# FIMS
# Training Course Catalog

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# Training Course Overview

## Online Training Sessions
Conducted via GoToTraining, a MicroEdge Product Specialist will lead a group lesson covering tips, techniques, and best practices for using your MicroEdge solution. Some classes include a hands-on component, where students can practice the lesson via a virtual lab.

## Live Classroom
Interested in attending training in a traditional classroom environment? MicroEdge periodically offers FIMS live classroom training in major cities across the United States. Check the MicroEdge training homepage for updates about scheduled trainings.

## Custom Training
Our class offerings are designed to meet the needs of most clients. If you are interested in having a custom training program developed to meet your specific requirements, please contact us. We can also come to your site and do customized training for individuals and/or groups of your staff. An on-site Optimization Analysis can help determine if you are utilizing FIMS to the fullest.

**For more information about training services, contact:**
**FIMS Training:** 1.800.256.7772, or fimstraining@microedge.com.

# Online Training Sessions

**How to View Schedule and Register**
From the MicroEdge website, www.microedge.com, go to **Learning + Services**, and click on **Training Services**. Under **Online Training Sessions** click on **View schedule and register for online FIMS sessions**. There you will see sessions on the current schedule along with description and price. If you don't see the session you need, contact MicroEdge to arrange a custom training session. Each attendee should register separately. After registering, you will receive an email confirmation with a link to add the session to your Outlook calendar, as well as links to documentation and to join the session.

**Billing**

- **Hands-on Sessions** are priced per person. Participants are billed after attending the session. Look for the words "Hands-on" at the start of the session title.
- **Regular Sessions** are priced per customer site attending the training (not per person). If there is more than one person attending the training at your site, everyone can gather around one workstation and use a speakerphone so all can hear and see. Or, if it's a large group, the computer screen can be projected on the wall using a data projector. Optionally, if each person at your site wants to receive the training at their own workstation, there will be an additional $10 fee for each separate connection to the site and the conference call. Participants are billed after attending the session.

**Cancellation Policy**
Please register for sessions as soon as possible. Sessions are subject to cancellation if there are no registrations two business days before a scheduled class. If you cannot attend a session that you have registered for, please click on the cancellation link at the bottom of your registration confirmation email as soon as possible.

## Basic FIMS Webinar Classes

### Welcome to MicroEdge
In this free session you will become acquainted with MicroEdge and get an introduction to the user interface of your FIMS database. You will learn a short history of MicroEdge and FIMS; how to get access to our self-service knowledge base, product documentation, and patches; how to submit enhancement suggestions and vote on others' suggestions; where to find information on all available training sessions, and how to register; and how to contact us to get FIMS support. In the introduction to the user interface for FIMS you will get a brief summary of all the modules and related products, learn how to get around and where to find information, as well as setting user preferences. Length: 1 hour

### New Hire Orientation: Introduction to Profiles and Funds
This session will get you acquainted with the Profile and Fund modules. See how to add a Profile and become familiar with related records such as Affiliations, Alternate Addresses, Contacts, Notes, Relationships, Fund Associations, and more. See instant on-screen information for Gift and Grant history in both the Profile and Fund modules. Length: 1 hour

### New Hire Orientation: Introduction to Development and Program
The purpose of this session is to acquaint development and program staff with the Gift and Grant modules and workflow processes. This session will give an overview on how to add Gifts and Grants, exporting for correspondence, and posting. Length: 1 hour

### New Hire Orientation: Introduction to Finance
The purpose of this session is to acquaint new finance staff with the General Ledger, Accounts Payable, and FACTS modules and get an introduction to Administrative Fee and Spending Policy calculation routines. Learn some of the concepts behind how FIMS does Fund accounting and see the flow of financial data through the system. Length: 1 hour

### New Hire Orientation: Introduction to Reporting
The purpose of this session is to acquaint you with FIMS reports, exports, and data grids. This session will show basics for running reports and exports, and how to create a data grid. Length: 1 hour

### Hands-on - Basic Profile Entry and Maintenance
This training will give you hands-on practice exercises for adding Profiles and other important related records. Also learn basic Profile maintenance including how to update addresses using a tool that will also update addresses on unposted records; what to double-check when changing names including checking Grantee Contact Person records; understanding Salutations and how they work in mailings; and how to automatically remind yourself to do things. Hands-on exercises include how to search for Profiles, adding Individual and Organization Profiles, Contact/Tickles, Affiliations and Alternate Addresses, as well as Donor and Grantee records. Length: 1.5 hours

### Entering and Acknowledging Gifts
Learn the basics of entering and processing Gifts in FIMS. This session includes basic Profile and Donor record entry, adding and processing Gifts, and an overview of processing Gift acknowledgement letters. Length: 1.5 hours.

