MIP FUND ACCOUNTING™
LIVE WEBCAST CHECKLIST

Abila Hosted or Online Customers:

The latest version of MIP Fund Accounting and the MIP Fund Accounting Training Database (NTO) are installed for you, please complete, and return the Checklist. **Note:** If the Application is loaded on your own server, you are not a hosted or online customer.

On Premise Customers:

If you have upgraded to the latest version of MIP Fund Accounting, you do not need to install the training database separately. However, you should confirm you have the necessary security rights or you may not be able to complete the activities or get the most out of your training session.

We recommend that you install the latest version of MIP Fund Accounting prior to your Live Webcast training session. **NOTE:** If you do not have the correct version of MIP Fund Accounting and the MIP Fund Accounting Training Database (NTO) installed, you will not be able to complete the hands-on activities.

Online License Agreement:

When you purchase Live Webcast (online) training from Abila, you are purchasing one viewing license. Recordings are prohibited. This includes one Internet connection and one phone line connection for teleconference. If multiple people are attending from one location, you will be required to pay full registration fees for each attendee. Please read the full disclaimer: **Live Webcast Online Licensing Agreement**

Checklist

After reviewing and completing the applicable steps on the following pages, complete and return this checklist.

☐ I am a hosted or online customer. **Note**: If the Application is loaded on your own server, you are not a hosted or online customer.

☐ On Premise customers only: I have checked my software version. The version is: _____

☐ On Premise customers only: The Organization Name for the sample database is: _____

☐ On Premise customers only: I have verified that the MIP Fund Accounting Training Database (NTO) is available.

☐ On Premise customers only: I do not have the MIP Fund Accounting Training Database (NTO) and need assistance. I will log a support call (800-945-3278) or use Abila Online Support at **http://www.abila.com/support/customer-center** for assistance.

My first scheduled Live Webcast session is on _____

_____
Name

_____
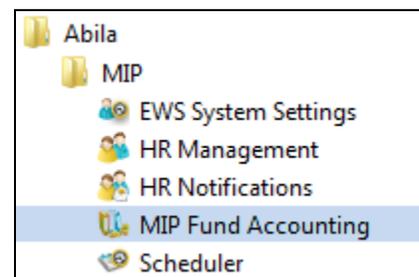Organization

**EMAIL THIS PAGE TO
TRAINING@ABILA.COM**

Verifying Your Software Version

Abila Hosted or Online Customers: The latest version of MIP Fund Accounting and the MIP Fund Accounting Training Database (NTO) are installed for you, please complete, and return the Checklist on page 1 of this document.

On Premise Customers: Please complete the following steps to verify that you are using the correct version of MIP Fund Accounting:

1. Open MIP Fund Accounting

   - Click the *Start* button from your desktop

   - Select *All Programs*

   - Select *Abila*

   - Select *MIP*

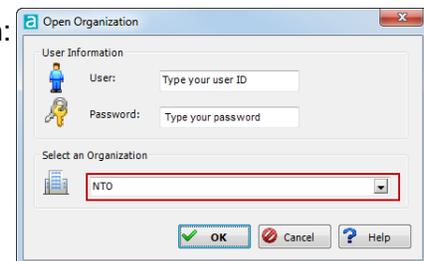   - Click on the *Administration* Icon

2. Log in to the database with the following information:

   User: Type your user ID (this is not case sensitive)

   Password: Type your password

   Organization: Drop-down list, select database NTO

3. In the Application, select the *Help* menu, and then click *About Abila MIP.* Record the version number on the Checklist.

4. In MIP Fund Accounting, if you are using the Navigator, select the **Administration > System Setup** task and click **Edit Organization Information.**

   - Copy the **Organization Name** and record it on your Checklist. If you are not using the Navigator, from the menu bar, select *Organization* and click *Organization Information.*

5. If **NTO** is not available in the *Select an Organization* drop-down list, upgrade to the latest version of MIP Fund Accounting.