

MAY 5-7, 2025



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Enhancing User Experience in MIP: Tips and Tricks

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Lucy Brennan, MBA



- CAAS Virtual Controller
- Over 20 years experience in nonprofit and over 30 years in all levels of accounting and finance
- consulting and implementing MIP, Intacct and other products for JMT

Niki Smith



- MIP Consultant
- Bachelors in Business Administration
- Over 20 years accounting experience
- 2 years experience in MIP

Enhancing User Experience: MIP Tips and Tricks

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

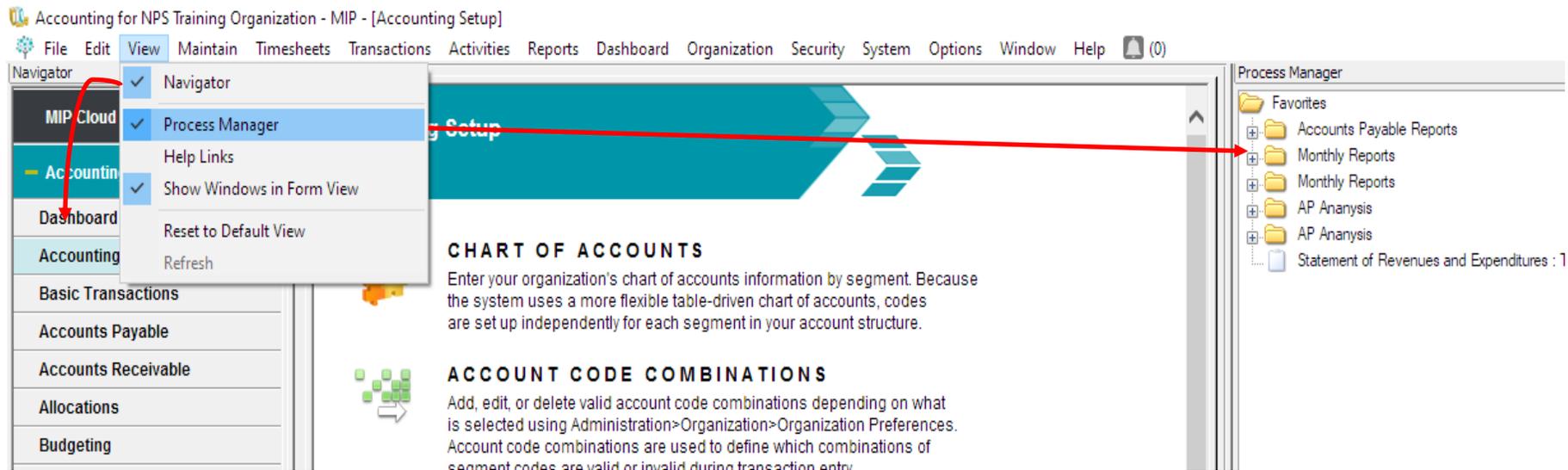


✓ Optimizing / Customizing your Workstation

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!

Make Sure Navigator, Help Menus and Process Manager are all turned on under the View Menu.



