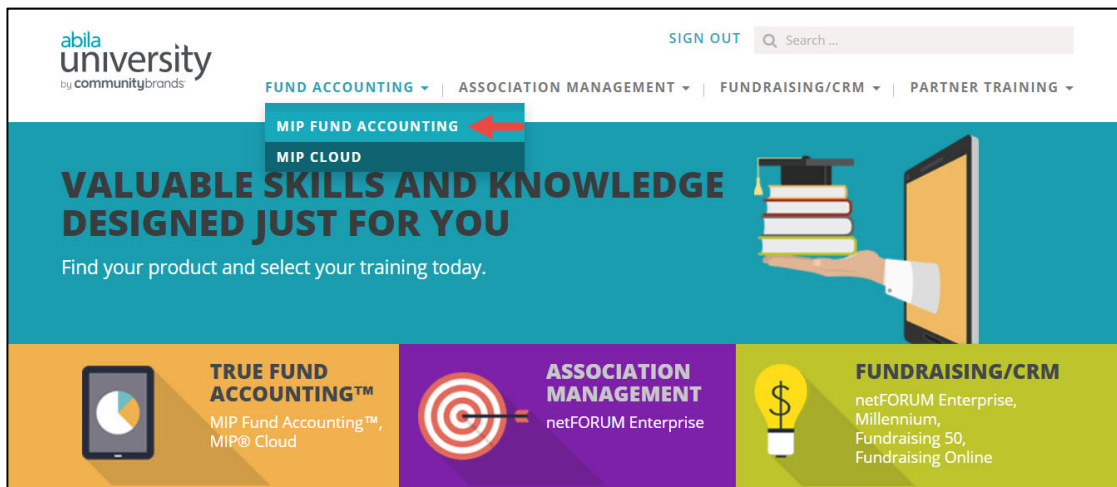




# REGISTERING FOR CLASSES ON ABILA UNIVERSITY

1. Open a browser and navigate to [Abila University](http://abilauniversity.com/) at <http://abilauniversity.com/>
2. Select your product of interest from the drop-down menu. (We will use MIP Fund Accounting as the example.)



3. Locate the class you want from the Attend In-Person or Live Webcast tabs.



4. For example, expand FA235 - MIP Fund Accounting Basic Import.
5. Read the Full Description
6. Press Register

**Data Import/Export (2 Seminars)**

**FA235 - MIP Fund Accounting Basic Import**

**DESCRIPTION**

Have you ever wanted to transfer vendors, customers, employees or even a chart of accounts into MIP Fund Accounting? The Import/Export module gives you the power to "import" data directly into Accounting or Payroll. This course introduces the import process. Using Maintain menu items for illustration, you'll learn about the different types of data formats available and discuss when to...

**REGISTER >**



**FULL DESCRIPTION >**

**^ UPCOMING DATES AND LOCATIONS**

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 **Live Webcast FA** September 13, 2017 - 2:00 PM - 5:00 PM CT

7. At this point, a login screen will pop up:

abila  
university SIGN IN

FUND ACCOUNTING ▾ | ASSOCIATION MANAGEMENT ▾ | FUNDRAISING

## Login

**Create Account**

If you already have an account for an Abila Resource (Support Portal, Partner Portal, Knowledgebase, Community, or Abila University), you may log in with those credentials.

To create a new account or update your email address, click the Support Chat button.

**SUPPORT CHAT**

**Existing Account Login**

**Email Address**

**Password**

**LOG IN**

[I don't know my password >](#)

- **If you already have an Abila University, Support Center, Service Center, or Knowledgebase account**, you may log on to Abila University using your existing Abila log in credentials—email address and password.
- **If you would like to create a new account** or update the email address on your current account, click the **Support Chat** button to get started.

8. After logging in, you will see the selection of locations and dates the class is offered. Press **Register** for the one you prefer.

**FA235 - MIP Fund Accounting Basic Import**

Have you ever wanted to transfer vendors, customers, employees or even a chart of accounts into MIP Fund Accounting? The Import/Export module gives you the power to "import" data directly into Accounting or Payroll.

This course introduces the import process. Using Maintain menu items for illustration, you'll learn about the different types of data formats available and discuss when to use each type. How to "match" a definition file to a data file using format statement is explained. You will also learn how to read and troubleshoot import error reports. After the presentation participants complete practice exercises and correspond with the session leader via e-mail.

Course Type: Live Webcast  
 9/13/17 - 9/13/17  
 2:00PM - 5:00PM Central Time (US & Canada)  
 12:00PM - 3:00PM Pacific Time (US & Canada)  
 1:00PM - 4:00PM Mountain Time (US & Canada)  
 3:00PM - 6:00PM Eastern Time (US & Canada)

Price: \$375.00 USD

 [Register](#)

Registration End Date 9/8/17  
 Seats Left 11  
[Details](#)

9. Scroll to the bottom, then press **Checkout**.

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Price: \$375.00 USD

[Remove](#)

Registration End Date 9/8/17  
 Seats Left 11  
[Details](#)

 [Checkout](#)

10. Enter your billing and payment information, then click **Finish**

11. After checking out, you will receive a confirmation/receipt.

John Doe

**Registration Completed**

Request was processed successfully.

**Printable Version**

Confirmation Number	Registration Details	Price	Status
FA235 - MIP Fund 581-348-9-17-43 Accounting Basic Import	9/13/17 - 9/13/17 2:00PM - 5:00PM Central Time (US & Canada)	<a href="#">Details</a> Price: 375.00	Confirmed
<input type="button" value="Sync to Outlook"/>		<b>Total \$375.00 USD</b>	

You will receive an email notification with your registration information.