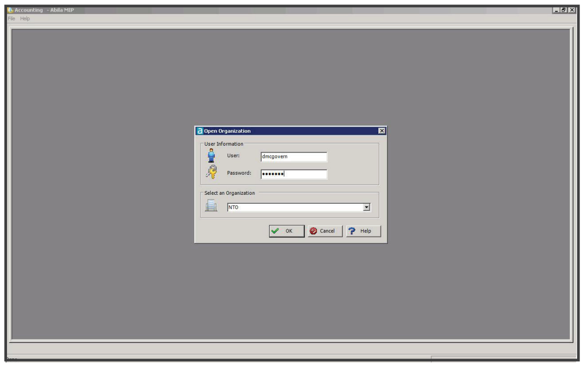
NAVIGATING THE SYSTEM

GEN01

Abila MIP Training

by Dennis McGovern

fig. 1



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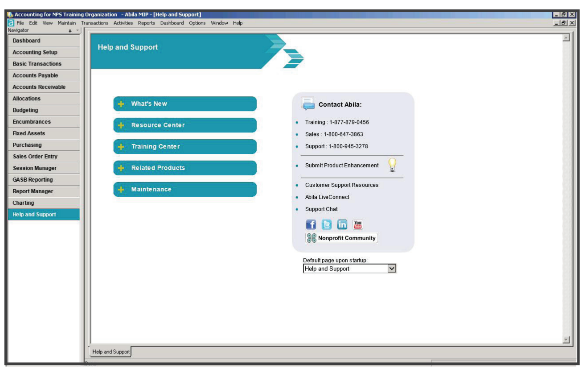


fig. 3

NAVIGATING THE SYSTEM

In this training video you are going to learn how to do the following on accessing the accounting system and navigating the software:

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

Step 1

To first access the accounting system you are going to click on the Accounting icon on your desktop. *(fig. 1)*.

- If you need assistance on adding icons to your desktop contact your IT department or your Business Partner for assistance.

Step 2

After you click on the Accounting icon the login screen will appear, and ask you to your Username and Password. *(fig. 2)*.

- Make sure you are selecting the correct database before clicking on OK.
- Remember Usernames are not case sensitive but Passwords are.

Step 3

After you enter your username and password it is going to take you to the homepage of the Accounting system. *(fig. 3)*.

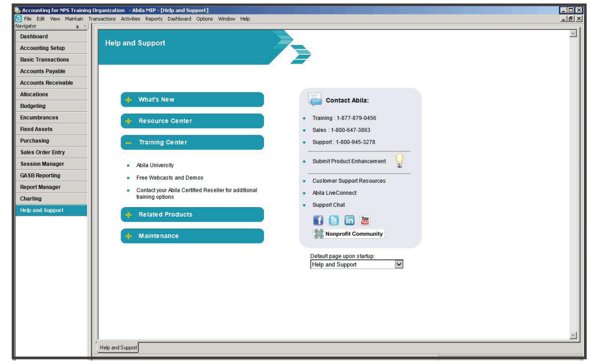
- The Help and Support page will be the default screen you see when you log into the system.

Step 4

This page will be extremely helpful to you if you have any questions about the system.

First, on the left hand side you will see the heading “What’s New”. If you click on the plus sign to the left you will get a drop down menu. This menu will provide you access to changes in the new version, along with a webcast of new version changes. *(fig. 4, fig. 5, fig. 6)*.

- After “What’s New” you will see the Resource Center tab. Underneath this tab you will see the Customer Community, Checklists, FAQs, and Product Guides.
- Below the Resource Center tab you will see the option for the Training Center. After clicking the plus sign you will see you have the choice to get training through the publisher, free webcasts and demos, or you can contact your certified reseller for additional training options. Before contacting the publisher we recommend you contact Abila or your business partner.
- Related Products is the next tab. In this section you will be able to get information on other solutions to complement your fund accounting software.
- The last tab is Maintenance. This tab will allow you to reach Auto Updates, and to Customize Workstation Settings.