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

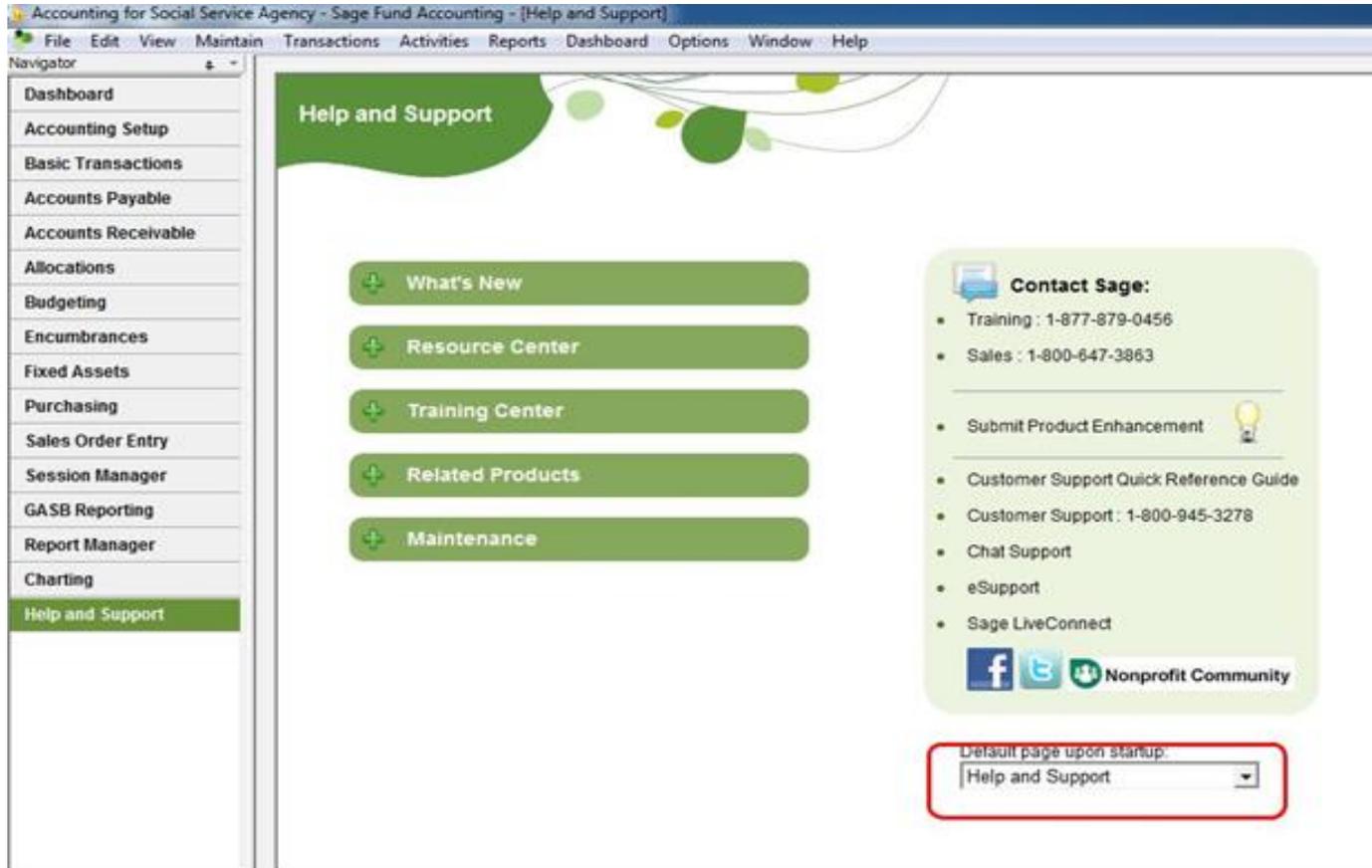
- Accounts Payable Help System
- Accounts Payable Checklists
- Accounts Payable FAQs
- Electronics Funds Transfer for Accounts Payable Help System
- Electronics Funds Transfer for Accounts Payable Checklists
- Electronics Funds Transfer for Accounts Payable FAQs
- Forms Designer Help System
- Forms Designer Checklists
- Forms Designer FAQs