### Entering and Processing Grant Applications
Learn the basics of adding and processing Grant Applications in FIMS. This session includes basic Profile and Grantee record entry, adding and processing Grant Applications, and an overview of automating correspondence. Length: 1.5 hours.

### Hands-on - General Ledger Design and Integration
Understand how FIMS handles fund accounting, including account type roll-up, and General Ledger design with single or multi-fund balance setups. Learn how to track the available fund balance, and where to see it. Gets hands-on practice adding a fund and running the edit and post process to understand the flow of financial data throughout FIMS and integration from non-financial modules into General Ledger. Length: 1.5 hours.

### Hands-on - Maintaining General Ledger
Understand the General Ledger module and practice as you learn with hands-on exercises. Look up balances on accounts, search detailed transactions, enter manual journal entries, and run reports. Understand General Ledger maintenance from adding new accounts to running the End of Year process. Length: 1.5 hours.
**Prerequisite: General Ledger Design and Integration**

## Adding Payables, Printing Checks, and Reconciling Checking

Learn about the Accounts Payable Module including processing administrative & grant vouchers, printing checks, entering hand checks, voiding checks, and adding debit memos. Learn how Grant adjustments affect Accounts Payable. Length: 1.5 hours.
**Prerequisites:** *General Ledger Design and Integration* and *Maintaining General Ledger*, or a basic understanding of how FIMS does fund accounting.

## Investment Statements, Administrative Fees, and Spending Policy

Learn the basics in the FACTS module including how to reconcile investment statements and process pools. Learn how to set up and calculate administrative fees. Also, learn how to set up and calculate your spending policy in FIMS so you can easily track available to grant amounts for each fund (even if you're just starting out in FIMS. Length: 1.5 hours.
**Prerequisites:** *General Ledger Design and Integration* and *Maintaining General Ledger*, or a basic understanding of how FIMS does fund accounting.

## Hands-on - Running Reports and Exports

Get the basics for running standard reports and exports including: where to see pictures of all reports; learning all the reporting options; understanding what selecting and sorting records means; benefits of subtotaling; totals only reporting; PDF and XML options; mailing tab options; using spreadsheet exports; running user defined exports and opening the data in Excel; creating instant pie charts; and saving report settings. Practice what you're learning with hands-on exercises during the session! Length: 1.5 hours.

## Hands-on - Creating Data Grids

Data grids are the best thing that's ever happened to FIMS! They are an incredible tool for managing and analyzing your data allowing you to customize the fields you want to see and do ad hoc reporting. Filter your data grids to see only the records you're interested in. Here's what you'll learn to do: Make on-the-fly selections or temporarily move columns to do quick analysis; create a personal view that will load automatically; create a profile view that only shows you important prospects or donors and sort by total giving or last gift date, or a grantee view with important statistics and codes; create a view of your board members; create a gift or grant history view with fund detail so you can search by fund; create a fund view that excludes retired funds, shows admin fee code, spending policy code, and fund balances. Once your view is created, run reports and exports; view statistics, and get totals only reports. You will get hands-on experience during the session creating your own data grids with our practice exercises! Length: 1.5 hours.
**Prerequisite*:* Running Reports and Exports**, or a basic understanding of how to select and sort for reports or exports.

## Hands-on - Word Merging with FIMS Data

Exporting data from FIMS allows you to automate the creation of labels, letters, envelopes, and even one-page reports and table-style lists in Microsoft Word. Automating these items saves a lot of manual time and effort. This training session will help you understand all the basics for exporting and merging in Word using data from the Profile record. The exercises in this session refer to Microsoft Word version 2003, but the same concepts apply to later versions. You will get hands-on experience during the session creating your own label and letter templates with our hands-on practice exercises! Length: 1 hour.
**Prerequisite: Running Reports and Exports**, or a basic understanding of how to select and sort for reports or exports.

## FIMS for System Administrators

Learn tools and tips for effectively setting up, using, and managing your FIMS database. This session will cover all the items system administrators of FIMS should know. Topics will include identifying the system administrator's job tasks, creating your own in-house procedure manual for FIMS, establishing data input procedures, coding your data, putting your own help information in FIMS, as well as setting security and other menu items under Tools and System Utilities, and more. Length: 2 hours.

