



**Applied Business Services, Inc.**  
**Abila MIP (Formerly Sage) Training Class Agenda**

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**Abila 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 & Budgeting**

**Day 3 – Reporting & Bank Reconciliation**

Applied Business Services, Inc.  
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301-417-2999 / 800-451-7447 / [www.notforprofitsoftware.com](http://www.notforprofitsoftware.com)

Applied Business Services, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org)





### Customer Classroom Training Registration

Today's date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please check which plan you would like:

Plan A- ABS Training Passport –

Plan B- ABS Clients without Passport–

Plan C- Non-ABS Clients–

Price of class and manual included in the one time annual fee

\$300 per day + 1 manual for \$185

\$400 per day + 1 manual for \$185

Name	Email	Class Dates	Day 1	Day 2	Day 3	Manual	Total Cost

Payment Information

Check     Credit Card - Type of Card:     VISA     MASTERCARD     AMEX

Name as it appears on the credit card: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Address of cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_ Authorized Amount: \_\_\_\_\_

### Please fax to Applied Business Services, Inc. at 301-417-0051

Policies and Payment Procedures

1. Payment is due at time of registration.
2. If you are unable to attend a class for which you have registered, we must receive notice no less than 10 working days prior to your scheduled class in order to credit your payment toward a future class (taken within 90 days). Cancellations received less than 10 days in advance will be subject to an administrative fee of \$150.
3. At times due to unforeseen circumstances we may need to postpone the class to a different date. We will try to give the organization as much advanced notice as possible.

Passport Terms & Conditions

1. Each organization can sign up 1 employee per class. It does not have to be the same employee for every class.
2. If additional seats are available in the training class, additional employees may attend for no extra fee.
3. Annual cost of the Passport is non-refundable.
4. The ABS Passport expires 12 months after the purchase date.
5. Only one (1) core training manual is included in the Annual Passport Charge. Additional Training Manuals will be \$185 each

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