



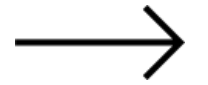
CAUSEIS PRESENTS

Digital Academy for Associations

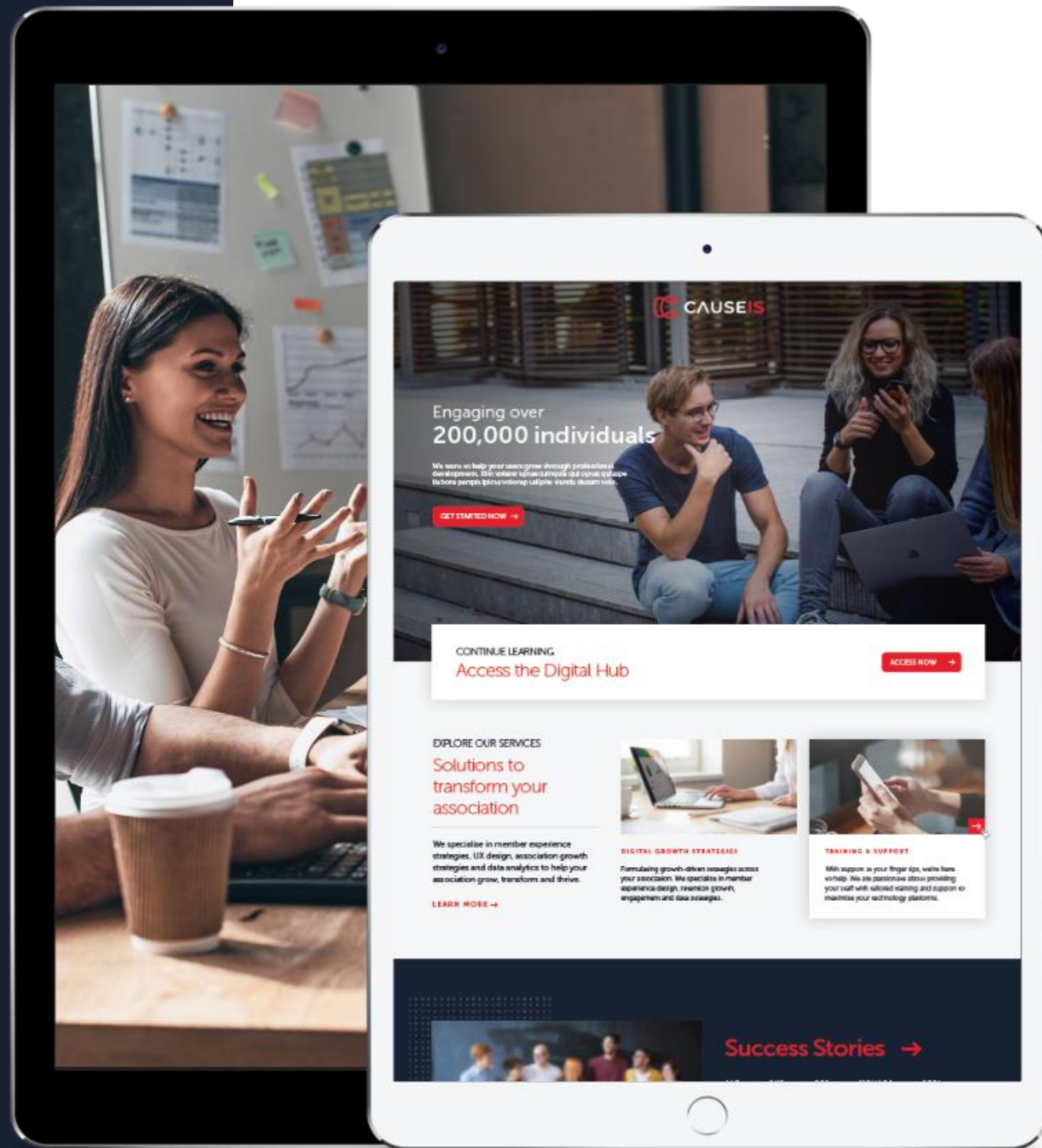
→ Course: iMIS Financials –
Reconciliation and Beyond



Digital Academy



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 for the 2nd consecutive 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



Presenters & Facilitators



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



Michelle Lelempsis
Managing Director
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



Agenda

Tuesday, 18th October



Accounting Basics for the Non-accountant



iMIS 2017 & iMIS EMS Enterprise Financials:
Configuration, Functionality and Tips



Reporting on Financials



Reconciliation and EOFY Checklist



Let's start from the beginning ...

Accounting Basics for the Non-
accountant



iMIS Financials Overview

- iMIS is your sub-ledger and “most” revenue can be processed through iMIS.
- All accounting-related entries generated by iMIS (through Billing, Events, and so forth) flow through and are managed by AR/Cash

Accounting Basics for the Non-accountant



Transactions

All payments, invoices, renewals, refund, anything that goes through the cart and a batch.

Batch

Acts as a control to support transaction date, audit for exporting to general ledger.

Transaction Date

Drives the general ledger journal and reconciliation.

General Ledger Account Code

Each financial transaction has a General Ledger Account Code to direct the journal to the right account in the accounting system.

Debit / Credit

Accounting term for tracking how the journal entry will apply. Usually we see debit bank, credit income.

Payment

What type of payment was received? Credit card, cash, cheque, Bpay or other source.



Accounting Terms

Cash accounting:

Recognition of income as it is invoiced / paid. For example: Purchasing new online content or books, is immediately recognized as income.

iMIS Transactions and Journal with Payment

Date	Amount	GL Account	Product Code
10/05/2021	-100	4-4100	BOOK
10/05/2021	100	1-1100	BANK



Accounting Terms

iMIS Transactions and Journal without Payment

Date	Amount	GL Account	Product Code
10/05/2021	-100	4-4100	BOOK
10/05/2021	100	2-2100	AR

iMIS Transactions and Journal Invoice Payment

Date	Amount	GL Account	Product Code
10/05/2021	-100	2-2100	AR
10/05/2021	100	1-1100	BANK



Accounting Terms

Cash Accounting in iMIS, what to watch:

- Transaction date
- Amount
- GL Code
- Payment type



Accounting Terms

Accrual accounting:

Recognition of income as it is earned. For example: Receive \$5,000 in event registrations but it will not be recognized as income until the event date has occurred.

For accounting the transaction will be journaled to Income in Advance (known as Deferred Income).



Accounting Terms

iMIS Transactions and Journal with Payment (Events)

Date	Amount	GL Account	Deferred Account	Effective Date	Term	Product Code
10/05/2021	-500	4-4100	2-2100	01-06-2021	1	20210602-E
10/05/2021	500	1-1100				VISA



Accounting Terms

iMIS Transactions and Journal with Payment (Membership)

Date	Amount	GL Account	Deferred Account	Effective Date	Term	Product Code
10/05/2021	-600	4-4300	2-2300	01-07-2021	12	20210602-E
10/05/2021	600	1-1100				VISA



Accounting Terms

Accrual Accounting in iMIS, what to watch:

- Transaction Date
- Effective Date
- Term
- Amount
- GL Code
- Deferred Account
- Payment Type



iMIS 2017 & iMIS EMS Enterprise Financials

Configuration, Functionality and Tips



iMIS Financials Overview

Our usual focus is on transactions processing –

- Membership
- Events
- Payments
- Batch reports



iMIS Financials Overview

- PowerPoint slides are only for a guide
- We are going to start by exploring the set-up of iMIS Finance and the supporting modules
- There are many layers associated with the financial side of iMIS and creating a successful integration of financials to your accounting package.
- What do these include?



iMIS Financials Overview

- General lookups >> GL accounts
- Cash Accounts
- Default Accounts
- Tax Codes
- Product Codes in iMIS Modules
- General ledger interface
- Credit card gateway



Let's explore the Financial Module Set-up





iMIS Financials Overview

General Ledger Account Codes

The screenshot shows the 'General lookup/validation' interface in iMIS. The left sidebar contains navigation options like 'Customers', 'Manage customers', and 'Set up tables'. The main area displays a list of GL_ACCOUNT codes and their descriptions. The code '1-1020' is selected, and its details are shown in a form on the right.

GL_ACCOUNT	Description
1-1020	(VISA)
1-1030	(AMEX)
1-1040	(DISC)
1-1050	(MC)
1-1060	(Debit)
1-1100	(Cash)
1-1150	(Inventory Account)
1-1200	(Accounts Receivable)
1-2100	(Accounts Payable)
1-2300	(Sales Tax Payable)
1-2301	GST (GST Canadian Tax)
1-2302	PST (PST Canadian Tax)
1-2350	(State Sales Tax)
1-2500	(Refund Clearing)
1-3100	(INKIND)
1-4000	(General Income)
1-4200	(Dues Income)
1-4210	(Finance Section)
1-4230	(Activity Fees)
1-4250	(PAC Contributions)
1-4270	(Harris Chapter Dues)
1-4280	(Travis County Dues)
1-4300	(Income Account)
1-4350	(Kitting Income)
1-4400	(Product Sales)
1-4450	(Label Sales)
1-4500	(Meeting Income Accr)
1-4900	(Handling)
1-5150	(Cost of Goods Sold)
1-5270	(Adjustment Account)
1-5300	(Bad Debt Expense)
1-5400	(Freight)

The screenshot shows the 'General lookup tables' interface in iMIS. The left sidebar contains navigation options like 'Community', 'Membership', and 'Settings'. The main area displays a table of GL_ACCOUNT codes and their descriptions. The table has columns for CODE, DESCRIPTION, and EXPANSION. The code '1-1020' is selected, and its details are shown in a form on the right.

CODE	DESCRIPTION	EXPANSION
1-1020	VISA	
1-1030	AMEX	
1-1040	DISC	
1-1050	MC	
1-1060	Debit	
1-1100	Cash	
1-1150	Inventory Account	
1-1200	Accounts Receivable	
1-2100	Accounts Payable	
1-2300	Sales Tax Payable	
1-2301	GST Canadian Tax	GST
1-2302	PST Canadian Tax	PST
1-2350	State Sales Tax	
1-2500	Refund Clearing	
1-3100	INKIND	
1-4000	General Income	
1-4200	Dues Income	



iMIS Financials Overview

Cash Accounts (Payment Types)

iMIS Home Customers Billing Events Fundraising AR/Cash Orders Certification Service Central

AR/Cash

- Enter and edit transactions
 - Cash receipts
 - Sales transactions
 - Credit memos
 - Debit memos
 - Import transactions
 - Manage batches
- Credit card reporting
- Generate reports
- Process month-end procedures
- Print transaction journal
- Automatic payments
- Set up tables
 - Products
 - Terms
 - Tax categories
 - Tax codes
 - Cash accounts

Cash accounts

New Open Edit Delete Find

Current Cash Accounts

AMEX	American Express
CASH	Main Checking Account
Debit	Debit card
INKIND	In-Kind
MC	MasterCard
PAYPAL	PayPal
VISA	VISA
W_AMEX	American Express
W_DEBIT	Debit card
W_MC	MasterCard
W_PAYPAL	PayPal
W_VISA	VISA

Code

Title

Type Cash Credit Card
 Other (In Kind, Stock, etc)
 Debit Card
 Service Direct Debit

Account

Entity

RISE

Settings

- About iMIS
- Organization
- Contacts
- Addresses
- Communities
- Membership
- Fundraising
- Events
- Commerce
- Finance
 - General
 - Financial entities
 - Due to/due from
 - GL accounts
 - Pay Central
 - Tax categories
 - Tax codes
 - VAT exceptions
- Terms
- Aging
- RISE
- Language translation
- General lookup tables
- Advanced email

Keyword search

Mr. Brian Murphy

Pay Central settings

1 Pay Central service 2 Gateways 3 Payment methods 4 Payment method sets 5 Automatic payments

+ Add new payment method

CODE	NAME	GATEWAY
CASH	Main Checking Account	
CASH2	Foundation Checking Account	
INKIND	In-Kind	
OPENCREDIT	Open Credit	
PAYPAL	PayPal	PAYPALEC
VISA	Visa	PAYPALEC

Documentation | Support | iMIS Demonstration

English



iMIS Financials Overview

Default Accounts

The screenshot shows the iMIS AR/Cash 'Set up module' interface. The 'Set up module' window includes sections for Default Entities, Credit Card Types, Order Processing, CR/DB Write-offs, and Purge Information. An 'AR/Cash Default Accounts' dialog is open, showing a list of Org Codes and corresponding account settings for Org Code AU.