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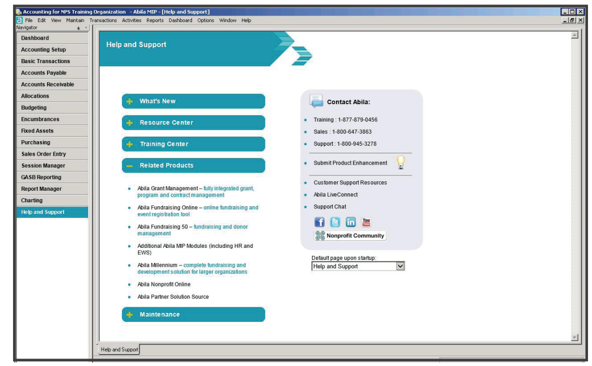

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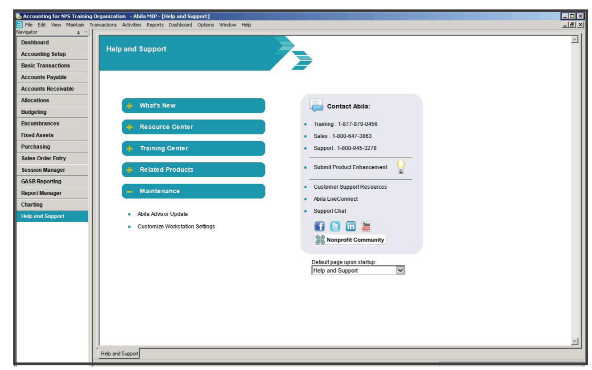

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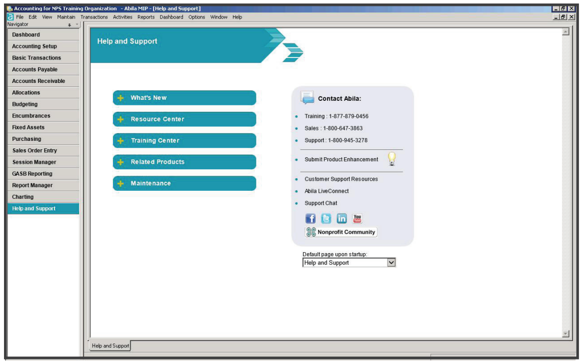

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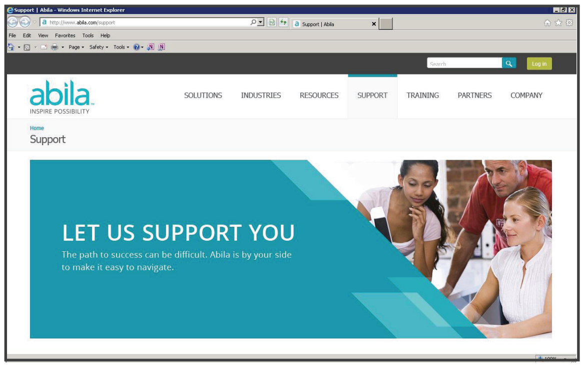

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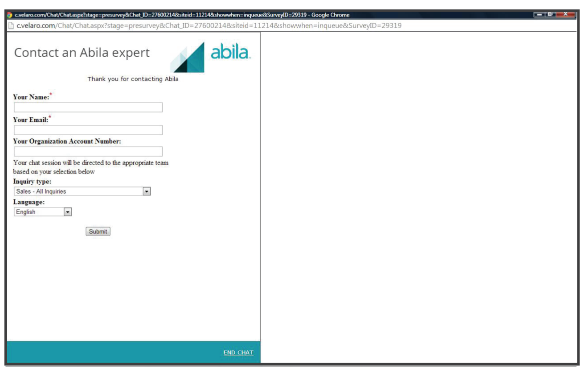


fig. 9

Step 5

On the right hand side of the Help and Support page you will see how to contact the publisher and the various options for support. *(fig. 7, fig. 8, fig. 9*).

- At the top of the screen you will see three phone numbers to contact the publisher: Training, Sales, and Support. Before contacting the publisher we recommend you contact Abila or your Business Partner.
- Below the contact information you will see Submit Product Enhancement and a light bulb icon to the right. Clicking on this link will send you to the publisher's website and a document will appear where you can add your opinion for improvements or comments about the software. The publisher tracks these closely. Your input truly can have an impact on future product enhancements and functionality.
- Customer Support Resources is your next choice. Clicking on this link will send you to the publisher's website and to their main support page. You will see various ways to obtain customer support.
- Below Customer Support Resources is the link to reach LiveConnect. This will allow you to join various types of web meetings from the publisher.
- Below LiveConnect you will see the link for Support Chat. Clicking on this link will connect you to the publisher's website and the e-support page. You can receive help and assistance directly from a support technician through this chat service.
- Finally, you will see icons that will connect you to the publisher's Facebook, Twitter, LinkedIn, Youtube, and NonProfit Community web pages.