## DonorCentral Refresher

This session is appropriate for those who have DonorCentral and know a little about using it but would like a refresher course on some important information. Review fields in FIMS that involve DonorCentral functionality including My Profile field selection, Suggestion Central Code Maintenance, and GL drilldown, as well as System Options. Review the DonorCentral website and cover items from the donor perspective including viewing their Fund Summary, Gifts, Grants Paid, Pending Grants, Pending Suggestions, Spendable Balance, and Market Balance. See how donors can change their password and list their interests. We'll also cover Suggestion Central Options including how donors can recommend a grant, research a group, view funding opportunities and their grant suggestion list. And we'll cover your staff's Administrative options on the DonorCentral site including suggestion administration, site statistics, how to do a broadcast email, and site setup including online grant form setup, donor interest settings, advisor alerts, frequently asked questions and more. Length: 1.5 hours.

## FIMS CRM Orientation/Refresher

FIMS CRM is a customized version of Salesforce that has been specifically designed for MicroEdge clients as a comprehensive way to provide more powerful donor and prospect tracking, as well as event management tools. Attend this session if your organization has FIMS CRM and you would like to get a refresher overview of the product features and benefits; or if you are a new user to FIMS CRM; or anyone who would like an overview of using this product. Length: 1 hour

## FIMS IGAM Refresher

IGAM for FIMS is a powerful solution that lets you create and accept online grant and Scholarship applications. IGAM seamlessly integrates with FIMS to dramatically reduce manual data entry and simplify administrative tasks, allowing you to focus on your grant-making and scholarship strategy. Attend this session if your organization has IGAM for FIMS and you would like to get a refresher overview of the product features and benefits. Length: 1.5 hours

## Pledge Module Orientation/Refresher

Attend this session if you are a new user to the Pledge Module, or just need a refresher to help you make the most of this product. Discover the benefits of the Pledge Module and learn tips and tricks to save time and streamline your system. Length: 1 hour

## Scholarship Module Orientation/Refresher

Attend this session if you are a new user to the scholarship Module, or just need a refresher to help you make the most of this product. Discover the benefits of the Scholarship Module and learn tips and tricks to save time and streamline your system. Length: 1 hour

## FieldMaker Orientation/Refresher

This session is an overview of the FieldMaker product. Attend this session if you are a new user to FieldMaker, interested in learning more about FieldMaker, or need an overview refresher of this product.  Discover the benefits of FieldMaker and learn tips and tricks to save time and streamline your system.  Length: 1 hour

## Advanced FIMS Webinar Classes

### Managing Profiles

Learn how to manage Profile records – when to add purposefully duplicate Profiles, how and when to group them, combining Profiles, and identifying and deleting dormant Profiles. Also learn profile searching tips, advanced tips for salutations, managing user codes (4 optional fields in FIMS!), important features of the Profile record you should know about, which data flows to other records in FIMS, and best practices for changing names on Profiles. Length: 1.5 hours.

### Managing Mailing Lists

Are you having problems with managing large mailing lists for your annual reports or newsletters? In this session you will determine the best policy for putting profiles on mailing lists, eliminate duplicate profiles from your mailing lists, manage people that appear on more than one profile and profiles with the same address. You will also learn about using coding in FIMS to manage your mailing lists, including managing affiliation codes, analyzing and cleaning up your current codes (including mass adding and deleting them). Find out how to keep your mailing list clean going forward, and get important tips on exporting data for mailings. Length: 1.5 hours.

### Optimizing Use of Affiliation Codes

Affiliation codes are the most important and widely used codes in FIMS. With so many codes, managing them can be a challenge. Is your Affiliation code usage getting too large and unwieldy? Or are you not taking advantage of them? Learn how to effectively manage your affiliation codes by grouping them; all the ways you can mass add and delete them; and how to report and export using them after they are assigned. Length: 1.25 hours.

### Contact Management

Keeping a record of contacts that individuals and organizations make with your organization and ways you contact them is key to good constituent relationship management. FIMS provides you with Contact and Tickle records to help you track this important information. This session will teach you about the Contact record, including mass adding and deleting them; reminding yourself and others to do things; setting recurring reminders; and using contacts and affiliations for event management. Learn how to set up data grid views of contacts so you can easily manage the information and run reports to analyze your efforts. Length: 1 hour.

