



WEBINAR SERIES

Best Practices for Month-End Procedures with iMIS & Your Accounting Solution

Presented by:
Association Technology Solutions



Association Technology Solutions

- Serving iMIS community since 1995
- Full-service Authorized iMIS Solutions Provider (AiSP)
- Application development to extend the functionality of iMIS
- 2015 & 2016 Authorized iMIS Solution Provider (AiSP) of the Year

The logo for Association Technology Solutions (ats) is a blue square with rounded corners, containing the lowercase letters 'ats' in white.

HOSTED BY



Presenter:

Pilar Archer

iMIS Consultant

Accounting & Association Software Group

Phone: (916) 601-5310

Email: parcher@aasg.net

Moderator:

Richard Banks

Sales Manager

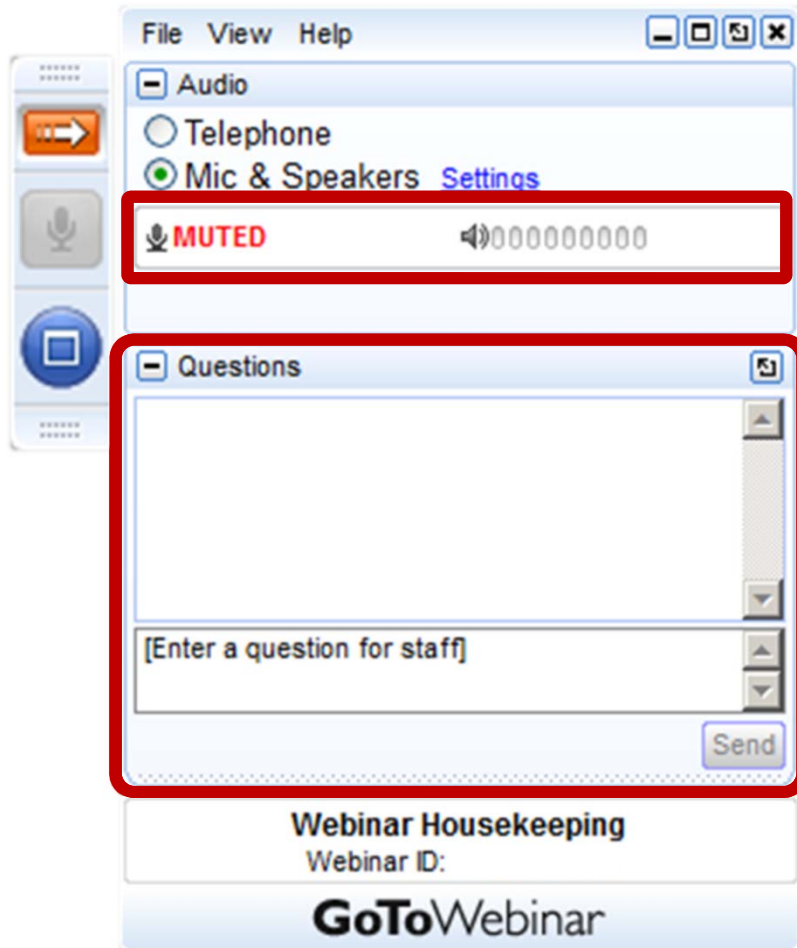
Association Technology Solutions, LLC

Direct: (571) 213-4785

Email: rbanks@atsol.org



Association Technology Solutions



- Attendees are muted to reduce background noise
- Remember to ask questions via the **Questions** panel
- Questions will be answered during Q&A after presentation is complete

- Serving iMIS community since 1993
- Authorized iMIS Solutions Provider (AiSP)
- Microsoft Gold Certified – Dynamics GP
- 2017 iMIS Solution Provider Chairman Circle Award
- Additional Service Offerings
 - Financial Services/Back Office Provider

– **Month-End Best Practices**

- Is it time for a review of your organization's month-end procedures in order to streamline your process of posting from iMIS to your accounting solution?

– **Are you creating your road map for when the iMIS Desktop is no longer available?**

- Differences between iMIS Desktop and iMIS Staff Site
 - What will no longer be available.
- How to prepare for the change.