Step 6

On the left-hand side of the screen you will either see the Navigator toolbar.

- The navigator toolbar will vary based upon your purchased modules. We are now going to go through all the currently offered setup and transaction cycles.

Step 7

If you click on Dashboard you can reach the General ledger, Financial Management, Accounts Payable, Accounts Receivable, and the option to customize the Dashboard. The Dashboard is a visual display of data that allows you to drill down, and drill through various visual reports. Here is an example of one of the default dashboards. *(fig. 10).*

Step 8

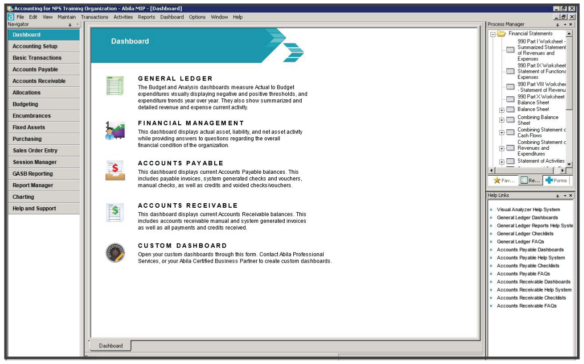
The Accounting Setup contains maintenance items including the Chart of Accounts, Account Code Combination, Distribution Codes, Offset Account Assignments, and Closing Account Assignments. *(fig. 11).*

Step 9

Basic Transactions will contain the most often used transactions including Journal Vouchers, Budget Transactions, Cash Disbursements, Write Checks, Cash Receipts, and Receipt Writing. Options also include Posting Transactions, Managing Recurring Entries, along with Reconciling Cash Accounts. The Process Manager allows you to produce reports associated with the Basic Transactions Tab. *(fig. 12).*

Step 10

Accounts Payable contains information on setting up vendors, processing invoices, and credit memos. You can also print checks or manually enter checks. The Process Manager allows you to produce reports associated with the Accounts Payable Tab.



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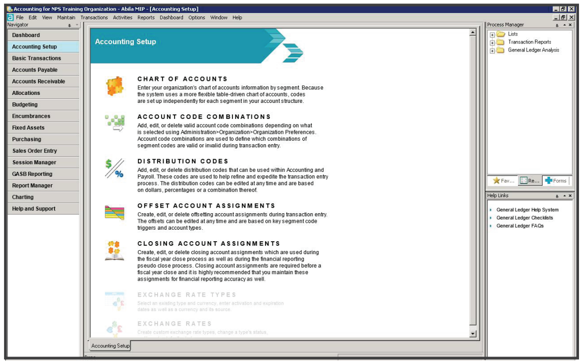

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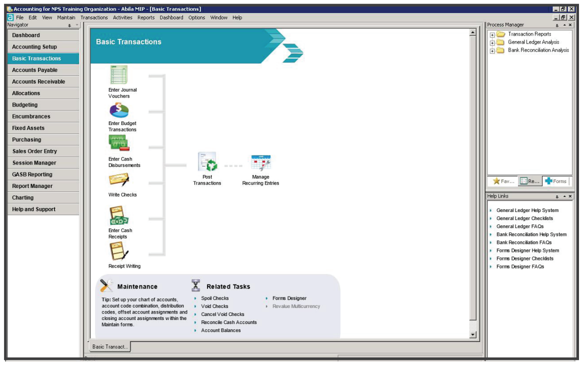

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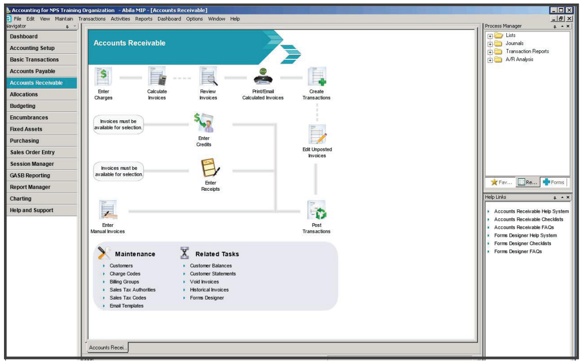

