

# ZIEGNER TECHNOLOGIES

Helping Nonprofits and Government Agencies Measure Success

Call (800) 649-4280 or visit us at  
[www.ztechinc.com](http://www.ztechinc.com)  
 for schedule of dates.

## Accounting & Payroll Training



### SAGE MIP FUND ACCOUNTING

#### What is covered?



The Core Training four-day class will cover topics ranging from transaction entry and processing to report writing, budgeting, Bank Reconciliation, AP, AR and more. Day Five, a stand-alone session, is devoted exclusively to Payroll from set up through processing and reporting. Our instructors use a “learn and apply” hands-on approach, along with a detailed manual, to ensure each student fully understands each topic. *Learning objectives include setup of new organizations (including entering account codes, distribution codes, offset assignments, and closing assignments), setup of security, day to day functions of recording receipts and disbursements, entering and paying AP invoices, and creating of reports for analyses of monthly activity.*

#### Learn about topics such as:

- Administration
- General Ledger
- Core Modules
- Reporting
- Payroll

- No prerequisites or advanced preparation is required.
- Program level: Basic

Ziegner Technologies, Inc. has offered training on Sage MIP accounting software products for years. Each of our instructors is a Sage Software Certified Trainer. Sage Software recognized Ziegner Technologies recently at its 2006 Annual Sage Software Partner Conference as a repeat President’s Circle business partner and the #1 MIP Certified Classroom Training services provider in its Nonprofit Solutions division.

7514 N. Mo Pac Expy, Suite 200  
 Austin, TX 78731  
 Local (512) 372-8000  
 Toll Free (800) 649-4280  
 Fax (512) 372-8151  
[www.ztechinc.com](http://www.ztechinc.com)

#### Who should attend?



The class is a must for accounting managers, finance directors, staff accountants, bookkeepers, executives, budget officers, CPAs, or anyone who works with Sage MIP Fund Accounting software. *In order for students to get the most out of the class, we recommend that all participants be proficient in the use and knowledge of both the Windows operating system and basic fund accounting principles.*

#### When and where?



The Sage MIP Fund Accounting training classes will be held throughout the year at Ziegner Technologies’ computer lab in Austin, Texas. *Directions to the seminar and hotel information will be included with your confirmation upon registration.*

#### How do I register?



To enroll in the class, complete the registration form on the back of this flyer and fax it to (512) 372-8151 no later than two weeks before the class. You may want to first call our offices to check the availability because seating is limited. Each class participant is eligible to receive up to 37.5 hours of CPE credit.

#### What is the cost?



- Sage MIP Fund Accounting Basic Training (M-Th) - \$1395.00
- Payroll module alone (F) - \$395.00

See registration forms for early registration and Ziegner customer discounts.



Ziegner Technologies, Inc is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website: [www.nasba.org](http://www.nasba.org)

For more information regarding administrative policies such as complaint and refund, please contact our offices at (800) 649-4280.





**- Registration Form -  
Sage MIP Fund Accounting Core & Payroll Training**

Organization Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ MIP Serial # \_\_\_\_\_  
 Email Address \_\_\_\_\_

Which class do you wish to attend? Month: \_\_\_\_\_  
 Do you own SMFA? Yes / No      If so, which product?     Single User     Standard      Installed on:     MSDE     SQL Server

Attendee(s) for MIP Training:	4-day Acct Core Modules \$1395.00	Early Registration Discount <\$100.00 >	Ziegner Customer Discount <\$100.00 >	One Day Payroll \$395.00	Total
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**TOTAL REGISTRATION COST FOR ALL ATTENDEES:** \_\_\_\_\_

**IMPORTANT! PLEASE NOTE THE FOLLOWING INFORMATION AND TERMS:**

- **Early Registration:** A \$100.00 discount per attendee applies to the four-day Sage MIP Fund Accounting class when payment is received three weeks before the first day of class.
- **Ziegner Technologies, Inc. Registered Customer:** An additional \$100.00 discount per attendee to the four-day Sage MIP Fund Accounting class is offered to any customer who is registered at Sage Software as a Ziegner Technologies, Inc. Customer. Please call us if you want to verify your status.
- Space is limited and some classes do fill up. We suggest registering early to ensure a place at the session you want to attend. Be sure to call 512-372-8000 for the availability of each class.
- We will reserve a seat for you when we have received your payment. We will send you a written confirmation by fax or mail. Do not make travel or hotel reservations until you receive confirmation from us. Only a written confirmation from Ziegner Technologies, Inc. will assure that you are scheduled for the class date you would like to attend. If you *have not received* a written Confirmation Notice of your registration within 5 working days, please contact our office by phone at (512) 372-8000.
- Cancellations or requests to reschedule must be in writing. There will be a \$250.00 fee for canceling a confirmed class registration. A fee of \$100.00 will be charged for rescheduling a class. Failure to cancel or reschedule a confirmed registration by written notice at least two full weeks before the first day of class will result in assessment of the entire class registration fee.
- Attendee substitutions are allowed at any time.
- We reserve the right to cancel any class. If we cancel a class, you will have the option to apply your registration fee to a future session or to request a full refund of all registration fees previously paid. Ziegner Technologies, Inc. will not be responsible for any other associated costs incurred relating to the cancelled class.

Please Initial to indicate understanding and acceptance of the above information and terms: \_\_\_\_\_

**PAYMENT TYPE:**

Please send payments in U.S. funds. Do not send cash. If paying by credit card, please complete credit card information below and fax this form to **(512) 372-8151**.

Check or Money Order enclosed    *(Please make checks payable to Ziegner Technologies, Inc.)*

MasterCard       Visa

\_\_\_\_\_  
Credit card number

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\_\_\_\_ / \_\_\_\_  
Expiration date

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Name on credit card (please print)

\_\_\_\_ / \_\_\_\_  
Date

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Austin, Texas 78731

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