Org Code	Cash Account	Accounts Receivable	Income	Sales Tax	Freight	Handling	Restock	Refund Clearing	Refund AP	Prepaid	Transfer/Clearing	Write-off/Offset
AU	1-1020	1-1200	1-4000	GST								

The screenshot shows the 'Default accounts' configuration page in iMIS. It features a search bar and a list of account types with their corresponding default account numbers.

Account Type	Default Account
Cash account	1-1100: Cash
Account receivable	1-1200: Accounts Receivable
Income	1-4300: Income Account
Sales tax	1-2300: Sales Tax Payable
Freight	1-5400: Freight
Handling	1-4900: Handling
Restock	1-2100: Accounts Payable
Refund clearing	1-2500: Refund Clearing
Refund AP	1-2100: Accounts Payable
Prepaid	1-1100: Cash
Transfer/Clearing	1-5270: Adjustment Account
Write-off/Offset	1-5300: Bad Debt Expense



iMIS Financials Overview

Tax Codes

The screenshot shows the iMIS AR/Cash Tax codes form. The top navigation bar includes Home, Customers, Billing, Events, Fundraising, AR/Cash, and Orders. The left sidebar lists various AR/Cash functions such as 'Enter and edit transactions', 'Cash receipts', 'Sales transactions', 'Credit memos', 'Debit memos', 'Import transactions', 'Manage batches', 'Credit card reporting', 'Generate reports', 'Process month-end procedures', 'Print transaction journal', 'Automatic payments', 'Set up tables', 'Products', 'Terms', 'Tax categories', 'Tax codes', 'Cash accounts', 'DueTo/DueFrom', 'Set up AutoPay payment gateways', and 'Payment method sets'. The main form area is titled 'Tax codes' and contains a 'Current Tax Codes' list with entries: BASE_GST, GST, GSTFREE, and GSTINC. To the right of the list are input fields for Code, Title, Rate, GL Account, and Related Tax, along with a checkbox for '1st Related Tax is Taxable'. A 'Print' button is located at the bottom left of the form.

The screenshot shows the iMIS Settings Tax codes table. The top navigation bar includes Home, Customers, Billing, Events, Fundraising, AR/Cash, and Orders. The left sidebar lists various Settings functions such as 'About iMIS', 'Organization', 'Contacts', 'Addresses', 'Communities', 'Membership', 'Fundraising', 'Events', 'Commerce', 'Finance', 'General', 'Financial entities', 'Due to/due from', 'GL accounts', 'Pay Central', 'Tax categories', 'Tax codes', 'VAT exceptions', 'Terms', 'Aging', 'RISE', 'Language translation', 'General lookup tables', and 'Advanced email'. The main content area is titled 'Tax codes' and contains a table with the following data:

CODE	NAME
BASE_GST	Base GST
GST	Goods and Services Tax
GSTINC	Goods and Services, Included

At the bottom of the page, there are links for 'Documentation', 'Support', and 'iMIS Demonstration'.



iMIS Financials Overview

General Ledger Interface

The screenshot shows the 'Set up module' page for the AR/Cash module in iMIS. The page includes a navigation menu on the left with options like 'Enter and edit transactions', 'Cash receipts', 'Sales transactions', 'Credit memos', 'Debit memos', 'Import transactions', 'Manage batches', 'Credit card reporting', 'Generate reports', 'Process month-end procedures', 'Print transaction journal', 'Automatic payments', and 'Set up module'. The main content area is titled 'Set up module' and contains several sections: 'Default Entities' with a table of entities (AR, Meetings, Dues, Orders, Expo, Fundraising) and their default accounts (AU); 'Default Accounts' with buttons for 'Aging', 'Batch Control', and 'G/L Interface'; 'Credit Card Types' with a list of types (AMEX, MC, VISA, DINERS) and an 'Auto apply' checkbox; 'Cash Application' with an 'Auto apply' checkbox; 'Order Processing' with checkboxes for 'Recognize credit card order payments as prepaid cash', 'Print 1st line description on statement', and 'Create activity records for zero amount orders'; 'CR/DB Write-offs' with a 'Default cut off amount for write-offs' field set to 5.00; 'Purge Information' with 'Retain closed invoices (months)' and 'Retain transactions (months)' fields both set to 0; and 'General' with a 'First month of fiscal year (number)' field set to 1 and checkboxes for 'Use advanced product lookup' and 'Allow GL account edit for sales transactions'. An 'AR/Cash General Ledger Interface' dialog box is open, showing fields for 'GL interface type' (Generic), 'Summarize by' (Batch), 'Output file path/name' (c:\MIS-GL\GLIntegration_File?.txt), 'Conversion Program File Path/Name', 'Vendor export path/file', and 'Invoice export path/file'. It also has checkboxes for 'Validate GL accounts', 'Refund via AP interface', 'Send individual refunds to company', and 'Don't allow file overwrites'. Buttons for 'New', 'Open', 'Edit', 'Delete', 'Find', 'Print', 'Save', and 'Cancel' are visible.

The screenshot shows the 'Export general ledger transactions' page in iMIS. The page has a dark blue sidebar with a navigation menu including 'Community', 'Membership', 'Fundraising', 'Events', 'Commerce', 'Marketing', 'Certification', 'Finance', 'Dashboard', 'Invoices', 'Pay Central', 'Batches', 'Closing procedures', 'Credit invoices', 'Invoice write-offs', 'General ledger export', 'Continuum', 'RISE', and 'Settings'. The main content area is titled 'Export general ledger transactions' and includes a 'Keyword search' field, 'Create export file', and 'Export log' buttons. Below these are 'Begin date' and 'End date' fields with calendar icons, and a 'Create Export File' button. At the bottom, there are links for 'Documentation', 'Support', and 'iMIS Demonstration'.



iMIS Financials Overview

Credit Card Gateway

The screenshot shows the 'Gateway accounts' page in the iMIS system. The page features a table with columns for Account Code, Description, Email, and Host Uri. There are seven gateway accounts listed, each with a red 'X' icon in the right margin. A search bar and a user profile for Mr. Brian Murphy are visible at the top.

Account Code	Description	Email	Host Uri
DEBIT	Debit Card		
MONERIS	Moneris		esqa.moneris.com
PAYPALEC	PayPal		www.sandbox.paypal.com
switch	switch		
TNSPAYAC	TNSPay Auth+Cap		secure.na.tnspayments.com
TNSPAYP	TNSPay Purchase		secure.na.tnspayments.com
VERISIGN	Verisign Account	ghogan@advsol.com	pilot-payflowpro.paypal.com

The screenshot shows the 'Pay Central settings' page in the iMIS system. The page has a breadcrumb trail: Pay Central service > Gateways > Payment methods > Payment method sets > Automatic payments. A table lists gateway accounts with columns for Account Code, Description, and Type. There are three gateway accounts listed, each with a red 'X' icon in the right margin. A search bar and a user profile for Mr. Brian Murphy are visible at the top.

ACCOUNT CODE	DESCRIPTION	TYPE
IMISPAY	iMIS Pay	iMIS Pay
PAYPALEC	PayPal	PayPal



iMIS EMS Enterprise What's different?





iMIS Financials Overview

iMIS

Mr. Brian Murphy

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
 - Dashboard
 - Invoices
 - Pay Central
 - Batches
 - Closing procedures
- Continuum
- RISE
- Settings

This year's revenue
4,419
Last year's revenue: 2,169,652

Open invoices
9,525

Open batches
13

Open credits
11
Amount: -961

A/R aging

— Current — Over 90

Revenue by month

Month	Revenue
May 2020	0
June 2020	0
July 2020	1,000
August 2020	33,000
September 2020	23,000
October 2020	0
November 2020	8,000
December 2020	6,000
January 2021	4,000
February 2021	0
March 2021	0
April 2021	0
May 2021	0

Accounting reports

Recent payments

- Ash Hunt made of a recent payment of **220.00**
- Mr. David F. Cooke, Jr. made of a recent payment of **98.63**
- Alex Morgan made of a recent payment of **25.49**
- Allyson Smith made of a recent payment of **25.00**
- Ms. Melissa F. Hodges made of a recent payment of **30.00**
- Dr. Clara Pau made of a recent payment of **50.00**
- Ms. Melissa F. Hodges made of a recent payment of **50.00**
- William Goh made of a recent payment of **75.00**
- Ms. Qing Tan made of a recent payment of **100.00**
- Xander West made of a recent payment of **100.00**

[View all](#)

Open invoices | Open batches | Credit balances | Data integrity

Page size: 10 | 9525 items in 953 pages

INVOICE NUMBER	A/R AGE	DUE FROM	FULL ADDRESS	INVOICE DATE	BALANCE
Cash-18916	Current	Mr. Nick Abbott	John Busch House 277 London Road ISLEWORTH TW7 5AX UNITED KINGDOM	31/12/2021	263.00



iMIS Financials Overview

iMIS Mr. Brian Murphy

Invoices

Select a query:

Invoice number: Type: Invoice date between: and

Bill to name contains: Bill to ID: Source system:

[Find](#) [Export](#)

Page: of 511 [Go](#) Page size: [Change](#) Item 1 to 20 of 10202

INVOICE NUMBER	INVOICE DATE	BILL TO	DESCRIPTION	TYPE	SOURCE SYSTEM	ACCOUNTING METHOD	AMOUNT	BALANCE
Cash-105	31/12/2021	Ms. Carol A. Hamilton	Renewal Fees	MembershipRenewal	DUES	Cash	265.00	265.00
Cash-106	31/12/2021	Jai Pandit	Renewal Fees	MembershipRenewal	DUES	Cash	265.00	265.00
Cash-107	31/12/2021	Ms. Paula D. Caller, CPA	Renewal Fees	MembershipRenewal	DUES	Cash	220.00	220.00
Cash-108	31/12/2021	Mr. David F. Cooke, Jr.	Renewal Fees	MembershipRenewal	DUES	Cash	220.00	220.00
Cash-111	31/12/2021	Mr. Richard B. Harris	Renewal Fees	MembershipRenewal	DUES	Cash	220.00	220.00
Cash-112	31/12/2021	Mr. James B. Soup, Jr.	Renewal Fees	MembershipRenewal	DUES	Cash	220.00	220.00
Cash-115	31/12/2021	Mr. Robert P. Rush, CPA	Renewal Fees	MembershipRenewal	DUES	Cash	265.00	265.00
Cash-116	31/12/2021	Mr. Phillip N. Davis, Jr.	Renewal Fees	MembershipRenewal	DUES	Cash	265.00	265.00
Cash-119	31/12/2021	Mr. Edward B. Watson	Renewal Fees	MembershipRenewal	DUES	Cash	220.00	220.00
Cash-122	31/12/2021	Ms. Jane M. Goodenz	Renewal Fees	MembershipRenewal	DUES	Cash	265.00	265.00
Cash-124	31/12/2021	Doug Hughes	Renewal Fees	MembershipRenewal	DUES	Cash	265.00	265.00
Cash-125	31/12/2021	Joe Rinehart	Renewal Fees	MembershipRenewal	DUES	Cash	267.00	267.00
Cash-126	31/12/2021	Simon Jones	Renewal Fees	MembershipRenewal	DUES	Cash	263.00	263.00



iMIS Financials Overview

iMIS

Mr. Brian Murphy

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance**
 - Dashboard
 - Invoices
 - Pay Central
 - Dashboard**
 - Find payments
 - Automatic payment transactions
 - Pay Central Live
 - Batches
 - Closing procedures
- Continuum
- RiSE
- Settings

iMIS Pay Central

Payments: last 7 days

Day	Payment Volume
Tue	~220

Today's payments

0 payment volume
0 payment count
[View payments »](#)