REPORTS

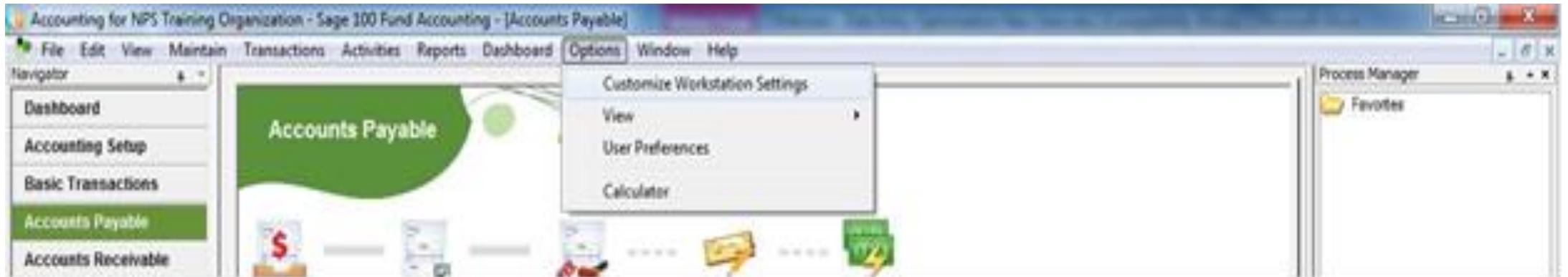
RELATED TASKS

HELP MENUS

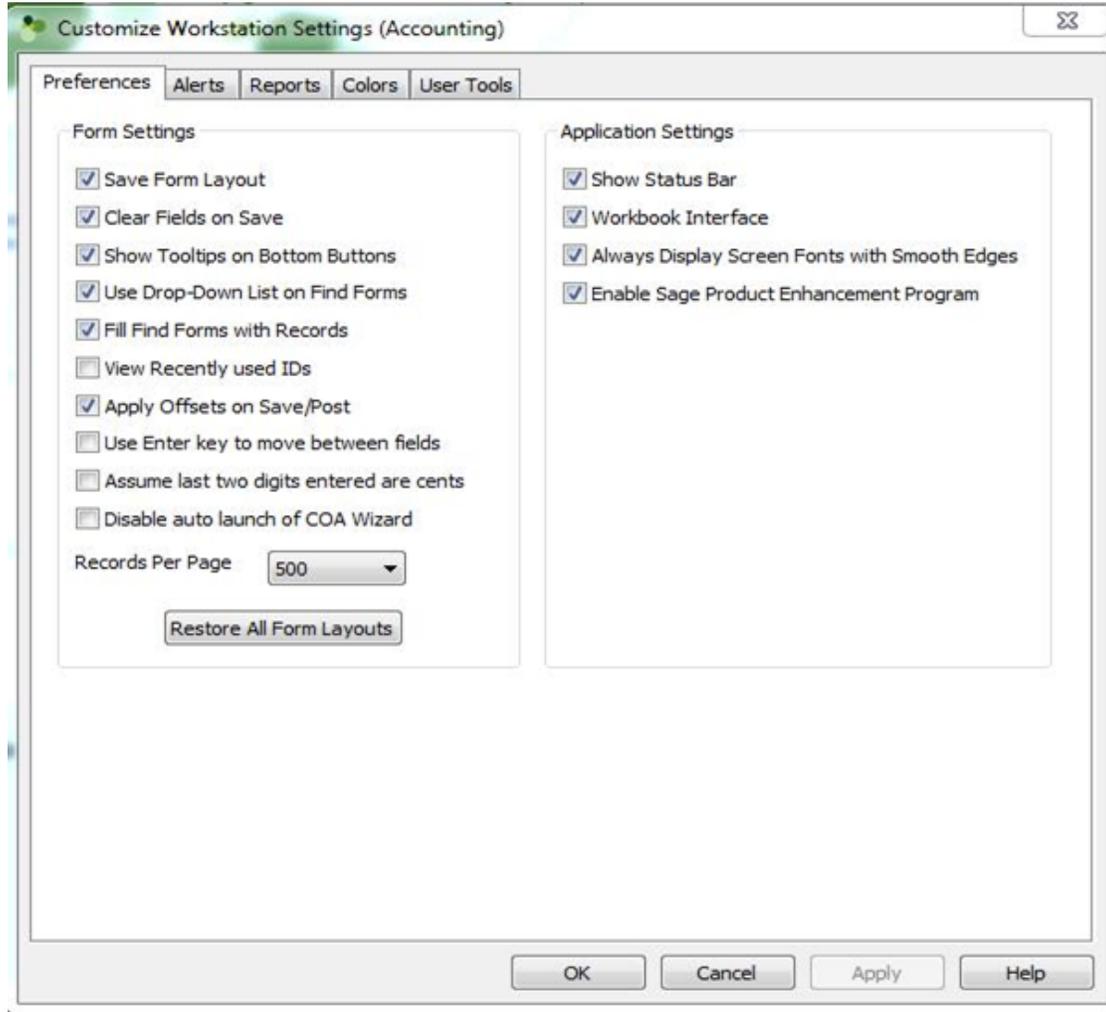
Click on Help & Support - Set your Default Startup Page for MIP



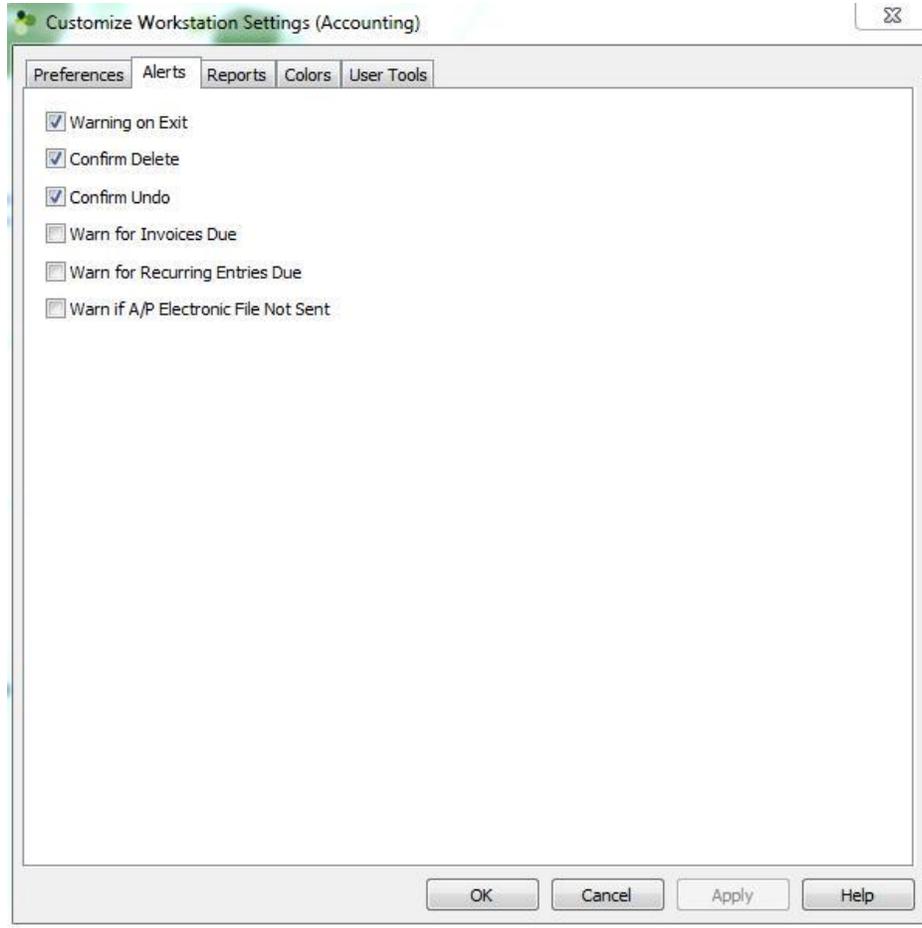
Navigate to Options >Customize Workstation Settings



Note: These settings will be specific to the workstation.

