



SAN DIEGO OFFICE	TRAINING LOCATION
713 Terra Nova Drive	Computer Corner - Albuquerque
Chula Vista, CA 91910	3101-A Menaul Blvd NE
Phone: 858-499-8959 Ext 3	Albuquerque, NM 87107
Fax: 858-499-8960	
Email: Suren@nfpaccounting.com	

Training Schedule/Registration Form

Organization	
Name & Title	
Address	
Phone	
Fax	
Email	

Abila MIP Fund Accounting

Day	Date	Class	Standard Cost	Discounted Cost-For users who are on nfpAccounting Support	Selection **Enter applicable amount
Mon	Dec 10 th 9:00 AM – 4:00 PM	General Ledger, Cash Receipts, Budget Transactions, and Financial Reporting	\$475	\$425	
Tue	Dec 11 th 9:00 AM – 4:00 PM	Accounts Payable, Cash Disbursements, Purchase Orders, Accounts Payable Reporting	\$475	\$425	
Wed	Dec 12 th 9:00 AM – 12.00 Noon	Advanced Financial Reporting – User Defined Fields, Custom Fields, Reporting Groups	\$275	\$225	
Wed	Dec 12 th 1:00 PM – 4:00 PM	Importing Transactions in MIP	\$275	\$225	
Thurs	Dec 13 th 9:00 AM – 12.00 Noon	W-2 Forms Processing	\$275	\$225	
Thurs	Dec 13 th 1.00pm–4.00pm	1099 Forms Processing	\$275	\$225	

*LUNCH BREAK 12.00 PM TO 1.00 PM

Instructions:

1. Please enter applicable amount against the selected class**
2. Please use a separate form for each participant.
3. Please fax your completed registration form to us at 858-499-8960 or email the scanned form to Suren@nfpAccounting.com

Registration Procedure: Registration will be made on first-come-first served basis. Priority will be given to those who have paid the fees. Others will be placed on wait list. To ensure prompt confirmed registration, please mail the check with your registration form as soon as possible to our SAN DIEGO OFFICE listed above.

Cancellation Policy: All classroom-training courses are subject to cancellation up to 10 business days prior to the start date of above classes i.e. **Nov 23rd**. Class fees are fully refundable if nfpAccounting Technologies Inc. cancels the class. If you cancel your class reservation with us at least 10 business days prior to above mentioned date, you will receive a full refund. Cancellations between 5 and 9 business days prior to above mentioned date are charged a 50% administrative fee. No refund if cancellations not received by **Nov 30th**. However, your registration is fully transferable to someone in your organization for same class provided we receive transfer information by **Nov 30th**.

I have read and agree to the above registration and cancellation policy.

Accepted by: (Signature) _____ **Date** _____

If any questions please contact us earliest. Thanks.