– **Is your organization thinking of moving to the cloud for iMIS or for your accounting solution and wonder what possible implications may occur?**

- Terminology
- Integration Challenges

- iMIS Accounts Receivable
- Batch Control
- General Ledger Accounts
 - Product/Function Codes
- Transactions
 - Billing (Accrual or Cash)
 - Event Registration
 - Expo Sales
 - Products Sold
 - Donation
- Month-End Procedures (Daily/Weekly/Monthly)
- General Ledger Integration

- **Desktop Options**

The screenshot shows a dialog box titled "AR/Cash Batch Control" with a standard menu bar (New, Open, Edit, Delete, Find) and a list of options:

- 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

Below the options is a text field labeled "Load batches from date" with the value "01/01/2005". At the bottom are buttons for "Print", "Save", and "Cancel".

- **Staff Site Options**

The screenshot shows a dropdown menu titled "* Batch mode for staff web transactions [BatchMode]". The current selection is "Staff transactions in same batch as public transactions". The dropdown is open, showing the following options:

- (Select)
- Staff transactions in same batch as public transactions
- Separate batches for staff and public transactions
- Individual batch for each staff user per day



BATCH CONTROL – STAFF SITE

- **Staff Site Batches**

Batch 170706-1

Batch date: 7/6/2017 12:00:00 AM Status: Open
Description: Auto-Created Transaction count: 14
Date created: 7/6/2017 4:08:54 PM Transaction total: 3380.00
Created by: AUTOBATCH

Buttons: Post Batch, Set Ready, Print

Select a query: [Dropdown menu with options: Transaction summary, Transaction summary by payment method, Transaction details, Transaction details by payment method]

Export [Dropdown arrow]

Transaction Number	Bill To ID	Customer	Category	Transaction Date	Description	Summary Amount
▶ 8068	18550	Mrs. Sandra Thomson, Gossett & Johnson	Payment	7/6/2017	Check 10025	750.00
▶ 8069	22835	Ms. Qing Tan, Osman & Jaafar Sdn Bhd	Payment	7/6/2017	Check 10289	100.00

- Ability to print summary or detail plus the added feature of 'by payment method'.
- Ability to Export to .doc, .xls, .pdf, .csv, .xml.



- **Recommend:**
 - General Ledger Account Lookup/Validation Table
 - Enable Validate GL Accounts
- **Product Codes**
 - AR/Cash Setup
 - Default Accounts per Entity
 - Simple Order Entry – Inventory Products
 - Tax Codes
 - Cash Accounts
 - Due To/Due From
 - Billing (Accrual and Cash)
 - Events
 - Fundraising
 - Orders/Inventory
 - Expo

- **Checklist - Monthly**

- **Batches** - Verify all batches for the month are posted
- **Credits On Account** - Review credits on account to determine if any need to be issued a refund
- **iMIS Trial Balance** – Review if any invoice(s)/Credit(s) need to be written-off or collected upon.
- **iMIS AR/Cash Distribution Summary** - Review the iMIS AR/Cash Distribution Summary to verify that all items to be transferred to the general ledger are accurately coded.
- **Deferred Income Matrix** – Verify ending general ledger account balances against iMIS Deferred Income Matrix report from previous month. (Important report in iMIS that is NOT date sensitive you should always save a copy).
- **iMIS GL Interface** – Process GL Interface to transfer/post to your accounting software solution.

Note:

Blank accounts should be corrected prior to importing into your accounting program.

- **Reconcile**
 - **AR Trial Balance** – Does general ledger accounts receivable account balance to the iMIS AR Trial Balance report?
 - **Deferred Matrix Summary** – Does general ledger deferred income account balance to the iMIS deferred Matrix Summary report?

Reconciliation Tips:

- **Trial Balance** - Verify TB from prior month is still in balance.
- **AR/Cash Distribution Summary report** – Use to verify monthly net changes per account to determine which accounts need to be audited further with the Distribution Detail or Batch Distribution Summary report to locate variance.

