

Where Are They Now? Crystal Reports iMIS 20 vs. Staff Site iMIS 20

Presented by:
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



Presenter:

Stephanie Harms

Tech Support Specialist

Association Technology Solutions

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Email: sharms@atsol.org

Moderator:

Richard Banks

Sales Manager

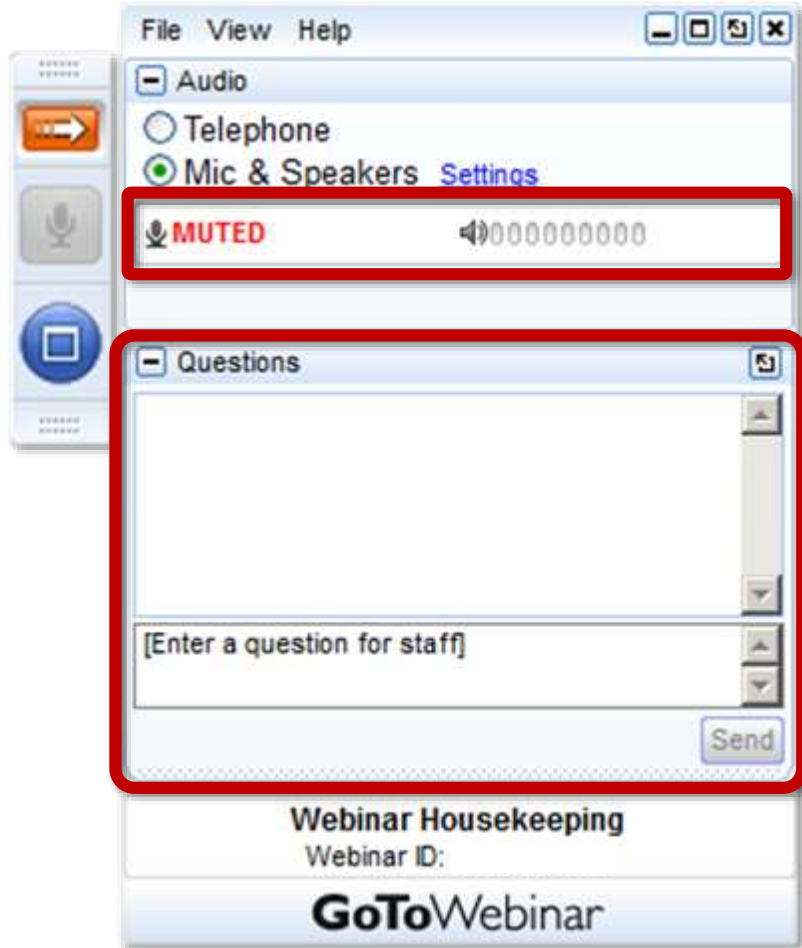
Association Technology Solutions

Direct: (571) 213-4785

Email: rbanks@atsol.org



**NO IMAGE
AVAILABLE**



- 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

Desktop

- Ad hoc searches
- Crystal Reports
- Omnis Reports

Staff Site

- IQA Queries
- SSRS Reports

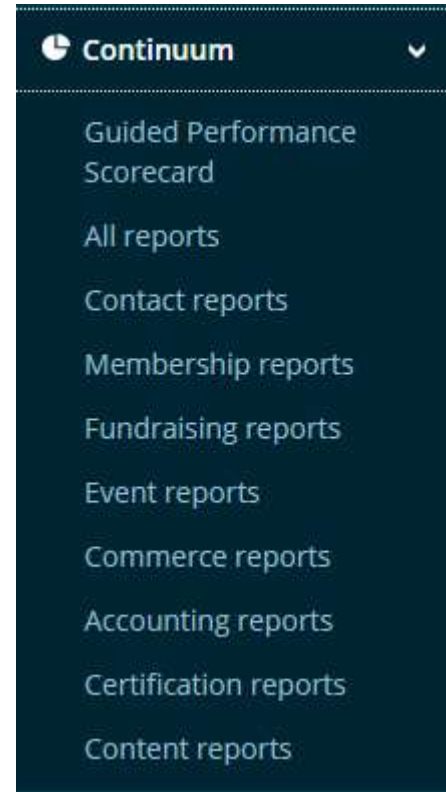




WHERE DO I START IN THE STAFF SITE

You can find out of the box reports and queries in the Staff Site under **Continuum**.

All reports takes you to the document system which contains all your IQAs and Reports.





WHERE DO I START IN THE STAFF SITE

Dashboards also have buttons that link to the corresponding reports under Continuum.

The screenshot shows the iMIS dashboard interface. On the left is a dark sidebar with navigation options: Community, Dashboard, Engagement, Find contacts, Add contact, Manage duplicates (with a 'PLUS' badge), Committees, Communities, Volunteers, Security, Create Referral Coupons, Membership, and Fundraising. At the top right, there is a 'MANAGER' dropdown menu and icons for refresh, shopping cart, and help. The main content area features four colored summary cards: 'Individuals' (863 current total), 'Organizations' (119 current total), 'Unique logins' (2 past 3 months), and 'Recent posts' (0 past 3 months). Below these is a 'Contacts by region' bar chart with two bars of height 4 and 9. To the right of the chart is a 'Recent history' section listing 'Prodigy Makers International' and 'Stephanie Harms', with a 'Clear History' button. A yellow box highlights a 'Contact reports' button located below the 'Recent posts' card.



Continuum >> Contact Reports

The screenshot displays a web application interface for contact reports. At the top, there is a 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](#) with a 'Go' button. The main content area is divided into two columns. The left column lists various reports, and the right column provides a brief description for each report.

Report Name	Description
Member Profile	
Queries	
2 Up Labels A4.rdl	This report prints labels on A4-size (210 x 297 mm) Avery L7162 stock
2 Up Labels.rdl	This report prints labels on letter-size (8.5 x 11 inches) Avery 5162 or 5262 stock
3 Up Labels A4.rdl	This report prints 3-column labels on A4-size stock.
3 Up Labels.rdl	This report prints 3-column labels on letter-size stock.
Activity by Name	Lists activities with dates and amounts, grouped by contact with total amounts for each contact. Filtered by member type.
Activity by Type	Lists activities by type and product with totals for each. Filtered by member type.
Change Log	Prints the contact field change history for the specified date range.
Committee Roster	Displays a listing of Committee members, including contact information and position.



PRINT PROFILE - DESKTOP

Prefix: Stephanie M Suffix: Harms
Stephanie Designation Member Title
Company ID Company Sort
Address Street Address Home Address New
Address 1 Address 2 Status
Address 3
City St/Prov Zip
Country
Preferred Mail Bill Ship
Phone Fax
E-mail sharms@atsol.org

Results	Record History	Activities-All	Calls	Letters	R
▶ 1105					

New Delete Find **Print** User Credentials 1 re

Member Profile
Advanced Solutions International, Inc.

