Approved Horizon System Setup

Introduction

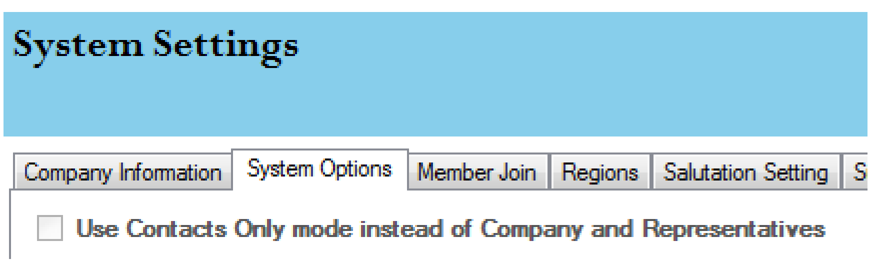
Before you begin using Approved Horizon in earnest, there are a few setup and configuration steps that need to be completed. This chapter reviews the twelve program setup options of Approved. These options are explained in the order anticipated by the program. It presents information on how to access System Setup and describes and defines each of the items in the System Setup window.

Note: System Setup does not need to be completed all at once, nor must it be entirely completed prior to using AA. The required System Setup areas will be indicated as such.

Contact vs. Companies/Representative mode

One of the initial steps when setting up your new database structure for the Approved Software is deciding which database mode you will be using for your organization. You are given two options: Contacts Mode and Companies Representative Mode. When making this decision, the best way to ensure that you are making the correct choice is to ask yourself how you are going to store your member information. Do you think of your members as individuals or do you think of them as companies that have multiple representatives? In some cases a person may say they think of their members from both perspectives. Then the next question is who is responsible for the dues? Who gets the invoice? If every individual is responsible for their own dues then Contacts Mode is the best route to take. If a company is responsible for all the dues then Companies Representative Mode is the best route to take.

This setting can be found in Company settings:



Along with the main menu there are other areas within the program that are setup differently. That is why it is very important when you contact us for technical support, that you let us know which mode you are working in. For example, when sending out Invoices ‘depending on the database mode you are in’ it will show the company’s name or the contact’s name. If you are working in Contacts Mode the invoices that will be generated will go out to each individual under contacts that you are invoicing. However if you are working in Companies Representative Mode one invoice will be sent out per company.

Another example would be the person information screen (companies rep. mode), and contact information screen (contacts only mode). Both screens deal with member information. However, the way it is structured is completely different. In Companies & Representative Mode, you are entering a contact's information as a representative of a company. In Companies Representative Mode, the contacts information is generally tied to a company. The contact is linked to their company. Company information in Contacts Only Mode is information only.

Accessing System Setup

To access the System Setup configuration options, do the following:
Launch Approved Horizon and enter your Logon information to view the Main Menu. Close the Reminder window if it has opened with new appointments for you.

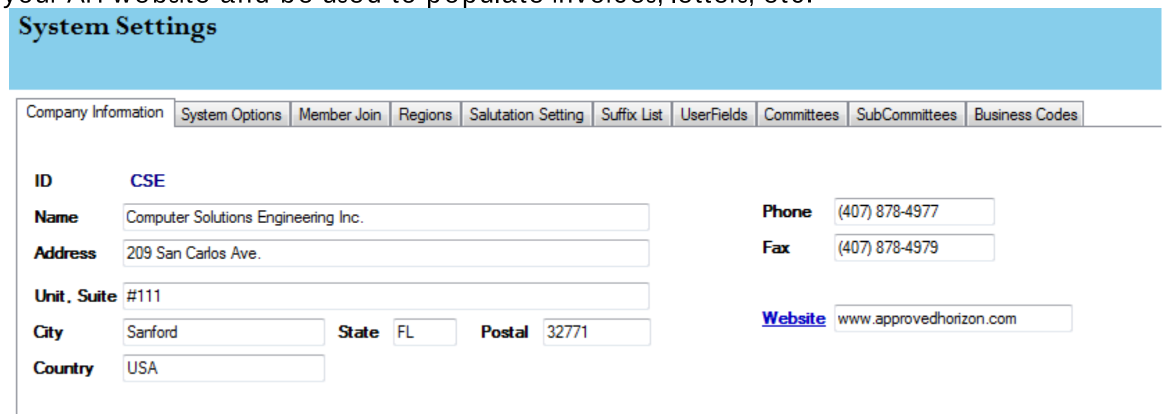
On the Top Bar Menu, click the **System Settings** button.

The System Setup window will open, giving you access to all twelve program configuration areas.

System Setup can take a while to complete, depending on the size of your association and program options.

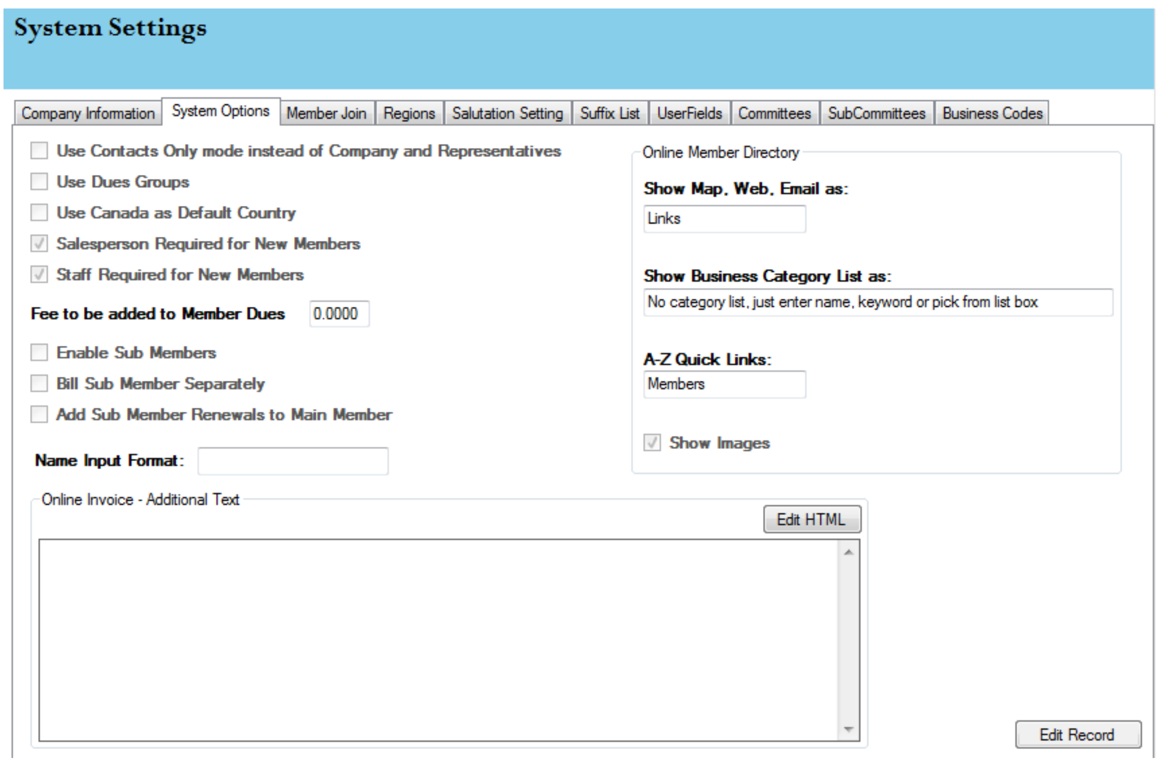
Company settings

Required: The Company Information window is where you enter your organization's information, mode of operation, database configuration (Companies and Representatives or Contacts Only) This information will display on your AH website and be used to populate invoices, letters, etc.



Edit Record: click this button to edit information. Your security settings must be set to allow you to make changes, or you will not be able to make edits, even when the button is selected.

System Options:



Member Join: This lists all of the fields that can be used for an online member signup. You can select from this list whether the prospective member can see the field and if it is required to complete the application.

Regions: If you wish to define members into regions, (ie: North, South, East, and West) you can create your regions here. This will allow inviting only members on the north side of town to be invited to a north side meeting.

Salutation Setting: This will control how members are addressed when you generate letters from within Horizon.

Suffix List. All of the suffixes recognized in your organization.

User Fields: There are 15 company fields and 15 Person Fields that can be modified.

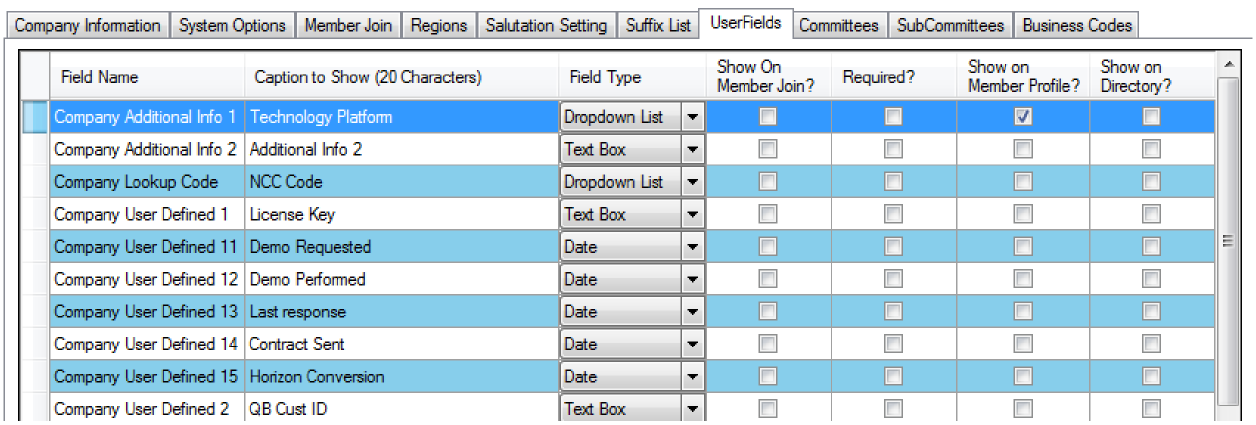
Create a filed name caption, or filed label.

Set the field type: Dropdown, textbox, Date or CheckBox.

Do you want it shown on the member Join Page on your website?

Show it on the member profile page?

Should this field show in the directory?



Company Information | System Options | Member Join | Regions | Salutation Setting | Suffix List | UserFields | Committees | SubCommittees | Business Codes

Field Name	Caption to Show (20 Characters)	Field Type	Show On Member Join?	Required?	Show on Member Profile?	Show on Directory?
Company Additional Info 1	Technology Platform	Dropdown List	☐	☐	☑	☐
Company Additional Info 2	Additional Info 2	Text Box	☐	☐	☐	☐
Company Lookup Code	NCC Code	Dropdown List	☐	☐	☐	☐
Company User Defined 1	License Key	Text Box	☐	☐	☐	☐
Company User Defined 11	Demo Requested	Date	☐	☐	☐	☐
Company User Defined 12	Demo Performed	Date	☐	☐	☐	☐
Company User Defined 13	Last response	Date	☐	☐	☐	☐
Company User Defined 14	Contract Sent	Date	☐	☐	☐	☐
Company User Defined 15	Horizon Conversion	Date	☐	☐	☐	☐
Company User Defined 2	QB Cust ID	Text Box	☐	☐	☐	☐

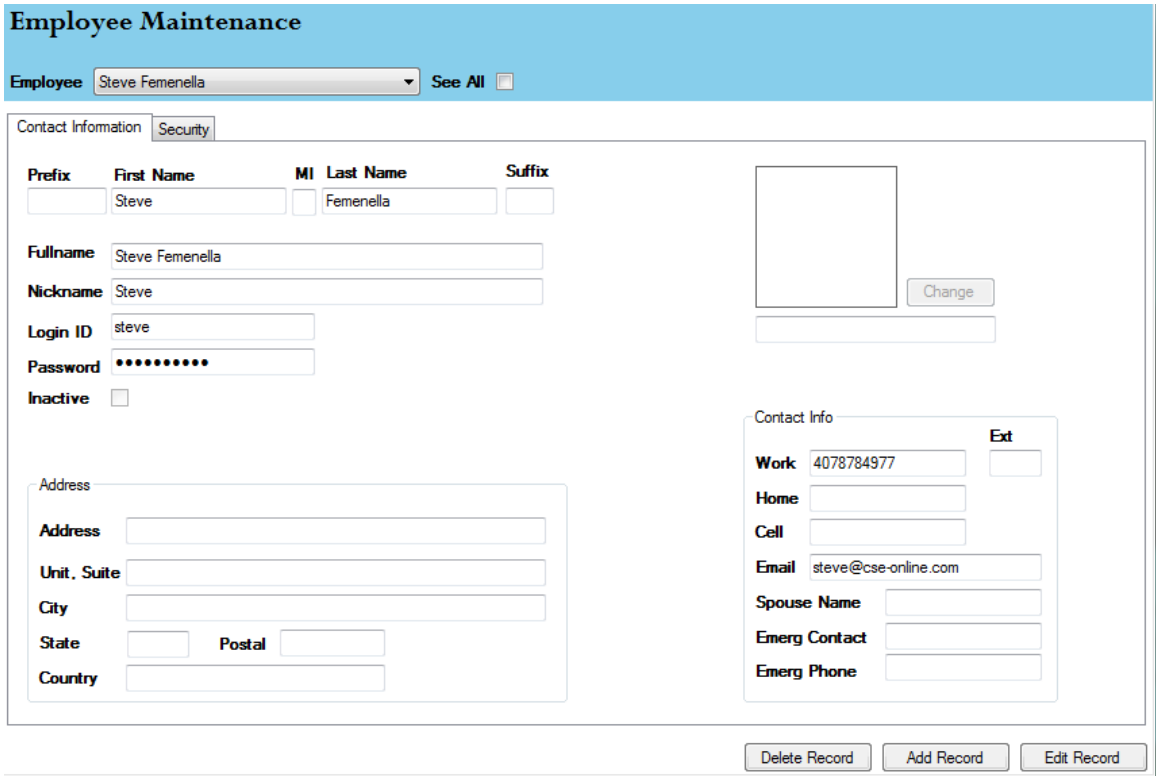
Committees: Set the committee name, is it a company committee or a person committee?