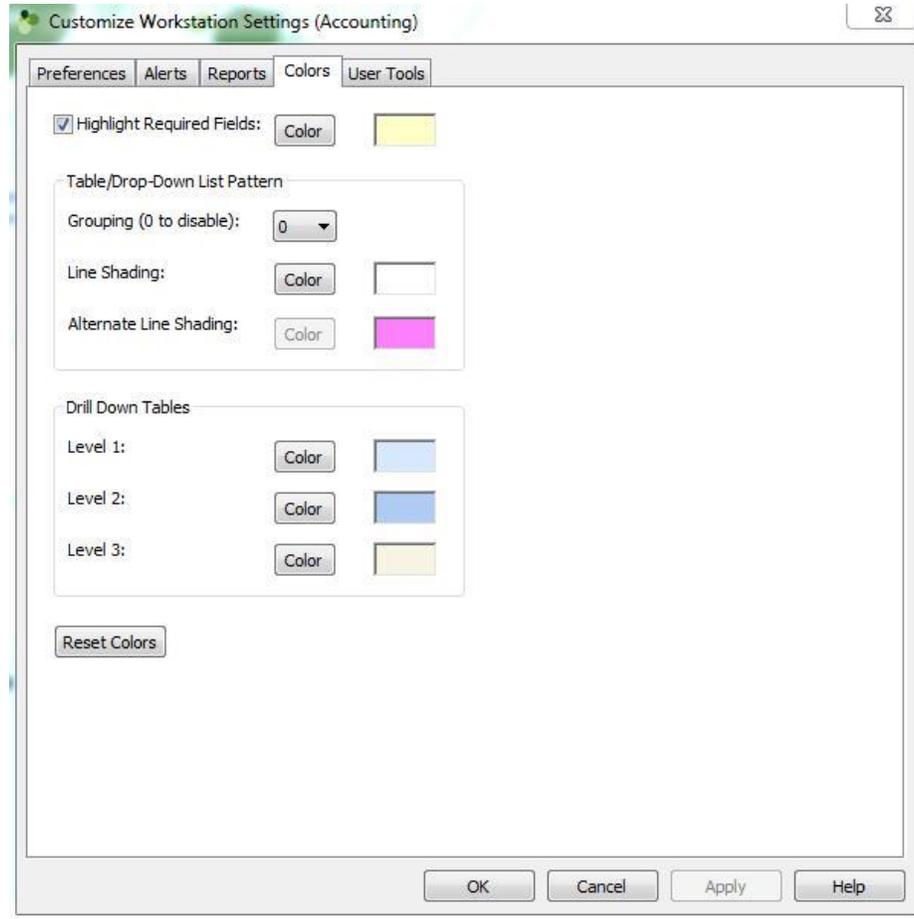


- Recommended settings.
 - Save form Layout
 - Apply Offsets on Save/Close
 - Change Records per Page to at least 500 (better 1000)



- Recommended settings for the Alerts Tab
- Adjust based on responsibilities





- Customize Colors for required fields and data entry forms.

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**



Zoom In and Out!

- Use CTRL + Scroll on your mouse to zoom in or out on data entry grids within MIP





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	1099 Box	Debit	Credit
	101	57001						

After Zoom

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.

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.

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

- Under Maintain Menu or Account Setup from Navigator

- Example AP offset

Accounting for NPS Training Organization - Abila MIP - [123] | test | Accounts Payable Invoices Session (

File Edit View Maintain Timesheets Transactions Activities Reports Dashboard Organization Sec

Navigator

MIP ADVANCE Learn more

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 - 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

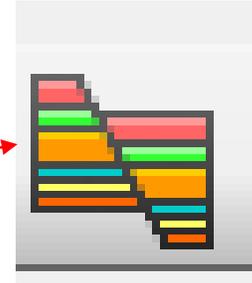
Description: test

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.

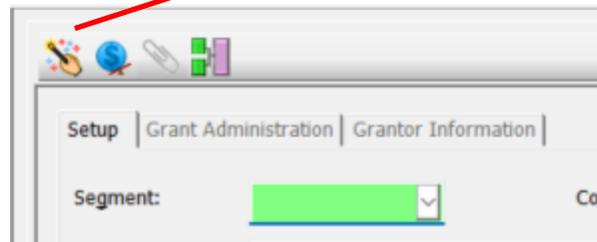
You can also have offset populated automatically by work station customization and selecting save.



Better than manually setting offset account assignments, use the wizard when creating new GL accounts:

Navigate to Maintain>Chart of Accounts and click New

Select the wizard icon



The wizard allows you to select a model account to mimic the settings for your new account or only select settings such as the 4 most important:

- Offset account assignments
- Closing account assignments
- Financial statement assignments
- Report group assignments

Where would you like to assign the account?