Tuesday, November 27, 2018
Page 1


Stephanie Harms

Toll Free
E-Mail sharms@atsol.org

Record ID 1105
Member Type WEB / Web Customer
Status A



Stephanie Harms



ID 1105


Member type Web Customer

Status Active

[Print Info](#) [Public Profile](#) [Resolve Duplicates](#)

[Donate](#) [Order](#) [Register](#) [Email](#)

[Join Now](#)

 Mobile phone is missing

Print Info

[Refresh](#)



1 of 2

Find | Next

Advanced Solutions International, Inc.

Member Profile

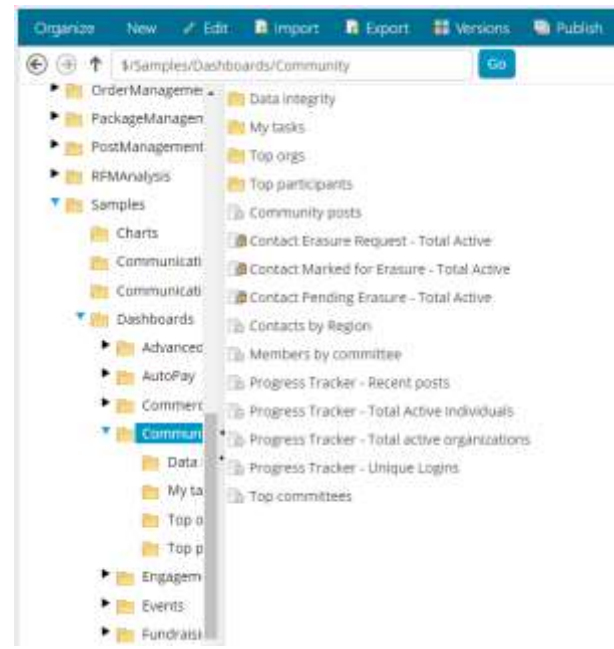
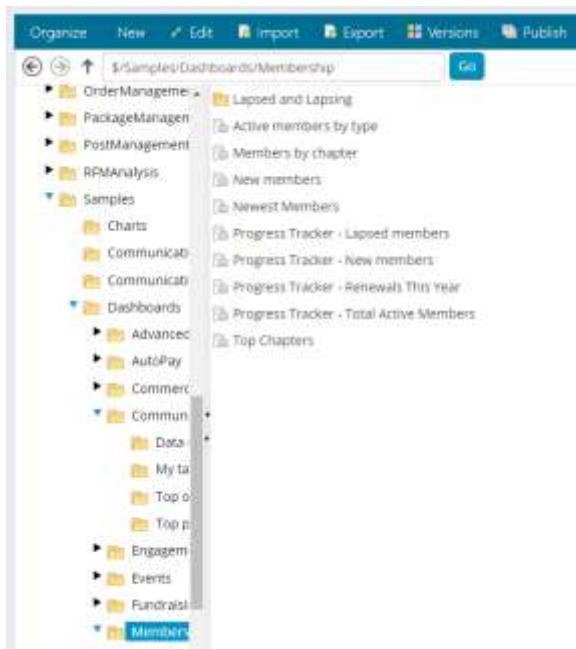
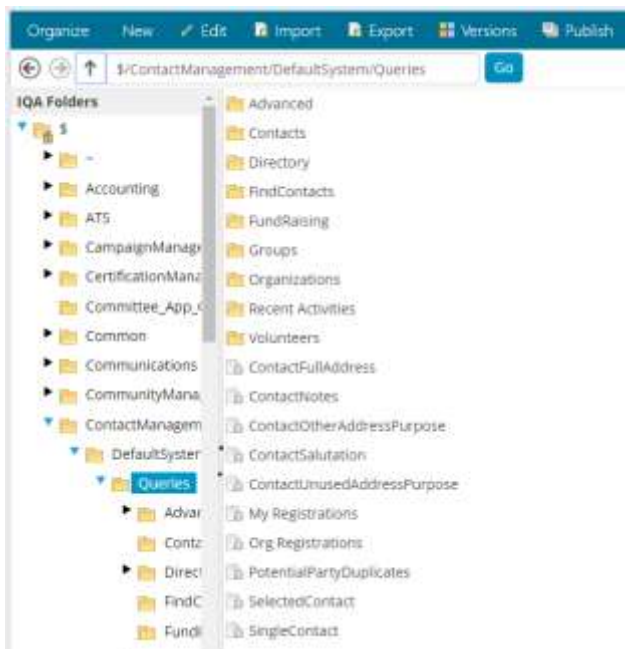
Stephanie Harms

Work Phone
Fax
Home Phone
Toll Free
Email sharms@atsol.org
Website

ID 1105
Member Type WEB / Web Customer
Major Key
Status A
Category
Member Since
Paid Thru
Chapter
Informal
Functional Title

Gender
Birthdate
SIC#
County
US Congress
St House
St Senate

Find IQAs that you can modify for members and contacts under `$/ContactManagement/DefaultSystems/Queries`, `$/Samples/Dashboards/Membership`, and `$/Samples/Dashboards/Community`.



Continuum >> Event Reports

The screenshot displays the Continuum software interface for Event Reports. On the left is a navigation sidebar with categories like Community, Membership, Fundraising, Events, Commerce, Marketing, Certification, Finance, and Continuum. The main area shows a list of reports with their descriptions. Several reports are highlighted with orange boxes: Event Invoice, Event Registration Confirmation.rdl, EventSimpleBadgesParams.rdl, Formal Meeting Roster, and Function Roster.

Report Name	Description
Combined Badge and Tickets	Prints an event badge and tickets for any registered functions that use tickets. Separate page for each registrant. Includes option to left or center justify the badge. Formatted for Avery 5392 badge stock.
Event Certificates	Prints a certificate of completion for each attendee of the selected event. Text of the certificate may be customized using parameters.
Event Invoice	Prints existing event invoices for the specified event or contact, with data based on Orders. Options to exclude invoices with no balance, show logo, or show VAT information. Can be filtered by invoice number or order number.
Event Planning Report	Displays a summary of the event definition, with option to include function summaries and their planned attendance.
Event Program Item Certificates	Prints a certificate of completion for each attendee of the selected program item. Text of the certificate may be customized using parameters.
Event Registration Confirmation.rdl	Prints event confirmation notices for the selected event, including line item prices and amount due.
Event Status Detail	Prints an event status report with rows for each event function.
Event Status Summary	Prints an event status summary with one row per event.
EventRegistrantsReport.rdl	List of registrants in a two-column layout
EventSimpleBadgesParams.rdl	Formatted for Avery 5392 badge stock
Formal Meeting Roster	Event roster sorted alphabetically by last name with 3 columns: Name, Company, and Location
Function Roster	Event function rosters for registration options and program items, including fees
Function Tickets	Prints tickets for those event functions which use tickets. Separate page for each registrant. Formatted for Avery 5392 badge stock.
Meeting Index	Prints a list of all events, which can be sorted by code, date, status, or title.
Meeting Roster - Order System Style	Event registrations for the selected event, formatted as orders (in the style of the Order Detail Report).
ProgramItemRegistrantsReport.rdl	Program Item Registrants Report
Registration List	Prepares a formal registration list suitable for vendor hand-out.
Weeks Out Report	Displays the number of registrants for the selected event by the number of weeks prior to the event's begin date.