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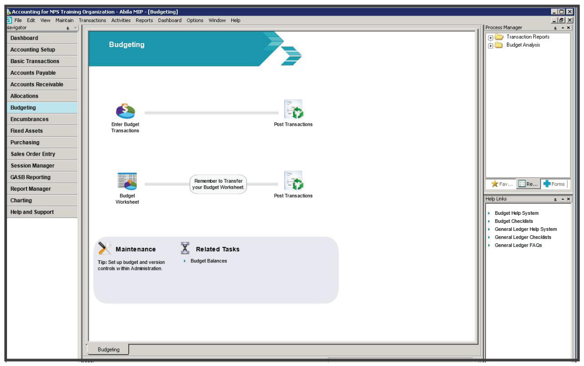

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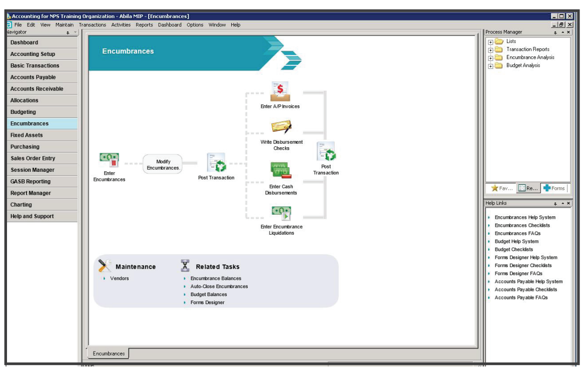


fig. 15

Step 11

Accounts Receivable provides information on setting up customers, billing groups, taxes, and charge codes. It also allows you to process invoices, credit memos, and receipts. The Process Manager allows you to produce reports associated with the Accounts Receivable Tab. *(fig. 13).*

Step 12

Allocations provide options for setting up allocation codes, and processing allocations. The Process Manager allows you to produce reports associated with the Allocations Tab.

Step 13

Budgeting contains detailed information on how to create a budget, and set up budget options. The Process Manager allows you to produce reports associated with the Budgeting Tab. *(fig. 14).*

Step 14

Encumbrances provides functions for processing, modifying, and liquidating encumbrances through various transaction types, and reviewing the current balance of an encumbrance. The Process Manager allows you to produce reports associated with the Encumbrances Tab. *(fig. 15).*

Step 15

Fixed Assets includes information on maintaining assets, depreciation methods, and designation codes. This tab also allows you to create custom depreciation methods, and disposals. The Process Manager allows you to produce reports associated with the Fixed Assets Tab.

Step 16

Purchasing enables you to create and modify references to convert into purchase orders. You may also enter and liquidate encumbrances, receive items, and enter Accounts Payable invoices. The Process Manager allows you to produce reports associated with the Purchasing Tab. *(fig. 16).*

Step 17

Sales Order Entry lets you enter sales orders, process returns, and cancel sales orders, along with printing customer invoices. The Process Manager allows you to produce reports associated with the Sales Order Entry Tab.

Step 18

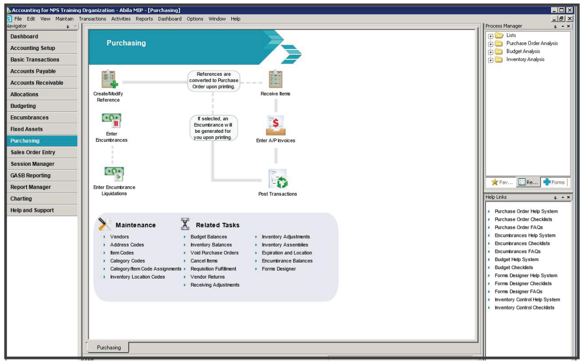
Session Manager includes functions to copy and reverse posted sessions. You can also manage recurring entries, close the fiscal year, and view session status from this tab. *(fig. 17).*

Step 19

GASB Reporting allows users to generate Financial Statements based upon the requirements of the Governmental Accounting Standards Board (GASB).