### Data Grids for Administrative Staff

Learn how to customize your data grid view and do ad-hoc reporting and exporting. Set up a view with just the fields of information you want to see, and only the particular records you are interested in. Examples: Profile view of grantees or donors, view of profiles based on affiliation codes; set up view for funds, gifts and grants as requested. Also create graphs and pie charts right from the data grid using FIMS Chart It. Length: 1.5 hours

### Data Entry Shortcuts

Learn shortcuts to make your work quicker and easier: keyboard shortcuts; date key-strokes; copying and pasting information into other places; copying records to create new ones; setting up a template record and copying; using default application entry values; copying records from history, etc. Length: 1 hour

## Tracking Prospects and Donors in FIMS

Learn all the ways FIMS can help you track information on your prospects and donors. This session includes detailed information on: what fields are useful for classifying prospects and donors and why; benefits of tracking relationships and grouping profiles; tracking bequests; keeping records of your contacts with donors, and reminding yourself to do things; using affiliation codes to indicate donor interests and other donor classifications; using affiliation codes and contacts for event management; professional advisor tracking; relating donors to funds; fields and records in the Fund Module for donor information including interests; and more. Note: Attend the companion session "Analyzing Your Development Efforts in Reports" to learn how to report on and analyze your data and results. Length: 1.5 hours.

## Analyzing Your Development Efforts in Reports

This session is designed as a follow-up to "Tracking Prospects and Donors in FIMS" but can also be attended as a standalone session. Learn how to report on and analyze your development efforts in reports. Answer questions like this (and more):

1. What is the big picture on a donor you are planning to visit (complete giving history, all contacts, relationships, notes, interests, and everything else in FIMS on them)?
2. Which donors have not given lately?
3. How many new funds have been created this year compared to last year, and how do the types compare?
4. What are the trends over the last four years for donations analyzed by types of donors, source, type, and purpose of gifts, types of funds, and solicitors?
5. How can I analyze my contacts with prospects and donors?
6. To which interest areas are my donor advisors recommending grants?

What questions would you like to answer in reports? Submit your questions ahead of time and they may be included in the session. Length: 1.5 hours.

## Data Grids for Development Staff

Learn how to customize your data grid views and perform ad hoc reporting and exporting specifically for prospect, donor, gift and fund information. You will learn that you don't always have to set up a new data grid -- you can make temporary changes to columns of information you see or your selection criteria. Gain familiarity with table names and which information resides in each table. Step by step exercises in this session: view of donors based on interest area; prospects who have not given a gift yet; gift history with fund detail and fund selection; view for your own contacts or contacts for particular groups; fund view with gifts and grants together; new funds established in the last year; analyze contacts from donors who have not given in a while; and more. Then take actions from your data grids such as run a report, export data, launch an email, set reminders to do tasks. Also get an introduction to creating graphs and pie charts using FIMS Chart It. Length: 1.5 hours.

## Improving Donor and Gift Coding

Are you looking to restructure and improve your coding? Or would you just like to take advantage of codes you already have? Knowing how to code your data is absolutely critical to effective use of a database. Learn what codes you need and how to effectively assign and use your codes for your own particular needs. Discuss your own codes with the trainer who can make recommendations for improvements if needed. Length: 1 hour.

## Optimizing Donor and Gift Processing

This session will focus on optimizing your use of the Donor and Gift Management module. Learn about system options, important features, and data entry time-savers. Understand what information flows into Gifts from other records. Learn how to be reminded of important things when adding gifts for particular people or funds; learn about features specific to gifts from donors to their own funds or notifying fund holders of gifts received; automatically savings electronic copies of acknowledgements to profile and fund folders; importing gifts; batching gifts; adding and managing Promises; and much more. Length: 1.5 hours.

### Improving Gift Acknowledgement Processes

This session will focus on streamlining your gift acknowledgement process. Are you doing letters by hand? Or are you exporting and merging, but having difficulties? Learn the most efficient and effective way to do your gift acknowledgements by mixing the right amount of FIMS technology with personalized attention to your donors. You will share your current process with the trainer and all attendees. The trainer will help each attendee improve and enhance their acknowledgement processing. Length: 1 hour.

### Improving Grantee & Grant Coding

Are you looking to restructure and improve your coding? Or would you just like to take advantage of codes you already have? Knowing how to code your data is absolutely critical to effective use of a database. Learn what codes you need and how to effectively assign and use your codes for your own particular needs. Discuss your own codes with the trainer who can make recommendations for improvements if needed. Length: 1 hour.