EVENT INVOICE-DESKTOP

Generate reports

Report Types

- Badges
- Certificates
- Confirmations
- Exports
- Hotel
- Invoices**
- Labels
- Letters
- Meetings
- Planning
- Rosters
- Status
- Tickets
- Transaction Lists

Available Reports

- .Print Invoices (Crystal)**
- Print Invoices
- Print Invoices (Crystal)
- Print Invoices FR
- Print Invoices VAT (Crystal)
- Print New Invoices
- Print New Invoices (Crystal)
- Print New Invoices FR
- Print New Invoices VAT (Crystal)

Description

Print Meeting Registration Invoices

Output to Screen





EVENT INVOICE-DESKTOP

Advanced Solutions International, Inc.

Invoice No: 198

3309 Duke Street
Alexandria, VA22314

INVOICE

Sold To: Shirley Caldecott
Anon Ltd
1 Tower Place East
Lower Thames Street
London EC3R 5BU

Ship To: Shirley Caldecott
Anon Ltd
1 Tower Place East
Lower Thames Street
London EC3R 5BU

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
484		4/12/2017	1389	Net 30	4/12/2017
Qty	Description	Unit Price	Extended Price		
	DMA 2017 Annual Meeting & Expo 12/15/2017 - 12/18/2017 Grapevine, TX, United States Payment Details:				
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
450.00			450.00	250.00	200.00





EVENT INVOICE – STAFF SITE

* Event

* Display Logo

* Include Zero Balance

Invoice Number

Order Number

Registrant ID

Bill To ID

* Show VAT

Refresh



1 of 2 Find | Next

Advanced Solutions International, Inc.

3309 Duke Street Alexandria, VA 22314

INVOICE

Invoice Number: 192

Bill To: Mr. Daniel Decker
 Sales Manager
 Quality Products
 Route 879, Box 45
 Columbus, OH 43204

Ship To: Mr. Daniel Decker
 Sales Manager
 Quality Products
 Route 879, Box 45
 Columbus, OH 43204

Advanced Solutions International, Inc.

3309 Duke Street Alexandria, VA 22314

INVOICE

Invoice Number: 192

Bill To: Mr. Daniel Decker
 Sales Manager
 Quality Products
 Route 879, Box 45
 Columbus, OH 43204

Ship To: Mr. Daniel Decker
 Sales Manager
 Quality Products
 Route 879, Box 45
 Columbus, OH 43204

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
170		1/13/2000	25.00		1/13/2000

Qty	Description	Unit Price	Extended Price
1	Technical Exposition 2000 6/1/2000 - 8/3/2000 TECH00/20X20 - 20 X 20 Booth	1,800.00	1,800.00

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,800.00			1,800.00	900.00	900.00



Generate reports

Report Types

- Badges
- Certificates
- Confirmations**
- Exports
- Hotel
- Invoices
- Labels
- Letters
- Meetings
- Planning
- Rosters
- Status
- Tickets
- Transaction Lists

Available Reports

- Confirmation Letter (Crystal)**
- Confirmation Letter
- Confirmation Letter (Crystal)
- Confirmation Letter - Standard Forms
- Confirmation Letter - Std. Forms Continuous
- Post Cards
- Post Cards - Continuous Form
- Post Cards - Standard Forms Continuous
- Post Cards - Standard Forms Laser

Description

Laser confirmation notice / invoice with function prices and amount due

Output to **Screen**

Advanced Solutions International, Inc.
 3309 Duke Street # Alexandria, VA 22314 # (703) 212-6720 # FAX (703) 212-6725

Meeting Confirmation

Association Technology Solutions
 1311 W. 52nd Ave.
 Suite 240
 Arvada, CO 80002

Craft Brewers Conference 2012
 Sunday, July 01, 2012 through Wednesday, July 04, 2012

You are registered for the following:

Function	Fair Market Value	Quantity	Rate	Amount
Test Function		1	200.00	200.00
			Total	200.00
			Payment	200.00
			Balance	0.00

Payment Details



EVENT CONFIRMATION – STAFF SITE

Event Reports

Event: Annual Exposition 2018

Display Organization Logo: Yes

Display Organization Name: Yes

Registrant ID:

Order Number:

Refresh



1 of 27 | Print

Advanced Solutions International, Inc.

3309 Duke Street E Alexandria, VA 22314 E (703) 212-6720 E FAX (703) 212-6725

Scott Allen
Convention Decorators, Inc.
3344 W. Pine Ave., #100
Englewood, CO 80011

Advanced Solutions International, Inc.

3309 Duke Street E Alexandria, VA 22314 E (703) 212-6720 E FAX (703) 212-6725

Scott Allen
Convention Decorators, Inc.
3344 W. Pine Ave., #100
Englewood, CO 80011

Annual Exposition 2018

Saturday, December 01, 2018 - Monday, December 03, 2018

Casino Hotel
Las Vegas Strip
Las Vegas, NV

You are registered for the following:

Function	Quantity	Rate	Amount
10' X 10' Inline Booth	1	465.41	465.41
		Total	465.41
		Payment	465.41
		Balance	0.00



Generate reports

Report Types

- Badges
- Certificates
- Confirmations
- Exports
- Hotel
- Invoices
- Labels
- Letters
- Meetings
- Planning
- Rosters
- Status
- Tickets
- Transaction Lists

Available Reports

- 2 2/3" by 4" Example Badge
- 3" by 4" Continuous Badge, Centered
- 3" by 4" Continuous Badge, Centered, No Org
- 3" by 4" Continuous Badge, Left Adjusted
- 3" by 4" Continuous Badge, SFC ASI-030-C
- 3" by 4" Continuous Badge, SFC ASI-031-C
- 3" by 4" Laser Badge, Centered
- 3" by 4" Laser Badge, Centered, No Org
- 3" by 4" Laser Badge, Left Adjusted
- 3" by 4" Laser Badge, Left Adjusted (Crystal)
- 3" by 4" Laser Badge, Left Adjusted AA (Center)

Description

3" by 4" Badges, 1 up, centered, no logo

Output to Screen

SCOTTY

Scott Allen
Convention Decorators, Inc.
Englewood, CO

Advanced Solutions International, Inc.

