

SUMMER 2015 COURSE CATALOG

Video Training for Abila™ MIP Fund Accounting™





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ADM 01: Adding or Modifying A System User

- The correct module to be in when adding or modifying a user
- Standards for setting up users
- How to add a new user and the proper settings
- How to establish and change passwords
- How to rename a user
- How to set minimum password lengths

ADM 20: Adding or Modifying A Users Security*

- What the security options (V-E-D-A-P) mean and what each letter allows the user to do
- The difference between system security and organization security
- How to administer rights to a User
- How to set up organization security

API 01: Entering Accounts Payable Invoices

- How to code the expense line properly
- What to enter in the transaction description line
- How to a run an unposted transaction report and post the session

API 20: Processing a System Generated Check through AP

- How to select invoices to pay
- How to pay selected invoices
- How to print checks
- Posting the session after checks have been printed

API 40: Voiding Checks

- Finding the Void Check option within the system
- Determining the date to use when voiding checks
- The proper steps on posting a voided check
- The impact on various areas within the system and how the void will appear

API 60: Reversing An AP Invoice Transaction

- Identifying the session ID
- How to reverse a posted invoice
- How to post the reversed accounts payable invoice
- How to view the impact of the reversal

API 80: Correcting An AP Invoice Transaction

- Identifying the session ID
- How to correct a posted invoice
- How to initiate changes to entries
- How to post the corrected accounts payable invoice

ARI 01: Accounts Receivable Invoice Training

- How to properly fill out the session information screen
- What to use for the invoice number field
- How to code the revenue line properly
- What to enter in the transaction description field
- And how to a run an unposted transaction report and post the session

BKR 01: Bank Reconciliation Overview

- What the Bank Reconciliation Module is used for
- How to get to the Bank Reconciliation Module

BKR 10: Bank Reconciliation Summary Tab

- The functions of the Summary Tab
- How to select a cash account and Reconciliation ID that was previously used
- How to create a new unique reconciliation ID
- The important functions in the Summary Tab
- Helpful tips about the Bank Reconciliation Summary Tab

BKR 20: Bank Reconciliation Checks/Vouchers Tab

- What the Checks and Vouchers Tab is used for
- What each of the columns on this page represents
- Helpful tips about the Checks and Vouchers Tab

BKR 30: Bank Reconciliation Deposits Tab

- What the Deposits Tab is used for
- How to select deposits
- What each of the columns on this page represents
- Helpful tips about the Deposits Tab

BKR 40: Bank Reconciliation Other Cash Items Tab

- What the Other Cash Items Tab is used for
- How to clear out transactions which debit or credit a cash account
- What each of the columns on this page represents
- Helpful tips about the Other Cash Items Tab

BKR 50: Bank Reconciliation Suspense Items Tab

- What the Suspense Items Tab is used for
- Helpful tips about the Bank Reconciliation Suspense Items Tab

BKR 90: Bank Reconciliation Icons

- This video explains the functions of each of the Bank Reconciliation Icons.

EFF 20: Memorizing Documents*

- How to reach the Memorize Document page
- What memorizing a document does
- What must be entered for Memorize Document to be available

EFF 40: Recurring Entry*

- How to reach the Recurring Entry page
- How to Setup Recurring Entries
- What needs to be entered in order for the Recurring Entry to be available

GEN 01: Navigating the System

- How to access the software
- What is included on the Help and Support page and how it can be beneficial
- Where each main tab in the Navigator Toolbar will navigate
- How to customize homepage preferences
- And how to customize the Process Manager

GEN 05: Customizing Workstation Settings

- Where to find the option to customize workstation settings
- What is included in each main file folder tab
- The benefits of each setting
- How these settings can affect day to day activities

GEN 10: Understanding Transaction Types*

- What are all the transaction types
- What each transaction type means

GLS 01: Understanding General Ledger Account Types

- What each GL Account type is and means

GLS 10: Adding New Accounts To the Chart of Accounts

- How to search for accounts
- How to enter in a new account using the wizard
- What account types are available to choose from when the GL Segment is selected
- How to mirror the new account from an existing account

GLS 20: Setting Up and Maintaining Distribution Codes*

- The definition of a distribution code
- How to add new distribution codes
- The options for setting up distribution codes
- Helpful tips about distribution codes

GLS 40: Setting Up and Maintaining Offset Account Assignments

- What an offset does
- Why offsets can increase efficiency
- How to set up offset account assignments
- Helpful tips about offsets

GLS 50: Setting Up and Maintaining Closing Account Assignments*

- How to Setup/Add Closing Account Assignments
- What Closing Account Assignments allow
- When Closing Account Assignments are required