### Optimizing Grant Management Features

This session will focus on optimizing your use of the Grant Management module. Learn about system options, important features, and data entry time-savers. Understand what information flows into applications from other records. Learn how to set up automatic application duplicate checking; automatic logging into your Guidestar account; about features specific to donor advised grants and what exports to use for notifying donor advisors of awards from their funds. Understand how to be notified of special handling for grants; get notifications for overspending available to grant amounts; manage grantee status so ineligible applicants do not get new awards; use grantee and grant folders for electronic document management; import grants; and learn multiple ways to auto-create grant applications. Also learn how to use condition records to prevent payments to those with outstanding conditions, remind of status reports, record follow-up results, and much more. Length: 1.5 hours.

### Working with Grant and Scholarship Conditions

Condition records can be added for grants or scholarships for many different purposes including conditions for approval, payment, or after payment. Learn how to report on conditions, how they can warn you if there's an outstanding condition before payment, and how to easily send reminders for outstanding conditions. Length: 1 hour.

### Grant Adjustments, Cancellations, and Refunds

Learn everything you can about grant adjustments, from the Grant module to Accounts Payable and General Ledger. Understand how they impact reports and fund statements. Learn about the Grant Adjustment Helper! Length: 1.5 hours.

### Streamlining Grantee Correspondence & Committee Reports

This session will focus on streamlining your grantee correspondence and committee report process, and will look at reports for unposted applications. Are you doing letters by hand? Or are you exporting and merging, but having difficulties? Learn the most efficient and effective way to handle correspondence and committee reporting needs. Discuss your current process, letters, and reports for unposted applications with the trainer and all attendees. The trainer will help each attendee improve and enhance their processing if needed. Learn processing techniques and tips from other users! Length: 1.5 hours.

### Analyzing Your Grantmaking Efforts in Reports

Learn how to report on and analyze your grant-making efforts in reports. Understand which reports are best for grantee, grant, and fund detail; using data grids for analysis; getting summary information; and analyzing trends over time. Answer questions like this (and more):

1. What is the complete application history for a particular grantee?
2. Which grantees have not applied for a grant in a while?
3. Which grant conditions are outstanding?
4. Which payments are outstanding?
5. In which program areas are grants being awarded in for the year?
6. Which new applicants have not submitted one of the six required items, and which required items are out of date?
7. What are the trends over the last four years for grants analyzed by types of grantees, program area, region, population, project, and types of funds?

Also, learn tips and tricks for getting the information you're looking for. What questions would you like to answer in reports? Submit your questions ahead of time and they may be included in the session. Length: 1.5 hours.

### Data Grids for Program Staff

Learn how to customize your data grid views and do ad hoc reporting and exporting specifically for grantee and application information. You will learn that you don't always have to set up a new data grid -- you can make temporary changes in what columns of information you see or your selection criteria. Become familiar with table names and what information is in each table. Step by step exercises in this session: View to see just your own applications based on staff or batch code, and just see the fields of information you are interested in; view of application history with fund detail – select and sort based on fund id and other fund criteria; create a data grid of outstanding conditions and launch an email or export to create letters; and set up a view with fund distribution information. Then take actions from your data grids such as run a report, export data, launch an email, set reminders to do tasks. Also get an introduction to creating graphs and pie charts right from the data grid using FIMS Chart It. Length: 1.5 hours.

### Interfund Gift and Grant Processing

Learn everything about adding, processing, and reporting on interfund gifts & grants using the new Interfund Module in FIMS Version 12. Understand the best techniques and options to use for processing from start to finish. Answer questions like these and more: Should I use one profile for all interfund transactions, or create a profile for each fund? Is it necessary to print a check, or can I take advantage of the new automatic payment option for Accounts Payable? How can I get the fund name to show in the gift and grant detail of fund statements? Length: 1 hour.

### Grantee and Donor 990 Reporting

Learn everything you need to know regarding running Grantee and Donor 990 reports in FIMS. Understand what recent enhancements to FIMS make it easier for you to track and report on the data you need. Learn tips and tricks. Length: 30-45 minutes

### Creating Charts and Graphs in FIMS with Chart It
Would you like to analyze your data in FIMS without having to take it to Excel? You can by using Chart It. Chart It uses .NET technology to create pie charts and graphs right from your FIMS data grid. In this session learn the different types of charts and graphs you can create; customizing your charts by adding point labels and a legend box, changing colors, fonts, and backgrounds; saving your chart design for future use; copying and pasting into documents or PowerPoint slides; and comparing data in two ways on one chart (e.g. Gifts by Year and Source.) Prerequisite: *Creating Data Grids* (or a basic understanding of how to create a data grid). Length: 1.5 hours.