This year's payments by method

— Main Checking Account — Other

Automatic payments

No data found

Payments: year to date



iMIS Financials Overview

iMIS

Mr. Brian Murphy

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance**
 - Dashboard
 - Invoices
 - Pay Central
 - Batches**
 - Closing procedures
- Continuum
- RiSE
- Settings

Batches

Select a query:

Batch date between: and

Description contains:

Created by contains:

Batch number starts with:

<input type="checkbox"/>	BATCH NUMBER	DESCRIPTION	BATCH DATE	AMOUNT	DATE CREATED	CREATED BY	STATUS
<input type="checkbox"/>	210512-1	Auto-Created	12/05/2021	0.00	12/05/2021	AUTOBATCH	Open
<input type="checkbox"/>	210511-1	Auto-Created	11/05/2021	220.00	11/05/2021	AUTOBATCH	Open
<input type="checkbox"/>	210423-1	Auto-Created	23/04/2021	0.00	23/04/2021	AUTOBATCH	Open
<input type="checkbox"/>	210225-1	Auto-Created	25/02/2021	98.63	25/02/2021	AUTOBATCH	Open
<input type="checkbox"/>	210224-1	Auto-Created	24/02/2021	0.00	24/02/2021	AUTOBATCH	Open
<input type="checkbox"/>	210106-1	Auto-Created	6/01/2021	3,380.00	6/01/2021	AUTOBATCH	Open
<input type="checkbox"/>	201223-1	Auto-Created	23/12/2020	0.00	23/12/2020	AUTOBATCH	Open
<input type="checkbox"/>	201120-2	Auto-Created	20/11/2020	133.67	20/11/2020	AUTOBATCH	Open
<input type="checkbox"/>	201018-1	Auto-Created	18/10/2020	0.00	18/10/2020	AUTOBATCH	Open
<input type="checkbox"/>	201012-1	Auto-Created	12/10/2020	0.00	12/10/2020	AUTOBATCH	Open
<input type="checkbox"/>	200824-1	Auto-Created	24/08/2020	0.00	24/08/2020	AUTOBATCH	Open
<input type="checkbox"/>	200430-1	Auto-Created	30/04/2020	8.00	29/10/2020	AUTOBATCH	Open



iMIS Financials Overview

iMIS

Mr. Brian Murphy

Batch 210225-1 Run Report

Batch date: 25/02/2021 Status: Closed Set Open

Description: Transaction count: 1

Date created: 25/02/2021 11:20 AM Payment total: 98.63

Created by: AUTOBATCH

Select a query:

TRANSACTION NUMBER	BILL TO ID	CUSTOMER	CATEGORY	TRANSACTION DATE	PAYMENT ID	PAYMENT METHOD	DESCRIPTION	SUMMARY AMOUNT
▶ 8207	108	Mr. David F. Cooke, Jr., Acme, Inc.	Payment	25/02/2021	718	CASH	CASH	98.63

Export

[Documentation](#) | [Support](#) | iMIS Demonstration English



iMIS Financials Overview

iMIS Mr. Brian Murphy

Community **Membership** **Fundraising** **Events** **Commerce** **Marketing** **Certification** **Finance** **Continuum** **RISE** **Settings**

Dashboard
Invoices
Pay Central
Batches
Closing procedures
Credit invoices
Invoice write-offs
General ledger export

Credit invoices

Record refunds **Logs**

Invoice date between and

Invoice number

Bill to ID

Find **Export**

<input type="checkbox"/>	DATE	INVOICE	BILL TO ID	BILL TO NAME	BALANCE
<input checked="" type="checkbox"/>	7/11/2020	54	23095	Alex Morgan	-23.49
<input type="checkbox"/>	7/11/2020	60	18197	Mr. Thomas Ordway	-9.99
<input type="checkbox"/>	7/11/2020	62	18244	Mr. George Y. Stear	-2.26
<input type="checkbox"/>	7/11/2020	64	18056	Ms. Susan Bee	-60.89
<input type="checkbox"/>	6/10/2019	R373	23095	Alex Morgan	-425.00
<input type="checkbox"/>	4/02/2009	R142	202	James Luckey	-175.00
<input type="checkbox"/>	23/02/2008	11	109	Office Supplies, Inc.	-38.44
<input type="checkbox"/>	28/04/2007	R34	137	Academy of Professors	-50.00
<input type="checkbox"/>	28/04/2007	R35	132	Mr. James H. Harrison, Jr.	-75.00
<input type="checkbox"/>	10/12/2006	R21	140	Ms. Louree U. Miller	-100.00
<input type="checkbox"/>	30/05/2003	R62	101	Prodigy Makers International	-1.00




Refund will be recorded to the original payment method.
The refunds must additionally be processed through the correct payment method.

Record Refunds : 1




iMIS Financials Overview

iMIS

Mr. Brian Murphy   

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance**
 - Dashboard
 - Invoices
 - Pay Central
 - Batches
 - Closing procedures
 - Credit invoices
 - Invoice write-offs**
 - General ledger export
- Continuum
- RiSE
- Settings

Invoice write-offs

Cutoff date: 

Max invoice amount:

Invoice type:

Bill to ID:

<input type="checkbox"/>	DATE	INVOICE	BILL TO ID	BILL TO NAME	DESCRIPTION	BALANCE
There are no records.						

[Documentation](#) | [Support](#) | iMIS Demonstration English



iMIS Financials Overview

iMIS

Mr. Brian Murphy

Export general ledger transactions

[Create export file](#) [Export log](#)

•Begin date

•End date

[Create Export File](#)

[Documentation](#) | [Support](#) | iMIS Demonstration English

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance**
 - Dashboard
 - Invoices
 - Pay Central
 - Batches
 - Closing procedures
 - Credit invoices
 - Invoice write-offs
 - General ledger export**
- Continuum
- RiSE
- Settings



Product Codes



Product Codes

- Events
- Membership and Billing
- Orders
- What else?



Product Codes: Events

The screenshot displays the iMIS software interface. On the left is a navigation menu with categories like Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The main area shows a modal window titled "Edit event - Policy Symposium" with tabs for Info, Display, Registration, Pricing, and Questions. The Pricing tab is active, showing configuration for "Early" and "Regular" pricing tiers. The "Financial entity" is set to "Default", and the "Tax authority" is "(None)". The "Main Registration" section shows a price of 150.00, a date range of 7/06/2021 - 9/06/2021, and 397 spots available. The "Cancellation fee" section is currently empty. At the bottom of the modal are buttons for "Cancel Event", "Save & Exit", "Save", and "Cancel".

Financial entity: Default

	Early	Regular
Cutoff date	29/03/2021	28/05/2021

Tax authority: (None)

Tax by address

Registration options

Main Registration	
Price	150.00
When	7/06/2021 - 9/06/2021
Spots available	397

Cancellation fee

No records to display.

Buttons: Cancel Event, Save & Exit, Save, Cancel



Product Codes: Events

The screenshot displays the iMIS interface with a sidebar on the left containing navigation options like Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The main content area shows a form titled 'Edit event - Policy Symposium' with a sub-tab 'Edit Main Registration'. The form has several tabs: Info, Pricing, Accounting, Questions, Program options, and Plan. The 'Info' tab is active, showing the following fields:

- Registration option code:** MAIN (highlighted with a red box)
- Registration option name:** Main Registration
- Description:** (empty text area)
- Start date and time:** 7/06/2021
- End date and time:** 9/06/2021
- Display to staff users only
- Capacity:** 400
- Print tickets
- Category:** (empty text field)
- Track:** (empty text field)

At the bottom of the form, there are four buttons: 'Delete Registration Option' (red), 'Save & Close' (orange), 'Save' (blue), and 'Cancel' (blue). The background shows a calendar view with an event 'Wednesday Welcome Reception' at 9:30 AM with a price of 200.00.



Product Codes: Events

iMIS Keyword search Mr. Brian Murphy

Community Membership Fundraising **Events** Commerce Marketing Certification Finance Continuum RiSE Settings

Dashboard Find events Find registrations Add event Calendar Issue event confirmations Manage templates

9:30 AM Wednesday Welcome Reception Add Price 200.00

Edit event - Policy Symposium

Edit Main Registration

Info **Pricing** Accounting Questions Program options Plan

+ Add Pricing Group

Pricing Group	Not Available	Comp	Early Price	Regular Price	Late Price	Income Account
Default	<input type="checkbox"/>	<input type="checkbox"/>	100.00	150.00	200.00	Default
Members	<input type="checkbox"/>	<input type="checkbox"/>	100.00	150.00	200.00	Default

Delete Registration Option Save & Close Save Cancel



Product Codes: Events

The screenshot displays the iMIS software interface. On the left is a navigation sidebar with categories like Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The main area shows a list of events, with one selected. A modal dialog titled 'Edit Main Registration' is open, showing the 'Accounting' tab. The dialog contains the following fields and options:

- Financial entity: Building Fund
- Taxable: GST/HST, PST
- Charitable item
- Fair market value: 0.00
- Income: Default
- Deferred income: None

At the bottom of the dialog, there are four buttons: 'Delete Registration Option' (red), 'Save & Close' (orange), 'Save' (blue), and 'Cancel' (blue). The background shows a table with event details, including a 'Wednesday Welcome Reception' with a price of 200.00.



Product Codes: Events

The screenshot shows the iMIS software interface. On the left is a dark blue sidebar with the iMIS logo and a list of menu items: Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The Settings menu is expanded, showing sub-items like About iMIS, Organization, Contacts, Addresses, Communities, Membership, Fundraising, Events, General, Resource types, Commerce, Finance, and RiSE. The main content area is titled 'Event settings' and contains several sections: 'Additional fields for staff use' with 10 numbered input fields (field 1 contains 'Room'), 'Preferences' (highlighted with a red box) containing a checkbox for 'Create separate invoices for event adjustments', 'Activity fields' with input fields for Char 1-3, Number 1-2, and Date 1-2, and 'Zoom integration' with input fields for Client ID and Client secret. At the top right of the interface, there is a search bar, a user profile for 'Mr. Brian Murphy', and icons for help, calendar, and shopping cart.





Product Codes: Events

iMIS Events

- GST
- Income and Deferred Accounts
- Start date (if running deferred)

If there is no account defined where will it go?



Product Codes: Events

Transaction processing – What happens?

Event registration entered:

- Income raised
- GST
- Accounts Receivable

Event registration paid

- Account Receivable
- Bank Expected



Product Codes: Events

Registrations can CONTINUE to be updated after they have been registered

Therefore impacting income accounts, AR and GST.



Product Codes: Events

The screenshot shows the iMIS software interface. The left sidebar contains navigation options: Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The main content area displays the 'Edit event - Policy Symposium' window, with the 'Edit Main Registration' sub-window open. The 'Accounting' tab is selected, showing the following fields:

- Financial entity: Building Fund
- Taxable: GST/HST, PST
- Charitable item:
- Fair market value: 0.00
- Income: Default
- Deferred income: None

A red box highlights the 'Income' and 'Deferred income' dropdown menus. At the bottom of the window, there are buttons for 'Delete Registration Option', 'Save & Close', 'Save', and 'Cancel'. The background shows a calendar view with an event titled 'Wednesday Welcome Reception' at 9:30 AM with a price of 200.00.

