

# GOING PAPERLESS IN MIP™

WITH FILING, COMMUNICATIONS, AND REPORTING

presented by Jeron Comeau, Soft Trac LLC



# INTRODUCTION

- Jeron Comeau, Nonprofit Software Consultant with Soft Trac, LLC
- Soft Trac has been an Abila Business Partner for 20+ years
  - Abila Certified Consultant: MIP™, Payroll/HR/EWS, Grants Management, Fundraising Online™
  - Microix Certified Consultant
- Soft Trac website: [www.softtrac.com](http://www.softtrac.com)
- Why this topic? Address missed opportunities toward paperless office

# LEARNING OBJECTIVES

- After participating in this session, you will be able to identify:
  - Where attachments might be used
  - Opportunities for electronic communication
  - Availability of electronic forms submission processes

# ATTACHMENTS

WHERE AND HOW TO USE THIS FEATURE



# ATTACHMENTS – WHERE ARE THEY AVAILABLE?



Chart of Accounts



Employees



Vendors



Documents



Customers



Budget Worksheets



Fixed Assets



# ATTACHMENTS – CLOUD DIFFERENCES

- Hosting organization can store your attachments
- Check to see if there is a size limit or fees
- Option to save locally but only the user that linked the attachment will be able to view it!



# ATTACHMENTS – TWO TYPES FOR ANY DOCUMENT

Type:  Linked  Encrypted

## Linked

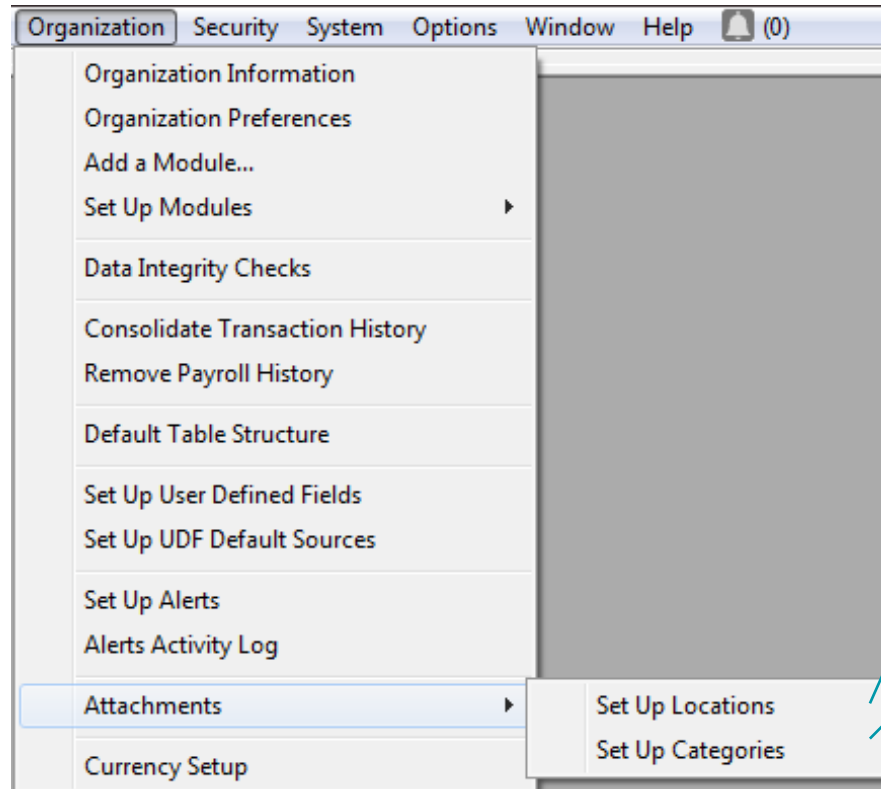
- MIP™ saves the path
- To view, have to remain in the exact saved location for life of the attachment
- Attached linked documents are not deleted when you delete an MIP™ Session/Document

## Encrypted

- Document scrambled to prevent unauthorized access
- Copied to a user defined location
- Prevents untrained individuals from viewing **outside of system**
- Deleted when you delete an MIP™ Session/Document