### Understanding FIMS Tables and Fields
Understanding the FIMS database structure, including table and field names and table relationships, is the key to successfully reporting on FIMS data. Becoming familiar with table names helps you to run standard FIMS reports and exports, configure User Defined Exports, create Data Grids, use Results Report Writer (the custom report writer that comes with FIMS), or create custom reports in other report-writing software such as Crystal Reports. This session will help you learn the most common tables and fields that are used in profile, gift, grant, and fund reports. You will also learn about financial tables and fields and receive tips for writing reports using financial data. Find out what tables are updated when records are posted and what kinds of statistics are automatically stored as fields in the database that you can use for reports. Length: 1.5 hours.

### Optimizing Accounts Payable Processing
This session will focus on optimizing your use of the Accounts Payable module by presenting important features that you should be aware of and know how to use. Set up and apply credit memos; use terms and discount features; easily deal with vouchers paid from funds other than operating; write checks to transfer money (which should not impact GL). You will also learn how information from other places in FIMS flows to Accounts Payable, and about System Options. Share user tips with other attendees! Length: 1 hour.

### Checking Account Reconciliation Made Easy
Don’t reconcile your checking account outside of FIMS. Save a lot of time by learning how to use Checking Account Reconciliation in the Accounts Payable Module. Understand how all transactions impacting checking flow in automatically, import check data, and tie back to your General Ledger. Length: 1 hour.

### Correcting Mistakes in Accounts Payable
Have you ever tried to correct a mistake only to dig yourself into a deeper hole? Learn how to easily and properly correct check numbers in history (two ways); what to do when there’s a problem with your check run, and reprinting checks in case of a paper jam; the proper way to do grant adjustments; understanding when, why, and where to void checks or create debit memos; un-voiding checks; correcting administrative vouchers using debit memos; and changing the vendor on a historic administrative voucher. Share user tips with other attendees! Length: 1 hour.

### Optimizing General Ledger Features
This session will focus on all the important and useful features of the General Ledger and Fund modules, which an advanced user of FIMS should know and understand. Learn advanced user information including among many others, no mouse journal entry tips, why to batch entries, import routines (bring entries into FIMS from a spreadsheet!), setting up and using functional expense codes, utilities to clean up General Ledger accounts, how to mass change account descriptions or account type coding, and important things to understand

about changing fund codes.  Also learn about System Options that can save time and effort, one click fund statements, how to be notified when a fund requires special handling, overriding Fund Class defaults, viewing General Ledger asset and liability balances in the Fund Module, and much more.  Length: 1 hour.

### Using FIMS to Track Available to Grant Amounts

Are you tracking the available to grant (spend) amount for your funds outside of FIMS?  Or are you unsure if your General Ledger is set up correctly for tracking available to grant?  FIMS was designed to easily track these amounts automatically in General Ledger.  Learn how to take advantage of this important feature of FIMS.  Length: 1 hour.

### Automating your Journal Entry Processes

Are you doing lots of journal entries by hand?  Learn about all the ways you can auto-create journal entries from Automatic Entry Routines.  Learn about cash management techniques and Asset Rebalancing module.  Share user tips!  Length: 1 hour.

### Cleaning up Your General Ledger Accounts

Did you inherit a General Ledger Account structure that was not optimal for what you need to do?  Learn some tips and utilities for cleaning up your General Ledger accounts.  Length: 1 hour.

### Everything in Reverse – How to Correct Anything Financial

In this session learn how to correct anything that affects your finances including gift adjustments and reversals, pledge adjustments and write-offs, many types of grant adjustments covering a multitude of scenarios, correcting administrative vouchers, reversing and correcting administrative fees or spending policy, unposting FACTS, and changing fund codes.  Length: 1.5 hours

### Focus on General Ledger Audit Reports

FIMS provides many standard reports that you can make available for your auditors.  Many of these reports are also important for your own internal controls to make sure non-financial modules are staying in synch with General Ledger. You will also learn about yearly IRS reports such as 990's and 1099's.  Length: 1.5 hours.

