



CPAs | Business & Financial Advisors

# Hands-On Software Training Agendas

	Abila MIP Classic: Core	Abila MIP Classic: Pro	Abila MIP Classic: Payroll, HR & Microix Timesheets
Day 1	<ul style="list-style-type: none"><li>• Accounting, Admin &amp; Setup</li><li>• General Ledger Transaction Activities &amp; Entries</li></ul>	<ul style="list-style-type: none"><li>• Advanced Financial Statements</li><li>• Advanced Budget Review</li></ul>	<ul style="list-style-type: none"><li>• Payroll Setup</li><li>• Payroll Processing</li><li>• Payroll Reports</li></ul>
Day 2	<ul style="list-style-type: none"><li>• Processing Transactions</li><li>• How to Create Reports</li><li>• How to Process a Bank Reconciliation</li><li>• Requisitions &amp; Purchase Orders in Microix</li></ul>	<ul style="list-style-type: none"><li>• MIP Import Module</li><li>• Forms Designer Module</li><li>• Q&amp;A: Advanced Topics</li></ul>	<ul style="list-style-type: none"><li>• HR Overview &amp; Management Setup</li><li>• Employee Details &amp; Reports</li></ul>
Day 3	<ul style="list-style-type: none"><li>• Requisitions &amp; Purchase Orders in Microix (cont'd)</li><li>• Accounts Payable</li></ul>		<ul style="list-style-type: none"><li>• Timesheet Setup</li><li>• Timeclock Entry</li><li>• Timeclock Processing</li></ul>
Day 4	<ul style="list-style-type: none"><li>• Create &amp; Modify Budgets in MIP</li><li>• Financial Statements</li></ul>		