SubCommittee: A List of Names for the subcommittee table.

Business codes: If you use business codes, NCC or SIC Codes, they can be entered here.

Employees

Required: The Employee Information window is where you will enter your employee's names. It is important that you add at least one employee here prior to adding members to your database.

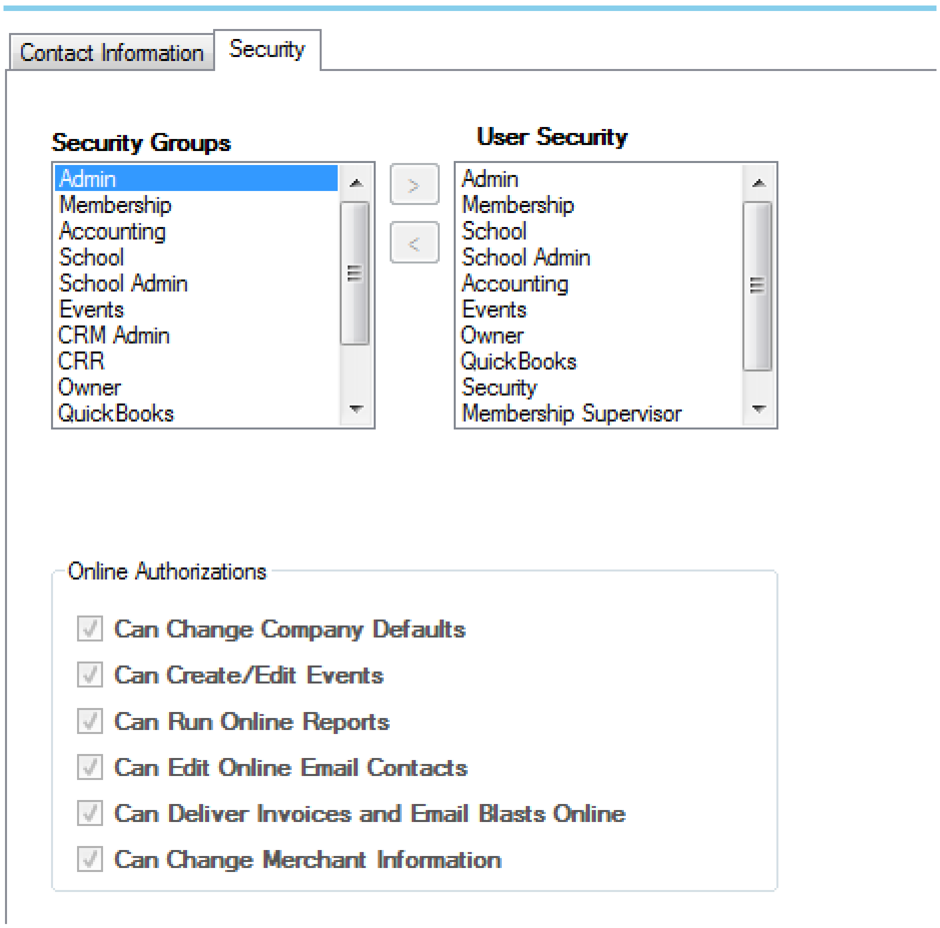


1. Enter the Employee pertinent information. Address and contact information is for internal use.
2. Contact Information: The form will open in View Mode. To add or make changes in the fields, click the **Edit** command mode.
3. Command buttons:

   Edit, Add, Delete
4. Additional Contact Information: these fields are optional (informational purpose only).
5. Inactive: Suspend this employees account without losing any information. This renders the account login inactive.

User Security Tab

This controls which users are allowed to see and edit data in the system:



Admin	Has Access to all portions of Approved Horizon
Membership	Adds and Edits members. Can create filtered lists and performs functions under the member menu.
Accounting	**Perform all invoicing and membership renewal functions.**
School	**Accesses student and course information.**
School Admin	**Can Lock, Create, and Edit Courses.**
Events	**Can add and edit events, and see registrants/attendees.**
CRM Admin	**Creates and assigns Customer Relationship representatives to campaigns.**
CRR	**Customer Relationship Representative processes prospects through a campaign.**
Owner	**The owner of the organization. The owner can view deleted transactions**

	and special owner reports.
QuickBooks	**The user with the rights to transfer transactions to QuickBooks.**
Security	**Can assign security settings to other employees.**
Membership Supervisor	**Performs advanced functions in the membership management area.**
Accounting Supervisor	**Performs advanced functions in the Accounting area.**

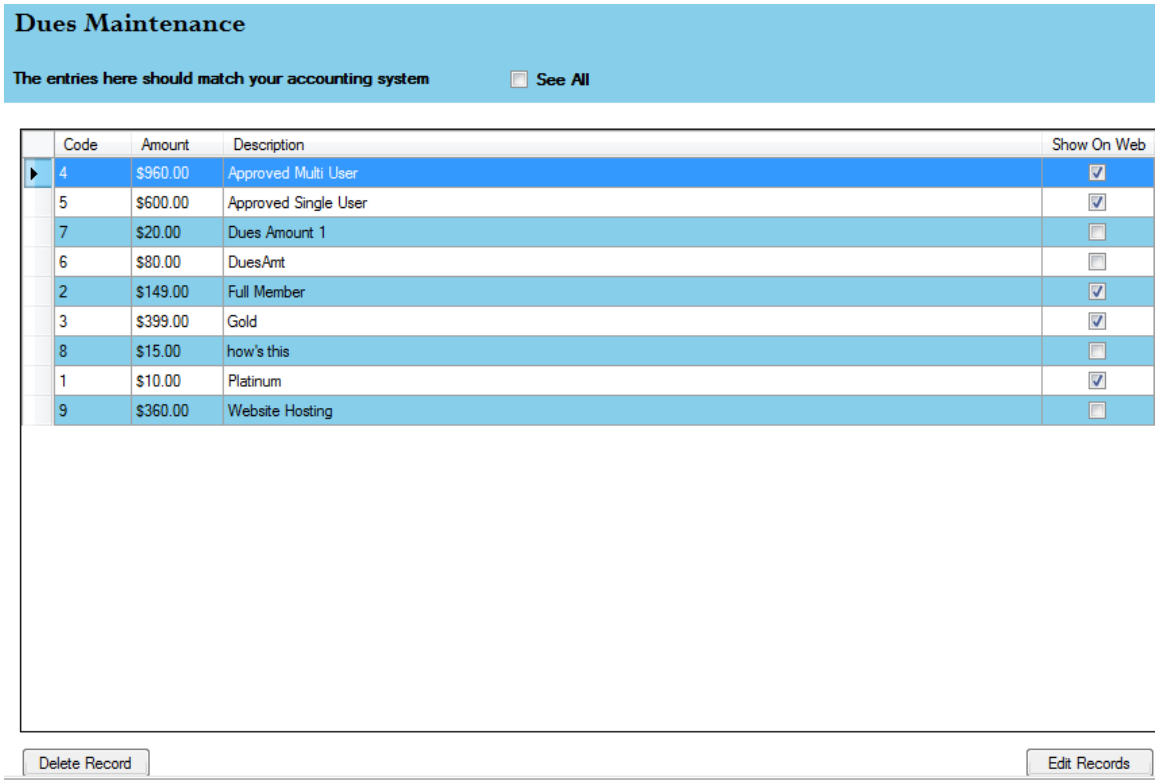
Online Authorizations:

These checkboxes control how much each user can do on the website.

Change Company Defaults: As accessed under company settings
Can Create Edit Events: Can make new online events.
Can Run Online Reports: Can create certain reports regarding events which are accessible from the website.
Can Edit Online Email Contacts: Can edit the Email contact information on the contact us page.
Can Deliver Invoices and Email Blasts Online: Can use the email invoice button on the invoice screen, and the email button on the list generator.
Can Change Merchant Information: Can change the merchant processing settings in system settings.

Dues Amounts

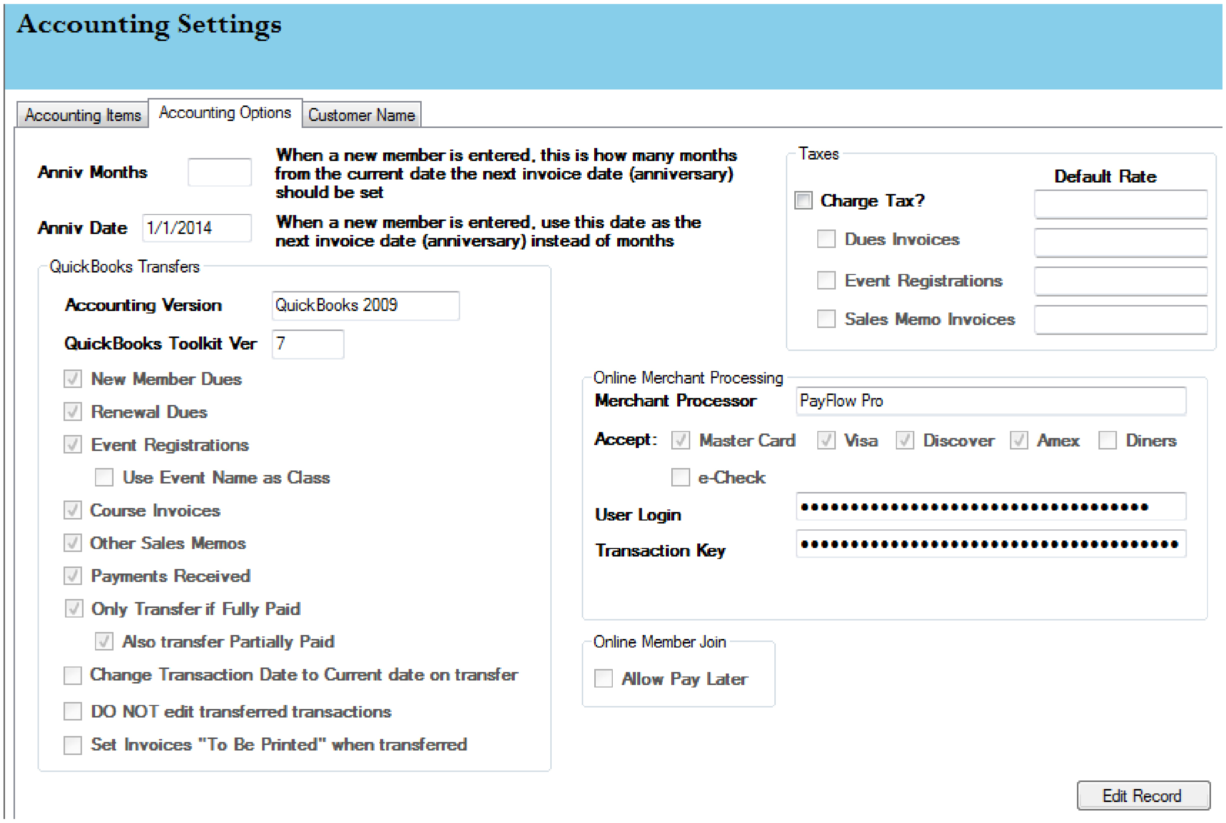
If your association charges dues, then use this panel to enter your most common dues amounts.



1. Dues Amounts: You may assign your specific association membership dues here. By clicking the **<u>Edit</u>** button, it allows you to add the specific dues you wish to use. By clicking the **<u>D</u>elete** button, it allows you to remove any dues you may not use anymore.
2. Columns
   a. <u>Code</u> – used to order dues amounts on the webpage signup
   b. <u>D</u>escription this description must match with the corresponding QuickBooks Item.
   c. Show On Web – this sets which Dues levels show in the online member join.
   d. See all – unhide inactive dues.

Accounting Options

Required: The Accounting Options window is where you setup your data to be transferred to QuickBooks, and what transactions you want transferred.



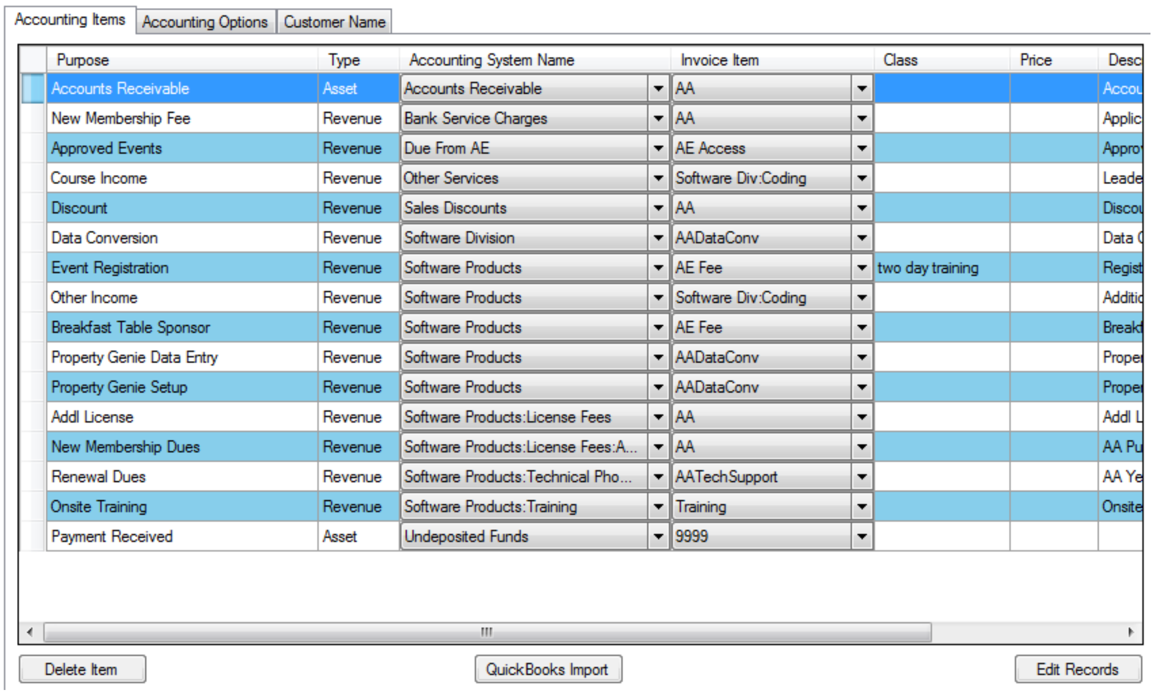
1. Accounting System: AH supports several versions of QuickBooks (Pro, Premier, and Enterprise), Use the dropdown list to select the accounting program used by your organization.
2. Export Options: this area is designated for you to choose which transactions you would like to be transferred to your QuickBooks. You can select or deselect by checking the check boxes assigned to each type of transaction. The field, DO NOT edit Transferred transactions should be used to make transactions read only once they have been transferred to QuickBooks.
3. Anniversary Months: Use this to set a members next billing date. Typical entry would be 12. If you want to run a membership drive featuring a free months membership, you can set the anniversary date to 13.
4. Anniversary Date. This will invoice all members their renewal on the same date.
5. If you charge taxes, then the taxes may be entered on this screen
6. Select a merchant Processor from the dropdown list, select your options and enter your login ID and Transaction Key. Approved will use this information to bill for membership, events, and one off invoices you generate

from the system. Approved generates an email to the purchaser that allows them to pay their invoice online by following a link in the emailed invoice.