What “default” account will be used?

If there is defined deferred account what will happen?



Product Codes: Membership

iMIS

- Community
- Membership**
 - Dashboard
 - Chapters
 - Renewals
 - Manage expired members
 - Automatic payments
 - Billing cycles
 - Billing products**
 - Prorating rules
 - My Dashboard
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
- RiSE
- Settings

Associate Member Fees

Type: Membership Fees

Code: ASSOC

Name: Associate Member Fees

Description:

Pricing

Standard price: 150.00

Discount price: 150.00

Use special pricing

Pay priority: 1

Term span in months: 0

Accounting

Financial entity: Default

Charitable item

General ledger account(s)

Income: 1-4200: Dues Income

Deferred Income: Default

What “default” account will be used?

If there is defined deferred account what will happen?

Term of 0?



Product Codes: Membership

The screenshot shows the iMIS interface for editing a product. The left sidebar contains navigation menus for Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The main content area is titled 'Industry Insider Magazine' and includes the following fields:

- Type: Journals and Other Subscriptions
- Code: INSIDMAG
- Name: Industry Insider Magazine
- Description: A periodic guide for students, newcomers, and seasoned professionals on breaking in, moving up, and making it in the industry.
- Pricing: Standard price (44.95), Discount price (34.95), Use special pricing (unchecked), Pay priority (25), Term span in months (0)
- Accounting: Financial entity (Default), Charitable item (unchecked), General ledger account(s) (Income: Default, Deferred Income: Default)

What “default” account will be used?

If there is defined deferred account what will happen?



Product Codes: Membership

iMIS

- Community
- Membership**
 - Dashboard
 - Chapters
 - Renewals
 - Manage expired members
 - Automatic payments
 - Billing cycles
 - Billing products
 - Prorating rules**
 - My Dashboard
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
- RiSE
- Settings

Edit PRORATE

Name: PRORATE

Description: Monthly

Number of months: 12

Schedule

FISCAL MONTH	MULTIPLIER	OPTIONS
1	1.00000	(None)
2	0.91667	(None)
3	0.83333	(None)
4	0.75000	(None)
5	0.66667	(None)
6	0.58333	(None)
7	0.50000	(None)
8	0.41667	(None)
9	0.33333	(None)
10	0.25000	(None)
11	0.16667	(None)
12	0.08333	(None)

The dropdown menu for the 11th fiscal month is open, showing options: (None), Future Credit, Bump Date, and (None). The 'Bump Date' option is highlighted with a red box.



Product Codes: Membership

iMIS Mr. Brian Murphy

Community **Membership** **Billing cycles** **Fundraising** **Events** **Commerce** **Marketing** **Certification** **Finance** **Continuum** **RiSE** **Settings**

Annual Membership - Individual

• Cycle name: Annual Membership - Individual

Membership billing cycle

Customer types: Regular Member x Retired Member x Student Member x

Categories: *ALL* x

Products

Dues: Select dues product

Chapters: Select chapter product

Miscellaneous: Available Credit (AVAIL_CREDIT) x Member-Get-a-Member Credit (MGM_CREDIT) x

Sections/Specialty: Select section/specialty product

Subscriptions: Select subscription product

Voluntary: Voluntary Contribution to the Foundation (FND) x

Billing type

Annual/Anniv: Default

Cash/Accrual: Cash

Supports AutoPay

Chapter options in item set



Product Codes: Membership

iMIS

- Community
- Membership**
 - Dashboard
 - Chapters
 - Renewals
 - Manage expired members
 - Automatic payments
 - Billing cycles**
 - Billing products
 - Prorating rules
 - My Dashboard
 - Fundraising
 - Events
 - Commerce
 - Marketing
 - Certification
 - Finance
 - Continuum
 - RiSE
 - Settings

Chapter options in item set

- Require at least one chapter selection
- Allow selection of multiple chapters
- Require billed chapters for renewals

Include

- Inactive members
- Inactive sections
- Suspended members
- Print zero balance

Other billing instructions

- Include all sections
- Include all chapters
- Update complimentary paid thru at payment time
- Use primary fee billing product to determine term length
- Default number of months prior to expiration that members are billed for renewal ⓘ
- Treat rejoins within months of expiration as a renewal ⓘ

Display as item set

- Use to display join item set
- Use to display itemized renewals

Notifications

Days between notices



Product Codes: Membership

iMIS

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
- RISE
- Settings**
 - About iMIS
 - Organization
 - Contacts
 - Addresses
 - Communities
 - Membership**
 - Fundraising
 - Events
 - Commerce
 - Finance
 - RISE
 - Language translation
 - General lookup tables

Billing options

Standard billing interval:

Accounting method: Cash Accrual

Billing time: Annual Anniversary

Paid thru date update: Paid in full Billing time

Update paid thru date for complimentary items at payment time

Payment application basis: Priority Proportional

Prorating: Do not prorate Standard prorating Special prorating

Maintain previous balance

Start date control

Apply to new members

Advance start month as of:

Apply to delinquent customers (Cash only)

Grace period in months:

Membership renewal prior to billing:

Number of days prior to expiration that members can renew in advance:



Product Codes: Membership

iMIS

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
- RiSE
- Settings
 - About iMIS
 - Organization
 - Contacts
 - Addresses
 - Communities
 - Membership**
 - Fundraising
 - Events
 - Commerce
 - Finance
 - RiSE
 - Language translation
 - General lookup tables

Billing options

Standard billing interval: 12

Accounting method: Cash Accrual

Billing time: Annual Anniversary

Paid thru date update: Paid in full Billing time

Update paid thru date for complimentary items at payment time

Payment application basis: Priority Proportional

Prorating: Do not prorate Standard prorating Special prorating

Maintain previous balance

Start date control

Apply to new members

Advance start month as of: 15

Apply to delinquent customers (Cash only)

Grace period in months: 3

Membership renewal prior to billing: Allow for staff only

Number of days prior to expiration that members can renew in advance: 0

Careful: This is not the same as Income in Advance

What does Cash vs Accrual mean here?

When would you need Accrual?



Product Codes: Membership

iMIS Billing / Dues

- GST
- Income and Deferred Accounts
- Prorate Rules

If there is no account defined where will it go?



Product Codes: Membership

Transaction processing – What happens?

Cash based

- Billing Cycles raises “reporting” lines
- Income raised when renewal paid
- Accounts Receivable lines are not created in dues when cash based

Accrual based

- Billing cycle raises income and AR transactions
- Renewal paid bank expected and AR paid



Product Codes: Orders

Edit Item

Summary Accounting

I want to:

- Create a simple item
- Create a collection of items

• Category: Publications

• Item code: AsscCEOGuide

• Name: Association CEO's Guide

Description: *The Association CEO's Guide to Improving Organizational Performance - How to make sure your business strategy drives your technology investments*, by Bob Alves and Don Robertson. We provide the hands-on tools you need — proven best-practice strategies, solutions to problems, self-assessments, and results-based case studies from real clients to help you gain insight into what you must do if you want to adapt to the massive

Image: ~/images/samples/products/AsscCEOGuide.png [select](#) [clear](#)

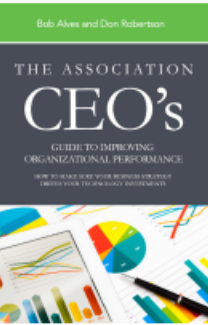


Image alt text:

[Save & Close](#) [Save](#) [Cancel](#)

[Documentation](#) | [Support](#) | iMIS Demonstration

English



Product Codes: Orders

Edit Item

Summary **Accounting**

Financial entity: Default

Taxable: GST/HST
 PST

Incurs shipping charges
 Incurs handling charges
 Inventory item

Allow public users to purchase if inventory is not available

Inventory not available message: Use system default: *This item is not currently available.*
 Specify message
 No message

Minimum order point: 0
Minimum order quantity: 0
On order:
Expected arrival:
 Offer item as a premium

Select the general ledger account(s) to associate with this item:

Income: 1-4400: Product Sales

Save & Close Save Cancel

[Documentation](#) | [Support](#) | iMIS Demonstration English



Product Codes: Orders

Edit Item

Incurs shipping charges

Incurs handling charges

Inventory item

Allow public users to purchase if inventory is not available

Inventory not available message

Use system default: *This item is not currently available.*

Specify message

No message

Minimum order point

Minimum order quantity

On order

Expected arrival

Offer item as a premium

Select the general ledger account(s) to associate with this item:

Income

Inventory

Cost of good sold

Adjustments

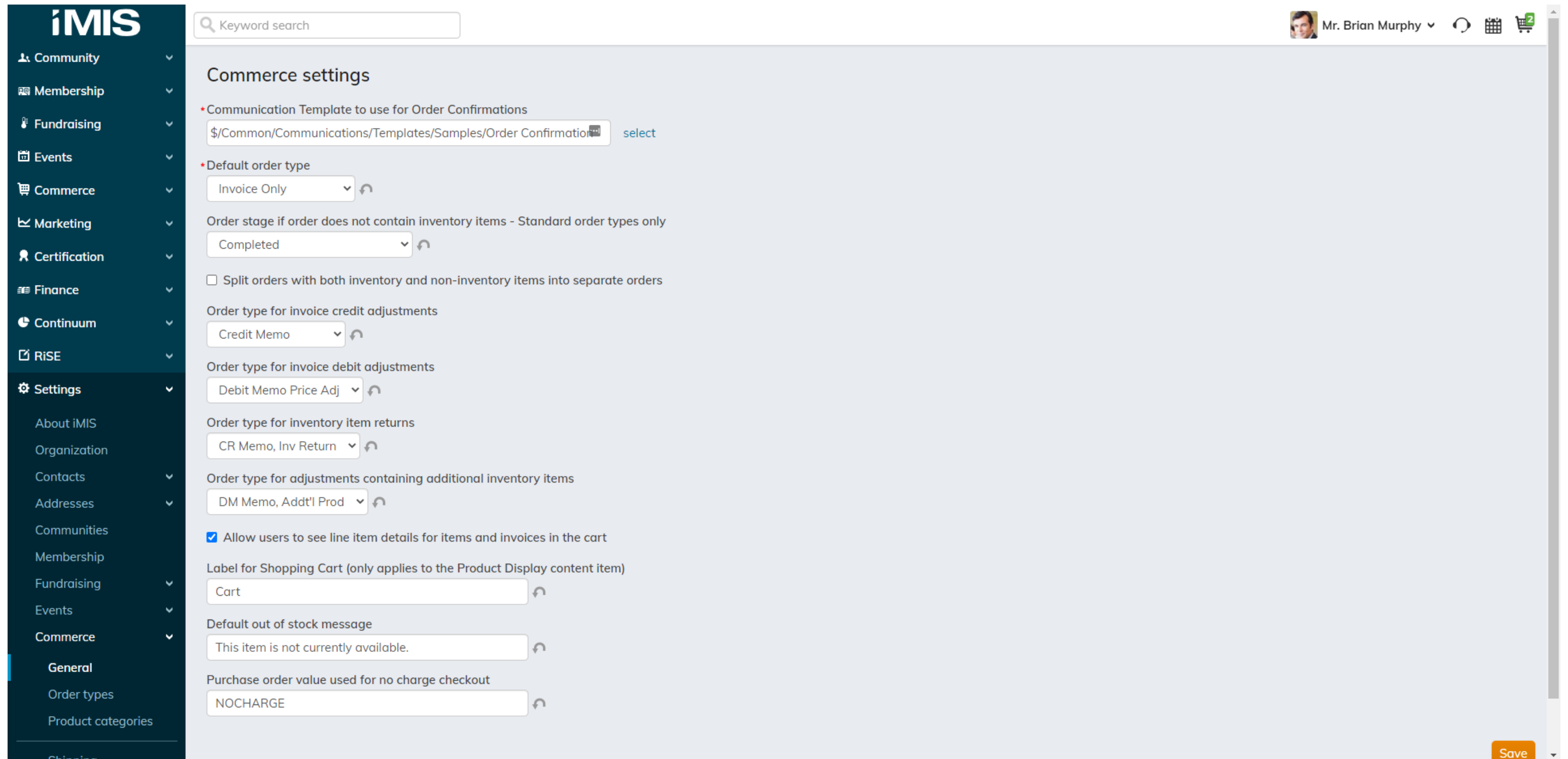
[Save & Close](#) [Save](#) [Cancel](#)