<input type="checkbox"/> Offset Account Assignments	<input type="checkbox"/> Financial Statement Assignments
<input type="checkbox"/> Closing Account Assignments	<input type="checkbox"/> Report Group Assignments
<input type="checkbox"/> Account Code Combinations	



More Tips & Tricks

Set your allowable transaction dates under – Organization> Organization Preferences> Entry Dates. This is considered a “soft close” (as opposed to a fiscal year end 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

Entry Dates

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

Set up your Company Account Code Combinations

- **Organization > Organization Preferences > Processing**
- **Then Set account combinations**
Accounting Setup> Account Code Combinations
- **Map out a plan of action on your combinations**

BENEFIT: This eliminates the possibility of transactions being recorded in any module to an incorrect account combination.

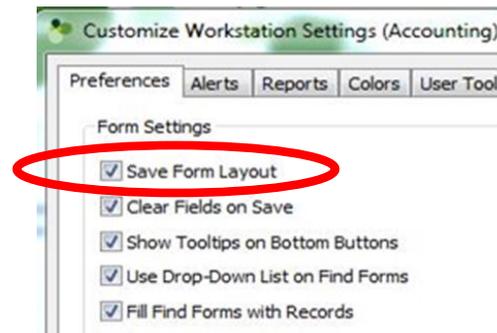
Customize the input screens that you use frequently to your needs.

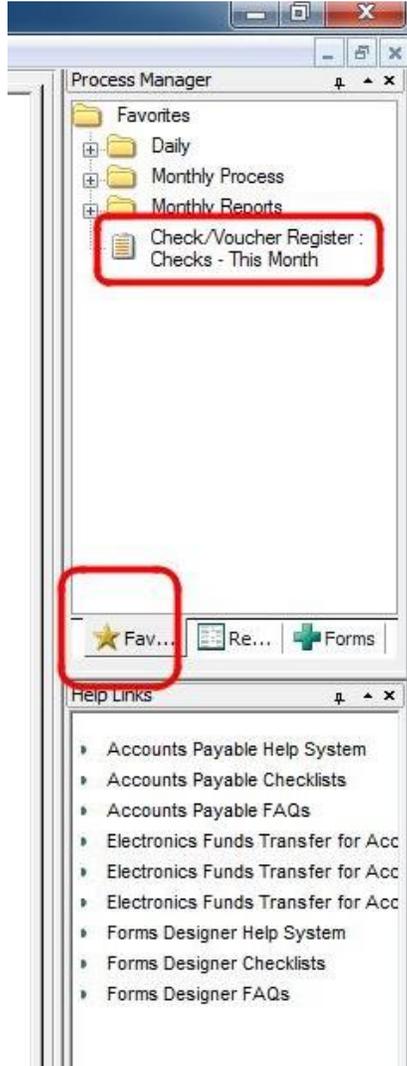
- Most grid-type entry screens in MIP can be customized to move columns into the order you want to enter them by dragging and dropping the column headings within the form.

1099 Type: MISC

	Fund	Grant	GL	Progr	Dept	117	1099 Box
	01	101	55001	101	101	1	MISC-07
	01	101	20000				MISC-07
*							

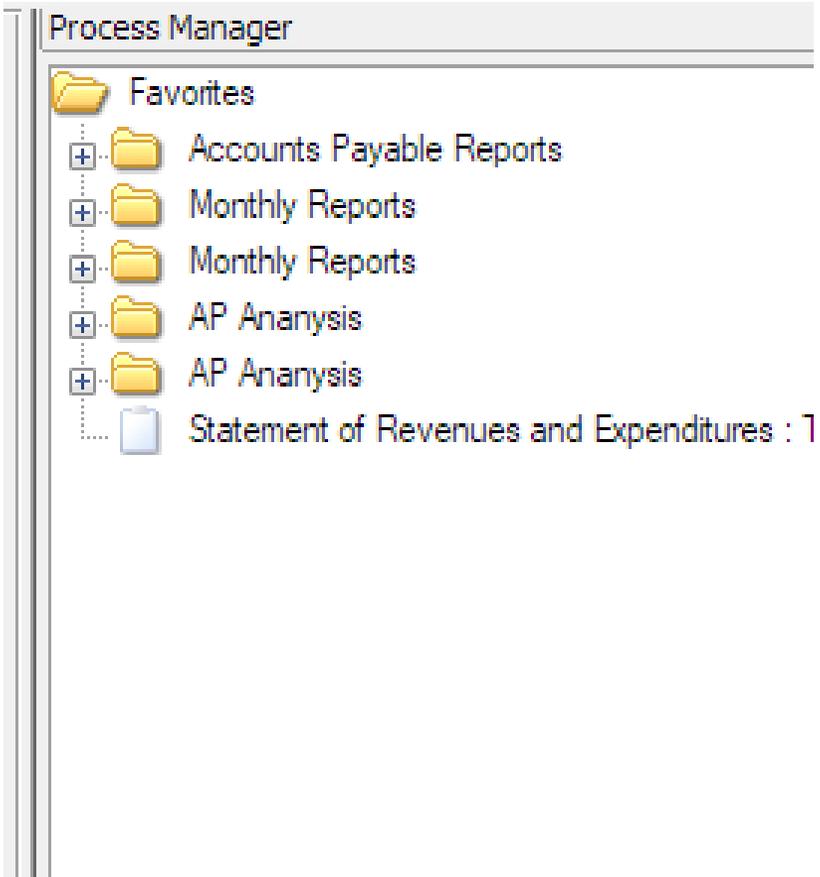
- These form settings will be saved for the current workstation if you have 'Save for Layout' selected under the Customize Workstation settings.