- **Save Reports to pdf**

- AR Trial Balance
- AR/Cash Distribution Summary
- AR/Cash Distribution Detail
- Batch Distribution Summaries
- Deferred Income Detail Report
- Deferred Income Audit Trail
- Deferred Income Matrix Summary (**Required** - Not date sensitive)

Transaction List Reports

Available Reports

- 1-AR/Cash Distribution Summary
- 2-AR/Cash Distribution Detail (Crystal)
- 3-Batch Distribution Summaries (Crystal)

Deferred Income Reports

Available Reports

- 1-Deferred Income Detail Report (Crystal)
- 2-Deferred Income Audit Trail (Crystal)
- 3-Deferred Income Matrix Summary (Crystal)

- **Print Statements (Optional)**

- **iMIS Desktop** – Only option at this time for exporting to General Ledger
 - Validate GL Accounts – Enable
 - GL Interfaces
 - 36 Accounting Package
 - Summarize by:
 - Month/Day/Batch/Detail
 - Output File – Wildcard # & ?
- **iMIS 20.3 (next release)**

General ledger interface

Summarize exported journal entries by

Default export file format

Create separate files for each financial entity

AR/Cash General Ledger Interface

New Open Edit Delete Find

GL Interface

Validate GL accounts

GL interface type

Summarize by

Output file path/name

AP Refunds

Refund via AP interface

Vendor export path/file

Invoice export path/file

Send individual refunds to company

General

Don't allow file overwrites

Print Save Cancel

- **Creating a Road Map to migrate to iMIS Staff Site**
 - **Design – Staff Site – Finance (Dashboards, IQA's, Emails etc.)**
 - Must have
 - Nice to have
 - Not Required
 - **Modules no longer available**
 - Expo
 - Exhibits
 - Service Central
 - Crystal Reports
 - **Feature/Functionality**
 - Batch/GL Integration Improvements (20.3?)
 - * Tab – Replaced with Apply Credits (Available to Member)
 - No Partial Payments (20.3?)
 - No Sales Transactions
 - Event Cancel/Transfer Changes
 - Dynamic Pricing Groups
 - SSRS – Microsoft SQL Server Reporting Services
 - Alerts
 - **General Ledger Interface Options**
 - CSV
 - IIF
 - Export Log

- iMIS Cloud New Features & Enhancements:
 - [http://help.imis.com/imis20cloud/New Features and Enhancements/iMIS Cloud New Features and Enhancements.htm](http://help.imis.com/imis20cloud/New%20Features%20and%20Enhancements/iMIS%20Cloud%20New%20Features%20and%20Enhancements.htm)
- iMIS Desktop migration to the Staff Site
 - [http://help.imis.com/imis20cloud/New Features and Enhancements/Desktop to Staff site.htm](http://help.imis.com/imis20cloud/New%20Features%20and%20Enhancements/Desktop%20to%20Staff%20site.htm)

- **Terminology used by Software Companies**

- Cloud

- Subscription (SaaS – Software as a Service)
- Hosted Solution

- Restrictions

- IaaS (Infrastructure as a Service)

- Licensing

- Cloud

- **Cloud Based**

- Accounting

- Require 3rd party product?

- iMIS 20.3

- Only 2 export options

iMIS Example:

Hosting

1. Cloud Standard (auto upgrades, PCI compliance)
2. Cloud Plus (client responsible for upgrades, no PCI compliance)

Licensing

1. One-time (perpetual: has SUP)
 - a. Self-Hosted
 - b. Cloud Standard
 - c. Cloud Plus
 - d. 3rd Party Hosted
2. Subscription (annual usage fee: no SUP)
 - a. Cloud standard
 - b. Cloud plus

**Presenter:**

Pilar Archer

iMIS Consultant

Accounting & Association Software Group

Phone: (916) 601-5310

Email: parcher@aasg.net

Moderator:

Richard Banks

Sales Manager

Association Technology Solutions, LLC

Direct: (571) 213-4785

Email: rbanks@atsol.org



The logo for Association Technology Solutions (ATS), featuring the lowercase letters 'ats' in white on a blue square background with a white swoosh at the bottom.

MORE FROM ATS

Looking for more from the experts at ATS?

Upcoming Webinars

<http://atsol.org/Webinars>

schedule of upcoming webinars

Past Webinars

<http://atsol.org/PastWebinars>

*video recordings and downloadable
presentation slides*

Other Questions?

Email: info@atsol.org

Online: <http://www.atsol.org>

Phone: (720) 945-7252



Association Technology Solutions