TOM

Tom Kallstrom, BSN
Association for Associations
Aurora, IL



EVENT BADGES – STAFF SITE



Event Reports

*Event Code

First Name begins with

Last Name begins with

*Include Guests

1 of 1 Find | Next

SCOTTY

Scott Allen
Convention Decorators, Inc.
Englewood, CO

SCOTTY

Scott Allen
Convention Decorators, Inc.
Englewood, CO

TOM

Tom Kallstrom
Association for Associations
Aurora, IL





FORMAL MEETING ROSTER - ALPHA

Annual Exposition 2018

Meeting Roster as of November 27th, 2018

Page 1

Advanced Solutions International, Inc.

Name	Company	City
Scott Allen	Convention Decorators, Inc.	Englewood, CO
Tom Kallstrom, BSN	Association for Associations	Aurora, IL

2 Participants Listed





FORMAL MEETING ROSTER-ALPHA

Event Reports

• **Event**

• **Include Guests**

• **Include Cancelled**

[Refresh](#)



1 of 2 [Find](#) | [Next](#)

Advanced Solutions International, Inc.

Formal Meeting Roster for Annual Exposition 2018

Name	Company	Location
Scott Allen	Convention Decorators, Inc.	Englewood, CO
Tom Kallstrom	Association for Associations	Aurora, IL
Total Participants	2	





FUNCTION ROSTER - DESKTOP

Generate reports

Report Types

- Badges
- Certificates
- Confirmations
- Exports
- Hotel
- Invoices
- Labels
- Letters
- Meetings
- Planning
- Rosters**
- Status
- Tickets
- Transaction Lists

Available Reports

- Education, by Function with Education Units
- Education, by Name with Education Units
- Formal Meeting Roster, Alpha by Name
- Formal Meeting Roster, Alpha by Name (Crystal)
- Formal Meeting Roster, by Company (Crystal)
- Formal Meeting Roster, by Company/Institute
- Function Roster
- Function Roster (Crystal)**
- Meeting Roster, Order System Style
- Meeting Roster, Order System Style (Crystal)
- Meeting Roster, w/ Address & Functions

Description

For each function, lists all participants in name order.

Output to **Screen**

Function Roster
Advanced Solutions International, Inc.

Tuesday, November 27, 2018
Page 1

Annual Exposition 2018
Additional Booth Personnel

Name	Company	Quantity	Rate
Tom Kallstrom, BSN	Association for Associations	1	50.00
Total Participants	1	Total for Function	50.00





FUNCTION MEETING ROSTER

Event Reports

• **Event**

• **Include Wait List**

• **Include Cancelled**

• **Only Wait List**

Refresh



1 of 3 Find | Next

Advanced Solutions International, Inc.

Function Roster for Annual Exposition 2018

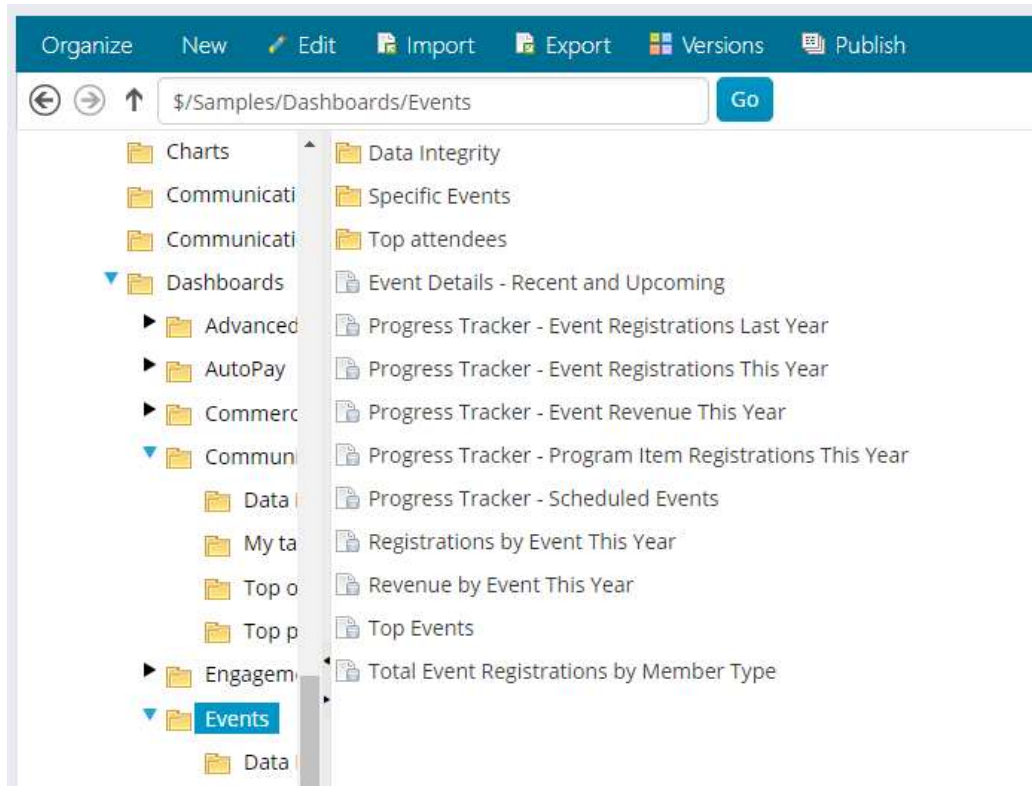
Additional Booth Personnel				
Name	Company	Quantity	Rate	
Tom Kallstrom, BSN	Association for Associations	1	50.00	
Total Participants	1	Total for Function	1	50.00



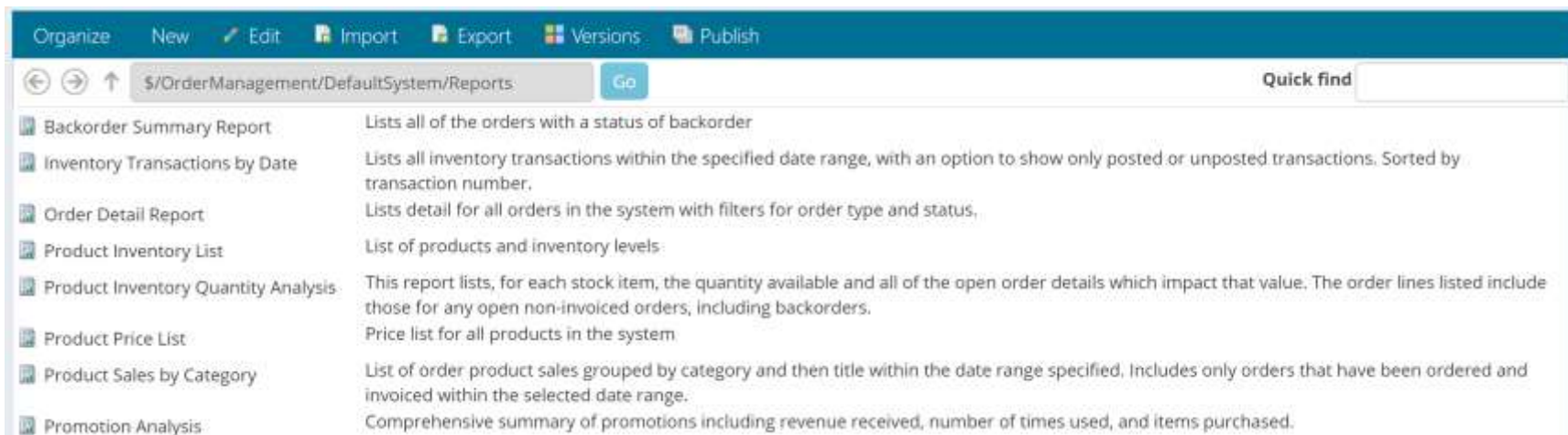


EVENT IQAS

Find IQAs to modify such as specific event rosters and registrations under `$/Samples/Dashboards/Events`.