[Documentation](#) | [Support](#) | iMIS Demonstration

English



Product Codes: Orders



The screenshot shows the iMIS user interface. On the left is a dark teal sidebar with the iMIS logo and a list of menu items: Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, Continuum, RiSE, and Settings. The Settings menu is expanded, showing sub-items: About iMIS, Organization, Contacts, Addresses, Communities, Membership, Fundraising, Events, Commerce, General, Order types, Product categories, and Shipping. The main content area is titled 'Commerce settings' and contains several configuration options:

- Keyword search: A search bar with the placeholder text 'Keyword search'.
- Communication Template to use for Order Confirmations: A dropdown menu with the value '\$/Common/Communications/Templates/Samples/Order Confirmation' and a 'select' button.
- Default order type: A dropdown menu with the value 'Invoice Only'.
- Order stage if order does not contain inventory items - Standard order types only: A dropdown menu with the value 'Completed'.
- Split orders with both inventory and non-inventory items into separate orders: An unchecked checkbox.
- Order type for invoice credit adjustments: A dropdown menu with the value 'Credit Memo'.
- Order type for invoice debit adjustments: A dropdown menu with the value 'Debit Memo Price Adj'.
- Order type for inventory item returns: A dropdown menu with the value 'CR Memo, Inv Return'.
- Order type for adjustments containing additional inventory items: A dropdown menu with the value 'DM Memo, Addt'l Prod'.
- Allow users to see line item details for items and invoices in the cart: A checked checkbox.
- Label for Shopping Cart (only applies to the Product Display content item): A text input field with the value 'Cart'.
- Default out of stock message: A text input field with the value 'This item is not currently available.'.
- Purchase order value used for no charge checkout: A text input field with the value 'NOCHARGE'.

At the top right of the page, there is a user profile for 'Mr. Brian Murphy', a refresh icon, a calendar icon, and a shopping cart icon with a '2' next to it. At the bottom right, there is an orange 'Save' button.



Product Codes: Orders

iMIS

Mr. Brian Murphy

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
- RiSE
- Settings**
 - About iMIS
 - Organization
 - Contacts
 - Addresses
 - Communities
 - Membership
 - Fundraising
 - Events
 - Commerce
 - General
 - Order types**
 - Product categories
 - Shipping

*Code

*Description

Invoice description

Standard Debit memo Credit memo Pro forma

Order stage options

Affect inventory

[Documentation](#) | [Support](#) | iMIS Demonstration English

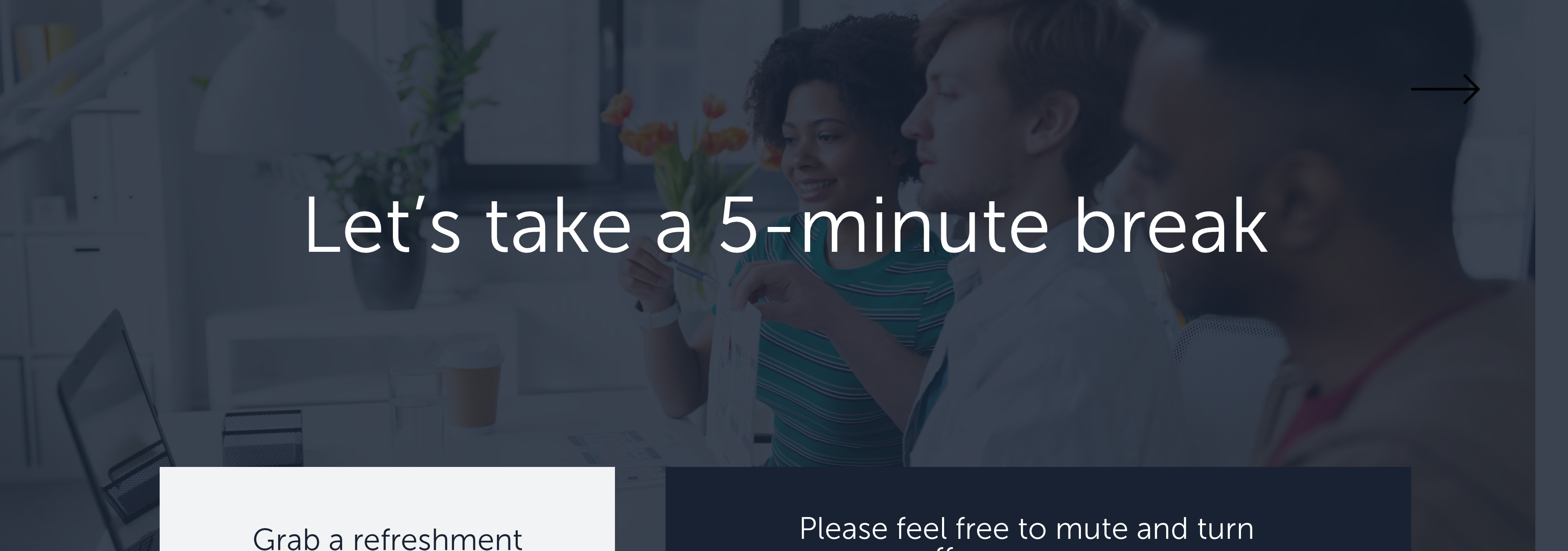


Product Codes: Orders

iMIS Orders

- Income account codes
- GST
- AR and Bank

If there is no account defined where will it go?



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



Batches





iMIS Batching

Why do we batch in iMIS?

- Grouping similar transactions
- Reconciliation purposes
- Managing control & risk

Controls in place to identify any errors

- Reporting on users and transaction types
- Manages the General Ledger interface



iMIS Batching

Payment Type

User

Date

Team





iMIS Batching

What does iMIS really care about?

- Batch number
- Date
- Description
- Cash type



iMIS Batching

iMIS Home Customers Billing Events Fundraising AR/Cash Orders Certification Service Central Exposition Subscriptions Referrals Leg. Tracking Issues Market

AR/Cash Manage batches

New Open Edit Delete Find

Batch	Description	Cash entity	Date	Date created	Created by	To GL	Status	Last updated	Updated by	Event
170928-1	Auto-Created		28/09/2017	28/09/2017	AUTOBATCH	No	Open			
170927-1	Auto-Created		27/09/2017	27/09/2017	AUTOBATCH	No	Open	27/09/2017 10:47	MANAGER	
170925-1	Auto-Created		25/09/2017	25/09/2017	AUTOBATCH	No	Open	25/09/2017 5:53	MANAGER	
160923-2	Adjustment - Error Fixes		23/09/2016	23/09/2016	MANAGER	No	Open	23/09/2016 12:03	MANAGER	
160920-1	Auto-Created		20/09/2016	20/09/2016	AUTOBATCH	No	Open			
160911-1	Auto-Created		11/09/2016	11/09/2016	AUTOBATCH	No	Open			
160903-1	Auto-Created		03/09/2016	03/09/2016	AUTOBATCH	No	Open	03/09/2016 5:09	ALEXM	
160805-1	Test Batch		05/08/2016	05/08/2016	MANAGER	No	Open	05/08/2016 12:15	MANAGER	
151214-1	Auto-Created		14/12/2015	14/12/2015	AUTOBATCH	No	Open	18/09/2015 9:24	BRIANM	
151106-1	Auto-Created		06/11/2015	06/11/2015	AUTOBATCH	No	Open	06/11/2015 2:25	BRIANM	
151104-1	Auto-Created		04/11/2015	04/11/2015	AUTOBATCH	No	Open	04/11/2015 3:18	EDIE123	
151103-1	Auto-Created		03/11/2015	03/11/2015	AUTOBATCH	No	Open	03/11/2015 3:29	NATHANL	
151028-1	Auto-Created		28/10/2015	28/10/2015	AUTOBATCH	No	Open	28/10/2015 11:32	ANDREA123	
151018-2	Auto-Created		18/10/2015	18/10/2015	AUTOBATCH	No	Open	18/10/2015 11:29	BRIANM	
151017-2	Auto-Created		17/10/2015	17/10/2015	AUTOBATCH	No	Open	17/10/2015 3:53	ELAINEB	
150925-1	Auto-Created		25/09/2015	25/09/2015	AUTOBATCH	No	Open	25/09/2015 5:03	BRIANM	
150923-6	Auto-Created		23/09/2015	23/09/2015	AUTOBATCH	No	Open			
150908-1	Auto-Created		08/09/2015	08/09/2015	AUTOBATCH	No	Open			
150818-1	Auto-Created		18/08/2015	18/08/2015	AUTOBATCH	No	Open			

Batch: 160805-1
Date: 05/08/2016
Descr.: Test Batch
Status: Open Posted/Closed Ready
Count: 1 Amount: 3333.00
Actual: 1 Amount: 220.00
Cash Table: AMEX
Cash Account: 1-1030
Created 05/08/2016 By MANAGER
Updated 05/08/2016 By MANAGER

Show: Open Ready Both Closed All 22 records

Print Selected Print Open Limit by date From 01/01/2005
Post Selected Post Ready Set Ready/Open To

Print View Batch Save Cancel



iMIS Batching

iMIS

Batches

Select a query:

[Export](#)

1 2 Page 1 of 2, items 1 to 20 of 22.

[Show all 22](#)

Batch Number	Description	Batch Date	Control Amount	Actual Amount	Date Created	Created By	Status
170928-1	Auto-Created	28/09/2017	0.00	0.00	28/09/2017	AUTOBATCH	Open
170927-1	Auto-Created	27/09/2017	0.00	0.00	27/09/2017	AUTOBATCH	Open
170925-1	Auto-Created	25/09/2017	0.00	0.00	25/09/2017	AUTOBATCH	Open
160923-2	Adjustment - Error Fixes	23/09/2016	0.00	-100.00	23/09/2016	MANAGER	Open
160920-1	Auto-Created	20/09/2016	0.00	0.00	20/09/2016	AUTOBATCH	Open
160911-1	Auto-Created	11/09/2016	0.00	0.00	11/09/2016	AUTOBATCH	Open
160903-1	Auto-Created	3/09/2016	0.00	0.00	3/09/2016	AUTOBATCH	Open
160805-1	Test Batch	5/08/2016	3,333.00	220.00	5/08/2016	MANAGER	Open
151214-1	Auto-Created	14/12/2015	269.23	769.23	14/12/2015	AUTOBATCH	Open
151106-1	Auto-Created	6/11/2015	705.00	705.00	6/11/2015	AUTOBATCH	Open

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance**
 - Invoices
 - View batches**
 - Advanced Accounting Console
- Continuum
- RISE
- Settings



iMIS Batching

Is this type of batching still relevant?

Export

1 2 Page 1 of 2, items 1 to 20 of 22.