Utilize the Process Manager

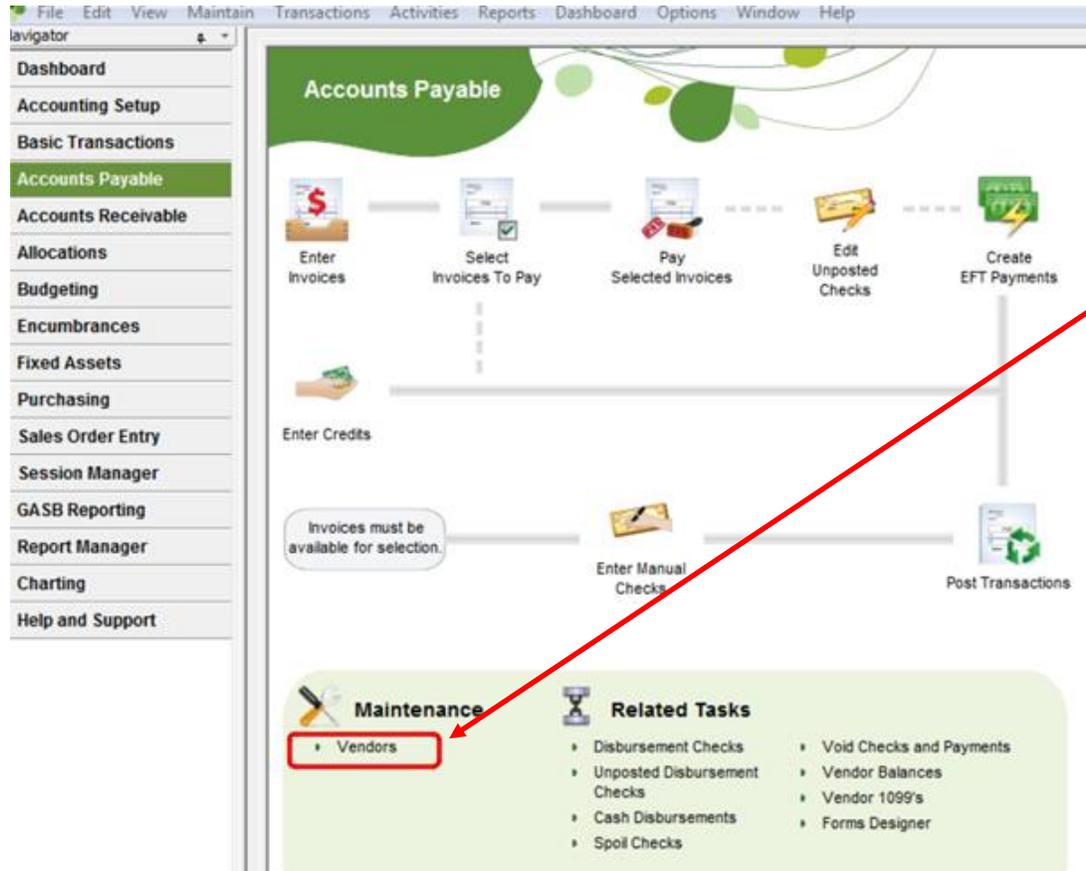
- Update Favorites folder(s) with frequently used reports.
- Select the Reports tab.
- Open/Browse to the reporting category and click on the plus sign to see all reports in that category
- Right click on the report and select “Add to Favorites”. A shortcut to that report will be placed on your Favorites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