Continuum >> Commerce Reports



The screenshot displays a web application interface with a menu bar at the top containing 'Organize', 'New', 'Edit', 'Import', 'Export', 'Versions', and 'Publish'. Below the menu bar is a navigation area with a breadcrumb trail '\$/OrderManagement/DefaultSystem/Reports', a 'Go' button, and a 'Quick find' search box. The main content area lists several reports with their descriptions:

Report Name	Description
Backorder Summary Report	Lists all of the orders with a status of backorder
Inventory Transactions by Date	Lists all inventory transactions within the specified date range, with an option to show only posted or unposted transactions. Sorted by transaction number.
Order Detail Report	Lists detail for all orders in the system with filters for order type and status.
Product Inventory List	List of products and inventory levels.
Product Inventory Quantity Analysis	This report lists, for each stock item, the quantity available and all of the open order details which impact that value. The order lines listed include those for any open non-invoiced orders, including backorders.
Product Price List	Price list for all products in the system
Product Sales by Category	List of order product sales grouped by category and then title within the date range specified. Includes only orders that have been ordered and invoiced within the selected date range.
Promotion Analysis	Comprehensive summary of promotions including revenue received, number of times used, and items purchased.



PRODUCT SALES BY CATEGORY

Generate reports

Report Types

- Labels
- Order Status
- Product**
- Product Transactions

Available Reports

- Product Inventory List (Crystal)
- Product Inventory Quantity Analysis (Crystal)
- Product List
- Product Price List
- Product Price List (Crystal)
- Product Reorder List
- Product Reorder List (Crystal)
- Product Reorder List (Products Marked for Deletion) (Crystal)
- Product Sales by Category and Title (Crystal)**
- Warehouse Availability Analysis (Crystal)

Description

List of Order Product Sales grouped by Category and then Title within the date range selected. This report will only include those orders that have been ordered and invoiced within the date range selected.

Output to

Product Sales by Category and Title
Advanced Solutions International, Inc.

Tuesday, November 27, 2018
 Page 1

For the period of 1/1/2018 thru 1/31/2018

Product Code	Product Title	Quantity	Amount
BOOKS			
DIR-16	2016 Directory Iron and Steel Plants	1.00	75.00
		1.00	75.00
Grand Total		1.00	75.00





PRODUCT SALES BY CATEGORY

Commerce Reports

• Begin Date

• End Date

Refresh



1 of 1 Find | Next

Advanced Solutions International, Inc.

Product Sales by Category

For the period of 1/1/2018 through 1/31/2018

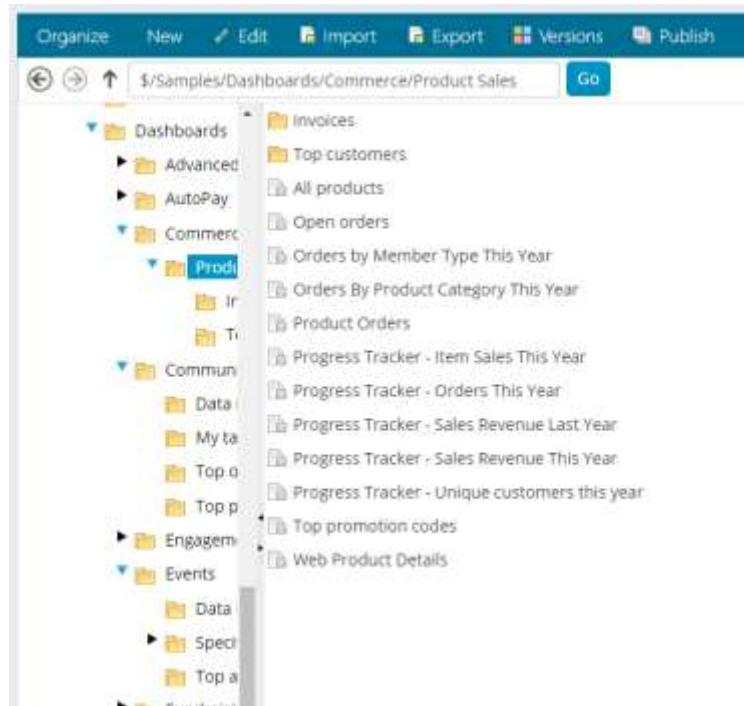
Product Code	Product Title	Quantity	Amount
BOOKS			
DIR-16	2016 Directory Iron and Steel Plants	1.00	75.00
		1.00	75.00
Grand Total		1.00	75.00





COMMERCE IQAS

Find IQAs to modify such as product orders, open orders, etc. under `$/Samples/Dashboards/Commerce/Product Sales`.



Continuum >> Accounting Reports

Organize New Edit Import Export Versions Run Download	
<input type="text" value="\$/Accounting/DefaultSystem/Reports"/> <input type="button" value="Go"/> <input type="text" value="Quick find"/>	
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
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
PayPal Reconciliation	Lists all PayPal Express Checkout transactions for the specified date range, in order to reconcile with PayPal.

Company ID: Prodigy Makers International

Mr. Douglas X. Hunt, Jr. - President

Address: P.O. Box 1111, Newark, NJ 07107-2564

Phone: bzastrucky@atsol.org

Profile: Work Phone (201) 898-9001, Home Phone (201) 346-9989, Fax (201) 898-4255

E-mail: dhunt@aol.com

Results Record History Activities-All Calls Letters Roster **AR/Cash** Billing Events Orders Exhibition Exposition

Date	Ref. Num.	Description	Charges	Credits	Balance
9/21/1999	R29	Medical Exposition 2000	4,050.00	1,012.50	3,037.50
11/12/1999	4	Order 4	78.00	0.00	78.00
11/12/1999	5	Order 5	39.00	0.00	39.00
4/15/2011	46	Order 93	18.01	0.00	18.01
5/11/2011	R108	Annual Meeting 2011	0.00	100.00	-100.00
9/8/2011	121	Order 200	80.56	0.00	80.56
11/12/1999	R19	Technology Expo	0.00	0.00	0.00
11/12/1999	R20	Boston Annual Meet	0.00	0.00	0.00

STATEMENT OF ACCOUNT

Date	Account #
11/27/2018	101

Mr. Douglas X. Hunt, Jr.
 President
 Prodigy Makers International
 P.O. Box 1111
 Newark, NJ 07107-2564

Amount Enclosed \$ _____

Date	Reference	Description	Amount	Credits	Balance
11/12/1999	4	Order 4	78.00		78.00
11/12/1999	5	Order 5	39.00		39.00
9/21/1999	R29	Medical Ex position 2000	4,050.00	1,012.50	3,037.50
5/11/2011	R108	Annual Meeting 2011		100.00	-100.00
4/15/2011	46	Order 93	18.01		18.01
9/8/2011	121	Order 200	80.56		80.56



AR STATEMENT – STAFF SITE

The AR Statement is found on the Participation tab of an individual's profile.