7. Online member join If you will allow members to sign up online but pay later.

Account Names

Required: The Account Names window is where you match account names in AH to the chart of accounts in your accounting program. This serves as a cross reference between Approved Horizon and your accounting system, so that when you transfer transactions they post correctly.

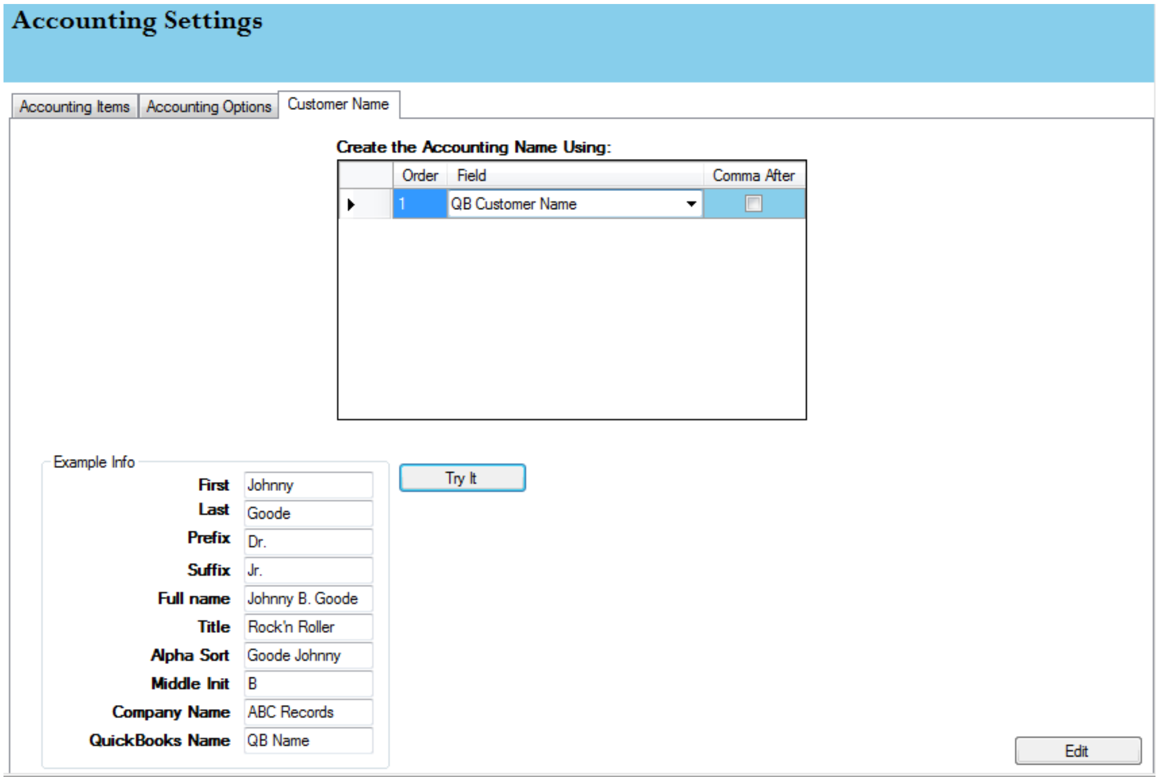


Purpose	Type	Accounting System Name	Invoice Item	Class	Price	Desc
Accounts Receivable	Asset	Accounts Receivable	AA			Accou
New Membership Fee	Revenue	Bank Service Charges	AA			Applic
Approved Events	Revenue	Due From AE	AE Access			Appro
Course Income	Revenue	Other Services	Software Div:Coding			Leade
Discount	Revenue	Sales Discounts	AA			Discou
Data Conversion	Revenue	Software Division	AADataConv			Data C
Event Registration	Revenue	Software Products	AE Fee	two day training		Regist
Other Income	Revenue	Software Products	Software Div:Coding			Additio
Breakfast Table Sponsor	Revenue	Software Products	AE Fee			Breakf
Property Genie Data Entry	Revenue	Software Products	AADataConv			Proper
Property Genie Setup	Revenue	Software Products	AADataConv			Proper
Addl License	Revenue	Software Products:License Fees	AA			Addl L
New Membership Dues	Revenue	Software Products:License Fees:A...	AA			AA Pu
Renewal Dues	Revenue	Software Products:Technical Pho...	AATechSupport			AA Ye
Onsite Training	Revenue	Software Products:Training	Training			Onsite
Payment Received	Asset	Undeposited Funds	9999			

1. Accounting Program to use: this field specifies which accounting program you are currently using.
2. Command buttons
   a. Edit records: allows you to create a new account name
   b. Delete account: allows you to remove an account name
   c. QuickBooks Import: this feature allows you to load your Items and Accounts from QuickBooks into the Accounting System Name Column which populate your account names into the drop down list. (this helps match your AA with QB correctly)
3. Purpose: this is a list of the account names that matches with your account names within QuickBooks (essentially your Approved Horizon chart of accounts).

Creating the Customer in QuickBooks

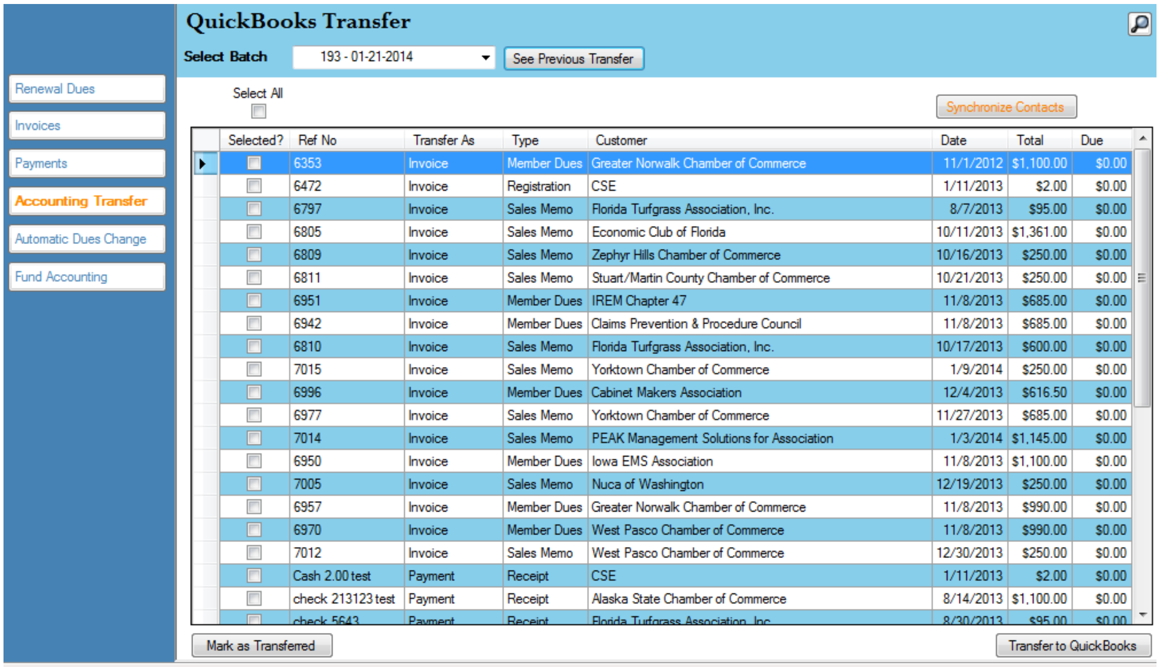
The customer Name tab allows you to format how new members will be created in QuickBooks when you transfer a new member from Approved to QuickBooks.



Select Edit. In the Create the Accounting name using box, select each filed in the dropdown you would like to use in the proper order. Click the try it button to see the results.

Once the accounts have been matched between QuickBooks and Approved Horizon, and you have created the format for creating new members in Quickbooks, you can then transfer transactions to QuickBooks.

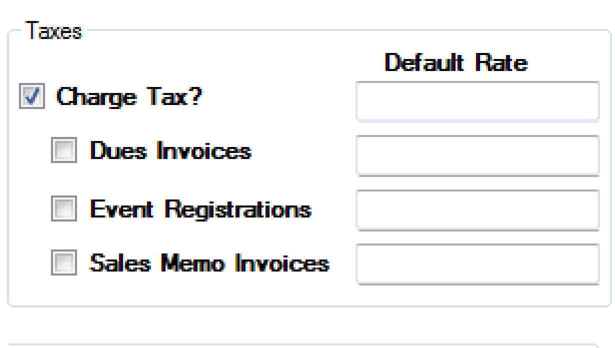
This is under Accounting, accounting transfer.



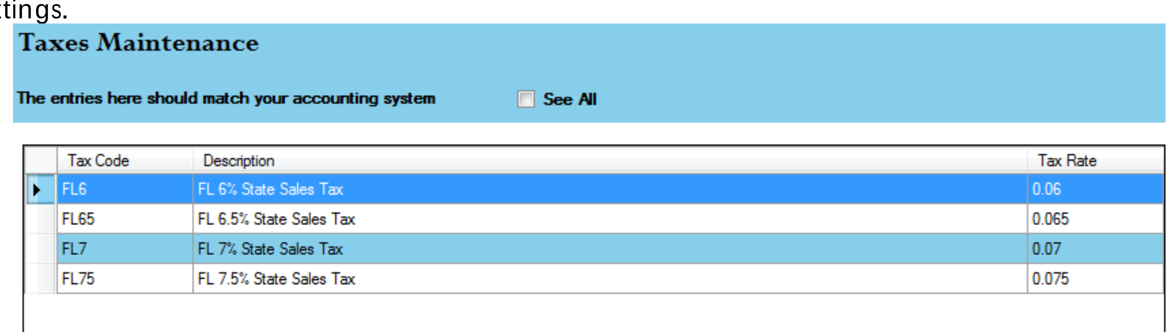
All transfer history is stored and can be viewed by selecting the batch and clicking see previous transfer. The transfer details will be displayed. The main window shows all transactions that have not yet transferred to QuickBooks. You may select all to transfer all, or click the checkbox nest to individual transactions to transfer only select entries. Select Transfer to QuickBooks. We will confirm the appropriate QuickBooks file is open. Selecting OK wil create the selected entries in QuickBooks. If a transaction in the list should never be transferred to Quickbooks, and you do not wish to delete the transaction from Approved horizon, you can select Mark as Transferred, and Approved will remove the transaction from the transfer screen.

Sales Tax Rates

If you collect sales taxes, then must first enable taxes on the System Settings > accounting > Accounting Options Tab:



With taxes enabled you will see an additional button for taxes under System settings.

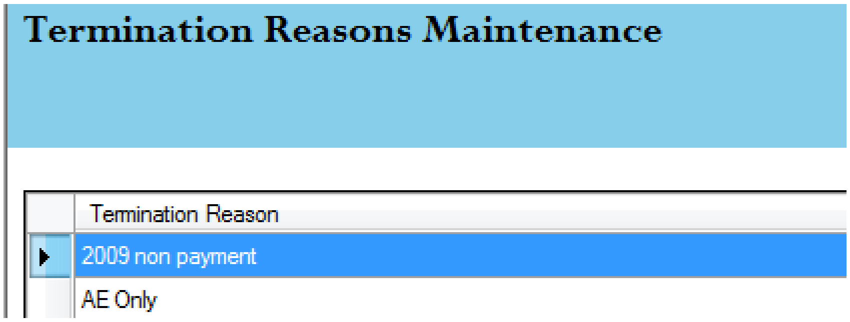


Tax Code	Description	Tax Rate
FL6	FL 6% State Sales Tax	0.06
FL65	FL 6.5% State Sales Tax	0.065
FL7	FL 7% State Sales Tax	0.07
FL75	FL 7.5% State Sales Tax	0.075

To enter your tax rate click Edit Records. Enter the Tax Code field. Give it a name of your choice (e.g. FL6). Next give it a description (e.g. Florida Sales Tax), and you continue filling out each field accordingly. Once you have completed your form it should be similar to the above illustration. Click on the red "X" to close form once completed.

Termination Reasons

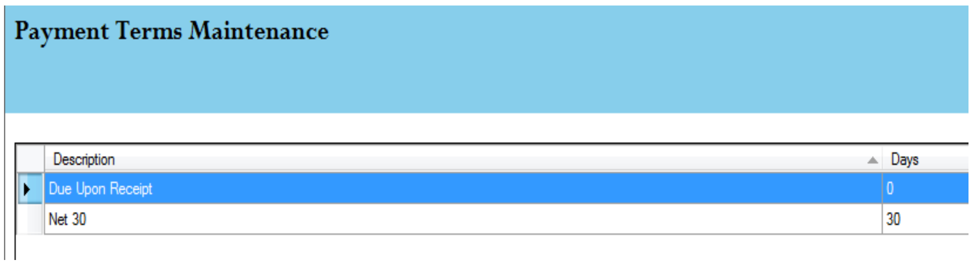
This form is used for entering your termination reason when you need to terminate/drop a membership.