GLT 01: Entering Journal Vouchers

- How to establish a session
- How to manually enter debits and credits
- How to edit journal vouchers before posting
- How to correctly post journal vouchers

GLT 10: Utilizing Auto Reversal in Journal Vouchers*

- When to use the feature
- Options for Reversal
- Different fields that are required for each option

GLT 40: Entering in Cash Disbursements

- How to properly fill out the session information
- What to use for the Check number field
- 1099 Coding and how it is defined.
- How to code the expense line properly
- What to enter in the transaction description line
- How to a run an unposted transaction report and post the session

GLT 80: Entering in Cash Receipts*

- How to create or edit a cash receipt
- Proper information to enter in when entering in cash receipts
- How to confirm that debits and credits have been entered

RPS 10: Understanding Report Dates*

- The difference between default and custom reports
- How to populate the Setup Tab correctly based off of the fiscal year
- What to enter into the Balance Date boxes
- What to enter into the Current Period Date boxes
- How the software simulates a year end close

RPS 20: Report Setup Tab

- The functions of the Setup Tab
- How to include the report name on the report
- How to specify the dates to include on the report
- How a year end close can be simulated for the report

RPS 30: Report Content Tab

- What the top and bottom half of the screen does
- How to select items to include in the report
- And helpful tips about the Content Tab

RPS 40: Report Group Tab

- The purpose of the Filter Tab
- How to select filters to include on the report
- Helpful tips about the Filter Tab

RPS 50: Report Group Tab

- The functions of the Groups Tab
- How to select segments and assign them Group Sets
- Key points to remember about the Groups Tab

RPS 60: Report Layout and Security Tabs

- The functions of the Layout Tab
- What changes the font and page setup buttons allow
- What the Security tab allows

RPS 70: Financial Statement Formats

- The different financial statement types
- How to create a financial statement format for the Statement of Revenue and Expenditures
- How to fill out each file folder tab correctly
- Important tips to remember about financial statement formats

RPS 90: Reporting Icons

- The functions of the Reporting Icons on the top toolbar

RPT 01: Unposted Transaction Report

- The proper steps to create and modify an Unposted Transaction report
- The purpose of each main file folder tab and their functions
- What each icon on the Icon toolbar represents

RPT 20: General Ledger - Expanded General Ledger

- The proper steps to create and modify an expanded General Ledger Report
- The purpose of each main file folder and their functions
- The different options offered in the options tab for an expanded General Ledger Report

RPT 30: Financial Statements: Statement of Revenue and Expenditures

- The proper steps to create and modify a revenue and expense report
- The purpose of each main file folder and their functions
- The different options offered in the options tab for a revenue and expense report

RPT 40: Financial Statements: Balance Sheet

- The proper steps to run a balance sheet report
- The purpose of each main file folder tab and their functions
- The different options offered in the Options tab for a balance sheet report

TNT 01: Five Transaction Entry Must Know Items

- Offsets
- F Keys
- Save Form Layout
- Confirm Undo
- Entry Defaults

TNT 02: Five Vendor Setup Must Know Items

- Multiple Vendor Addresses
- Default Coding
- Net Days Due
- Rename a Vendor ID
- Reversing a Single Voided Check

TNT 03: Five Admin Items You Should Know About

- Enabling Document number Control
- Processing Mode to Batch
- Setup Advanced Audit Tracks
- Data Integrity Checks
- Manual Backup & **Restoration**

TNT 04: Five Transactional Efficiencies

- Distribution Codes
- Memorizing & Recalling Documents
- Recurring Transactions
- Auto-incrementing Document Numbers
- Auto-reversal of Journal Vouchers

VEN 01: Vendor-Setup and Maintenance

- The standards for establishing a vendor ID
- How to add one or more vendor addresses
- Various key points relating to the payment and terms, default coding, 1099 information, and vendor notes.

VEN 50: 1099 Processing

- How to confirm the version of Abila™ MIP Fund Accounting™ you are currently using
- How to see which vendors are marked to receive 1099's
- How to review your Cash Journal to confirm which transactions will be included on the 1099
- How to make adjustments if changes are required
- How to correctly process 1099's through the wizard

About True North Training

Meet the most convenient and innovative Training System for Abila™ MIP Fund Accounting™, ever. We recognized the need among MIP users for effective training that goes beyond traditional models. While on-site training and implementation, and phone support are useful tools, they are not always what is needed to solve every issue with your software. Online tools are a new and effective medium for employee training and continuing education. Video training is one of the most innovative means by which to train your employees.

The True North Video Training Series has been designed from the ground up exclusively for users of Abila MIP Fund Accounting. It has been engineered to be useful and accessible, while remaining a cost effective solution for non-profits.

Visit us at MyTrueNorthTraining.com to start learning today!