[Show all 22](#)

Batch Number	Description	Batch Date	Control Amount	Actual Amount	Date Created	Created By	Status
170928-1	Auto-Created	28/09/2017	0.00	0.00	28/09/2017	AUTOBATCH	Open
170927-1	Auto-Created	27/09/2017	0.00	0.00	27/09/2017	AUTOBATCH	Open
170925-1	Auto-Created	25/09/2017	0.00	0.00	25/09/2017	AUTOBATCH	Open
160923-2	Adjustment - Error Fixes	23/09/2016	0.00	-100.00	23/09/2016	MANAGER	Open



iMIS Batching options

The screenshot shows the iMIS AR/Cash module setup interface. The main window is titled "Set up module" and contains various configuration options. A modal window titled "AR/Cash Batch Control" is open, displaying batch control settings.

iMIS AR/Cash Set up module

Navigation: Home Customers Billing Events Fundraising AR/Cash Orders Certification Service Central Exposition Subscription

AR/Cash

- Enter and edit transactions
 - Cash receipts
 - Sales transactions
 - Credit memos
 - Debit memos
 - Import transactions
- Manage batches
- Credit card reporting
 - Generate reports
 - Process month-end procedures
 - Print transaction journal
- Automatic payments
- Set up tables
- Set up module**
- AR/Cash help

Set up module

New Open Edit Delete

Default Entities

Multiple entities

AR	AU	Meetings	AU
Dues	AU	Orders	AU
Expo	AU	Fundraising	AU

Default Accounts

- Aging
- Batch Control
- G/L Interface

Credit Card Types: AMEX,MC,VISA,DINERS

Cash Application: Auto apply

Order Processing

- Recognize credit card order payments as prepaid cash
- Print 1st line description on statement
- Create activity records for zero amount orders

CR/DB Write-offs

Default cut off amount for write-offs: 5.00

Purge Information

Retain closed invoices (months): 0 Retain transactions (months): 0

General

First month of fiscal year (number): 1

- Use advanced product lookup
- Allow GL account edit for sales transactions

AR/Cash Batch Control

New Open Edit Delete Find

- No batch control
- Operator assigned batch numbers
- Auto sequential batch numbers
- Auto date batch numbers
- Require balanced batches for posting
- Separate posting cycle required
- Mark unposted transactions
- View batch by user

Load batches from date: 01/01/2005

Print Save Cancel



iMIS Batching options

iMIS

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
- RiSE
- Settings
- About iMIS
- Organization
- Contacts
- Addresses
- Communities
- Membership
- Fundraising
- Events
- Commerce
- Finance
- General
- Financial entities
- Due to/due from

First month of fiscal year (number) 7

Allow staff users to enter prepayments and overpayments

Allow non-staff users to enter partial payments

Refund method for credit invoices Original payment method

Default max invoice write-off amount 5.00

Batch control

Batch mode for staff web transactions Staff transactions in same batch as public transactions

Batch numbering Based on batch date

General ledger interface

Summarize exported journal entries by Batch

Default export file format CSV

Create separate files for each financial entity

3D Secure

API key [Redacted]

API identifier [Empty]

Organization unit ID brianm

3DS script URL [Empty]

3DS library URL [Empty]

Save Cancel

Documentation | Support | iMIS Demonstration

English

Staff transactions in same batch as public transactions

- Separate batches for staff and public transactions
- Individual batch for each staff user per day
- Manual batches



Reporting on Financials

Let's take a look!



iMIS Finance Dashboards

iMIS

Mr. Brian Murphy

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
 - Dashboard
 - Invoices
 - Pay Central
 - Batches
 - Closing procedures
- Continuum
- RiSE
- Settings

This year's revenue
4,419
Last year's revenue: 2,169,652

Open invoices
9,525

Open batches
12

Open credits
11
Amount: -961

A/R aging

— Current — Over 90

Revenue by month

Month	Revenue
May 2020	0
June 2020	0
July 2020	1,000
August 2020	32,000
September 2020	23,000
October 2020	0
November 2020	8,000
December 2020	6,000
January 2021	3,000
February 2021	0
March 2021	0
April 2021	0
May 2021	0

Accounting reports

Recent payments

- Ash Hunt made of a recent payment of **220.00**
- Mr. David F. Cooke, Jr. made of a recent payment of **98.63**
- Alex Morgan made of a recent payment of **25.49**
- Allyson Smith made of a recent payment of **25.00**
- Ms. Melissa F. Hodges made of a recent payment of **30.00**
- Dr. Clara Pau made of a recent payment of **50.00**
- Ms. Melissa F. Hodges made of a recent payment of **50.00**
- William Goh made of a recent payment of **75.00**
- Ms. Qing Tan made of a recent payment of **100.00**
- Xander West made of a recent payment of **100.00**

[View all](#)

Open invoices | Open batches | Credit balances | **Data integrity**

Select a query: Entity default accounts

Page size: 10

ORG CODE	ORG NAME	CASH ACCOUNT	ACCOUNT RECEIVABLE	INCOME	SALES TAX	FREIGHT	HANDLING	RESTOCK	REFUND CLEARING	REFUND AP	PREPAID
----------	----------	--------------	--------------------	--------	-----------	---------	----------	---------	-----------------	-----------	---------



Reporting on Financials

There is more to financial reporting than ...



Reporting on Financials

Total: 37 100% 37 of 37

Batch Transaction Listing Thursday, 13 November 2014
iMIS International Page 1
Batch: 131217-1 Date: 17/12/2013 Status: Open
Auto-Created

Transaction	Date	Bill To/ Ship To	Qty	Debits	Credits	Adj
7611	17/12/2013	18121 Sally Cushing, iMIS International				
FR	Income	Support the Water Preservation Fund Check: VISA *****1111 Name: Sally Cushing Gateway Ref: A10ASB1FAB1D	1	25.00		
7618	17/12/2013	22031 Mr. George B. Jones				
MEETING	Income	FREVENT- Main Function Check: 1234	1	78.97	78.97	
7619	17/12/2013	22031 Mr. George B. Jones				
FR	Income	Support the Water Preservation Fund Check: 1234	1	1,000.00		
7620	17/12/2013	23126 Tina Haglund, Prodigy Makers International				
MEETING	Income	ANNCONF- Chairman's Breakfast	1		10.00	
		ANNCONF- City Tour	1		25.00	
		ANNCONF- Full Conference	1		800.00	
		ANNCONF- State of the Industry	1		5.00	
		ANNCONF- Technology Exhibit	1		15.00	
		AR		855.00		
7621	17/12/2013	23126 Tina Haglund, Prodigy Makers International				
MEETING	Income	ANNCONF- Chairman's Breakfast	-1	10.00		
		ANNCONF- City Tour	-1	25.00		
		ANNCONF- Full Conference	-1	800.00		
		ANNCONF- State of the Industry	-1	5.00		
		ANNCONF- Technology Exhibit	-1	15.00		
		AR			855.00	
7622	17/12/2013	101 Prodigy Makers International				
MEETING	Income	HAGLUND, TINA, ANNCONF- Chairman's Breakfast	1	10.00		
		HAGLUND, TINA, ANNCONF- City Tour	1	25.00		
		HAGLUND, TINA, ANNCONF- Full Conference	1	800.00		
		HAGLUND, TINA, ANNCONF- State of the Industry	1	5.00		
		HAGLUND, TINA, ANNCONF- Technology Exhibit	1	15.00		
		AR			855.00	
7623	17/12/2013	23126 Tina Haglund, Prodigy Makers International				
MEETING	Income	ANNCONF13- City Tour	1	25.00		

iMIS

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance**
 - Dashboard
 - Invoices
 - Pay Central
 - Batches**
 - Closing procedures
- Continuum
- RISE
- Settings

Keyword search

Batch 210511-1

Batch date: 11/05/2021
Description: Auto-Created
Date created: 11/05/2021 2:17 PM
Created by: AUTOBATCH

Select a query: Batch detail

TRANSACTION NUMBER	BILL TO ID	CUSTOMER	CATEGORY	TRANSA
▶ 8216	23215	Ash Hunt	Payment	11/05/2
▶ 8215	23215	Ash Hunt	Invoice	11/05/2
▶ 8214	23215	Ash Hunt	Invoice	11/05/2



Reporting on Financials

iMIS TRANS table = Financial Reporting



Object Explorer

Columns

- TRANS_NUMBER (PK, int, not null)
- LINE_NUMBER (PK, int, not null)
- BATCH_NUM (varchar(15), not null)
- OWNER_ORG_CODE (varchar(10), not null)
- SOURCE_SYSTEM (varchar(10), not null)
- JOURNAL_TYPE (varchar(5), not null)
- TRANSACTION_TYPE (varchar(5), not null)
- TRANSACTION_DATE (datetime, not null)
- BT_ID (varchar(10), not null)
- ST_ID (varchar(10), not null)
- INVOICE_REFERENCE_NUM (int, not null)
- DESCRIPTION (varchar(255), not null)
- CUSTOMER_NAME (varchar(60), not null)
- CUSTOMER_REFERENCE (varchar(40), not null)
- REFERENCE_1 (varchar(50), not null)
- SOURCE_CODE (varchar(40), not null)
- PRODUCT_CODE (varchar(31), not null)
- EFFECTIVE_DATE (datetime, null)
- PAID_THRU (datetime, null)
- MONTHS_PAID (int, not null)
- FISCAL_PERIOD (int, not null)
- DEFERRAL_MONTHS (int, not null)
- AMOUNT (money, not null)
- ADJUSTMENT_AMOUNT (money, not null)
- PSEUDO_ACCOUNT (varchar(50), not null)
- GL_ACCT_ORG_CODE (varchar(5), not null)
- GL_ACCOUNT (varchar(50), not null)
- DEFERRED_GL_ACCOUNT (varchar(50), not null)
- INVOICE_CHARGES (money, not null)
- INVOICE_CREDITS (money, not null)
- QUANTITY (numeric(15,4), not null)
- UNIT_PRICE (money, not null)
- PAYMENT_TYPE (varchar(10), not null)
- CHECK_NUMBER (varchar(10), not null)
- CC_NUMBER (varchar(25), not null)
- CC_EXPIRE (varchar(10), not null)
- CC_AUTHORIZE (varchar(10), not null)
- CC_NAME (varchar(40), not null)
- TERMS_CODE (varchar(5), not null)
- ACTIVITY_SEQN (int, not null)
- POSTED (tinyint, not null)
- PROD_TYPE (varchar(5), not null)
- ACTIVITY_TYPE (varchar(10), not null)
- ACTION_CODES (varchar(255), not null)
- TICKLER_DATE (datetime, null)
- DATE_ENTERED (datetime, null)
- ENTERED_BY (varchar(60), not null)
- SUB_LINE_NUMBER (PK, int, not null)
- INSTALL_BILL_DATE (datetime, null)
- TAXABLE_VALUE (money, not null)
- SOLICITOR_ID (varchar(10), not null)
- INVOICE_ADJUSTMENTS (money, not null)
- INVOICE_LINE_NUM (int, not null)

