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Upcoming Web Casts

Sage Software offers free Web seminars designed to help you better manage your organization. Current offerings include:

- ▶ Accomplishing Governmental Accountability
- ▶ Achieve Fundraising Success
- ▶ Managing Nonprofit Financials

For the current Sage Nonprofit Solutions Webcast schedule or to register [Click here](#).

The Fixed Assets Module

See page 4 for more info!

Inventory Control And Sales Order Entry Modules

While the value of computerized inventory control is well recognized by the for-profit business sector, many non-

profit organizations also can benefit from inventory control software. If your organization stocks products of any kind—for resale or for use by your organization's staff and constituents—an inventory control package can help you reduce costs and increase efficiency. If in turn you sell those products, sales order entry software can save you data entry time. In this article we'll look at two modules available for Sage MIP Fund Accounting: the Inventory Control and Sales Order Entry modules.

Inventory Control

The Sage MIP Fund Accounting Inventory Control module can increase efficiency as well as track important historical information to help you make more informed decisions. As you would expect, the Sage MIP Fund Accounting Inventory Control module is designed and optimized for nonprofit or governmental organizations like yours.

Do you still keep track of your products on a spreadsheet? Do you know how many are in

stock and at which location? Do you know the actual cost of each item and of your inventory assets as a whole?



The Inventory Control module can automate the tracking of stock levels and costs involved in maintaining your inventory.

The Inventory Control module can help you reduce the cost of managing your organization's assets by automating the processes of monitoring and controlling your inventory. Even if your organization does not sell products or services, the Inventory Control module can help you accurately track stock levels and costs involved in warehousing items used by your organization, such as text books, medical supplies, promotional items, brochures, or donor thank you gifts.

Flexible Configuration

Flexible item code features let you configure the module to work the way you work. For example, you can denote an item as a standard inventory item as well as an Inventory Assembly and determine if it should carry an expiration date.

For each item you can set the default order quantity and unit of measure. You can designate the preferred vendor for each item, its weight, and its standard price.

You also can maintain both an overstock quantity and a reorder point by item to help your organization make informed buying deci-

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Sage MIP Fund Accounting Reporting Tools

As a nonprofit organization, you're accountable to many groups and individuals, such as the board of directors, your donors, grantors, constituents, and of course the IRS. Reports are a vitally important tool for illustrating your accountability. No fund accounting software package would be complete without reporting tools, and as a Sage MIP Fund Accounting user, you have access to a wealth of tools that you may use to design and produce the specific reports your organization needs.

In this article we'll take a quick look at the capabilities of the built-in report writer, and an optional module called the Scheduler, which takes much of the burden out of producing lengthy or frequent packets of reports.

Built-In Report Writer

Your Sage MIP Fund Accounting software includes an integrated financial report writer built to meet the unique needs of nonprofit organizations like yours. It's a powerful, yet easy-to-use tool that requires no external or third-party reporting packages. Use it to produce presentation-quality financial statements and analysis reports for your board, auditors, management, and other users of financial information.

Among the more than 150 standard reports you can produce with the report writer are: Statement of Financial Position, Balance Sheet by Fund, Program Performance-Budget Analysis, Statement of Net Assets, Governmental Funds, Statement of Cash Flows, and Capital Asset Schedule.

Using the report writer you can:

- ▶ Produce a wide selection of standard financial management reports, such as FASB-compliant, audit-ready financial statements.
- ▶ Report on multiple fiscal years in the same report or create custom reports that cross fiscal years.
- ▶ Format custom reports to your specifications. Create your own report templates. Set up an unlimited number of financial statements, preview them on screen, and save them for future use.

- ▶ Write dynamic financial statements directly in the application—without the assistance of a programmer.
- ▶ Produce worksheets to assist in the compilation of your annual Federal Form 990.

Scheduler

While reports are one of the most important components of your fund accounting solution, finding the time and available resources to print reports and process large data files can be difficult. The Sage MIP Fund Accounting Scheduler module (formerly the NightShift Scheduler) minimizes this burden by allowing you to process and print reports in groups.

The Scheduler module works efficiently, without staff involvement, polling your nonprofit accounting database, and running scheduled tasks at user-defined intervals.

To schedule a task using the Scheduler module, simply enter the Task ID and a brief description such as the name or type of report being scheduled. This will help later when viewing the scheduled and completed tasks forms. Next indicate an output option (e.g. printer, Excel, or PDF), path and filename, a beginning and ending date and time, and how often the task should run, such as weekly or daily. If you choose to export to an Excel worksheet, there is an option to remove the report headers, footers, and page breaks.