### Designing Financial Statements

This session will teach you how to create your own financial statements (e.g. Balance Sheet, Profit & Loss Statement, etc.) using the Row & Column formatter in Design Statements. Learn all the Design Statement reporting options; understand all the fields and options for setting up row records and columns formats; set up the statement record; understand all the run-time options; learn how to auto-build or copy a row format; print the report from FIMS or export your data and merge in Word, or open in Excel; learn design tips for different types of statements; and learn how to set up a columnar financial statement.  Discuss a financial report you want to create with the trainer and they can help you set it up.  Complete training exercises on your own after the class to drive home the information.  Length: 1.5 hours.

### Designing Fund Statements

Learn how to create a Fund Statement using the Row & Column Formatter in General Ledger and print the report from FIMS.  Also learn how to export the data, and create a Word merge document for presentation-quality statements you'll be proud to send to your fund holders. In addition, learn how to set up the Fund Statement Button in the Fund Module to auto-launch one statement, and combine funds (master/sub-fund) for fund statements.  Discuss a fund

statement you want to create with the trainer and they can help you set it up. Length: 1.5 hours.
**Prerequisite:** *Designing Financial Statements* class or a basic understanding of row and column format setup.

## Data Grids for Finance Staff

Learn how to customize your data grid views and do ad-hoc reporting and exporting. Set up a view with just the fields of information you want to see, and only the particular records you are interested in. Examples: Fund Module views can show detailed GL transactions, account balances, total fund balances, and available to spend; Accounts Payable data grids can be set up to view historic vouchers by year or vendor, view in Payments Supertab for each checking account, view of unposted vouchers to verify correct data entry with 1099 info and more; FACTS balance records with begin and end unit price, see only accounts you want in Reconciliation area and more; Dynamic Data Grid allows view of GL and other data. Also create graphs and pie charts right from the data grid using FIMS Chart It. Length: 1.5 hours

## Optimizing FACTS Processing

This session will focus on all the important and useful features of the FACTS module, which an advanced user of FIMS should know and understand. Learn advanced user information including fields that act as defaults, translation of journal key codes, adding or closing an investment account, retiring a fund versus closing a fund in a pool, accrued interest, keeping FACTS and General Ledger in balance, and reporting tips. Length: 1 hour.

# Live Classroom Training

MicroEdge periodically offers FIMS live classroom training in major cities across the United States. Check the MicroEdge training homepage for updates about scheduled trainings.

Live classroom training consists of 5 days of comprehensive instruction and hands-on exercise. These sessions give you access to a computer with FIMS, training documentation, lunch, and break refreshments. Participants will be billed after the training.

## Introduction to FIMS

Basic Training will focus on adding records, posting, running basic reports and exports, and becoming familiar with FIMS features. It is suitable for new FIMS users, those who have not had any formal training, those who know some basic information, but want to build on their current knowledge, and anyone who wants refresher training for the basics.

**Day 1: FIMS Overview, Profiles, Basic Reporting** - Understand the big picture in the FIMS Overview; learn the various FIMS modules and how information flows throughout the system; understand the relational database; learn navigating the system and finding records; adding and managing profiles; adding and managing all other related records such as contacts and tickles, relationships and profile grouping, affiliation codes and affiliation grouping, notes, alternate addresses, etc.; learn the basics for running canned reports and exports and get an introduction to ad hoc reporting with data grids.

**Day 2: Fund Management (Development Implications), Donor & Gift Management, Reports, and Mail Merging Gift Acknowledgements** - Learn the basics for adding fund records and fund information (from the development aspect); searching for fund information; plus an overview of financial considerations of fund module (to be covered in more detail on Thursday). Learn the Donor and Gift Management module in detail and how to use FIMS for development purposes; adding the donor record; adding different types of gifts; automating gift acknowledgements; gift adjustments; promises; doing gift reports and exports.

**Day 3: Grants & Scholarship Management, Reports, Exporting for Communication and Committee Reports** - Learn the Grantee and Grant Management module in detail; adding a grantee record; Fund module settings that affect the Grant module; adding different types of applications; exporting application data for reports or communication; grant cancellations; auto-creating grant applications; grant reports and exports. Learn the Scholarship module in detail; adding student records and tracking qualification data; adding fund scholarship records; adding applications; exporting application data for reports or communication; scholarship cancellations; auto-creating applications; reports and exports.