1. Reasons: By click the Add Button you will be able to create your Reason for Termination e.g. Out of Business, Moved
2. Command buttons
   a. Add: Create a reason for termination
   b. Delete: Remove a reason for termination from the list

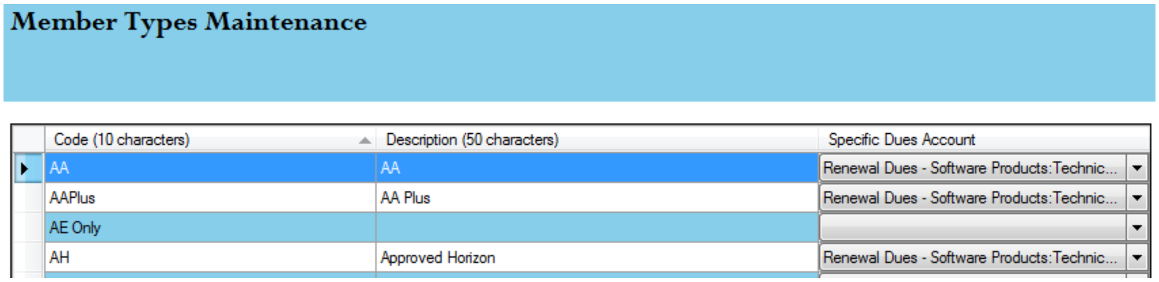
Payment Terms

Use this panel to store your payment terms. You can enter your companies payment terms that you would like to show up on your invoice here.



Member Types

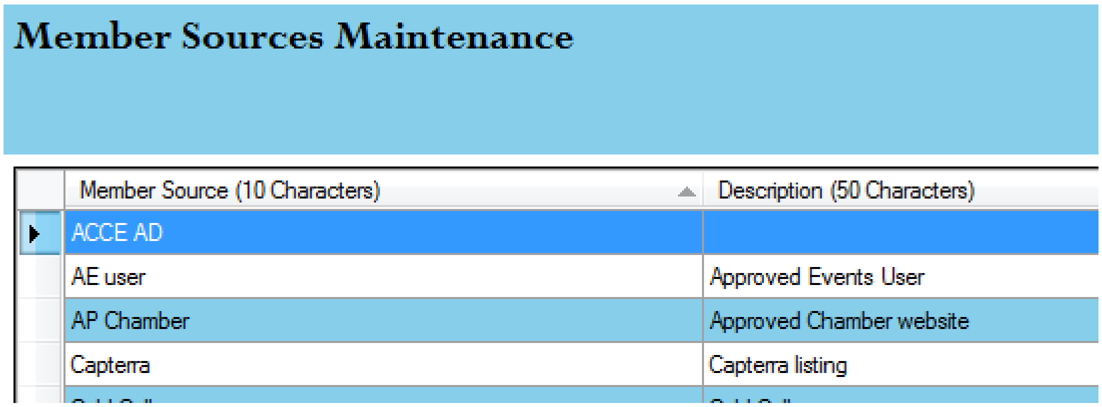
Use this panel to store your Member Types. Member Types are the different categories of membership you may have. For example; you may have Affiliate, Life, and Active members.



1. Member Type Information: This panel stores information related to member types. Specific Dues Account is used to match up which account in your QuickBooks you would like that specific dues to transfer to.

Member Sources

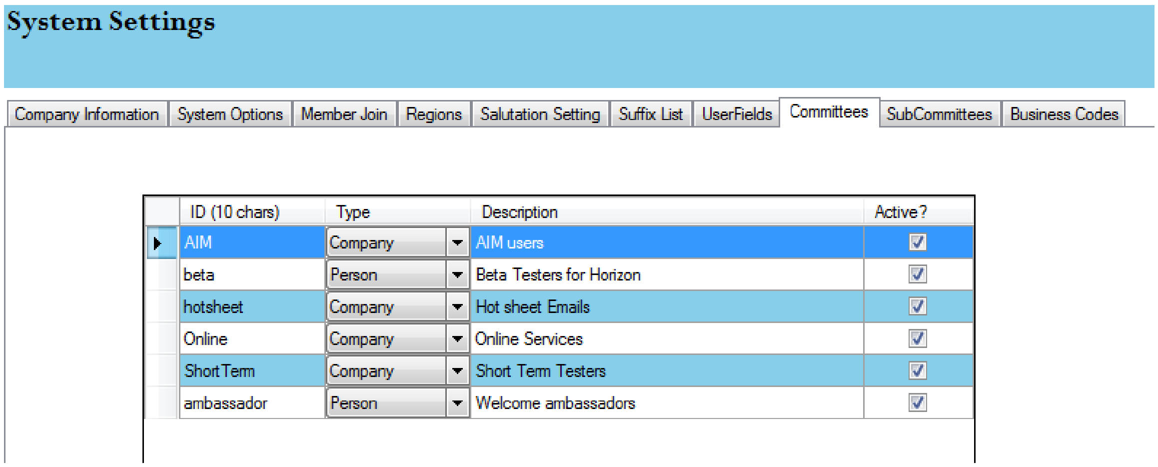
Use this panel to store your Member Sources. Member Source is use for you to be able to identify how your member found or heard about you. Examples of sources are website, walk-in, referral etc.



1. Source information - List of your source and description of each

Committees

Use this panel to store your company committees. Your company may have multiple committees within the organization. In the committees panel you have as many committees and assigned your member to their appropriate committee which you learn more about later on in the manual. E.g. Board of Directors, Christmas Party committee, Scholarship committee.



1. Committee details: here is where you can view the list of your committees once you have already added them.

Business Codes (optional)

Use this panel to store business categories of your members. A business type is where you specify whether a person is an Attorney, Doctor, Lawyer, Accountant, Programmer, etc. Also stored within this panel are you business codes (sometimes known as SIC codes) corresponding to each business type.

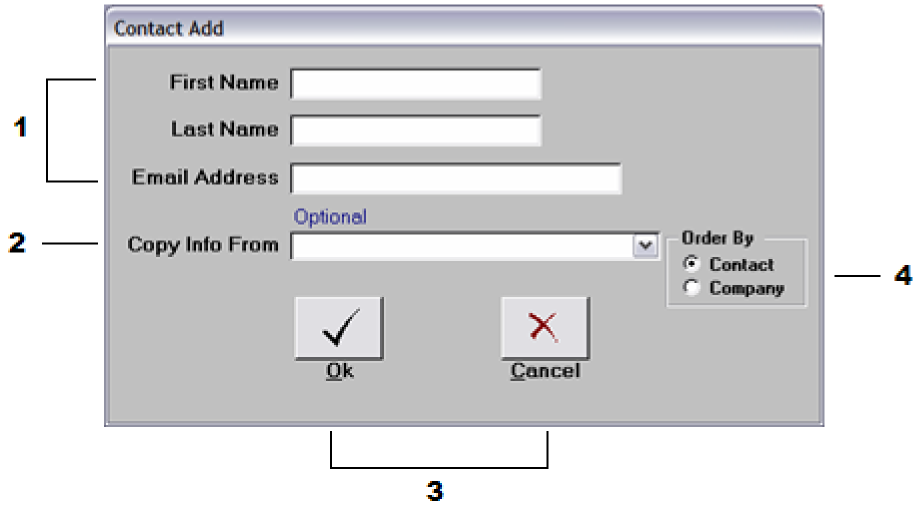
Company Information | System Options | Member Join | Regions | Salutation Setting | Suffix List | UserFields | Committees | SubCommittees | Business Codes

Code	Description
100	Chamber of Commerce
150	Main Street
200	Association
300	Society of Association Execs
400	Association Management Company
500	Accountant
600	Technology Consultant
700	Property Management
5002	Vendor
6000	Law Practice

1. Business Code – you can assign each Business Type a unique code in the software by click the Add button and entering a numeric value. (Number sequence is determined by you)

Members (contacts only mode)

This panel is used when entering a new member into the database. The form you see below is the first step to entering a member into your membership database. There are four (4) steps to take when adding a member or prospect member into the database.



1. Contact information: in this field, enter the individual's first name, last name, and email address (optional).
2. Copy from (optional): allows you to obtain information from another member's profile.
3. Command buttons: Ok, Cancel
4. Order by: by selecting contact or company it modifies the drop down list the way you would like to search by either contact's name or company's name (this is used only if you are using the copy info from option).

Members (companies and representative mode)

Click **Add Record** to add a new member. There are four (4) steps to take when adding a member or prospect member into the database.

1. Enter the name of the new company: in this field, enter your company name or you may select the name from the drop down list if the company is already in the database. Click OK and you be

Events (optional)

Approved Association allows you to manage your events within the software. This feature will be discussed in full details in the Event section of the manual.

Accounting Exercises:

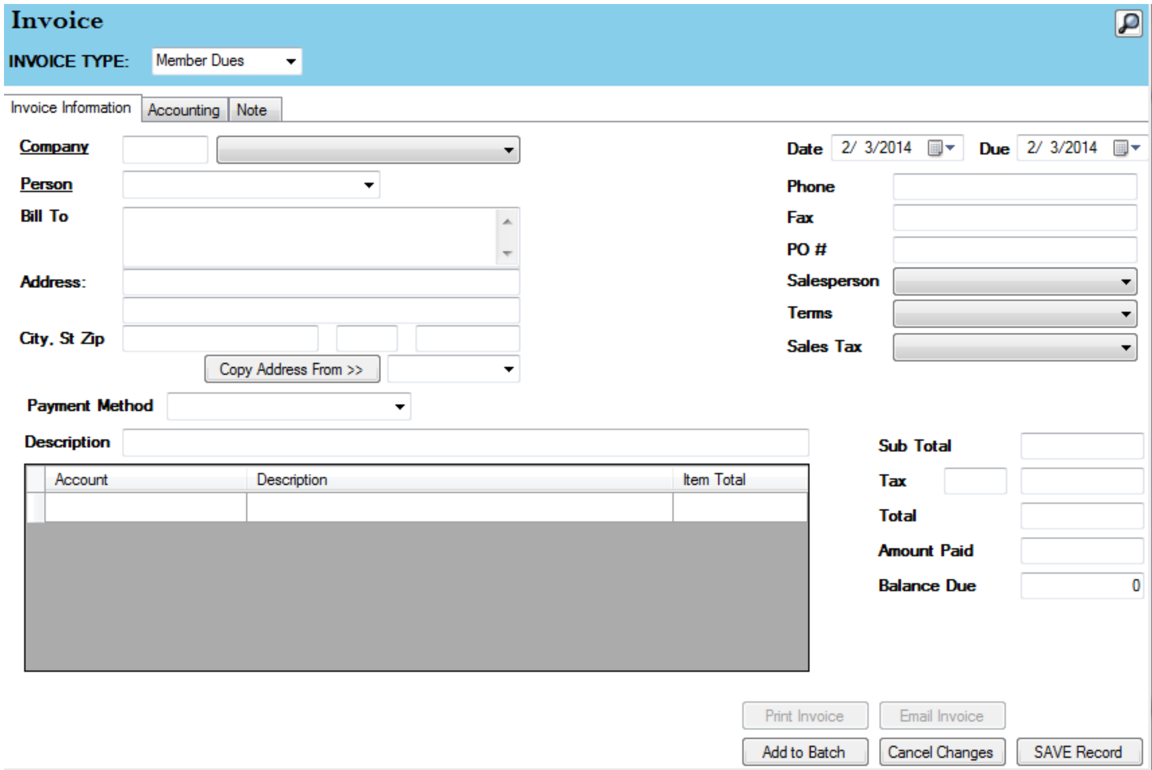
Accounting

Invoices

New Membership Dues

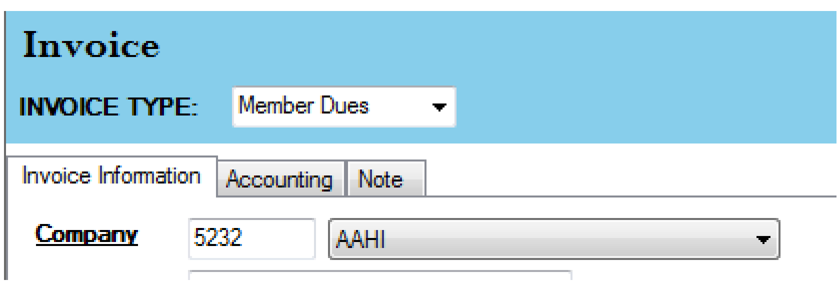
In this exercise we are going to create a new membership dues invoice for a member that just joined.

Step 1: From the Main Menu, click **Accounting** then **"Invoices".** The form below will appear Click the **Add Invoice** Button.



Select invoice Type Member Dues.

Step 2: Select the company name from the drop down that you will be preparing the invoice for.