Step 20

Report Manager allows you to access a wide range of standard and customized reports. You can see Lists, Transactions, Analysis Reports, Formatting and Financial Statements. You may also Assign Groups, and create Report Binders. *(fig. 18).*



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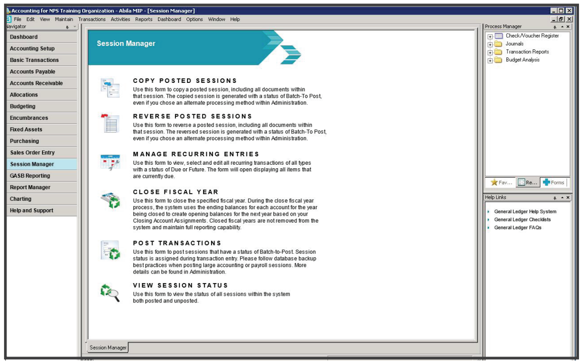

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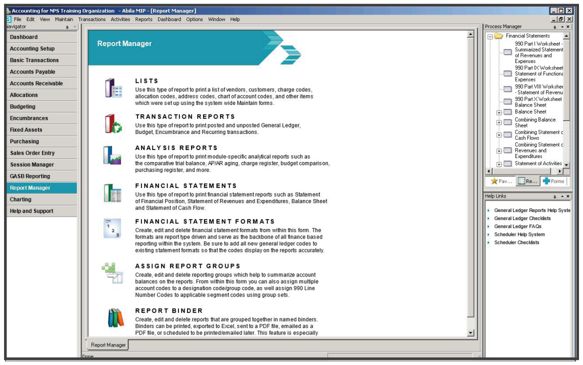

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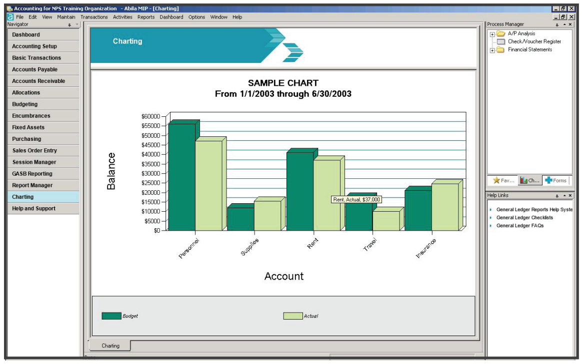

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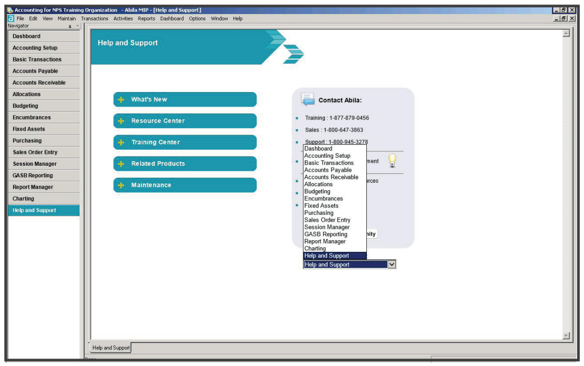

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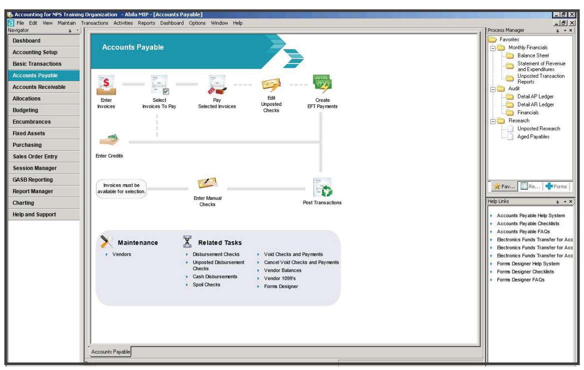

fig. 21

Step 21

The Charting tab is used to generate custom line, bar, and column charts from reports by using your actual data. *(fig. 19).*

Step 22

After the chart tab you will see the Help and Support tab which will take you back to the beginning homepage as if you were just logging into the software.

Step 23

Once back on the Help and Support homepage you are able to change your homepage to your preferences. *(fig. 20).*

- You can do this by clicking on the dropdown menu on the bottom right hand side of the help and support page and choosing how you want your default page setup to look.

Step 24

On the right hand side you will see the Process Manager. Here you can add and delete folders, create favorites, and organize reports. *(fig. 21).*

- The Help Links on the bottom of your process manager will change when you select different items on the Navigator toolbar, and will directly relate to what you are working on.

Conclusion

To recap this training video on the Accounting 100 software you should have learned how to access the software from your computer, what is included in the Help and Support page and how it can be beneficial to you. We reviewed each main tab in the Navigator toolbar, and how to customize your homepage preferences and process manager.