# ATTACHMENTS – SET UP



- ***You must have security rights to access this area***
- **Set Up Locations**
  - For encrypted documents
  - Enable the Attachment Feature
- **Set Up Categories**
  - For linked documents
  - Custom design your category structure





# ATTACHMENTS – LOCATION SETTINGS

Enable Attachments

Module	UNC Path
General Ledger	\\STL008\MIP SHARE\NPS Training Organization\GL
Payroll	\\STL008\MIP SHARE\NPS Training Organization\PR
Grant Administration	\\STL008\MIP SHARE\NPS Training Organization\GA
A/P	\\STL008\MIP SHARE\NPS Training Organization\AP
A/R Reporting	\\STL008\MIP SHARE\NPS Training Organization\AR
A/R Billing	\\STL008\MIP SHARE\NPS Training Organization\AB
Fixed Assets	\\STL008\MIP SHARE\NPS Training Organization\FA
Purchase Orders	\\STL008\MIP SHARE\NPS Training Organization\PO
Allocation Management	\\STL008\MIP SHARE\NPS Training Organization\AM
Encumbrances	\\STL008\MIP SHARE\NPS Training Organization\EN
Budget	\\STL008\MIP SHARE\NPS Training Organization\BG
Bank Reconciliation	\\STL008\MIP SHARE\NPS Training Organization\BK
Electronic Requisitions	\\STL008\MIP SHARE\NPS Training Organization\ERQ
Order Entry	\\STL008\MIP SHARE\NPS Training Organization\OE

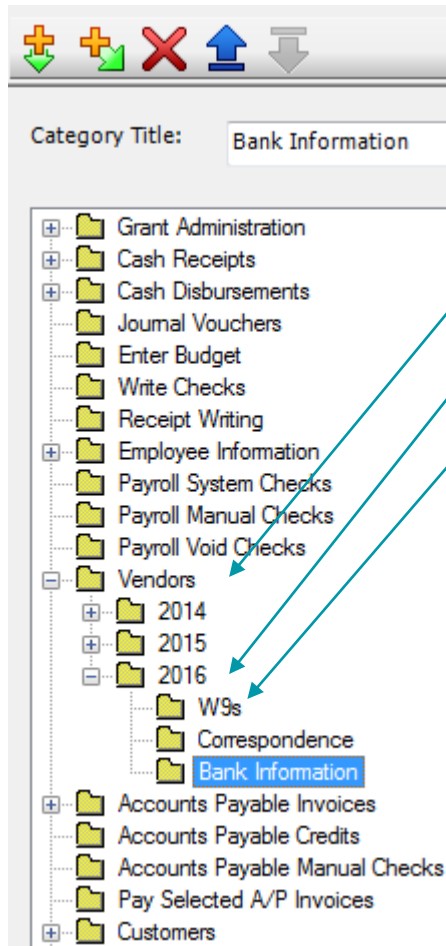
Dialog: C:\MIP Share\NPS Training Organization\Ap\

- MIP Share
- Aatrix
- Attachments
- Backup
- Consolidation Files
- Data
- DDeposit
- Dsa
- Ei
- EPayAP
- Formats
- GrantAdmin
- Hrms
- Import
- MIP Documentation
- NPS Training Organization
- Ab
- Am
- Ap
- Ar
- Bg
- Bk

- Checkmark to Enable feature!
- Browse to UNC Path
  - By Database Name
  - By Database Module
- ***TIP: Remember to include attachments in your backup strategy!***



