



CAUSEIS PRESENTS

# Digital Academy for Associations

→ Course: iMIS Reporting: Focusing on  
Finance



Digital Academy



# DIGITAL ACADEMY SUMMIT 2022

October 12-13 | Melbourne

The first dedicated digital transformation conference for innovative associations proudly presented by Causeis.

Explore now →

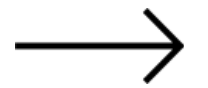


# Digital Academy Summit 2022

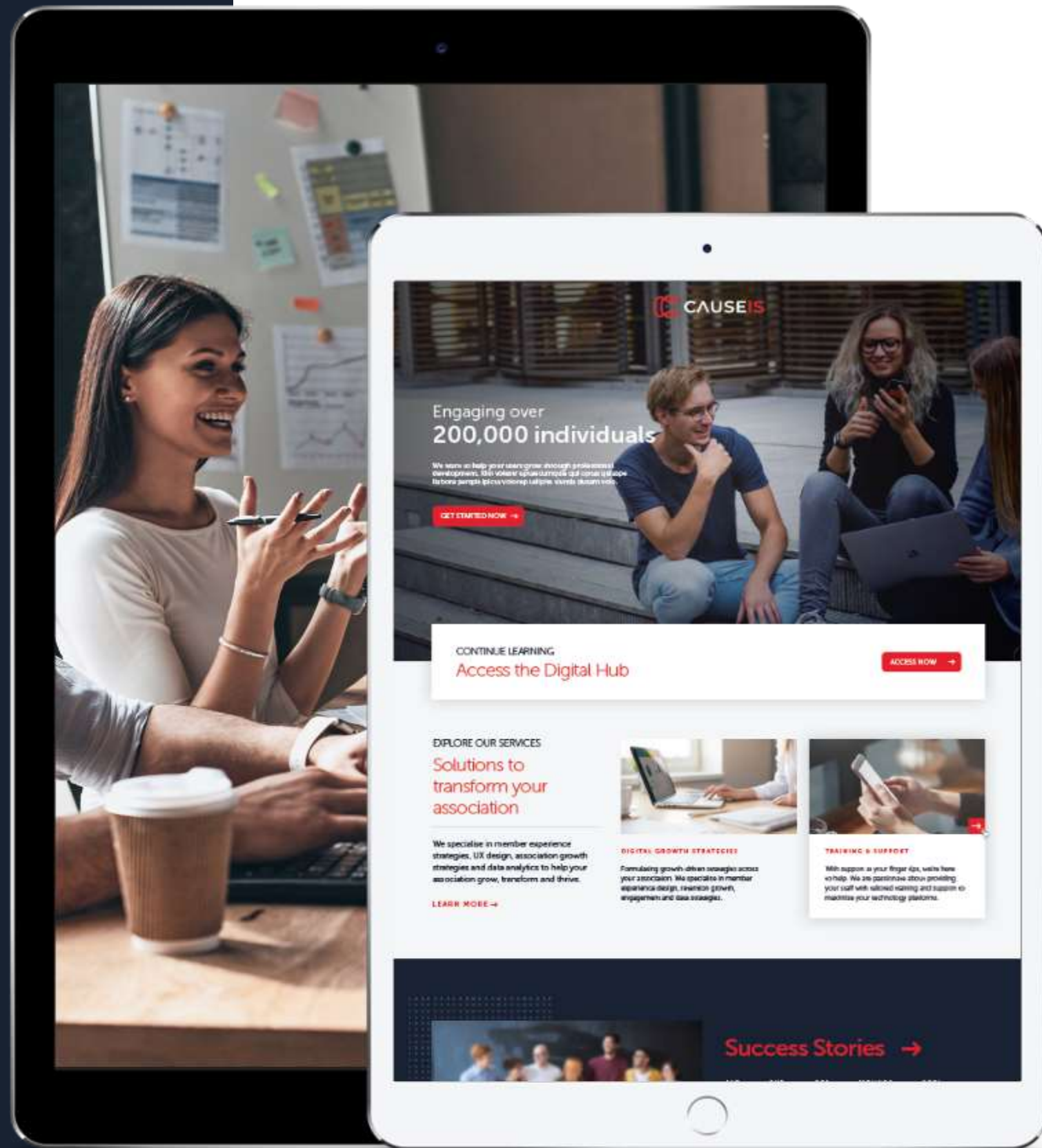


zendesk





# Welcome to the Digital Academy



- Time to focus on your Association Strategy
- Learn from other associations and your peers
- Use Member Experience techniques to shift your strategies
- Dedicated Engage iMIS courses to maximise your knowledge of iMIS.
- Consider new culture, innovation and ideas
- Tools and frameworks to help you



# About Causeis

## Causeis exists to support associations.

Causeis is the complete Digital Partner for your association, and we bring a shared vision for your success.

With unmatched experience in association strategy and technology to draw on, every aspect of our service is centered around the member experience.

Partnered with global best-in-class technology, we ensure you have all bases covered with Causeis.

Recently named by ASI as the Global iMIS Partner of the Year.



# Supported by AuSAE

The home for association professionals.

A place where you belong, connect with others, advance your career and be inspired.

[www.ausae.org.au](http://www.ausae.org.au)



# Presenters & Facilitators



Conrad Henley-Calvert, CiP, MACS  
CT  
Service Delivery Manager  
Causeis



Campbell Thomson  
Account Manager  
Causeis





# Maximise your Workshop Experience



## Mute as required

To allow for clear audio please mute yourself when presentation sessions are in session. At times we may mute your line if you may have forgotten.

## Session recording

Today's presentations are being recorded however to maximise you're sharing and networking the breakout rooms will not.