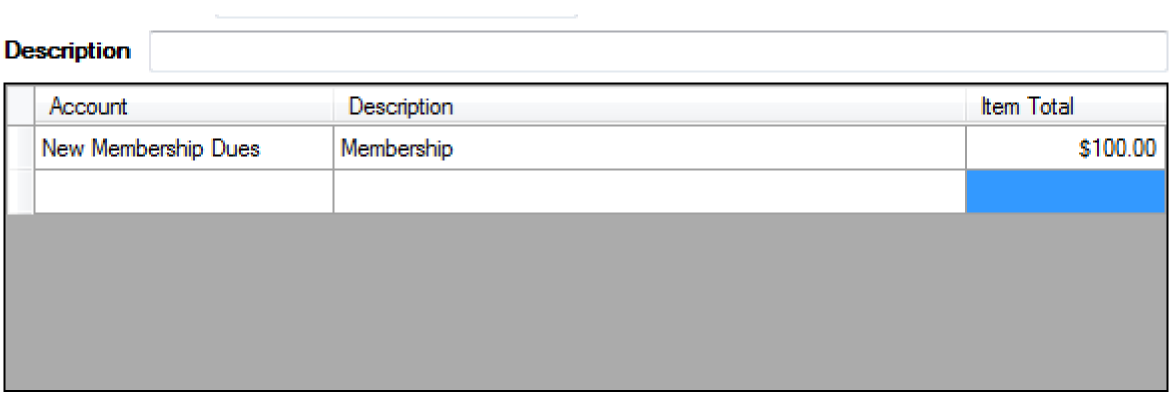


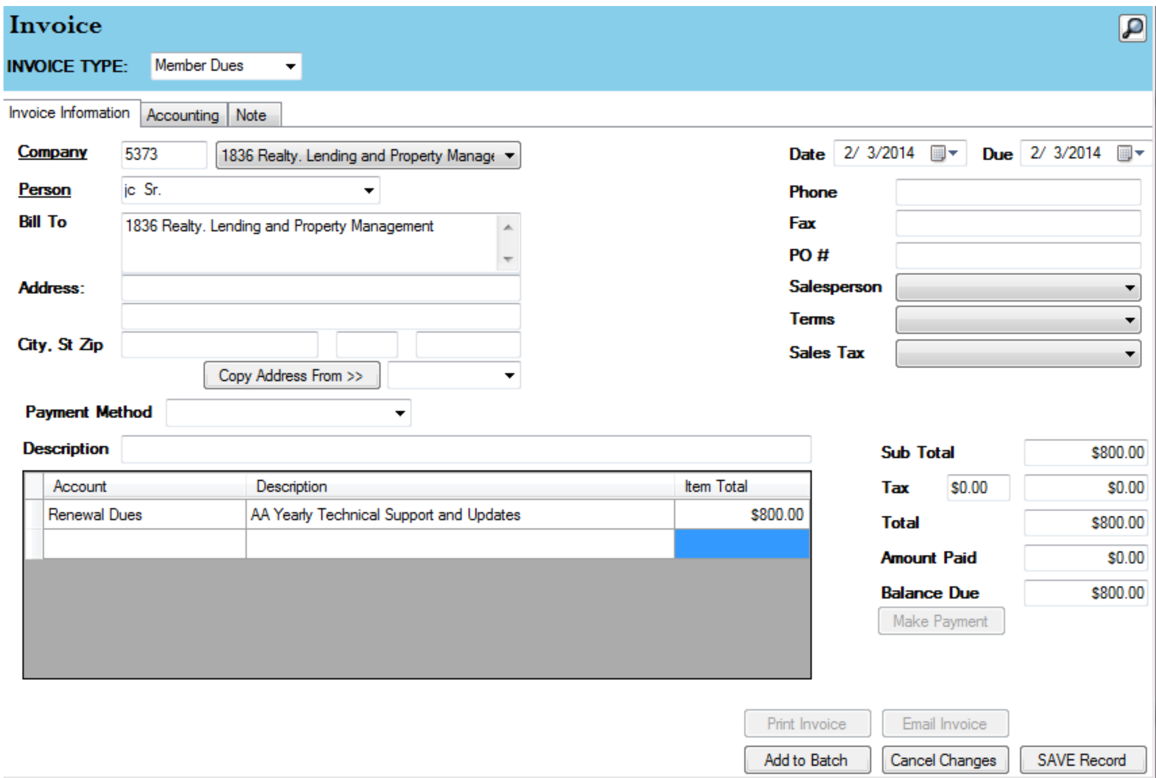
Step 3: Select the company name from the drop down that you will be preparing the invoice for.

Student Select: AAHI, LLC.

Step 4: **Select the Account.**

You should now have created a new membership dues invoice for this company. Your screen should look like the one below.



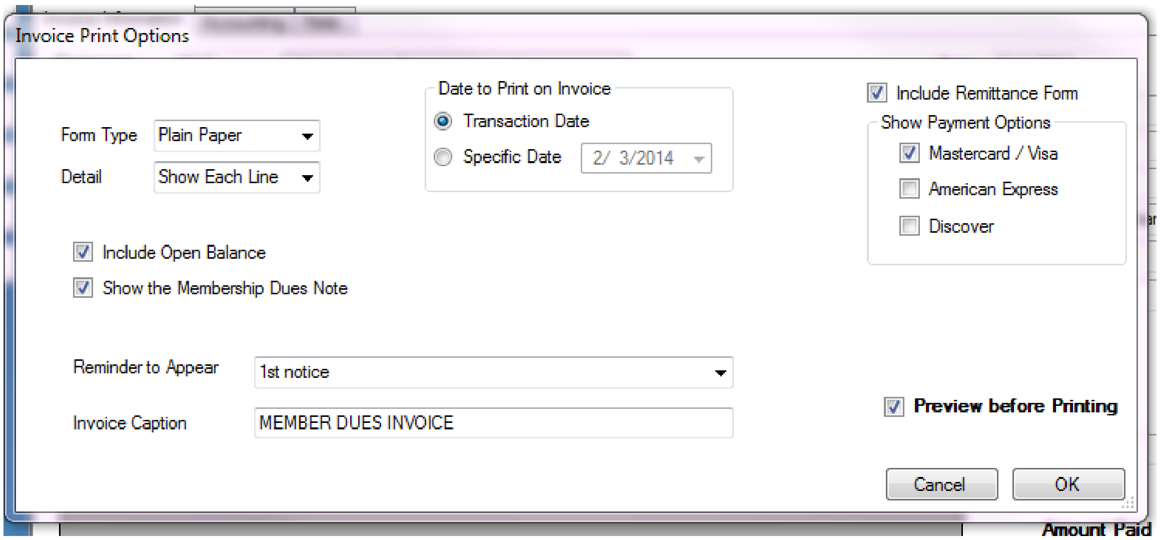


Step 5: Now you can **Print Invoice**, **Email Invoice** (to deliver an email that includes the invoice and a link to pay the invoice online via your website), **Add to** an existing **Batch, Cancel**, or **Save** it without sending it. let us print the invoice to mail the member.

Student: Click the **Print** button located at the top of the form. (See form above, the print button is circled in red). The Print Invoices form will appear.

Step 6: Select what to print from the options shown in the drop down menu.

Student: 1. Select **"Member Dues Invoice Plain Paper Each Line."**
2. Click the **Print** button. (The form below will appear).



Note: You can Preview, Print, or Email the selected Invoice.

Step 7: For this exercise we are going to select Preview to take a look at the format of the Invoice. Press the **Preview** button. (The form below will appear)

Step 8: Keep the Default setting for the form that appears and click the **Ok** button. (Your invoice should appear like the one below.)

MEMBER DUES INVOICE

Computer Solutions Engineering Inc.
209 San Carlos Ave.
#111
Sanford, FL 32771

Date: 12/04/2013

Invoice No. 6994

To: Tonya Alink, 101st Airborne Division Association
101st Airborne Division Association
PO Box 929
Fort Campbell, KY 42223
USA

Updates/Technical Support for Approved Association

Description	*Amount*
AA Yearly Technical Support and Updates	$880.00

1st notice **Discount** $0.00 **Total** $792.00

PAYMENT INFORMATION

___ Check Enclosed ___ MasterCard/Visa

Name (as it appears on your card):____________________

Account#:____________________ CVV:______ Exp. Date:________ Signature:____________________

Date	Invoice No	Company ID
12/4/2013	6994	5640

Tonya Alink, 101st Airborne Division Association
101st Airborne Division Association

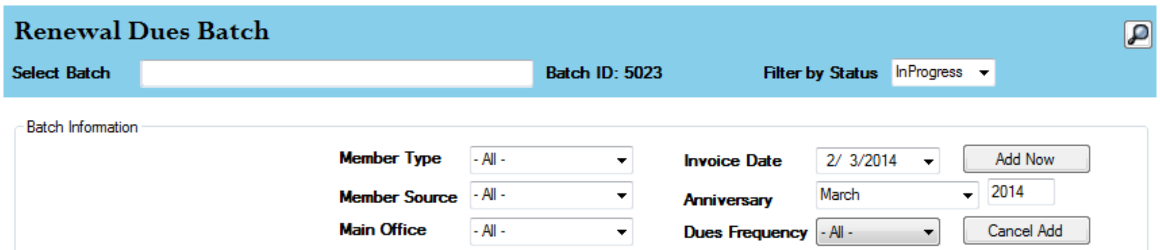
Make checks payable to
Computer Solutions Engineering Inc.
209 San Carlos Ave.

Invoice Total	$792.00
Paid	$0.00
Amount Due	$792.00
Now Due	$792.00

Renewal Dues

In this exercise we are going to create renewal dues for the members whose dues are due in January.

Step 1: From the Accounting Menu, click **Renewal dues** Give the Batch a Unique name.



Step 2: Select the Anniversary Month & Year you are invoicing for.

Student: Anniversary Month: <u>March</u>
Anniversary year: <u>2014</u>

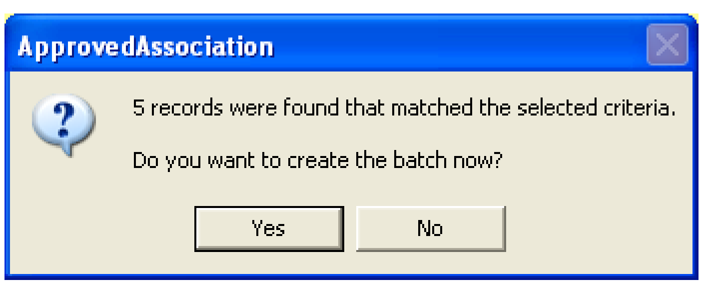
After selecting the month and year the **Date for Transactions** field should change to "3/1/2014".

Step 3: Keep the default setting which is set for **ALL** members that meet the criteria you chose above.

Student: Type "<u>January Membership Dues</u>" in the **Description for the new batch** field.

Step 4: Click the **<u>O</u>k** button. (The message box below should appear.)

Note: If the number of records shown in the message looks accurate proceed to next step, if not select No and review.

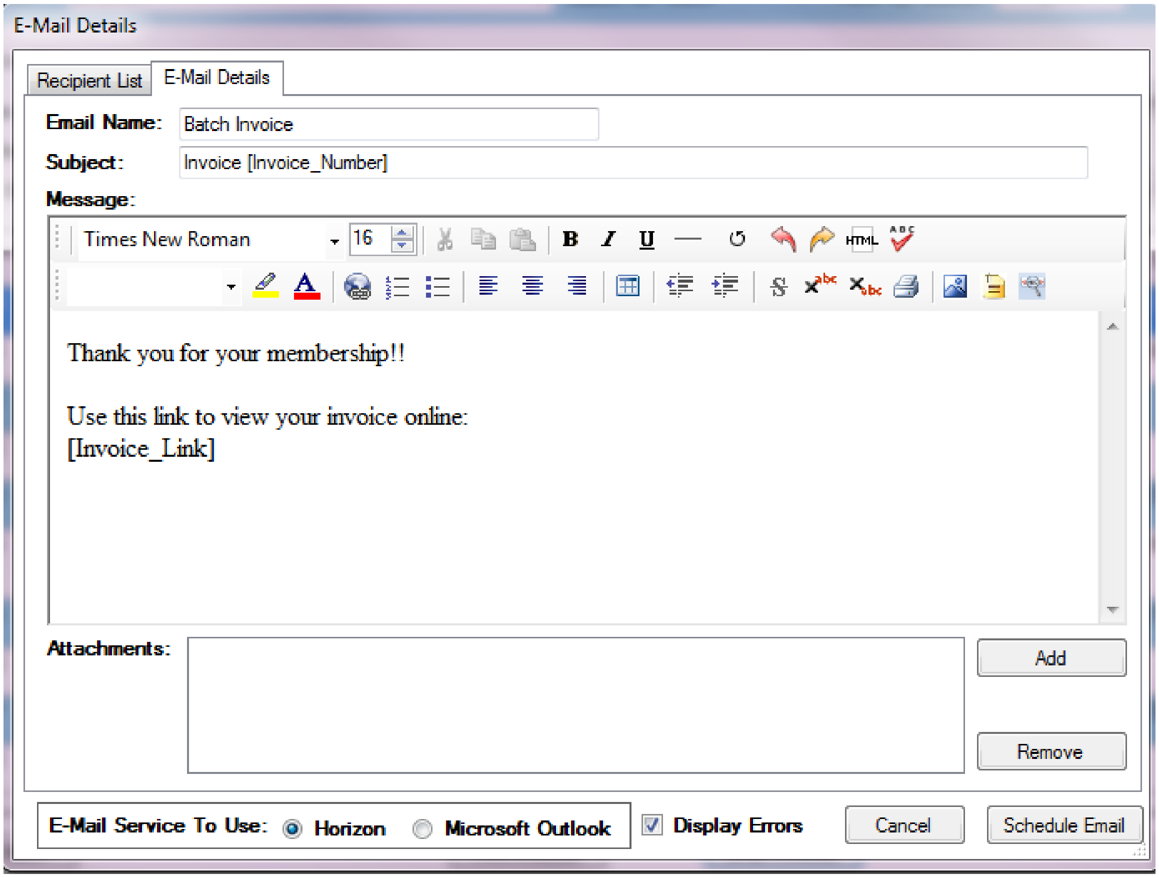


Step 5: Click the **<u>Y</u>es** button.

Step 6: You should now have created a batch of invoices for 5 companies.

You can now Email or Print the invoices. If the batch is in error, you can delete the batch and start over.

Step 7: Click the **Email** button.



Step 8: Here you will see the recipient list, and the HTML editor for the content of the email. The link to pay the invoice online has been automatically generated in the body of the email for you. You can send the email using Horizon's email servie, or you may choose to send directly from you local outlook email account. You can schedule the email batch to send at some future date.