# ATTACHMENTS – CATEGORY SETTINGS

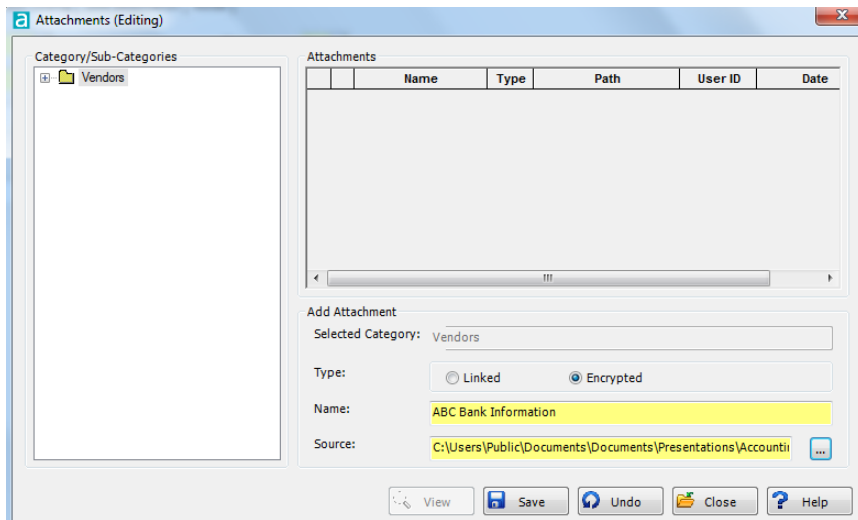


- Can not change the Primary Categories (first level)
- Add up to two more folder levels
- Categories are for Linked Documents only

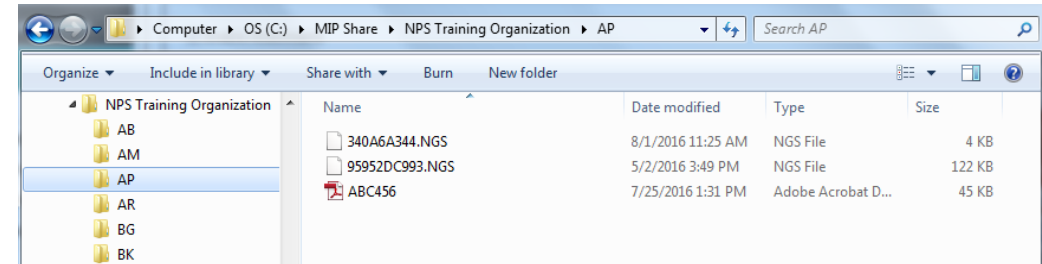


# ATTACHMENTS – LOCATION OF ENCRYPTED DOCS

## Add Attachment



## Folder Location View



- Deleting attachment in MIP™ will delete the encrypted document



# ATTACHMENTS – LOCATION OF LINKED DOCS

## Add Attachment

The screenshot shows a software window titled "Attachments (Editing)". On the left, there is a tree view under "Category/Sub-Categories" with a "Vendors" folder containing sub-folders for "2014", "2015", "2016", "W9s", "Correspondence", and "Bank Information". The "W9s" folder is selected. On the right, there is an "Attachments" table with columns for Name, Type, Path, User ID, and Date. Below the table is an "Add Attachment" form with the following fields:

- Selected Category: W9s
- Type:  Linked  Encrypted
- Name: ABC W9
- Source: ...browse to document location to Link

## Resides in original location

- Linked to any folder locally or on Network
- Deleting attachment in MIP does not delete the original document



# ATTACHMENTS – MICROIX REQUISITIONS

## Attachments Flow to MIP™ from Microix

- Attachments and Approved Documents
- Setup in Requisitions>Set Up>Options

Transfer Attachments to Abila (ENC,ENL and API)

Sample Organization						PURCHASE ORDER			
PO Box 50 Kennebunk, ME 04043 (207)432-4800 Milly Smith						13-EN-1003			
Vendor Information			Shipping Information						
ABC Office Supply 181 North Lamar Suite 200 Austin, TX 78755 Phone - (512)555-5555 Ext / Fax - (512)555-5555 Ext									
Date	Require Date	Prepared By	Workflow	Status	Description				
01/27/2015	01/05/2015	Aaron Combs	100	Accounting Documents	General Description of Items being Purchased goes here				
Unit Qty	Type	Qty	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
10	EA	10	05/04/20	57001	ABC4557	3 Hole Copy Paper	7.45	0.000	74.50
				<b>Account Information</b>	<b>Percent</b>	<b>Amount</b>			
				05 101 101 201 1	1.00	\$5.90			
				05 201 201 201 1	1.12	\$5.94			
				05 301 401 201 1	1.15	\$15.15			
				04 201 401 201 1	1.22	\$15.99			
				04 201 201 201 1	1.26	\$20.99			
				01 999 999 101 1	1.07	\$5.22			
				01 999 999 201 1	1.05	\$5.47			
				01 999 999 401 1	1.02	\$1.49			
5	EA	5	04/16/20	57001	N/A	Boxer Blue Gel Pen	3.49	0.000	10.47
				<b>Account Information</b>	<b>Percent</b>	<b>Amount</b>			
				05 101 101 201 1	1.00	\$0.94			
				05 201 201 201 1	1.12	\$1.26			
				05 301 401 201 1	0.15	\$1.57			
				04 201 401 201 1	1.22	\$2.50			
				04 201 201 201 1	1.26	\$2.99			
				01 999 999 101 1	1.07	\$0.79			
				01 999 999 201 1	1.05	\$0.69			
				01 999 999 401 1	1.02	\$0.21			
Approval Information								TOTAL	\$54.97
Aaron Combs    Approver								04/16/2015 3:18 PM	