## Presentation Slides

Presentation slides and recording will be distributed on course completion.

## Chat and engage

Engage your fellow peers through the breakout rooms and the Zoom chat. Share ideas, successes and learnings.

## Use your camera

Especially in the breakout rooms, please don't be shy and turn on your camera to increase your engagement.

## Update your Name

So that we know who you are, and to let everyone know where you are from – lets rename ourselves to show our full name & acronym

Tuesday,  
13th September

## Course Aims

10am – 12pm AEST

- Learn how to create finance reports in iMIS
- Gain greater understanding into the source of financial data
- Improve your reporting with parameters, prompts and displays
- Immediately gain skills in iMIS to implement new financial reports

Financial data: current or historical



## Current data

- Membership billing
- Orders not yet invoiced
- Event registrations
- Order/invoice balances

## Historical data

- Invoiced orders
- Invoices
- Transactions
- Payments
- Activities

# Financial data: summary or detail



Products

One or more of these

CsInvoice

InvoiceLines

Same invoice number



Products

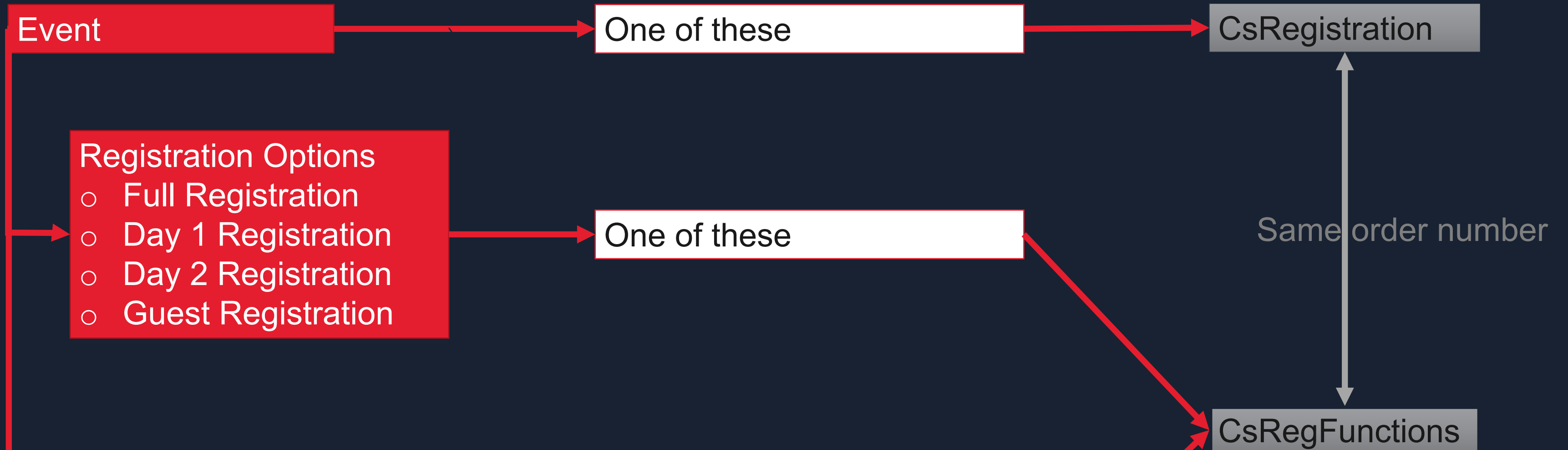
One or more of these

CsOrders

CsOrderLines

Same order number





Registrations are orders

Function registrations are the individual lines of those orders



# Membership billing data





To iMIS to look at

- CsSubscriptions
- CsInvoice
- InvoiceLines
- CsDuesHistory

EMS and cash billing

- InvoiceSummary

# Orders and Invoices





To iMIS to look at

- CsOrders
- CsInvoice
- CsOrderHistory

EMS and events

- New invoices for registration changes



# Let's take a 5-minute break

Grab a refreshment

Please feel free to mute and turn  
off your camera

Don't close the Zoom  
session

# Transactions, including payments





Always at least two sides (lines)

Sum to zero

Credits and debits

DOUBLE  
ENTRY  
BOOKKEEPING

Credits signed -ve  
debits signed +ve

Credit to income  
Debit to bank

Credit to income  
Debit to AR (debtors)

Credit to AR (debtors)  
Debit to bank

Credit to prepayments  
Debit to bank

## TransactionSummary



Date  
Batch  
Source system  
Payment method/info  
Journal type  
Invoice number  
Bill to ID

Any information about the transaction that is common to all lines

- No amount details
- No product codes


## TransactionDetail



*Date*  
*Batch*  
*Source system*  
*Payment method/info*  
*Journal type*  
*Invoice number*  
*Bill to ID*  
Amount  
Product code  
GL account  
Deferred GL account  
Invoice charges  
Invoice credits  
Transaction type

Information about individual  
transaction lines

Your own transaction  
Business Object



*Date*  
*Batch*  
*Source system*  
*Payment method/info*  
*Journal type*  
*Invoice number*  
*Bill to ID*  
*Amount*  
*Product code*  
*GL account*  
*Deferred GL account*  
*Invoice charges*  
*Invoice credits*  
*Transaction type*  
Other fields missing from  
TransactionDetail

If you are used to reporting using the SQL table Trans, you will find some fields missing from TransactionDetail and may prefer to create a business object with all fields for the sake of familiarity

To iMIS to look at

- TransactionSummary
- TransactionDetail
- Creating a Business Object

EMS

- Payment data is explicitly recorded
- Expression Builder in BO Designer

# Questions and Ideas





# Next Course: Digital Academy

## Financials – Reconciliation and Beyond

18th October: 10 am – 12 pm AEST





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