Miscellaneous Invoices

In this exercise we are going to create a Sales Memo invoice for the Caribbean & Floridian Association.

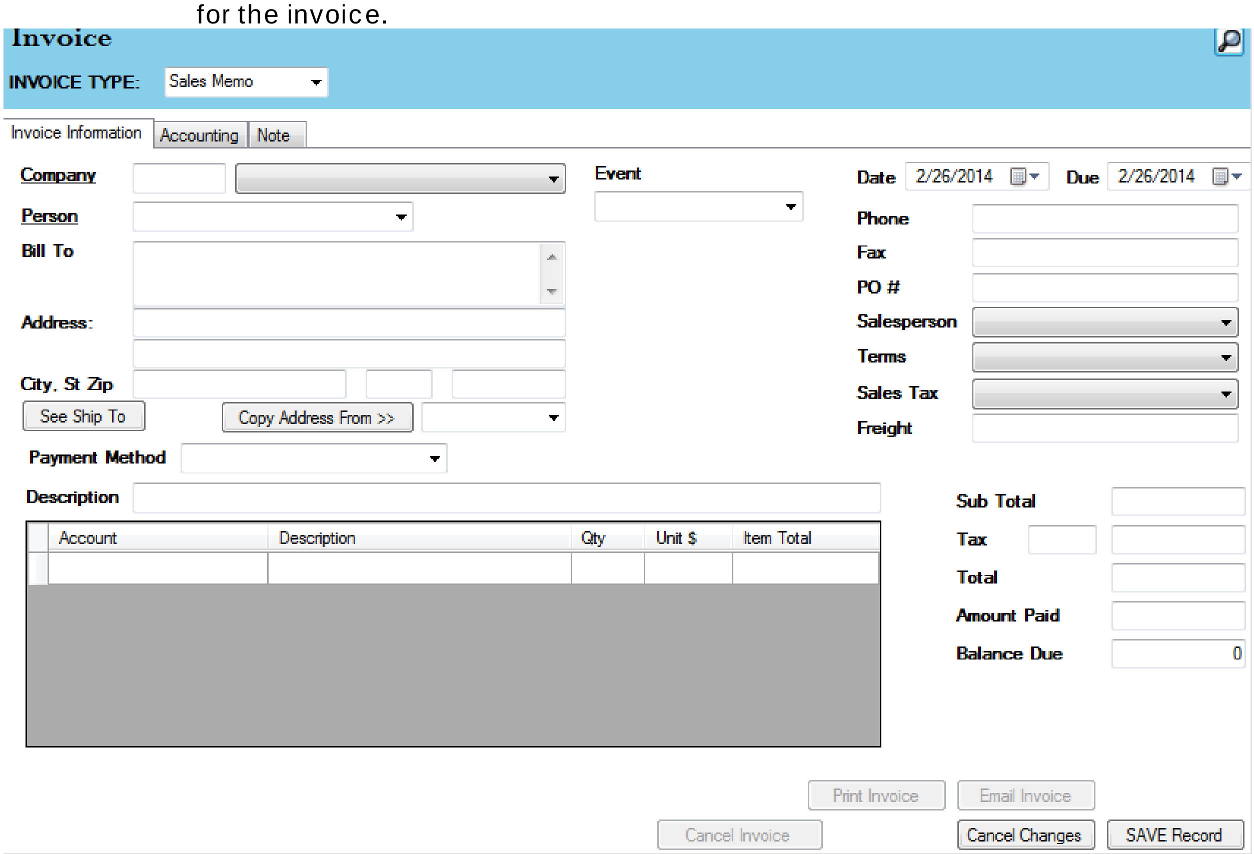
Step 1: From the Accounting Menu, click **Invoices** then “**Add Invoice**”.

Step 2: Select the Type of Invoice you will be creating and the company.

Student: 1. Type of Invoice: <u>Sales Memo</u>.

2. Select the Company: <u>Caribbean & Floridian Association</u>.

Step 3: The form below will appear where you will have to input the information for the invoice.



Step 4: By clicking in the boxes under account you will have a drop down list of all of your organization’s invoice items.

Student Enter: Account = <u>Other Income</u>
Description = <u>Conference Booth</u>
Amount = <u>$100</u>

Step 5: Click the <u>**Print**</u> button.

Step 6: Select what to print from the options shown in the drop down menu.

Student: 1. Select **Sales Memo Plain Paper Each Line**
2. Click the **Print** button. (The form below will appear).

Step 7: Click the **Print** button.

Step 8: Select **“The Transaction Date”** when the form below appears.

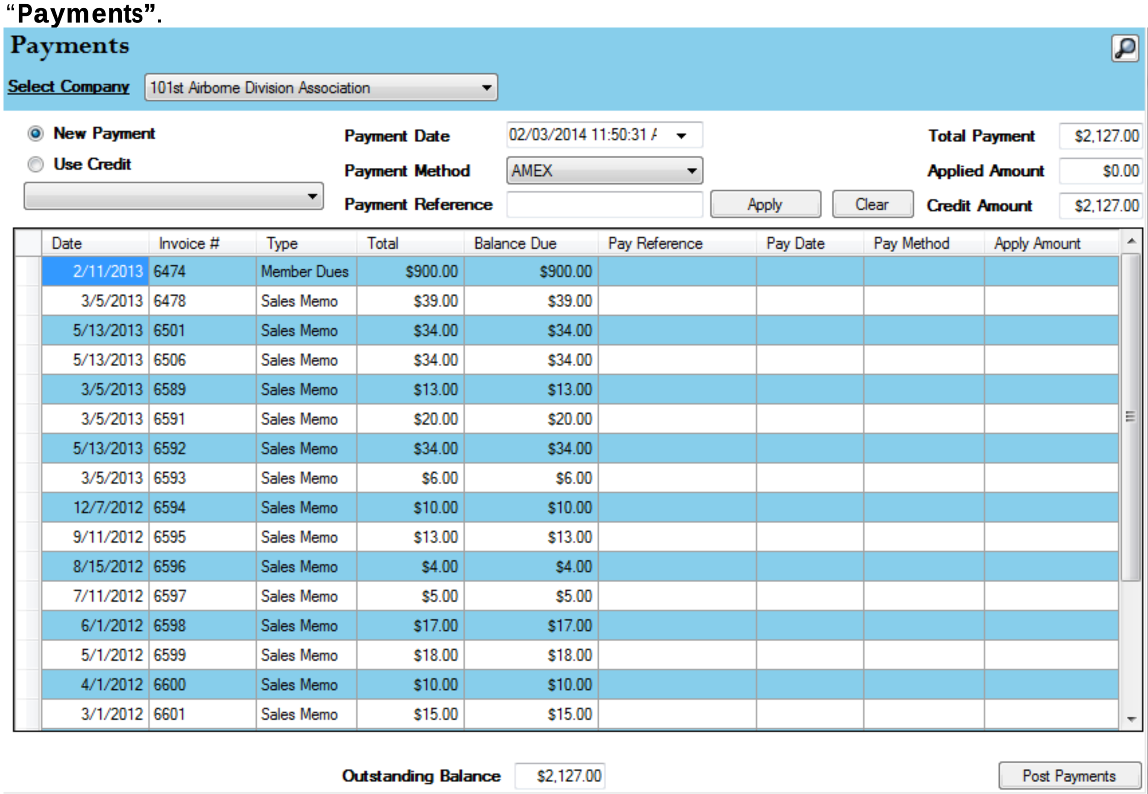
Ste 9: Click the **Ok** button.

Receive Payments

In this exercise we are going to use a second method for receiving payments on invoices that we created in the Dues exercises. This process will allow you to apply payments to multiple invoices for a given company.

Scenario: AXA Advisors, LLC sent two checks, one for an outstanding invoice and the other for this year's renewal dues invoice. We would like to find the easiest and quickest way to apply these two payments to the invoices.

Step 1: From the Accounting Menu click on **"Payments"**.



Date	Invoice #	Type	Total	Balance Due	Pay Reference	Pay Date	Pay Method	Apply Amount
2/11/2013	6474	Member Dues	$900.00	$900.00				
3/5/2013	6478	Sales Memo	$39.00	$39.00				
5/13/2013	6501	Sales Memo	$34.00	$34.00				
5/13/2013	6506	Sales Memo	$34.00	$34.00				
3/5/2013	6589	Sales Memo	$13.00	$13.00				
3/5/2013	6591	Sales Memo	$20.00	$20.00				
5/13/2013	6592	Sales Memo	$34.00	$34.00				
3/5/2013	6593	Sales Memo	$6.00	$6.00				
12/7/2012	6594	Sales Memo	$10.00	$10.00				
9/11/2012	6595	Sales Memo	$13.00	$13.00				
8/15/2012	6596	Sales Memo	$4.00	$4.00				
7/11/2012	6597	Sales Memo	$5.00	$5.00				
6/1/2012	6598	Sales Memo	$17.00	$17.00				
5/1/2012	6599	Sales Memo	$18.00	$18.00				
4/1/2012	6600	Sales Memo	$10.00	$10.00				
3/1/2012	6601	Sales Memo	$15.00	$15.00				

Step 2: Click the "Find Customer by Name" drop down button to select the company you would like to apply the payment to.

Student Enters: Select **AXA Advisors, LLC**

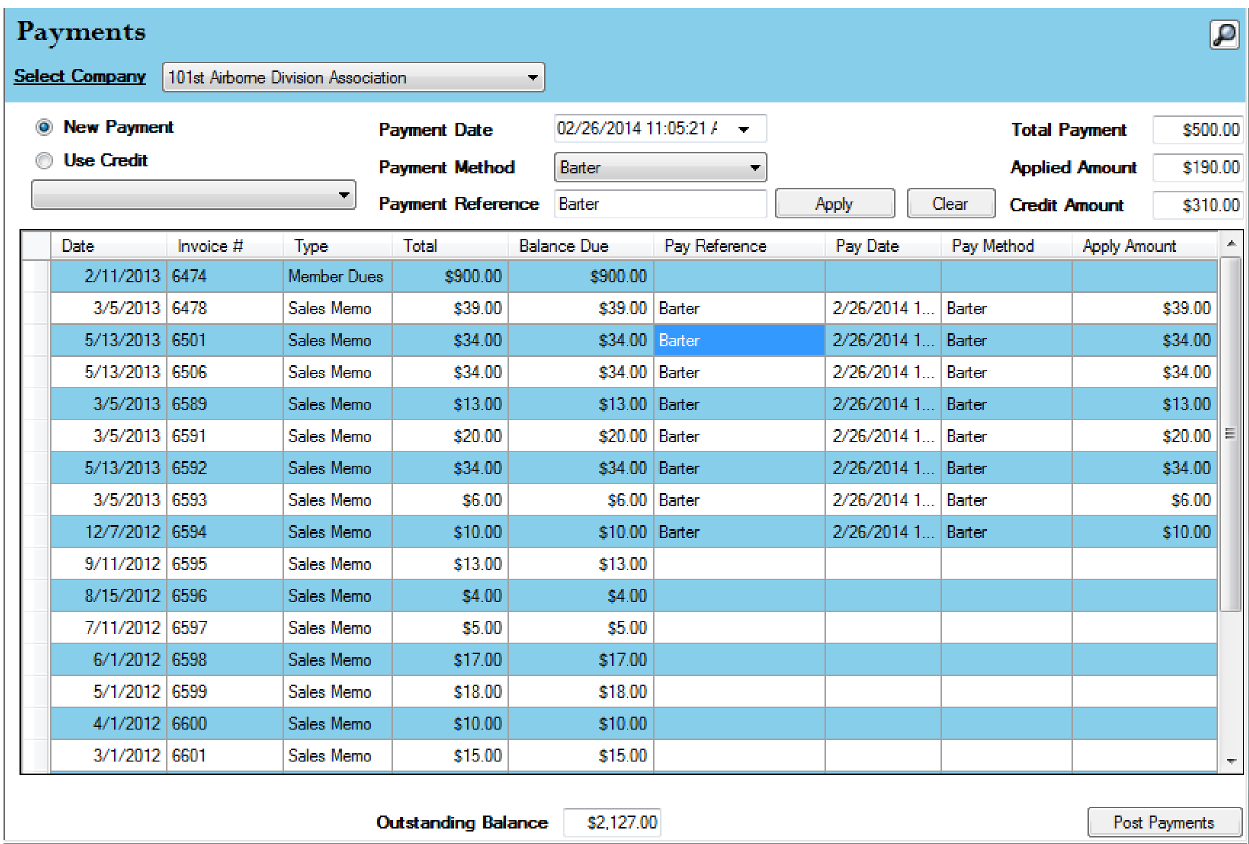
Step 3: You should now be viewing the the outstanding invoices for AXA Advisors, LLC.

Step 4: Select the **Method of Payment**, enter the **Reference No.,** and the **Amount** being paid. By Default ***Approved Horizon assumes the amount of the payment is equal to the amount owed, and will autocomplete the total amount of the payment.*** Be sure to confirm the total payment before clicking apply. If the payment is only for specific outstanding invoices, click on each line item to apply the payment to that invoice.

Student Enters: Method of Payment = <u>Check</u>
Reference No. = <u>547</u>
Amount = <u>$500</u>

Step 5: select the specific outstanding invoices to pay with the payment.