# ATTACHMENTS – IDEAS FOR USE

- Vendor W9s
- Vendor or Customer Surveys
- Correspondence
- Asset Bill of Sale or Title
- Asset Photo
- Budget Original Excel files
- Employee Reviews
- Supporting documents



# ELECTRONIC COMMUNICATIONS

VENDORS AND CUSTOMERS



# ELECTRONIC FUNDS TRANSFER FOR AP

- Pay Vendors electronically
- Send Vendor Payment Notification emails
- Create electronic file to upload to bank
- Print Vouchers vs. Checks
- *Additional Module Purchase*







# ELECTRONIC FUNDS TRANSFER FOR AP



## Payment and Terms Set Up



## Process the EFT

Vendor | Addresses | **Payment and Terms** | Default Coding | 1099 Information | Notes

Payment Information

**Electronic Payments**    Routing Number: 221555666    Bank Account: 4567    Type: 22    Disable Pre-note: No

Disable Pre-note Last Updated: 2/9/2016    Pre-note Sent:

Electronic Payments Last Updated: 2/9/2016    Voucher Available:

Print Separate Checks for Each Invoice     Personal Account

Do Not Send Payment Notification Email    Email Address: billing@abcsupply.com

Cash Account/Bank Name: 11001    Cash in Checking / Bank Name

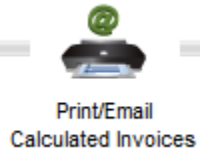
Enter Settlement Date

Two Banking Days After File Date: 8 / 3 / 2016

Enter Path and File Name

C:\MIP\_SHARE\EPayAP\ACHAP.txt

	ID	Name	Date	Voucher	Amount	Type
<input checked="" type="checkbox"/>	CPA	Williams & Errickson,	3 / 10 / 2016	488	200.00	APS
<input checked="" type="checkbox"/>	CPA	Williams & Errickson,	3 / 10 / 2016	488	( 200.00)	APV
<input checked="" type="checkbox"/>	CPA	Williams & Errickson,	2 / 16 / 2016	789457	7,805.55	APS



# EMAIL CUSTOMER INVOICES AND STATEMENTS

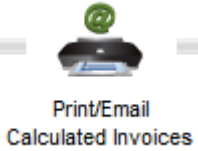
## What it does

- Replace paper Invoices and Statements with email and attached Invoices and Statements
- You will want Forms Designer to customize your invoices and statements
- *AR Billing Module Purchase*

## Setup Required

- Customer record
- Customized Invoices and Statements with Forms Designer
- Enable and set up email functionality

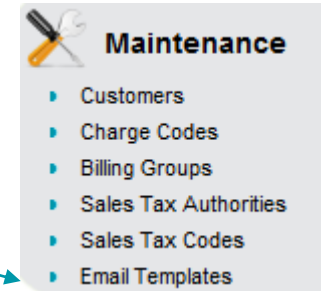
# EMAIL CUSTOMER INVOICES AND STATEMENTS

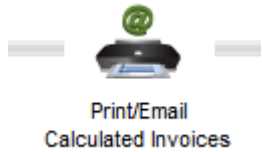


## Setup in Accounts Receivable

- Create Email Templates to accompany your Invoice or Statement
- Personalize your email message
- *AR Billing Module Purchase*
- *Forms Designer Suggested*

## Setup Email Templates

A screenshot of a software form for setting up email templates. At the top, there are two dropdown menus: "Process Type: A/R Invoice" and "Process Template: Grantors". Below this is a section titled "Define Email Routing" with the instruction "Use a semi-colon to separate email addresses." It contains three input fields: "From:" with the value "jeron@softtrac.com", "Cc:", and "Bcc:". Below this is a section titled "Customize Email Content" with a "Subject:" field containing "Grant Payment Reminder Notice" and a "Message:" field containing the text: "Please find attached grant pledge payment reminder notice. For questions concerning this invoice, please email jeron@softtrac.com or call 207-239-4600. We truly appreciate your support!"