SQLQuery1.sql ...IMIS (sa (60))*

```
select * From trans
```

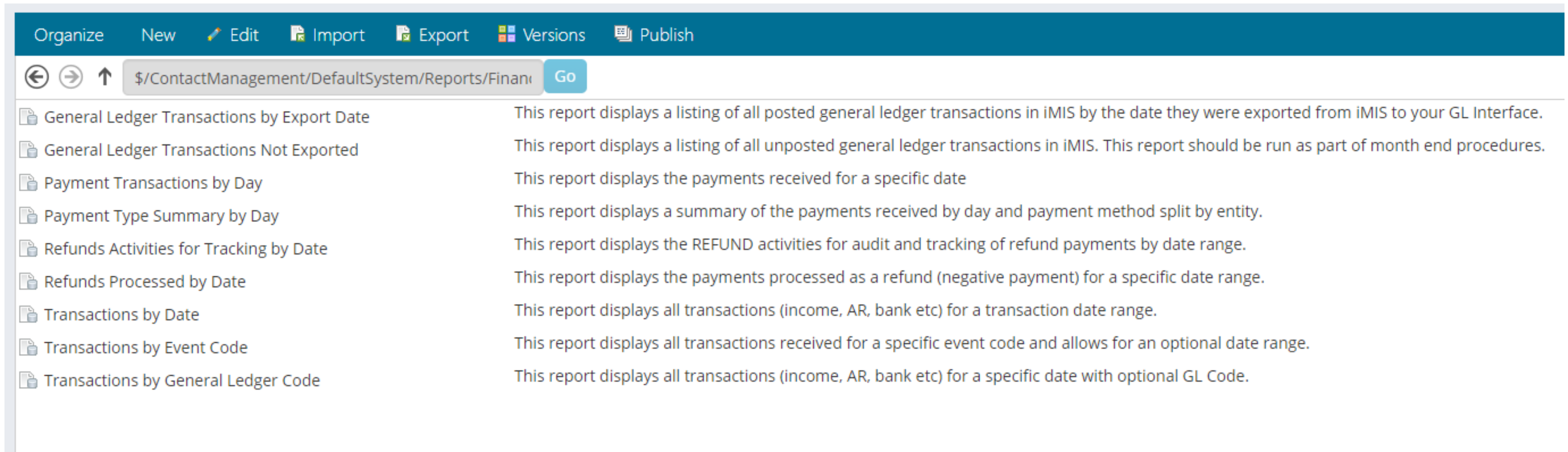
Results Messages

	TRANS_NUMBER	LINE_NUMBER	BATCH_NUM	OWNER_ORG_CODE	SOURCE_SYSTEM	JOURNAL_TYPE	TRANSACTION_TYPE	TRANSACTION_DATE	BT_ID	ST_ID	INVOICE_REFERENCE_NUM
25	10	2		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	104	104	8
26	10	3		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	104	104	8
27	10	4		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	104	104	8
28	10	5		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	104	104	8
29	10	6		DEMO	ORDER	IN	AR	2000-02-12 00:00:00.000	104	104	8
30	11	1		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	136	136	9
31	11	2		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	136	136	9
32	11	3		DEMO	ORDER	IN	DIST	2000-02-12 00:00:00.000	136	136	9
33	11	4		DEMO	ORDER	IN	AR	2000-02-12 00:00:00.000	136	136	9
34	13	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	156	156	10
35	13	2		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	156	156	10
36	13	3		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	156	156	10
37	13	4		DEMO	MEETING	IN	PAY	2000-02-12 00:00:00.000	156	156	10
38	14	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	121	121	11
39	14	2		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	121	121	11
40	14	3		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	121	121	11
41	14	4		DEMO	MEETING	IN	PAY	2000-02-12 00:00:00.000	121	121	11
42	15	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	155	155	12
43	15	2		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	155	155	12
44	15	3		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	155	155	12
45	15	4		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	155	155	12
46	15	5		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	155	155	12
47	15	6		DEMO	MEETING	IN	PAY	2000-02-12 00:00:00.000	155	155	12
48	16	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	137	137	13
49	16	2		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	137	137	13
50	16	3		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	137	137	13
51	16	4		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	137	137	13
52	16	5		DEMO	MEETING	IN	AR	2000-02-12 00:00:00.000	137	137	13
53	17	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	128	128	14
54	17	2		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	128	128	14
55	17	3		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	128	128	14
56	17	4		DEMO	MEETING	IN	PAY	2000-02-12 00:00:00.000	128	128	14
57	18	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	114	114	15
58	18	2		DEMO	MEETING	IN	AR	2000-02-12 00:00:00.000	114	114	15
59	19	1		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	152	152	16
60	19	2		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	152	152	16
61	19	3		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	152	152	16
62	19	4		DEMO	MEETING	IN	DIST	2000-02-12 00:00:00.000	152	152	16

Query executed successfully.



Reporting on Financials



The screenshot shows a web-based financial reporting interface. At the top is a teal navigation bar with the following menu items: Organize, New, Edit, Import, Export, Versions, and Publish. Below the navigation bar is a breadcrumb trail: [\\$/ContactManagement/DefaultSystem/Reports/Finan](#) with a 'Go' button. A list of report categories is displayed on the left, each with a document icon:

- General Ledger Transactions by Export Date
- General Ledger Transactions Not Exported
- Payment Transactions by Day
- Payment Type Summary by Day
- Refunds Activities for Tracking by Date
- Refunds Processed by Date
- Transactions by Date
- Transactions by Event Code
- Transactions by General Ledger Code

On the right side of the interface, there are descriptive paragraphs for each report category:

- General Ledger Transactions by Export Date:** This report displays a listing of all posted general ledger transactions in iMIS by the date they were exported from iMIS to your GL Interface.
- General Ledger Transactions Not Exported:** This report displays a listing of all unposted general ledger transactions in iMIS. This report should be run as part of month end procedures.
- Payment Transactions by Day:** This report displays the payments received for a specific date
- Payment Type Summary by Day:** This report displays a summary of the payments received by day and payment method split by entity.
- Refunds Activities for Tracking by Date:** This report displays the REFUND activities for audit and tracking of refund payments by date range.
- Refunds Processed by Date:** This report displays the payments processed as a refund (negative payment) for a specific date range.
- Transactions by Date:** This report displays all transactions (income, AR, bank etc) for a transaction date range.
- Transactions by Event Code:** This report displays all transactions received for a specific event code and allows for an optional date range.
- Transactions by General Ledger Code:** This report displays all transactions (income, AR, bank etc) for a specific date with optional GL Code.



Reporting on Financials

Payment Transactions by Day

Define Run Report Group Security

summary sources **filters** display sorting

Query Filters

Add Filter Refresh

Where	Property	Function	Comparison	Multiple	Value	Prompt		
Transaction Date		None	Between		<input type="text"/> Run and <input type="text"/> Run	Required	Enter the	<input type="checkbox"/>
Check Number		None	Not Empty					<input type="checkbox"/>
Amount		None	Not Equal		0	No	<input type="text"/>	<input type="checkbox"/>
Transaction Type		None	Equal		PAY	No	<input type="text"/>	<input type="checkbox"/>
And Not	Property	Function	Comparison	Multiple	Value	Prompt		
Check Number		None	Starts With		*	No	<input type="text"/>	<input type="checkbox"/>
Query Options								
<input type="checkbox"/> Require user to provide at least one valid value								
<input type="checkbox"/> Limit the number of results returned								



Reporting on Financials

Payment Transactions by Day Save As Save Close

Define **Run** Report Group Security

*Enter the date range 15/05/2018 and 16/05/2018

Find

Page: 1 of 6 Go Page size: 20 Change Item 1 to 20 of 118

[show all 118](#)

Gl Account	Transaction Type	Date Entered	Amount	Bt Id	Batch Num	Payment Type	Transaction Date	Entered By
4005	PAY	16/05/2018 10:09:07 AM	1600.0000	353288	180516-1	W_MC	16/05/2018 12:00:00 AM	MANAGER
4004	PAY	16/05/2018 10:53:13 AM	595.0000	354407	180516-1	W_AMEX	16/05/2018 12:00:00 AM	DJ@PROFCONSULT.COM.AU
4005	PAY	16/05/2018 10:54:40 AM	595.0000	361710	180516-1	W_VISA	16/05/2018 12:00:00 AM	361710
4004	PAY	16/05/2018 10:55:02 AM	645.0000	003569	180516-1	W_AMEX	16/05/2018 12:00:00 AM	003569
4004	PAY	16/05/2018 10:55:36 AM	595.0000	343087	180516-1	W_AMEX	16/05/2018 12:00:00 AM	343087
4004	PAY	16/05/2018 10:55:39 AM	595.0000	350887	180516-1	W_AMEX	16/05/2018 12:00:00 AM	350887
4005	PAY	16/05/2018 10:55:53 AM	595.0000	354303	180516-1	W_VISA	16/05/2018 12:00:00 AM	354303
4005	PAY	16/05/2018 10:58:14 AM	595.0000	347789	180516-1	W_VISA	16/05/2018 12:00:00 AM	347789
4005	PAY	16/05/2018 11:00:22 AM	595.0000	356098	180516-1	W_MC	16/05/2018 12:00:00 AM	356098
4005	PAY	16/05/2018 11:01:01 AM	595.0000	343997	180516-1	W_VISA	16/05/2018 12:00:00 AM	343997
4005	PAY	16/05/2018 11:02:29 AM	645.0000	362422	180516-1	W_VISA	16/05/2018 12:00:00 AM	ADINSDALESCANLON@GMAIL.COM



Reporting on Financials

The screenshot displays the iMIS reporting interface. On the left is a dark sidebar with a navigation menu. The main content area shows a list of reports with their descriptions. The top of the interface includes a search bar, user profile, and navigation icons. The bottom of the interface has a footer with links and a language selector.

iMIS

- Community
- Membership
- Fundraising
- Events
- Commerce
- Marketing
- Certification
- Finance
- Continuum
 - Guided Performance Scorecard
 - All reports
 - Contact reports
 - Membership reports
 - Fundraising reports
 - Event reports
 - Commerce reports
 - Accounting reports**
 - Certification reports
 - Content reports
 - Report Writer
- RISE
- Settings

Keyword search

Mr. Brian Murphy

Organize New Edit Import Export Versions Run Download

\$/Accounting/DefaultSystem/Reports

Quick find

Report Name	Description
Account Statement	This report excludes invoices with zero balances, future dates (i.e. pledges), and accrual dues invoices that are not for the most recently billed term.
AR Cash Daily Distribution Summaries	Day by day transaction summary, by GL
AR Cash Distribution Detail	End of month transaction detail, sorted by account number
AR Cash Transactions	Daily transaction listing grouped by journal type, showing line-by-line details with subtotals by day and journal type
Batch Distribution Summary	Daily batch transaction summary, which displays a one-line summary of debits and credits for each GL account (or Deferred GL account if populated). Includes totals for each batch and a Grand Total.
Credit Card Authorization Audit	Prints a list of all credit card transactions for the specified date range, sorted by Transaction Number.
Credit Card Post Authorization	Prints a list of all credit card transactions that are not in Deferred status, in order to reconcile with the gateway. Grouped by Credit Card Authorization Account and Date Entered.
Deferred Income Analysis Spread	Provides a projection of how the current balances in deferred income will be recognized in each future period. Includes 12 months of projections as well as a summary of projections beyond that.
Deferred Income Audit Trail	Provides an audit trail to simulate the income that was recognized and the deferred income balance(s) that remained for a specific monthly period (any month for which the GL Export has already been run).
Deferred Income Detail	Provides a report of transactions to be posted to deferred income. This report should be printed prior to running the GL export. Verify the accuracy of the data and make modifications as needed before running the GL export.
Deferred Income Matrix Summary	Provides the current status of deferred income grouped by account. Includes the totals that were originally posted to deferred income, how much has been recognized to date, and the amount that remains to be recognized in future months.
General Ledger Journal Daily Summary	Daily transaction summary by GL account
General Ledger Journal Detail	General Ledger transaction detail, sorted by account
General Ledger Journal Monthly Summary	Monthly transaction summary by GL account
Invoice Detail	Displays invoice details without any special formatting for events, orders, or taxation. Can be filtered by open balance, invoice date, invoice number or reference number, sold to contact, or bill to contact.
PayPal Reconciliation	Lists all PayPal Express Checkout transactions for the specified date range, in order to reconcile with PayPal.
Trial Balance	Displays balances in aging categories for each contact as of the specified Aging Date, optionally including detail rows for each invoice. Includes several optional parameters to refine which invoices are included.