You can even configure the Scheduler to send an e-mail notification to system administrators as each of the tasks are completed.

Report Binder

The Report Binder feature of the Scheduler module allows you to group reports into packets to be printed immediately, exported to Excel, printed to a PDF file, e-mailed as a PDF file, or scheduled to be processed later. This feature is especially useful if several recurring reports or internal reports need to be processed immediately.

Simply choose a name for your set of reports and then begin selecting reports for inclusion from the list of available items. Only the reports to which a user has been granted access.

The benefit of setting up one or more Report Binders is that you can select an entire binder in the Scheduler module rather than picking from the list of individual reports.

We would be pleased to answer any questions related to the Sage MIP Fund Accounting report writer or to help you to design a specific report to meet your organization's needs. To learn more about the Scheduler module, please give us a call. ☆

Tips & Tricks

If you have high volume of daily data entry, you can cut down on your transaction time and minimize errors by using shortcuts. In the transaction entry grid of a document—where segment codes, debits, and credits are entered—shortcut keys are available to minimize cumbersome or repetitive data entry.

Available Shortcut Keys:

- ▶ F4 opens the drop-down list.
- ▶ F5 copies the contents of the cell directly above it into the current cell.
- ▶ F6 copies the data from the entire row above it into the current row.
- ▶ F7 invokes the default data entry values you set up for a particular transaction type.

You can set up separate transaction entry defaults for each transaction type (e.g. cash disbursements, accounts payable invoices, etc.). To set up the default data entry values used when you use the F7 shortcut key:

1. Start a transaction session.
2. From the session form or blank document screen, click on the *Entry Defaults* button.
3. Enter any data that you want to populate automatically when you hit F7 in a document of that particular transaction type.
4. Save. ☆



In The Spotlight The Fixed Assets Module



How does your organization track and account for its fixed assets? Many organizations still rely on spreadsheets to maintain a list of computers, equipment, buildings, and other assets—manually calculating the depreciation and entering a journal entry in a separate accounting database. Asset tracking should be an integral part of your accounting functions and automating that process can save you time and money. The cost of losing track of an asset or over-insuring it due to inaccurate depreciation calculations quickly outweigh the expense and effort of integrating an automated fixed asset tracking solution. As a Sage MIP Fund Accounting user, you have a powerful automated fixed assets solution available to you—the Fixed Assets module.

About The Fixed Assets Module

The Fixed Assets module integrates with your Sage MIP Fund Accounting solution. The Fixed Assets module is a comprehensive solution for tracking assets, calculating depreciation, and automatically allocating depreciation and disposal entries to the General Ledger.

Store Detailed Asset Information

The Fixed Assets module provides a receptacle for maintaining detailed asset records, including standard asset fields such as cost and estimated useful life, plus additional tracking fields such as tag number, location, responsibility, warranties, purchase information, and notes. You can attach important documents such as warranties, original invoice, or digital image of the item to the asset records for complete asset management.

Flexible Depreciation Calculations

You can choose the standard depreciation methods included in the module or create your own custom methods. You set the depreciation interval and perform calculations according to your organization's standard schedules. You can even create historical transactions and record adjustments to ensure the accuracy of your system.

Rich Reporting

The Fixed Asset module includes a powerful reporting engine. Use the available reports to easily research asset questions and keep a watchful eye on your organization's investments. Reports included with the Fixed Assets module allow you to analyze depreciation calculations and accounting entries before you post the figures. You can even tie generated entries to the individual assets to verify the accuracy of your depreciation allocations before or after booking depreciation.

Safe And Secure

Built-in security features allow you to isolate users to only specified tasks in the Fixed Assets module to create strong internal controls. And you can restrict access for unauthorized users.



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Easy To Use

The Fixed Assets module is designed to be user-friendly and intuitive. It makes the job of tracking and reporting on your organization's assets simple and accurate.

The module's integration with the your Sage MIP Fund Accounting solution means you can create asset records on-the-fly in the Accounts Payable module during invoice entry, saving time and effort.

With the Fixed Assets module you can generate accurate, distributed entries for the General Ledger. Using percentages, fixed amounts, or units, such as square footage, you can distribute depreciation across programs, departments, and more. Elect to post allocated depreciation in detail by asset or as summarized amounts.

Fixed Assets Streamlines And Saves Money

Properly tracking your organization's fixed assets using the Fixed Assets module not only makes good financial sense, it boosts your overall efficiency by eliminating data entry and calculation chores. And it provides an excellent and reliable audit trail. Call us for more details and pricing. ☆