Open invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
▶ <input type="checkbox"/>	R29	9/21/1999	Medical Exposition 2000		4050.00	3037.50
▶ <input type="checkbox"/>	5	11/12/1999	Order 5		39.00	39.00
▶ <input type="checkbox"/>	4	11/12/1999	Order 4		78.00	78.00
▶ <input type="checkbox"/>	46	4/15/2011	Order 93		18.01	18.01
▶ <input type="checkbox"/>	121	9/8/2011	Order 200		80.56	80.56
▶ <input type="checkbox"/>	RCASH:101:20180104	1/4/2018	Renewal Fees		125.00	100.00

Total Balance Due 3,353.07

Total Selected 0.00

[Add To Cart](#)

[View Statement](#)





AR STATEMENT – STAFF SITE

View Statement



of 1 Find | Next

Advanced Solutions International, Inc.
 3309 Duke Street Alexandria, VA 22314

STATEMENT

Date	Account #
11/27/2018	101

Mr. Douglas X. Hunt, Jr.
 Prodigy Makers International
 President
 P.O. Box 1111
 Newark, NJ 07107-2564

Date	Reference	Description	Amount	Credits	Balance
9/21/1999	R29	Medical Exposition 2000	4,050.00	1,012.50	3,037.50
11/12/1999	4	Order 4	78.00	0.00	78.00
11/12/1999	5	Order 5	39.00	0.00	39.00
4/15/2011	46	Order 93	18.01	0.00	18.01
9/8/2011	121	Order 200	80.56	0.00	80.56

Total Due: 3,253.07

Your account has been turned over to our collection agency. They will be contacting you immediately concerning your lack of payment.

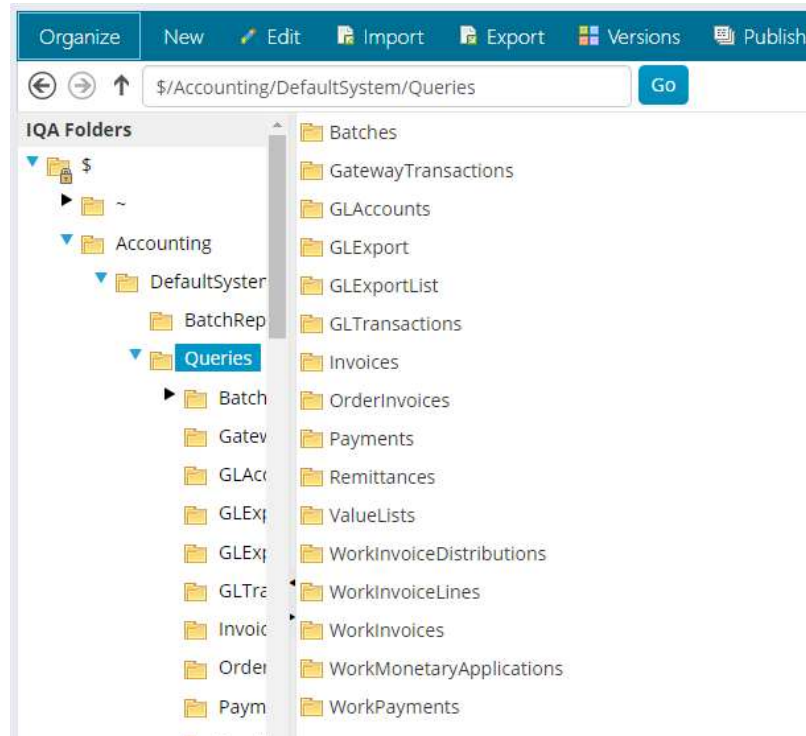
Current	31 - 60 Days	61 - 120 Days	Over 120 Days
0.00	0.00	0.00	3,253.07





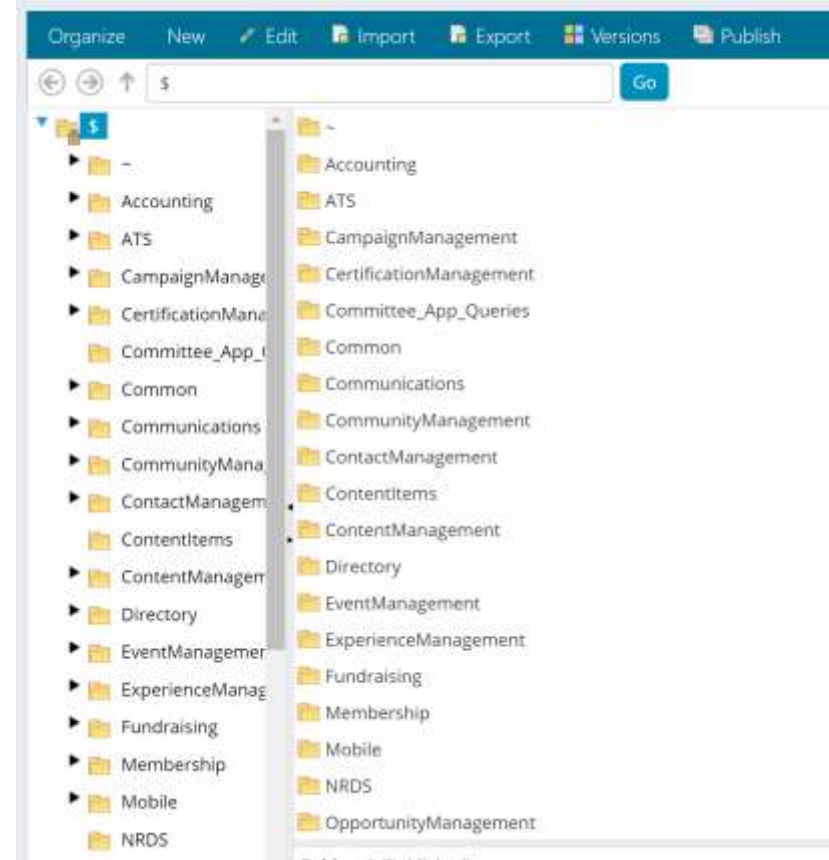
ACCOUNTING IQAS

Find IQAs to modify such as batch detail, GL Export, and Invoices, under `$/Accounting/DefaultSystem/Queries`.