# EMAIL CUSTOMER INVOICES AND STATEMENTS

## Setup in Accounts Receivable

- Tag Customers for email on the Customer Email tab
- Option to print Paper and/or Email Invoices and Statements
- *AR Billing Module Purchase*
- *Forms Designer Suggested*

## Setup Customer Email Tab

The screenshot shows the "Customer" tab in a software interface. The "Email" sub-tab is selected and highlighted with a red box. Below the tab, there is a section for "Accounts Receivable Invoice" with two options: "Print Paper Invoice" (unchecked) and "Email Invoice" (checked and highlighted with a red box). Below these options is an "Email Address:" field containing "JCorbet@abchealth.org". At the bottom, there is an "Invoice Process Template:" dropdown menu set to "Grantors", which is also highlighted with a red box.

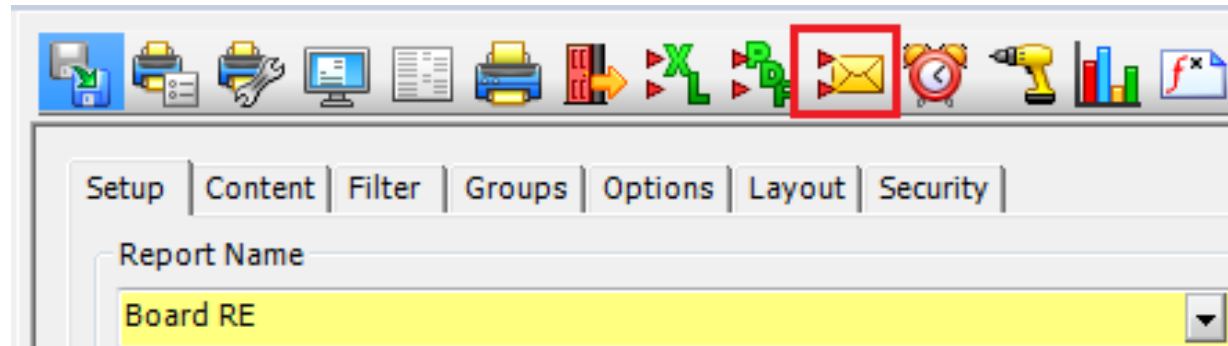
# INTERNAL COMMUNICATIONS

BOARD, COMMITTEES, EMPLOYEES



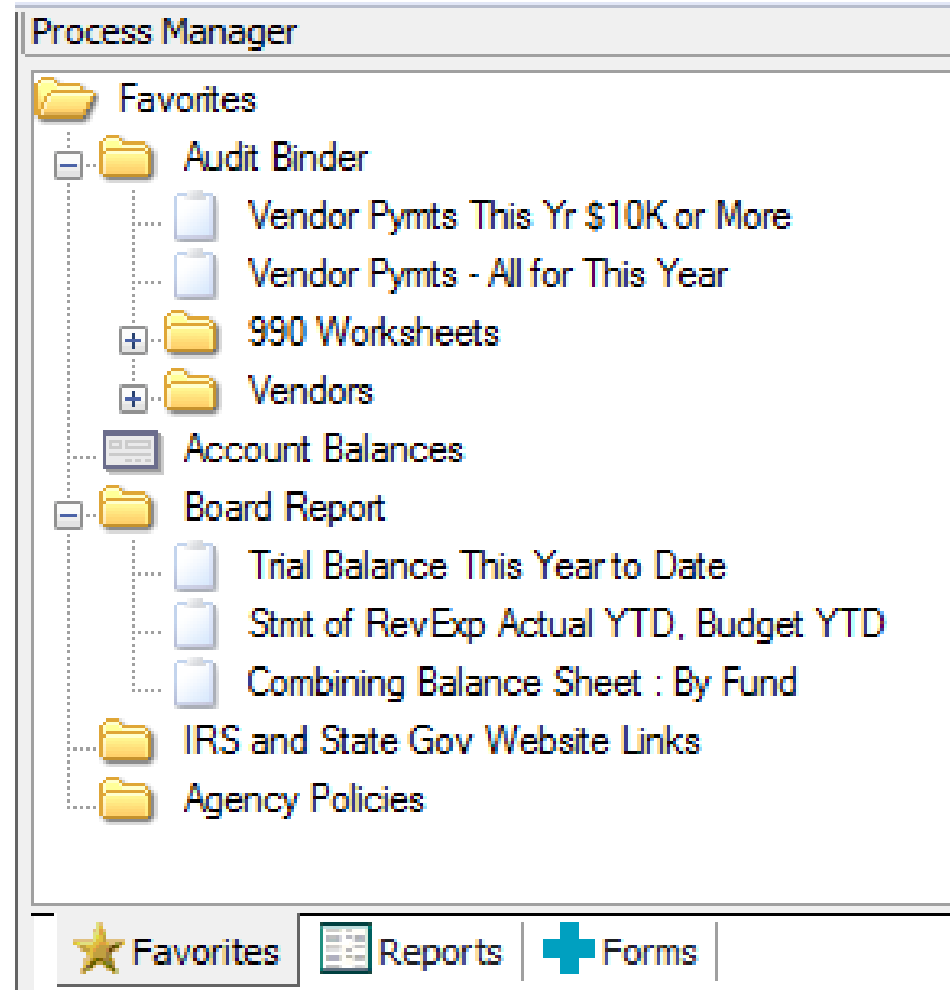
# REPORTS – EMAIL OPTION

- Available with every report
- MIP™ launches email and attaches report as a pdf



# REPORTS – Executive View User

- EV user accesses MIP reports
- Add reports to Process Manager
- *TIP: Use dynamic dates in reports*





# HUMAN RESOURCES – HR PROCESSES

- Create Automated Standard Processes

Maintain HR Processes

Process Name	Process Type	Title	New Hire	Job Change	Pay Change
Job Change	Salary Change		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New EE Data Entry	Administrative	HR Module Data Entry for New Hires	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Order	Task	Title	Description	Assign Process Group