Student Enters: <u>$500</u>



Date	Invoice #	Type	Total	Balance Due	Pay Reference	Pay Date	Pay Method	Apply Amount
2/11/2013	6474	Member Dues	$900.00	$900.00				
3/5/2013	6478	Sales Memo	$39.00	$39.00	Barter	2/26/2014 1...	Barter	$39.00
5/13/2013	6501	Sales Memo	$34.00	$34.00	Barter	2/26/2014 1...	Barter	$34.00
5/13/2013	6506	Sales Memo	$34.00	$34.00	Barter	2/26/2014 1...	Barter	$34.00
3/5/2013	6589	Sales Memo	$13.00	$13.00	Barter	2/26/2014 1...	Barter	$13.00
3/5/2013	6591	Sales Memo	$20.00	$20.00	Barter	2/26/2014 1...	Barter	$20.00
5/13/2013	6592	Sales Memo	$34.00	$34.00	Barter	2/26/2014 1...	Barter	$34.00
3/5/2013	6593	Sales Memo	$6.00	$6.00	Barter	2/26/2014 1...	Barter	$6.00
12/7/2012	6594	Sales Memo	$10.00	$10.00	Barter	2/26/2014 1...	Barter	$10.00
9/11/2012	6595	Sales Memo	$13.00	$13.00				
8/15/2012	6596	Sales Memo	$4.00	$4.00				
7/11/2012	6597	Sales Memo	$5.00	$5.00				
6/1/2012	6598	Sales Memo	$17.00	$17.00				
5/1/2012	6599	Sales Memo	$18.00	$18.00				
4/1/2012	6600	Sales Memo	$10.00	$10.00				
3/1/2012	6601	Sales Memo	$15.00	$15.00				

Step 6: Click the **Save** button.

Note: Invoice No. 5013 should no longer appear on the list.

Step 7: Repeat steps 4 – 6 to record second payment.

Student Enters: Method of Payment = <u>Check</u>
Reference No. = <u>548</u>
Amount = <u>$199</u>
Applied field = <u>$199</u>

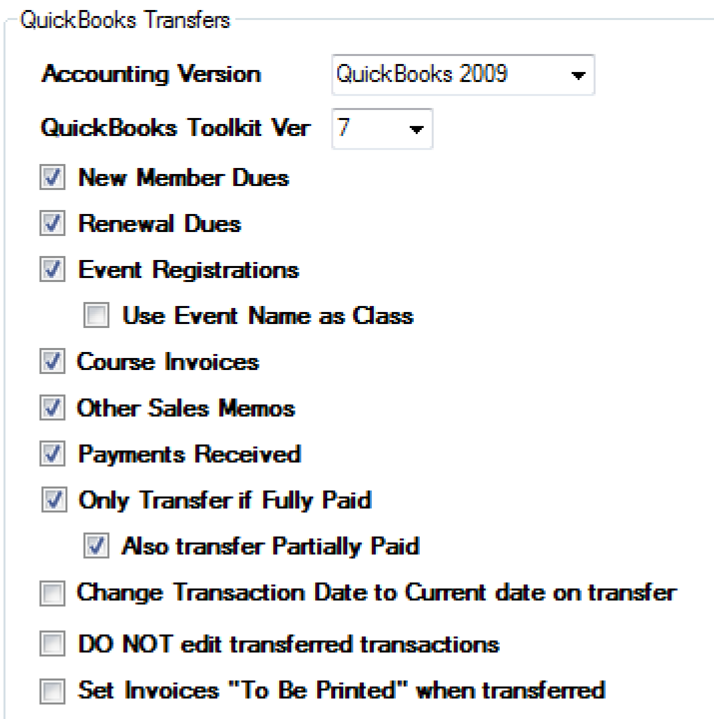
Alternatively: AXA Advisors, LLC could have sent one check with the total amount due for both invoices. All you would have to do in this case is apply the amount to each invoice that appeared on the screen then click the **<u>S</u>ave** button.

Therefore you will be eliminating Step 7 of going back and apply the second payment.

Accounting Options

In this section we are going to assign our QuickBooks version and the type of transactions we want transferred into QuickBooks.

Step 1: From the Main Menu click **"System Settings"** then **"Accounting"** **"Accounting Options".**



Step 2: Click the drop down arrow for the **"Accounting System".**

Student Enters: select <u>QuickBooks 2012</u>

Step 3: Ensure that all boxes are checked for the type of transactions you would like to transfer in to QuickBooks.

Step 4: Close the "Accounting Options" screen.

Creating Chart of Accounts in QuickBooks

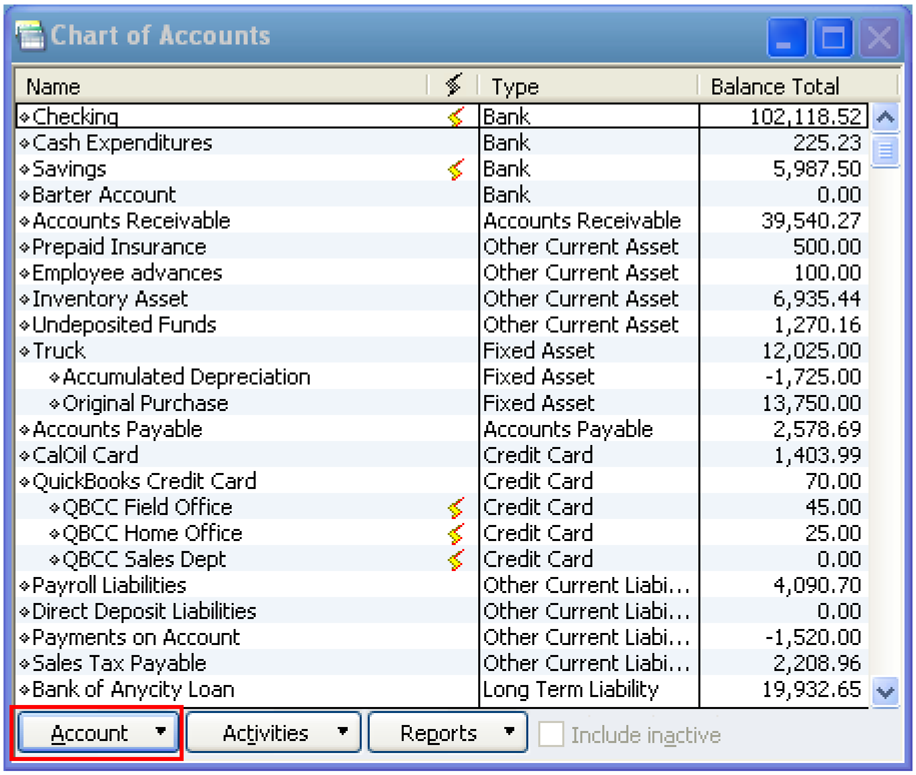
In this exercise we are going to add chart of accounts into the QuickBooks accounting system

Step 1: Open QuickBooks

Step 2: From the menu bar click **List** then select "Chart of Accounts".

Step 3: The Chart of Account screen will appear.

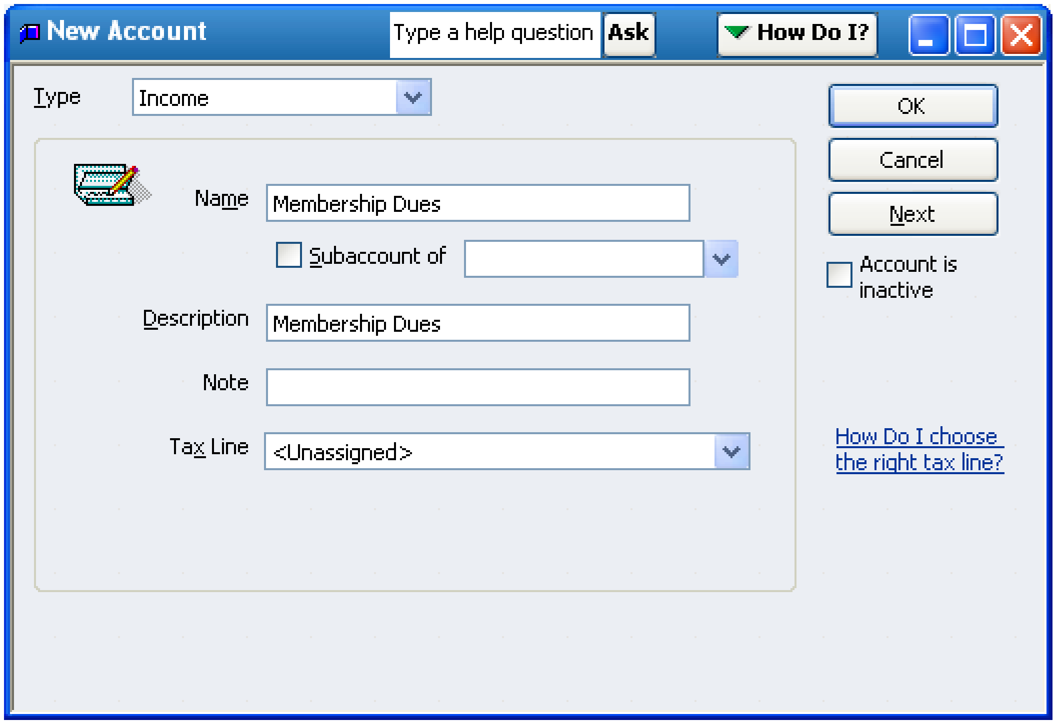
Click on the **Account** button, and then click **New**.



Step 4: Select "Income" as the Type from the drop down list.

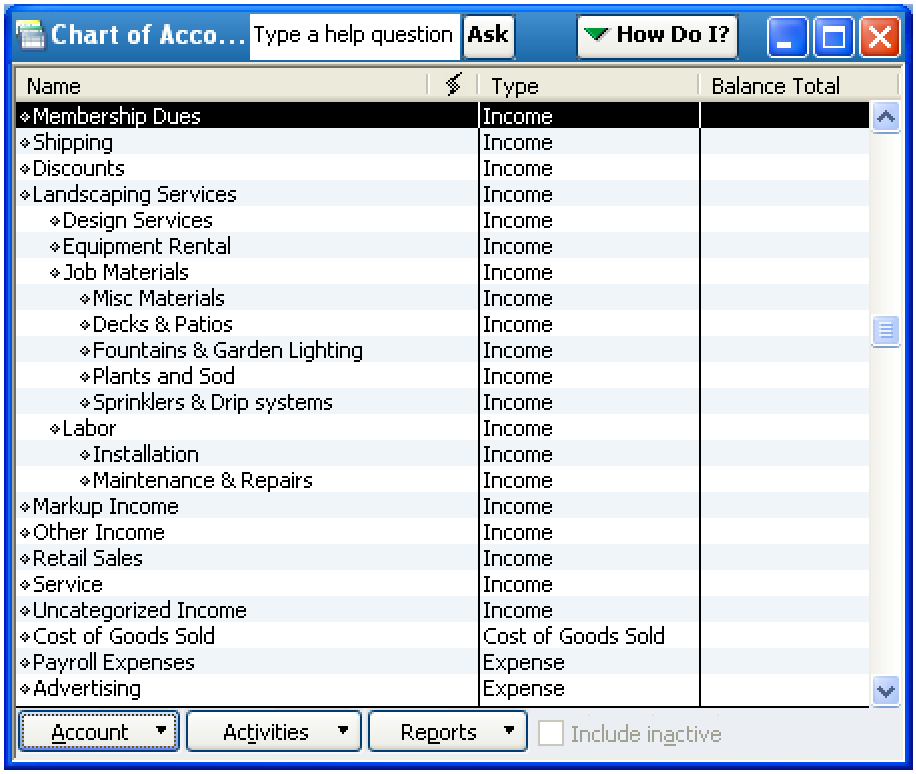
Step 5: Fill in the given information below.

Student Enters: Name = Membership Dues
Description = Membership Dues



Click **OK.**

Step 6: You should now have Membership Dues on your Chart of Accounts list. (See below).



Step 7: Repeat steps 3 – 5 and add the second account below.

Student Enters: Name = <u>Event Registration</u>
Description = <u>Event Registration.</u>

Creating Items in QuickBooks

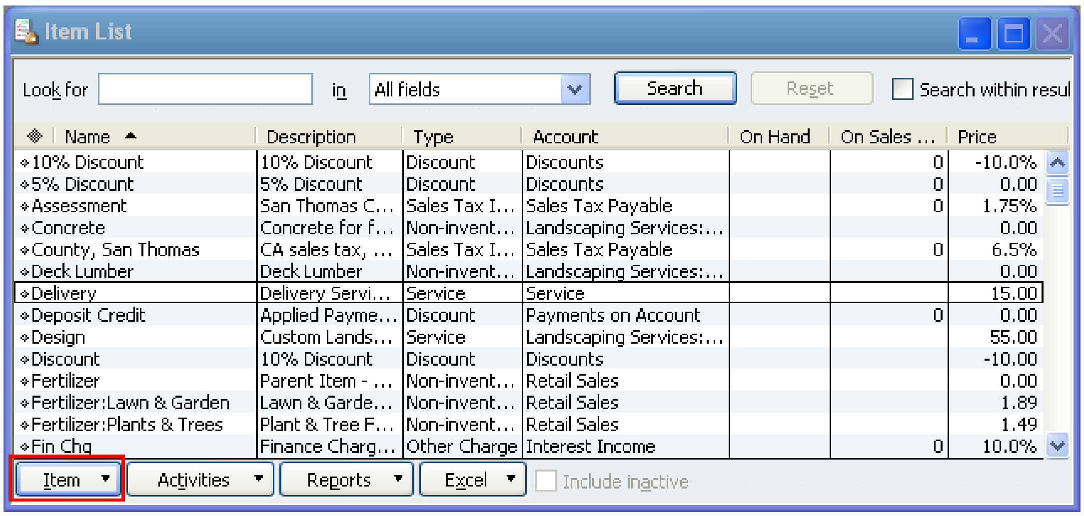
In this exercise we are going to add the QuickBooks items into the QuickBooks account system.

Step 1: Open QuickBooks

Step 2: From the menu bar click on **List** then select "Item List".

Step 3: The Item List screen will appear.

