combinations Will Yield Different Reports.

Financial Statement

Report Name –the Columns, Dates, Filter Criteria

Setup | Content | Filter | Groups | Column Totals | Options | Layout | Security

Report Name
<Statement of Rev & Exp - By Functional Segment>

04/13/2005 9:24:00 AM

Print Name In
 Header Footer Do Not Print

Page Footer
 Included

Balances Dates
Account Balances Begin: 01/01/2011

Current Reporting Year Begins: 01/01/2011

Current Period Dates
Date Items: Last Month

Opening Balances: 12/01/2010

Ending Balances: 12/31/2010

Financial Statement Format: <Default - Detail>

MIP Statement Formats

- Statement Formats are the rows of any report
 - Statement Format Types
 - S/P (Statement of Financial Position)
 - S/A (Statement of Activities)
 - B/S (Balance Sheet)
 - R/E (Statement of Revenues and Expenditures)
 - C/F (Statement of Cash Flows)



Financial Statement Formats

- **How to access financial statement formats**
 - From reports manager menu
 - From within the financial report

Setup | Content | Filter | Groups | Column Totals | Options | Layout | Security |

Report Name
<Statement of Rev & Exp - By Functional Segment> 04/13/2005 9:24:00 AM

Print Name In
 Header Footer Do Not Print Page Footer Included

Balances Dates
Account Balances Begin: 01/01/2011
Current Reporting Year Begins: 01/01/2011

Current Period Dates
Date Items: Last Month
Opening Balances: 12/01/2010
Ending Balances: 12/31/2010

Financial Statement Format: <Default - Detail>



Select Format | Create Outline | Assign Accounts | Create Totals

Section Title: Operating Revenue

Statement Outline

- [-] Operating Revenue
 - Grant Revenue
 - Contributions
 - Program Revenue
 - Investment Income
 - Other Income
- [-] Sales Revenue (net)
 - Sales
 - Cost of Goods Sold
- Total Revenue
- [-] Expenditures
 - Personnel Expenses
 - Program Expenses
 - Professional Fees
 - Interest Expense
 - Supplies
 - Telephone
 - Postage & Shipping
 - Occupancy
 - Maintenance & Repairs
 - Equipment Rental
 - Conferences, Conventions & Meetings
 - Printing & Publications
 - Dues & Subscriptions
 - Depreciation
 - Miscellaneous
- Net Revenue Over Expenditures

- Statement Format Tabs
- Four Tabs
 - Select Format
 - Create Outline
 - Assign Accounts
 - Create Totals



Report Groups

Segment: Group Set Name:

Group

Group Code: Group Title:

Short Title:

Accounts

Available:

Code	Title
<Blank>	

Selected:

Code	Title
101	Health Care
201	Social Service
401	Day Care

- **Report Groups**

- **Segment-** Select the Segment you want to group
- **Group Set Name –** Assign a name to the group
 - Group Code
 - Group Title



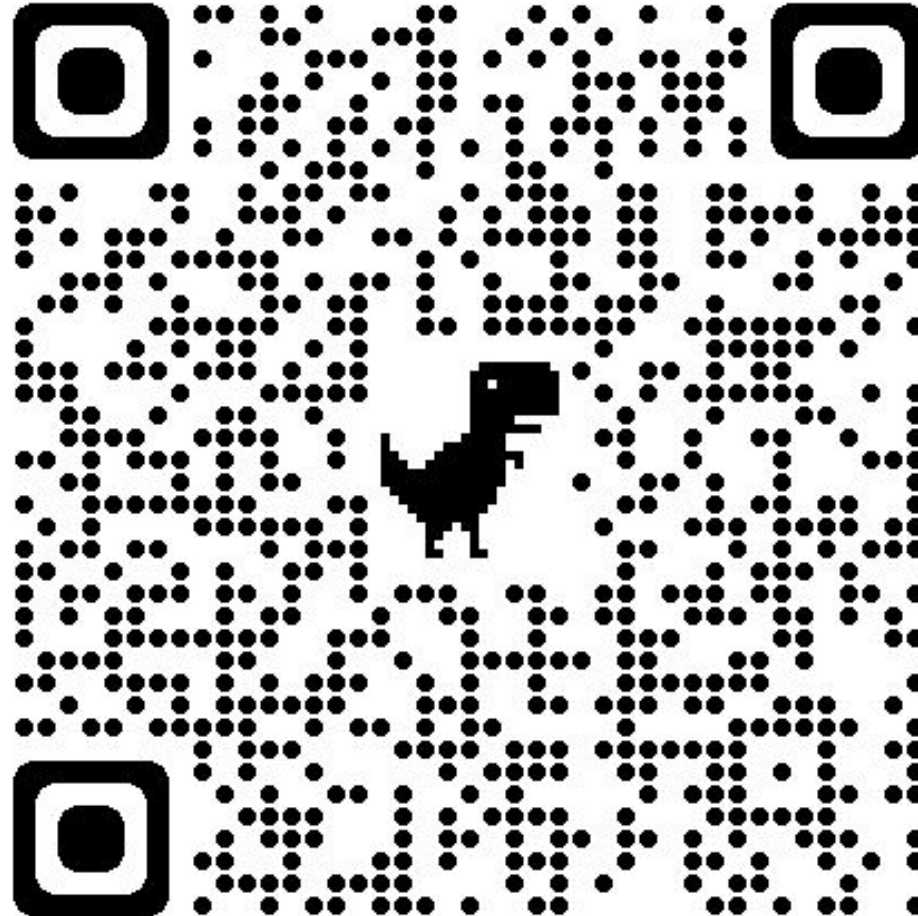
Let's create some reports in MIP....



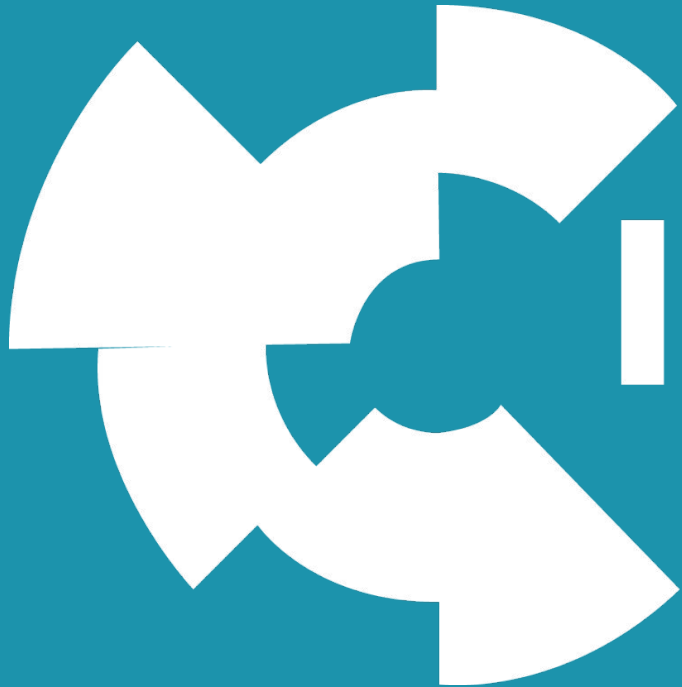
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