- 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

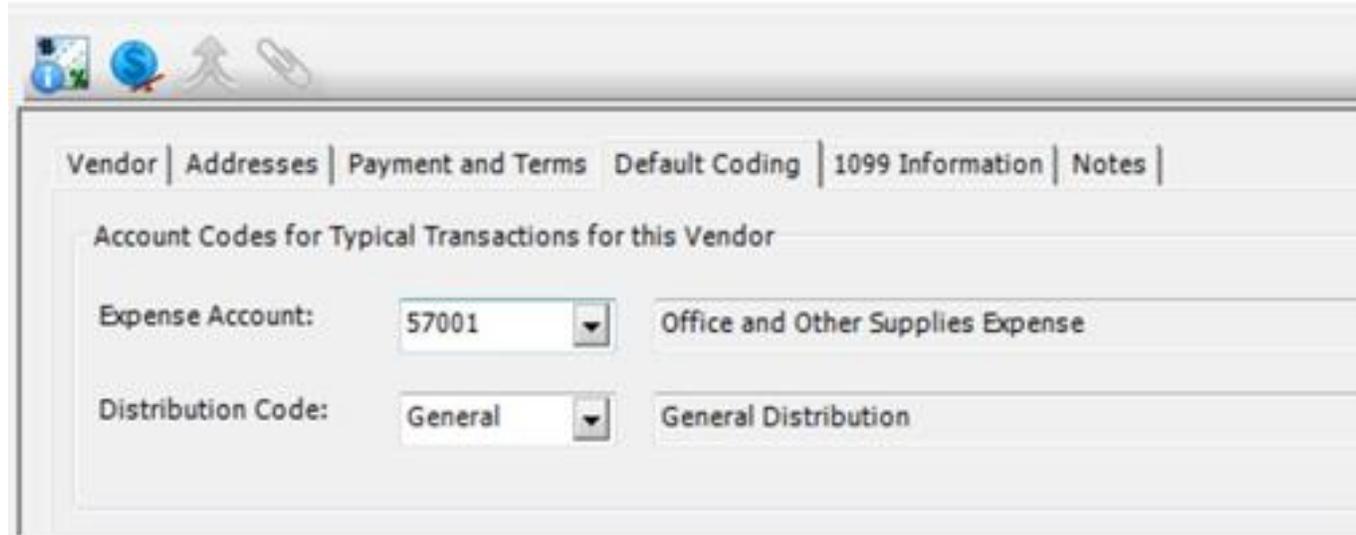
Setup your default coding and distribution codes for all your Accounts payable vendors to make A/P entry more efficient and accurate.





- Click Maintain Vendors

- Double Click each vendor to setup.



The screenshot shows a software window with a title bar containing icons for help, refresh, and save. Below the title bar is a navigation menu with tabs: Vendor, Addresses, Payment and Terms, Default Coding, 1099 Information, and Notes. The 'Default Coding' tab is selected. The main content area is titled 'Account Codes for Typical Transactions for this Vendor'. It contains two rows of input fields. The first row is labeled 'Expense Account:' and has a dropdown menu with '57001' selected, followed by the text 'Office and Other Supplies Expense'. The second row is labeled 'Distribution Code:' and has a dropdown menu with 'General' selected, followed by the text 'General Distribution'.

You can enter a default expense account and distribution code associated with each vendor.

During transaction entry, clicking F7 will bring these defaults into the form.



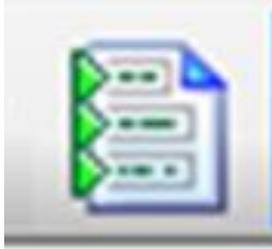
Set the Accounts Payable Invoice Entry defaults to make A/P Entry quicker!

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



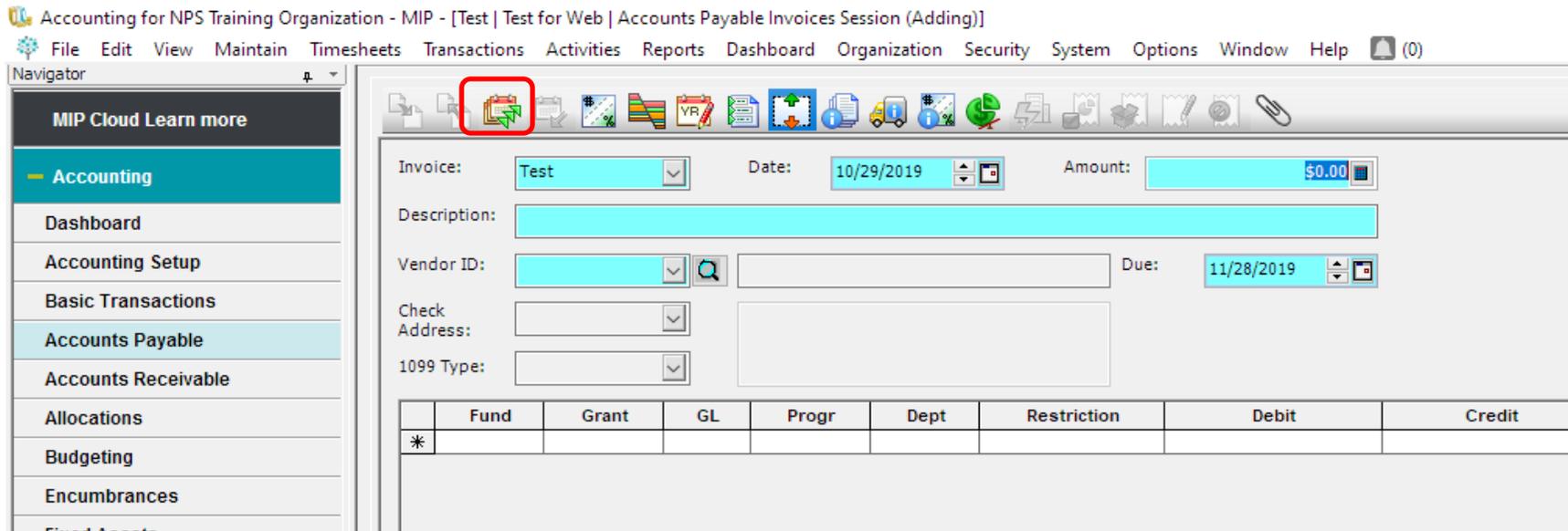


Entry Defaults are available in most MIP modules and can be set for each type of transaction (API, APM, ARB, ARC)

All entry defaults are specific to the workstation, not the user.