All reports including IQAs and SSRS reports can be found under Continuum >> All Reports.

Use an IQA to duplicate a crystal report or ad hoc search if it does not need to be formatted in a particular way to be printed.

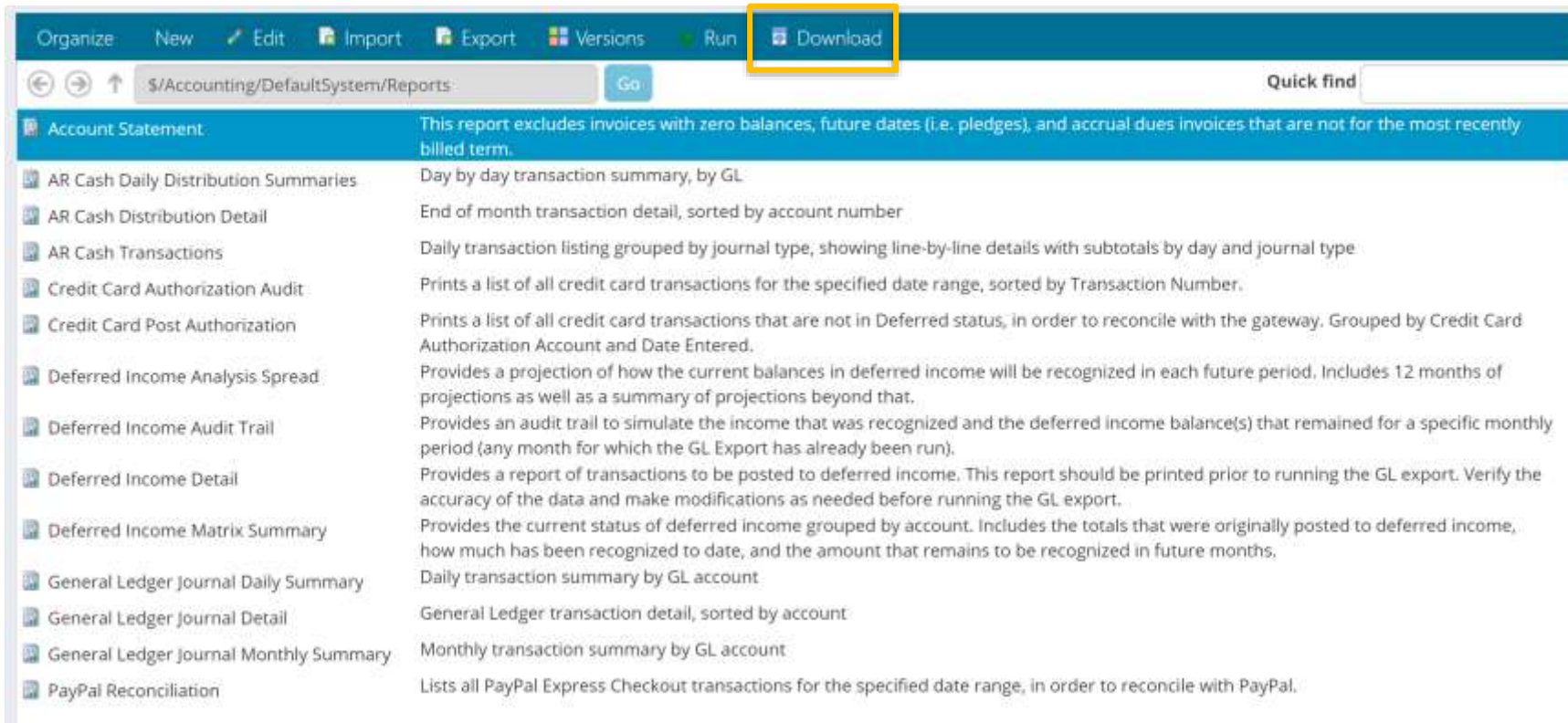


Have a crystal report that you can't find in the staff site but still need to use? Ask yourself the following questions to determine if you should create an SSRS report or IQA.

- Do I need to print the report in a nice format?
 - SSRS
- Do I need to pull a list that can be exported into excel?
 - IQA
- Is it a former ad hoc search?
 - IQA
- Are you using it for statistics or to sum dollars or count members?
 - IQA

- Download the SSRS Report RDL file from the staff site
- Using Visual Studio: Create new project and add RDL or add to existing project and add RDL
- Using Report Builder: Open downloaded RDL
- Modify SSRS Report and Save
- Upload RDL file back to staff site under the Document System in the correct folder.

Find the report you wish to modify and select Download.



The screenshot shows a software interface with a menu bar at the top. The menu items are: Organize, New, Edit, Import, Export, Versions, Run, and Download. The 'Download' button is highlighted with a yellow box. Below the menu bar is a navigation bar with a 'Go' button and a 'Quick find' search box. The main area displays a list of reports with their descriptions:

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
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
PayPal Reconciliation	Lists all PayPal Express Checkout transactions for the specified date range, in order to reconcile with PayPal.

Make necessary changes, like adding a photo, then save your new RDL.

The screenshot displays the Microsoft SQL Server Report Builder interface. The main report area shows a grid with a photo of a dog in the top-left cell. Below the photo, there are fields for [OrgName] and [InvoiceAddress]. To the right, the word "STATEMENT" is visible. A table is present with columns "Date" and "Account #", and a row containing «Expr» and [ID]. At the bottom, another table is shown with columns "Date", "Reference", "Description", "Amount", "Credits", and "Balance", and a row containing «Expr», [InvoiceNum], [Description], «Expr», [Payment], and [Balance]. The Properties window on the right shows the "Body" properties, including Border, Fill, and Position settings.