**Day 4: Accounts Payable / Grants Payable Processing, Fund Management (Financial Implications), Administrative Fees, General Ledger Overview** - Learn the Accounts Payable module in detail; adding vendor records; adding administrative vouchers; printing checks; doing hand checks; voiding checks; debit memos; processing grant vouchers; grant adjustments; reconciling the checking account. Learn the financial implications of the Fund Module; fund coding; default GL accounts; auto-building GL accounts; finding balance information; Available to Spend Calculation; calculating administrative fees; fund statement button. Get an introduction to fund accounting concepts and learn the integration of the outer modules to General Ledger; understand account type roll-up; single and multi-fund balance setups; building GL accounts, etc.

**Day 5: General Ledger, FACTS, and Spending Policy** - Learn the General Ledger module in detail; general ledger implementation steps; entering manual journal entries; automatic entry routines for creating journal entries; end of year closing. Get an introduction to creating fund and financial statements. Learn the FACTS module in detail; setting up pools and accounts; reconciling statements; running reports. Get an overview of the Spending Policy module; setting up the codes; calculating; adjusting amounts; and creating journal entries.

## Advanced FIMS Skills

Advanced training is suitable for those who already know FIMS basics such as adding records and posting, running basic reports and exports, and how to navigate the system. Attendees should be familiar with the basics in Microsoft Word and Excel, including mail merge.

**Day 1: General FIMS and Profile Management** Important features you should know about; information integration; popular user options; data management tools; emailing features; managing purposefully duplicate profiles; benefits of tracking relationships and grouping profiles; combining profiles; identifying and deleting dormant profiles; special handling for profiles; importing profiles; mass adding, deleting, and grouping affiliation codes; managing contacts and tickles, event management using affiliation codes and contacts; important FIMS reporting features; Profile report tips; creating data grid views for ad-hoc reporting and easier data analysis; using FIMS data in MS Office applications including modifying reports in Word and Excel, exporting data to create labels, letters, reports, electronic document management, and more.

**Day 2: Donor and Gift Management** Important features you should know about; information integration; time-saving data entry options; importing gifts; interfund gifts; Fund module donor and gift-related features and data integration; strategies for coding your development efforts; tracking donor interests, using Promises to track bequests or pledges; analyzing your development efforts in reports focusing on gift and fund detail reports, summary reports, and analyzing trends; using data grids for easier data management and ad hoc reporting; using FIMS data in MS Office applications; streamlining acknowledgement letter creation with advanced merging techniques and electronic document management.

**Day 3: Grantee, Grant and Scholarship Management** Important features you should know about; information integration; time-saving data entry options; importing grants; interfund grants; strategies for coding your grant-making efforts; Fund module grant-related features and data integration; auto-creating grants from history and fund distribution records; condition and follow-up features; multi-year grant issues; analyzing your grant-making efforts in reports and exports; using data grids for easier data management and ad hoc reporting; using FIMS data in MS Office applications; streamlining communication with grantees and fund-reps and creation of grant summary sheets and other reports for board or committee presentations with advanced merging techniques and electronic document management. Scholarship Management includes important features you should know about; information integration; time-saving data entry options; reporting tips and using data grids for easier data management and ad hoc reporting; tracking qualifying data for scholarships; renewing, auto-building, and purging scholarships.

**Day 4: Accounts Payable, Adjustments and Corrections, Reports for the Auditor** Important features you should know about; time-saving data entry options; setting up recurring vouchers; creating and applying credit memos; correcting check numbers in history; automatic cash handling features; correcting mistakes and adjusting administrative vouchers with debit memos; voiding and unvoiding checks; grant adjustments; new features for checking account reconciliation including importing check data; gift and pledge adjustments;

changing fund codes; understand how adjustments affect Fund Statements; understand options for Interfunds and how they are reflected on Fund Statements; reporting tips including creating data grid views for easier data management and ad hoc reporting; reports you should run on a regular basis to keep your outer modules and GL in synch; and reports to run for the IRS and your auditor.

**Day 5: Funds, General Ledger, Spending Policy, and FACTS** Important features you should know about; time-saving data entry options; reporting tips; and creating data grid views for easier data management and ad hoc reporting. Funds: looking up specific GL account balances in the Fund module; data grid views that include GL data; introduction to creating instant fund statements; administrative fee calculation options; and tracking available to spend. General Ledger: using functional expense codes; cleaning up your GL accounts; Automatic Entry Routines; importing journal entries; cash management techniques; introduction to Asset Rebalancing; and calculating spending policy. FACTS: reconciliation tips; adding or closing investment accounts; retiring a fund vs. closing a fund in a pool; accrued interest; and more.