Documentation | Support | iMIS Demonstration

English



Reporting on Financials

The screenshot shows the iMIS software interface. At the top, a navigation bar includes 'iMIS' and several menu items: 'Events', 'Fundraising', 'AR/Cash', 'Orders', 'Certification', 'Service Central', 'Exposition', and 'Subscription'. The 'AR/Cash' menu is expanded, showing options like 'Enter and edit transactions', 'Cash receipts', 'Sales transactions', 'Credit memos', 'Debit memos', 'Import transactions', 'Manage batches', 'Credit card reporting', and 'Generate reports'. The 'Generate reports' option is selected, leading to a 'Generate reports' window. This window has two main sections: 'Report Types' and 'Available Reports'. The 'Report Types' list includes 'Account Status', 'Credit Card', 'Deferred Income' (highlighted), 'Selected Invoices', 'Transaction Lists', 'Trial Balance', and 'VAT'. The 'Available Reports' list includes 'Deferred Income Analysis/Spread', 'Deferred Income Analysis/Spread (Crystal)', 'Deferred Income Audit Trail (Crystal)', 'Deferred Income Detail Report', 'Deferred Income Detail Report (Crystal)', 'Deferred Income Matrix Summary', and 'Deferred Income Matrix Summary (Crystal)'. Below these lists is a 'Description' field and an 'Output to' dropdown menu currently set to 'Screen'.



Reporting on Financials

Document System

• Begin Date: 1/05/2020

• End Date: 31/05/2021

Run Report

PDF X

1 of 1 Find | Next

Causeis International

Deferred Income Detail Report

For the period of 1/05/2020 thru 31/05/2021

Deferred Account		Income Account			Begin Date	Term	
Trans #	Trans Date	Bill To	Name	Product	Join Date	Paid Thru	Amount
1-4500			1-4500		28/11/2020		1
7658	17/10/2020	19852	Erra Zara'ai, Versaton Malaysia	ANNCONF/PERF	15/01/2012		20.00
7659	17/10/2020	20386	Mr. Stephen E. Zarza	ANNCONF/PERF	20/01/2007		20.00
7660	17/10/2020	21280	Ms. Sylvia S. Zeigler	ANNCONF/PERF	4/10/2008		20.00
7661	17/10/2020	20201	Mr. Guy Zeno, Accessible Solutions Consulting	ANNCONF/PERF	2/10/1994		20.00
						Total	80.00
1-4500			1-4500		26/11/2021		1
8135	13/11/2020	19852	Erra Zara'ai, Versaton Malaysia	ANNCONF/PERF	15/01/2012		(20.00)
8136	13/11/2020	20386	Mr. Stephen E. Zarza	ANNCONF/PERF	20/01/2007		(20.00)
8137	13/11/2020	21280	Ms. Sylvia S. Zeigler	ANNCONF/PERF	4/10/2008		(20.00)
8138	13/11/2020	20201	Mr. Guy Zeno, Accessible Solutions Consulting	ANNCONF/PERF	2/10/1994		(20.00)
						Total	(80.00)
Grand Total							

12/05/2021 Page 1 of 1



Reporting on Financials

The screenshot shows the iMIS software interface for the AR/Cash module. The top navigation bar includes tabs for Events, Fundraising, AR/Cash, Orders, Certification, Service Central, Exposition, and Subscriptions. The left sidebar lists various AR/Cash functions, with 'Generate reports' selected. The main content area is titled 'Generate reports' and contains two list boxes: 'Report Types' and 'Available Reports'. 'Report Types' includes Account Status, Credit Card, Deferred Income, Selected Invoices, Transaction Lists, Trial Balance (highlighted), and VAT. 'Available Reports' includes Trial Balance (Crystal). Below these lists is a 'Description' field and an 'Output to' dropdown menu set to 'Screen'.



Reconciliation and EOFY Checklist

What matters? What should you do at EOFY?



General Ledger Interface

- Method of controlling transactions from iMIS to your GL
- Who is using the GL Interface?



General Ledger Interface

iMIS Business Rules for including a transaction in the GL file:

- Transaction must be posted
- Transaction must not have already been posted to the general ledger



General Ledger Interface

General ledger interface will output the file that can then be imported into your accounting package.

The “generic” template is typically used for manipulating into the preferred format.



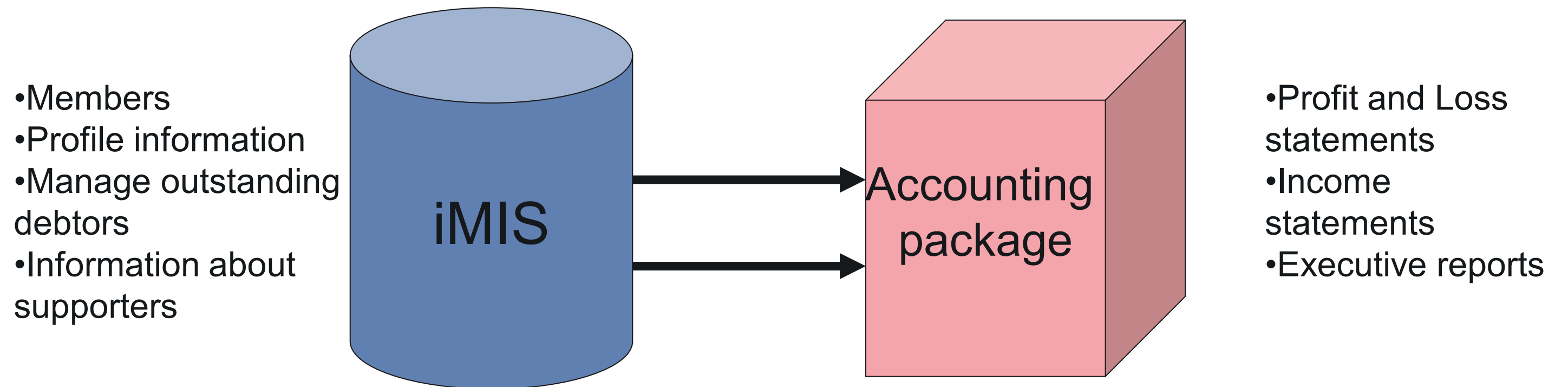
General Ledger Interface

No individual data is sent to the GL it is all financial transactions grouped by either:

- Transaction date
- Batch
- None



General Ledger Interface





Payment Gateway

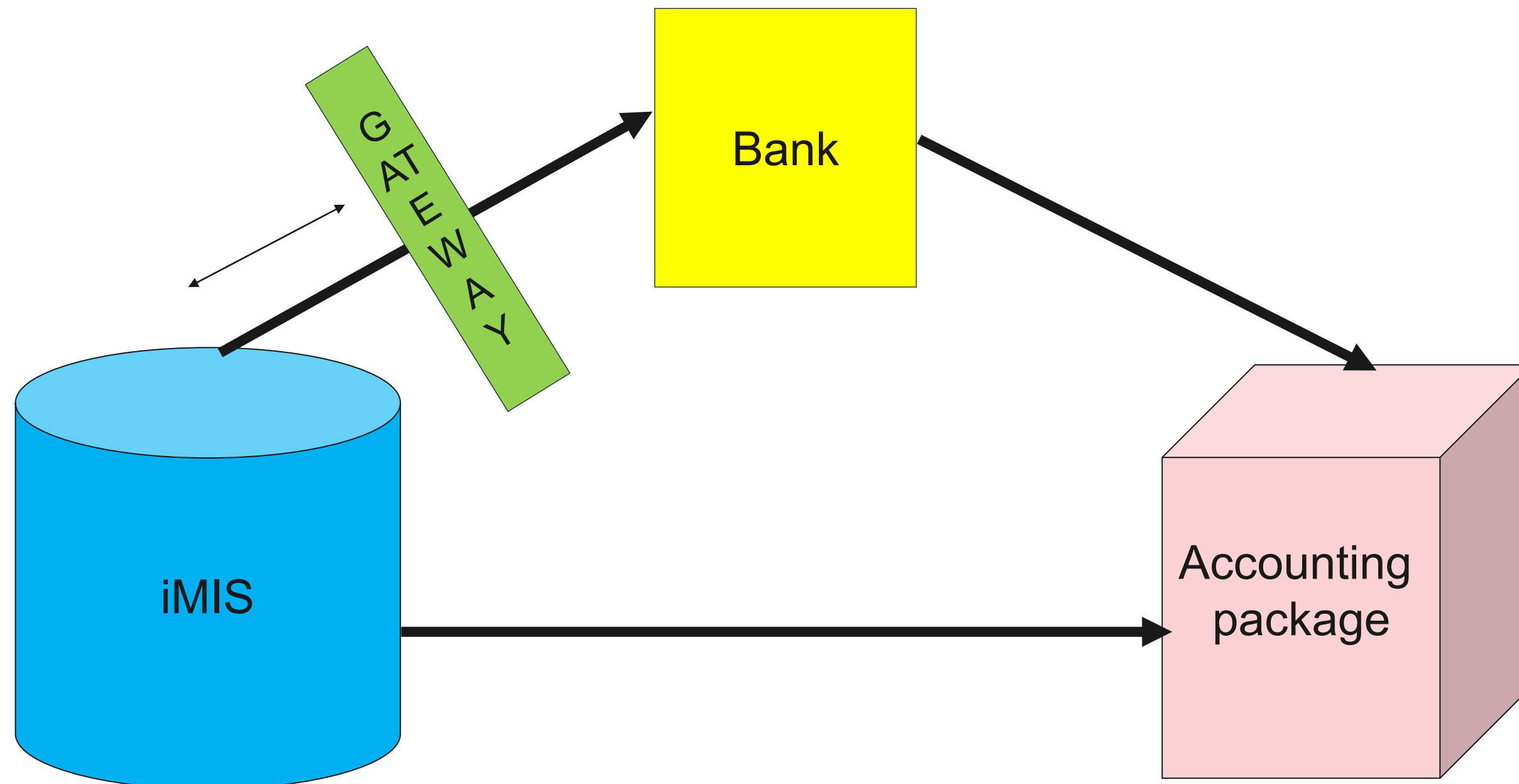
There are several elements to the payment gateway –

- iMIS
- Payment Gateway
- Accounting system
- Bank



Payment Gateway

Settlement: 1800hrs to 175959 hours





Payment Gateway

Users will get errors from the gateway due to the number of layers involved.

So what are some of these errors and how should we proceed?

- **Declined**
- **Cannot contact issuing or acquiring bank**
- **Timeout error**



Payment Gateway

Declined

Transaction **will not** commit to iMIS (unless processed via EFT)

The user can re-try the credit card or cancel the payment.

Unknown (iMIS 2017 only)

Transaction **will** commit to iMIS

The user must delete the transaction as an unknown authorisation code has not been processed to the customers credit card.

From bank rec process we will still expect the payment.



Payment Gateway

Cannot contact issuing or acquiring bank

Transaction **will not** commit to iMIS

The user can re-try the credit card or cancel the payment.

Most times, in 30 minutes the credit card will be processed.

Timeout error

Transaction **will not** commit to iMIS

The user can re-try the credit card or cancel the payment.

Most times, in 30 minutes the credit card will be processed.



End of Month
End of Year
Check List





Check list

Task	EOM	EOY
Validate all batches have been posted		
Run the Trial Balance report		
Run GL process for the current period and for the full Financial Year		
Run any financial validation reports		
Validate any outstanding debtors of events that have been held		
Validate any outstanding membership payments		



Check list

Task	EOM	EOY
Lapse any unfinancial members that have not renewed		
Run data integrity reports on financials		
Reconcile income reports from iMIS to accounting system		
Reconcile bank from iMIS to accounting system		
Check for any outstanding credits (refund or write-off)		
Write off any long-term or aged debts		
What else?		

Questions and Ideas





Next Course: Digital Academy

Member Value Proposition: Digital Age

25th and 27th October – Daily 10am – 12pm



Michelle Lelempsis,
Causeis



0404 092 105



michelle@causeis.com.au



Conrad Henley-Calvert,
Causeis



0421 371 842



conrad@causeis.com.au