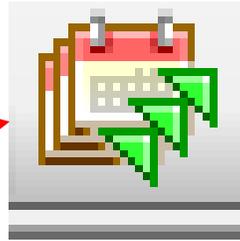
All basic transactions types (JV, CR, and CD) should be set up.

Setup your recurring AP Invoices (rents, lease payments, etc) as a Memorized Document or a Recurring Document.





- **Memorized documents** can be set up with fixed amounts or percentages, so you can enter the amount of the bill each month and it will be allocated based upon your original memorized allocation.
- **Recurring transactions** (e.g., Rent payments) can be set up to automatically enter on a schedule for a specified amount and an end period. (schedule loan or lease payments)



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

Description: Rent

Vendor ID: ABC ABC Office Supply

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

1099 Type: MISC

Fund	Grant	GL	Progr	Dept	117	10
▶ 01	101	55001	101	101	1	MISC-07
01	101	20000				MISC-07
*						

• Click the Memorize Document Icon on the completed Invoice you want to memorize.



a Memorize/Recurring Document ✕

Save Document As

Name:

Actual Amounts Percentages

Recurring Document Setup

Recurring Entry

First Transaction Date:

Frequency:

Ending Transaction Date:

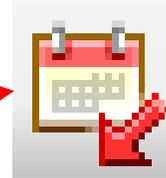
No Ending Date



Memorized Document Setup



Recurring Document Setup



Invoice: Date: Amount:

Description:

Vendor ID:

Check Address:

1099 Type:

	Fund	Grant	GL	Progr	De
*					

• Click on the Recall Memorized Document Icon to Recall your document.



Recall Memorized Document To Session: test

Recall Memorized Document

Name: test

Document

New Document ID: 123

Description: Rent

Use Document Description for Line Items

Document Effective Date: 4/27/2017

Amount: \$1,000.00

OK Delete Cancel Help

- Select your Memorized Document.
- Give it a document ID, Description, Date and Amount.

Navigate to Manage Recurring Entries from the Activities Menu

The screenshot displays the accounting software interface for 'Accounting for NPS Training Organization - MIP - [Accounts Payable]'. The top menu bar includes File, Edit, View, Maintain, Timesheets, Transactions, **Activities**, Reports, Dashboard, Organization, Security, System, Options, Window, and Help. The left sidebar contains a 'Navigator' with categories: MIP Cloud Learn more, Accounting (selected), Dashboard, Accounting Setup, Basic Transactions, Accounts Payable (selected), Accounts Receivable, Allocations, Budgeting, Encumbrances, Fixed Assets, Purchasing, Sales Order Entry, Session Manager, GASB Reporting, Report Manager, Charting, Administration, Payroll, Requisitions, and Help and Support. The main window shows the 'Accounts' menu with 'Manage Recurring Entries' highlighted. Below the menu, there are icons for 'Enter Invoices', 'Enter Credits', 'Edit Unposted Checks', and 'Create EFT Payments'. A 'Post Transactions' button is also visible. At the bottom, there are sections for 'Maintenance' (Vendors) and '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).

on - MIP - [Manage Recurring Entries]

Transactions Activities Reports Dashboard Organization Security System Options Window Help (0)

Filters

Available Filter

Recurring Date
Name
Session ID
Source
ID

Selected Filter

Selected Filter	Compares To	Criteria 1	Criteria 2
Status	=	Due	

Total Matching Records: 3

Recurring Entries

Records per Page 1000

	Recurring Date	Name	Session ID	Document ID	Source	ID	Frequency	Amount	Ending Date	Status
<input type="checkbox"/>	8/1/2019	Rent			API	Mulberry	Monthly	1,000.00	6/30/2020	Due
<input type="checkbox"/>	9/1/2019	Rent			API	Mulberry	Monthly	1,000.00	6/30/2020	Due
<input type="checkbox"/>	10/1/2019	Rent			API	Mulberry	Monthly	1,000.00	6/30/2020	Due

Record 1 Page 1 of 1

Process Cancel Help

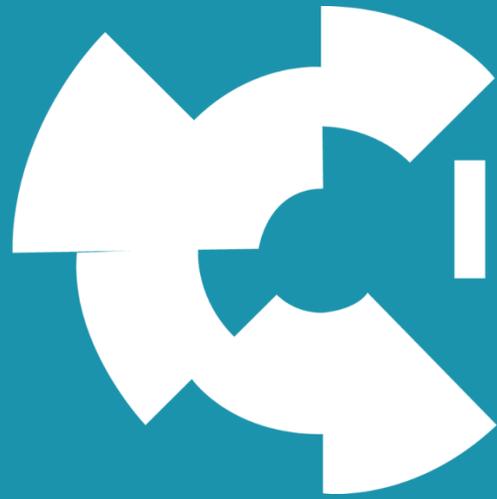
1. Select entry for processing
2. Enter Session and Document IDs
3. Click Process

Recap of Objectives

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

QUESTIONS





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