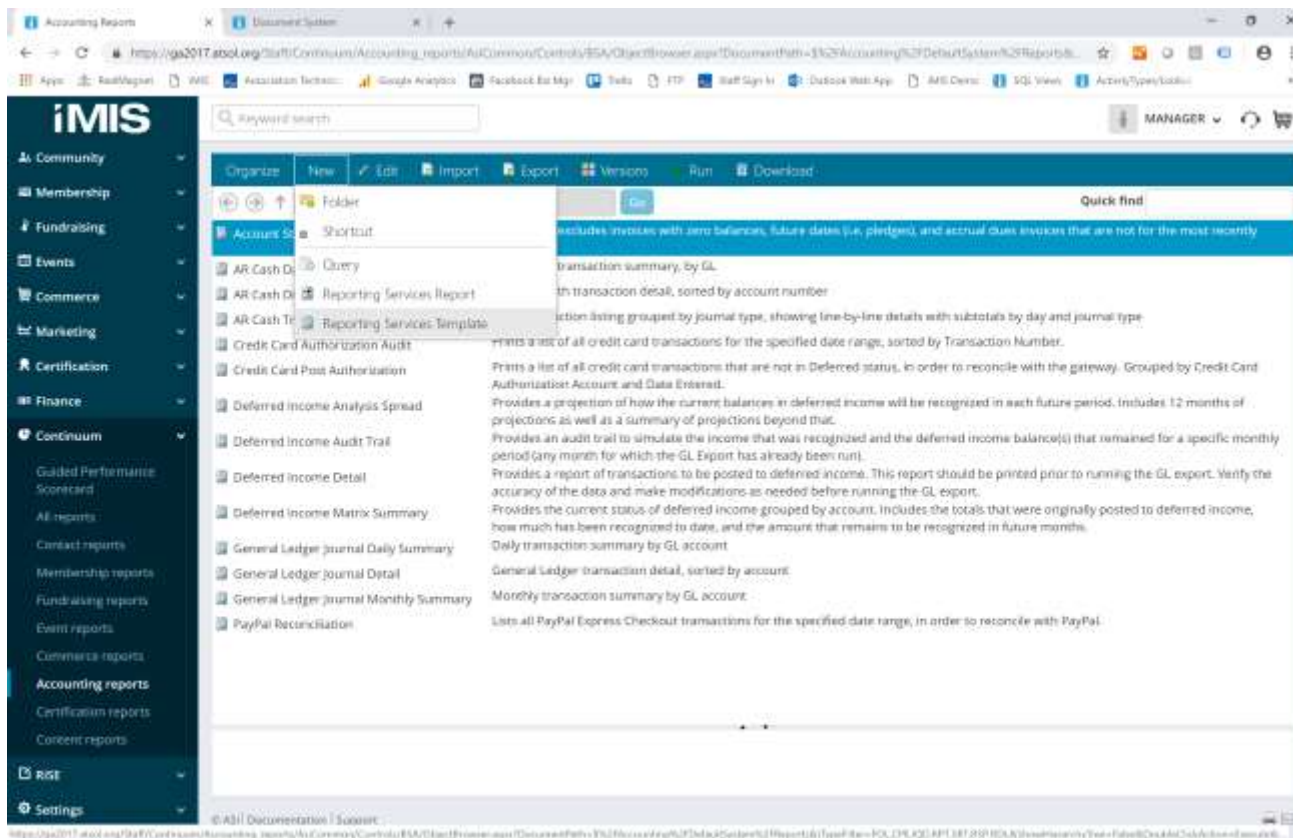
Date	Account #
«Expr»	[ID]

Date	Reference	Description	Amount	Credits	Balance
«Expr»	[InvoiceNum]	[Description]	«Expr»	[Payment]	[Balance]



MODIFY REPORT

Go to Continuum or Document System, select New >> Reporting Services Template. Upload your new RDL.



Organize New Edit Import Export Versions Run Download

\$/Accounting/DefaultSystem/Reports Quick find

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.
Account Statement SH.rdl	
AR Cash Daily Distribution Summaries	Day by day transaction summary, by GL
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PayPal Reconciliation	Lists all PayPal Express Checkout transactions for the specified date range, in order to reconcile with PayPal.



MODIFY REPORT

Run your new report.



Advanced Solutions International, Inc.
3309 Duke Street/Alexandria, VA 22314

STATEMENT

Date	Account #
11/27/2018	101

Mr. Douglas X. Hunt, Jr.
Prodigy Makers International
President
P.O. Box 1111
Newark, NJ 07107-2564

Date	Reference	Description	Amount	Credits	Balance
9/21/1999	R29	Medical Exposition 2000	4,050.00	1,012.50	3,037.50
11/12/1999	4	Order 4	78.00	0.00	78.00
11/12/1999	5	Order 5	39.00	0.00	39.00
4/15/2011	46	Order 93	18.01	0.00	18.01
9/8/2011	121	Order 200	80.56	0.00	80.56
Total Due:					3,253.07

Your account has been turned over to our collection agency. They will be contacting you immediately concerning your lack of payment.			
Current	31 - 60 Days	61 - 120 Days	Over 120 Days
0.00	0.00	0.00	3,253.07



- If you modify an out of the box report that is referenced on a page, such as the Account Statement or Event Badges, you will need to modify the page to display the modified report.
- Do not save reports you modify over out of the box reports



- For the Account Statement example, navigate to your account page participation tab. The out of box View Statement button is linked to the page `@/iCore/Contacts/Account_Statement`.

Configure iPart - Big Button Panel

Display content without a collapsible panel

Show the content as collapsed

Display on screen sizes (for responsive themes only):

Panel image: [select](#)

Image alt text:

Mode: Navigation Actions

Open links in a pop-up

Navigation item:

Include parent navigation item

Child levels to display:

Limit users who can view data for other contacts

Actions

Link Text	Link Target	URL Parameter	OBO	
View Statement	@/iCore/Contacts/Account_Statement	ID=@SelectedID	<input type="checkbox"/>	Edit Delete

- Make a copy of the iCore Account Statement page and configure the iPart to display your newly created report.
- After creating the new page, go back to the Participation tab page to link the Account Statement button to your new report page.

The screenshot shows the 'Manage content' interface for an 'Account Statement' report page. The page is currently in 'Published' status. The 'Definition' tab is active, showing the following configuration:

- Title:** Account Statement (with a checkbox for 'Use dynamic page title')
- Publish file name:** Account_Statement
- Layout:** SingleColumn
- Publish location:** http://2017.atsol.org/iCore/Contacts/Account_Statement.aspx
Click appropriate button to generate a full URL or free link to copy elsewhere.
Buttons: [Generate Full URL](#), [Generate Free link](#)

At the bottom, there is a section for 'New ReportDisplayCustom' with the following properties:

- SSRS Report runtime: %/Accounting/DefaultSystem/Reports/Account Statement
- Display the PDF Export button: True
- Display the Excel Export button: True
- Hide the parameters section: True
- Hide toolbar item: None
- Inspect query string for parameters: True
- Inspect Session for parameters: False



Presenter:

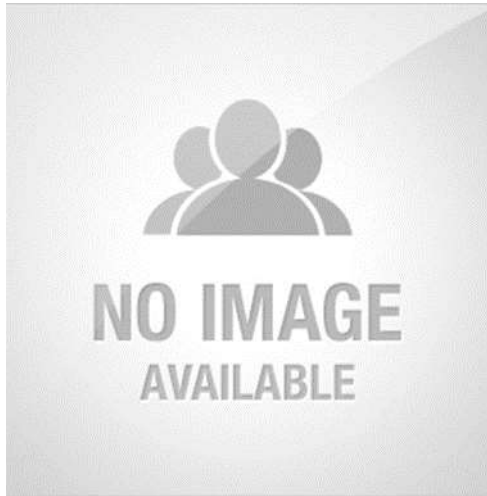
Stephanie Harms

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Association Technology Solutions

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