1	EE Biographical	Biographical and Current Job	Personal, Address, Current Job & Pay	
2	EE Emergency Contacts	Emergency Contacts	Emergency Contact entry	
3	EE Photo	Photo	Annual Badge Photo	
4	EE Benefit Plans	Benefit Plans	Elected Benefit Plan Options	
5	EE Earnings Codes	Wages and Other Earnings	Earnings	
6	EE Leave Plans	Leave Plans	Eligible Leave Plans	
7	EE W2	W2	W2 Related Entry	

\* 1

Process Name	Process Type	Title	New Hire	Job Change	Pay Change
New Hire	Onboarding	Onboarding New Hires	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Hire	Training	Training Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Termination	Voluntary Termination		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# HUMAN RESOURCES – HR PROCESSES

- Automated Standard Processes are assigned to employee record

The screenshot displays a software interface for HR processes. At the top, there is a navigation bar with icons for various functions: Employee Info, HR Codes, Benefit Plans, Job Codes, Leave Plans, Salary Grades, Update Benefits, Update Leave, Web Timesheets, and Payroll Timesheets. Below this is a secondary menu with categories like Taxes, W2/Voucher, Education, Certification, Actions, HR Processes, Performance, Termination, and Photo. A search bar shows the employee name 'Jerome Comeau' and the status 'Active'. A table titled 'New EE Data Entry: 7 Tasks' lists the following data:

Type	Task	Assigned	Completed	Date Completed	Notes	HR/Payroll Staff	Date Approved
Administrative	EE Photo	08/30/2016	<input checked="" type="checkbox"/>	08/30/2016	Same as badge photo	Dana Jeffries	09/01/2016
Administrative	EE Benefit Plans	08/30/2016	<input checked="" type="checkbox"/>	08/30/2016		Anna Belle Martin	09/06/2016
Administrative	EE Biographical	08/30/2016	<input checked="" type="checkbox"/>	08/30/2016		Anna Belle Martin	09/01/2016
Administrative	EE Earnings Cod...	08/30/2016	<input checked="" type="checkbox"/>	08/30/2016		Anna Belle Martin	09/06/2016
Administrative	EE Emergency C...	08/30/2016	<input checked="" type="checkbox"/>	08/30/2016	No email addresses available	Anna Belle Martin	09/06/2016
Administrative	EE Leave Plans	08/30/2016	<input checked="" type="checkbox"/>	08/30/2016		Anna Belle Martin	09/06/2016
Administrative	EE W2	08/30/2016	<input checked="" type="checkbox"/>	09/01/2016		Anna Belle Martin	09/06/2016



# ELECTRONIC WEB TIMESHEETS

- Employee Entries and Requests flow to Manager and HR for approval and automatic entry additions

Employee Web Services for Abila MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Message Center  
Personal Profile  
Address  
Phone  
**Dependents**  
W4 Info  
Emergency Contacts  
Benefit Information  
Education  
Certifications  
Create Message  
Scheduling  
Leave Request

Last Name	Dependent Type	Relationship	Birthday	Gender	Address	City
omeau	Dependent	Son	7/29/2016	Male	63 Cole Benson Rd	Kennebunkport



# ELECTRONIC WEB TIMESHEETS

- Automate Employee Timesheet, Expense and Leave Requests
- Submissions move through Approval Process
- Timesheets, Expense and Leave Entry creates entries in HR module

Employee Web Services for Abila MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Time Entry

Leave Entry

Expense Entry

View Timesheets

Timesheet Pivot Table

Benefit Enrollment

Add Delete Save

Tuesday, August 30, 2016

Cost Center	Wage Code	Hours	Description	Approved
Home Office Administration	Wages	8.00	Standard Shift	<input type="checkbox"/>

# TAX FORM SUBMISSION

1099s, W2s, 1095s



# VENDOR AND EMPLOYEE TAX DOCUMENTS

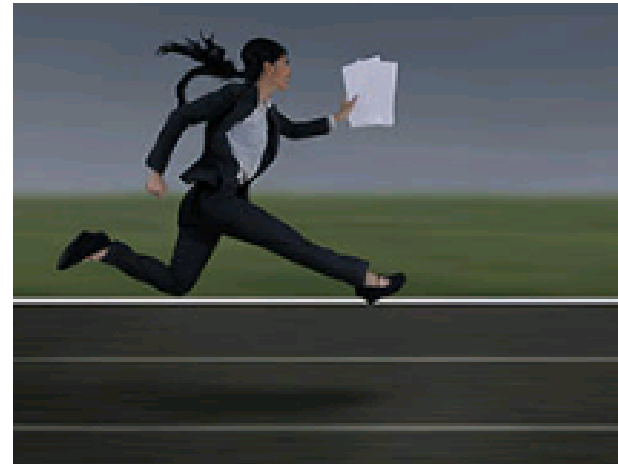
- 1099s, W-2s, 941, 1095 Forms available in MIP™ via Aatrix
- Option to print all forms and e-file federal forms
- Option to e-file all forms for a fee
- Online tax payments
- Forms vary by state

# BEYOND MIP™ DOCUMENT MANAGEMENT

WHEN MIGHT YOU CONSIDER THIS OPTION?

# BEYOND MIP™ – DOCUMENT MANAGEMENT

- Document Approval Workflow
- Version Control for documents and contracts
- Overlay OCR Reader for Invoices to create API entries
- Check out the Abila Marketplace



# SUMMARY

- Attach outside resources to records and documents
- Communicate with Vendors and Customers
- Update Board, Committee members and Staff with reports
- Paperless automation of HR processes
- Transition payroll time entry and demographic changes from staff to employees
- Tax form submission with Aatrix



# How Can Soft Trac Assist You?

- Technical Support with your Customer Care Plan
  - [support@softtrac.com](mailto:support@softtrac.com)
  - 207-221-0340 Option 2
- Training Services – remote or onsite
- Module implementation
- Import Services – replace manual entries
- Database review – deep dive into utilization of shortcuts, data cleanup opportunities, maintenance of MIP

# Contact Soft Trac



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