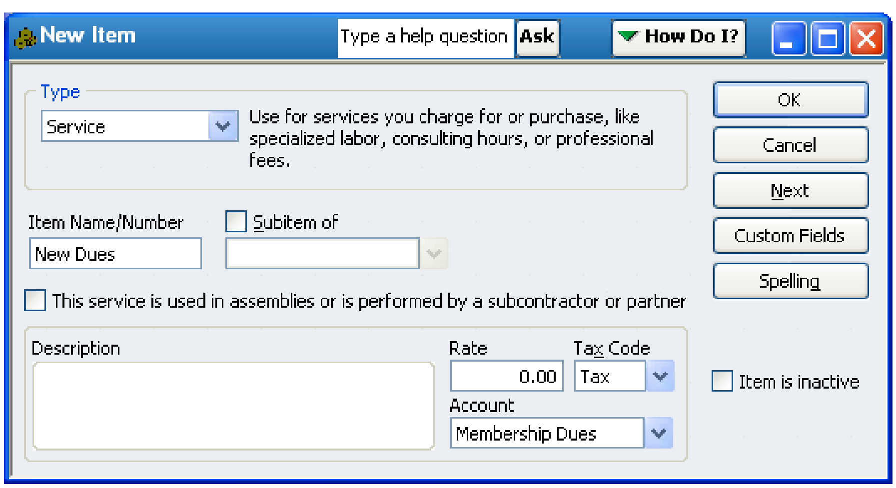
Click on the **Item** button, and then select "New".



Step 4: Select "Service" as the type from the drop down list.

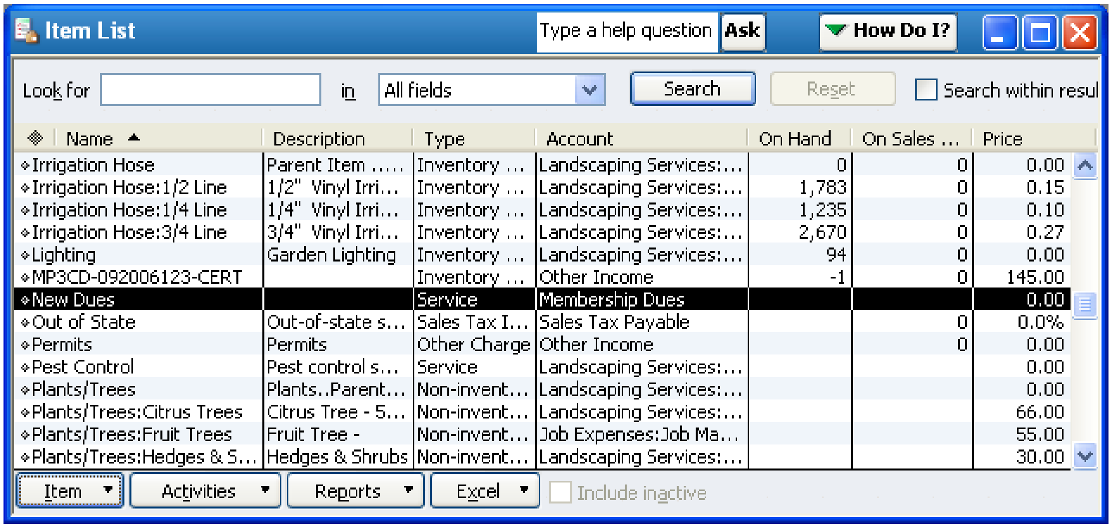
Step 5: Fill in the given information below.

Student Enters: Item Name/Number = <u>New Dues</u>
Account = <u>Membership Dues</u> (select from drop down)



Click **OK.**

Step 6: You should now have New Dues on your Items list. (See below).



Name	Description	Type	Account	On Hand	On Sales ...	Price
Irrigation Hose	Parent Item	Inventory ...	Landscaping Services:...	0	0	0.00
Irrigation Hose:1/2 Line	1/2" Vinyl Irri...	Inventory ...	Landscaping Services:...	1,783	0	0.15
Irrigation Hose:1/4 Line	1/4" Vinyl Irri...	Inventory ...	Landscaping Services:...	1,235	0	0.10
Irrigation Hose:3/4 Line	3/4" Vinyl Irri...	Inventory ...	Landscaping Services:...	2,670	0	0.27
Lighting	Garden Lighting	Inventory ...	Landscaping Services:...	94	0	0.00
MP3CD-092006123-CERT		Inventory ...	Other Income	-1	0	145.00
New Dues		Service	Membership Dues			0.00
Out of State	Out-of-state s...	Sales Tax I...	Sales Tax Payable		0	0.0%
Permits	Permits	Other Charge	Other Income		0	0.00
Pest Control	Pest control s...	Service	Landscaping Services:...			0.00
Plants/Trees	Plants..Parent...	Non-invent...	Landscaping Services:...			0.00
Plants/Trees:Citrus Trees	Citrus Tree - 5...	Non-invent...	Landscaping Services:...			66.00
Plants/Trees:Fruit Trees	Fruit Tree -	Non-invent...	Job Expenses:Job Ma...			55.00
Plants/Trees:Hedges & S...	Hedges & Shrubs	Non-invent...	Landscaping Services:...			30.00

Step 7: Repeat steps 3 – 5 and add the other items listed below.

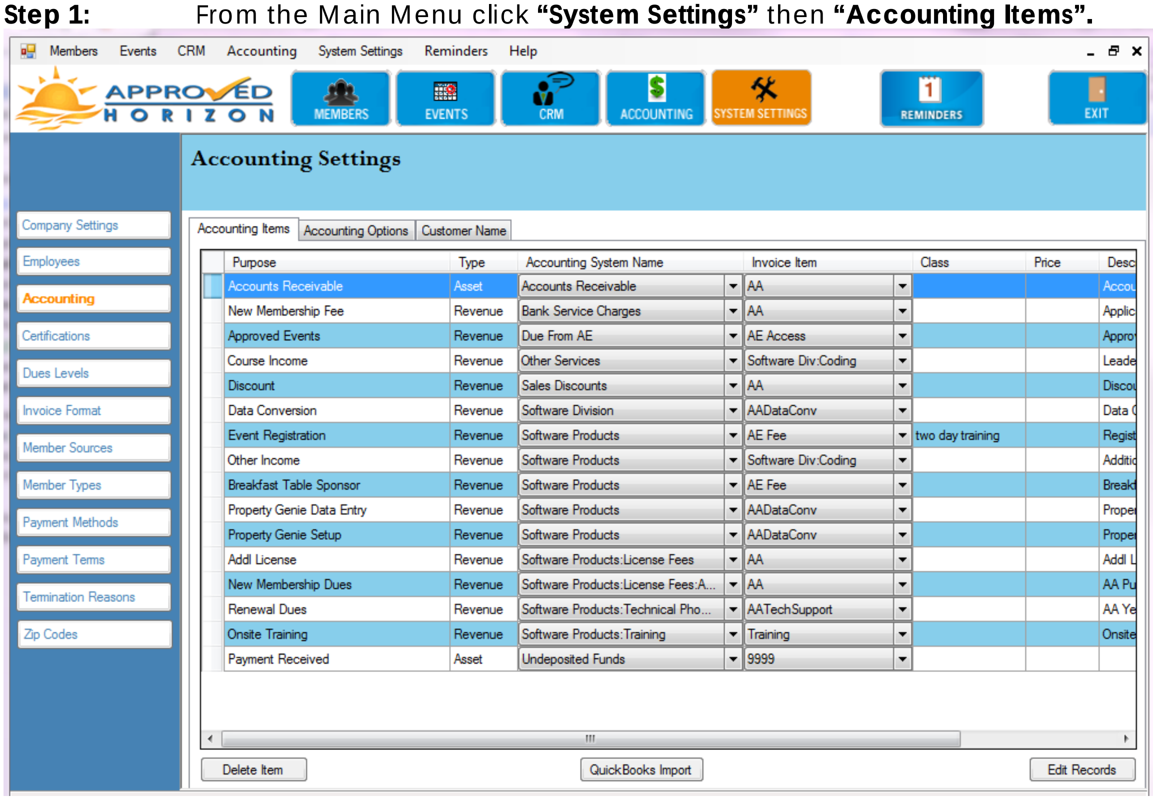
Student Enters: Item Name/Number = Renewal Dues
Account = Membership Dues (select from drop down)

Item Name/Number = Registrations
Account = Event Registration (select from drop down)

Account Names

In this exercise we are going to match the chart of accounts and Items to match the ones we have just created in the previous exercise.

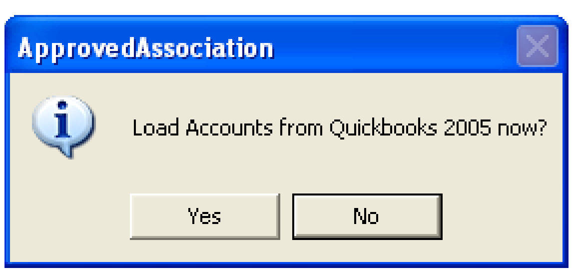
Step 1: From the Main Menu click **"System Settings"** then **"Accounting Items".**



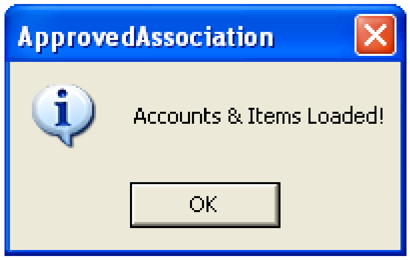
Step 2: Before we begin matching our Accounts and Items, let us first delete Any Accounting Items that will not be used in your database.

1. Select the record to be deleted by clicking on the appropriate line.
2. Click the button **Delete Item**.
3. Repeat this as necessary.

Step 3: Click the **Load Items & Accounts button** (make sure QuickBooks is open).



Click **Yes**.
You should receive a message box like the one below.



Step 4: Match the Event Registration, New Membership Dues, and the Renewal Dues account to the correct account and item in QuickBooks.

1. Select the drop down under Name in Acct Program for Event Registration.

2. Select "Event Registration" from the list.

3. Select the drop down under Invoice Item ID for Event Registration and select "Registrations" from the list. (This may already be selected.)

Step 5: Repeat step 4 to match New Membership Dues and Renewal Dues with QuickBooks.

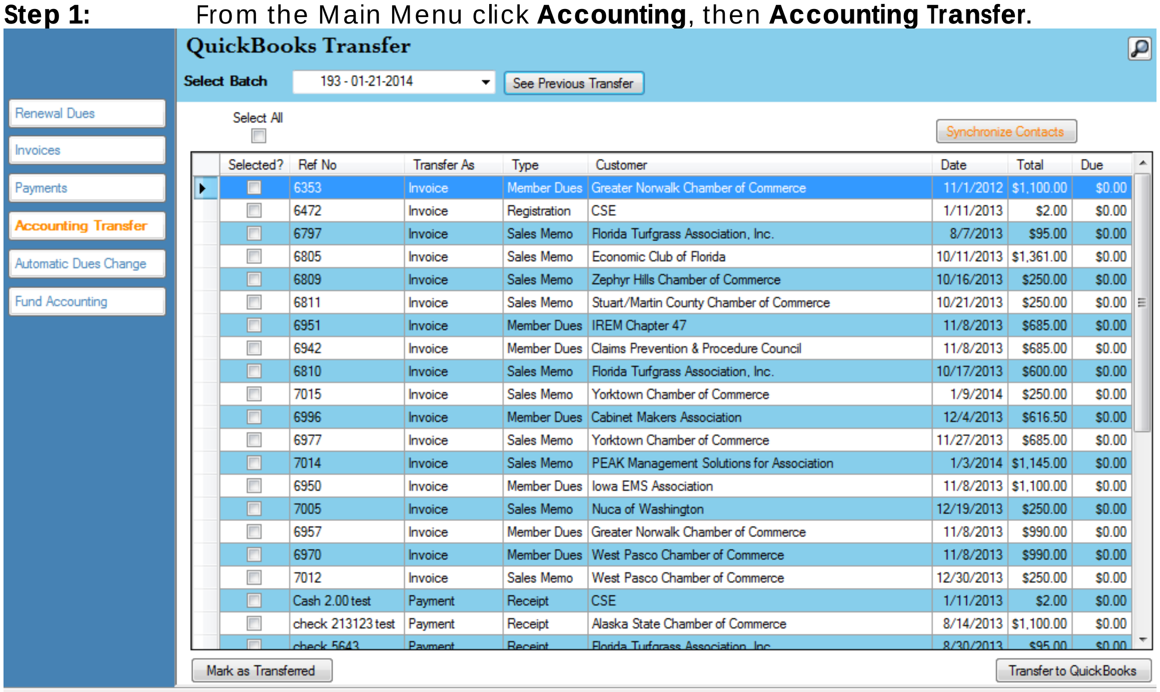
1. New Membership dues: Name in Acct Program = Membership Dues
   Invoice Item ID = New Dues

2. Renewal Dues: Name in Acct Program = Membership Dues
   Invoice Item ID = Renewal Dues

Accounting Transfer

In this exercise we are going to transfer two membership dues and an event registration invoice into QuickBooks.

Step 1: From the Main Menu click **Accounting**, then **Accounting Transfer**.



Step 2: Select the three (3) company Invoices list below to transfer over to QuickBooks.

1. A & K Investment Company – Ref No. 5012

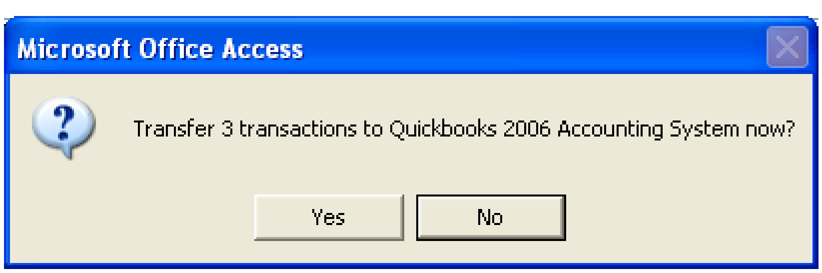
2. AXA Advisor's, LLC – Ref No. 5021

3. Changes in Attitudes, Inc. Ref No. 5024

Step 3: Open QuickBooks

Step 4: Click the **Transfer to QuickBooks** button.

Step 5: A message box will appear for you to verify that you have a total of three (3) transactions to transfer to QuickBooks.



Click **Yes.**

Step 6: Another message box will appear where you will need to confirm the QuickBooks Company you would like these transactions to be put into.

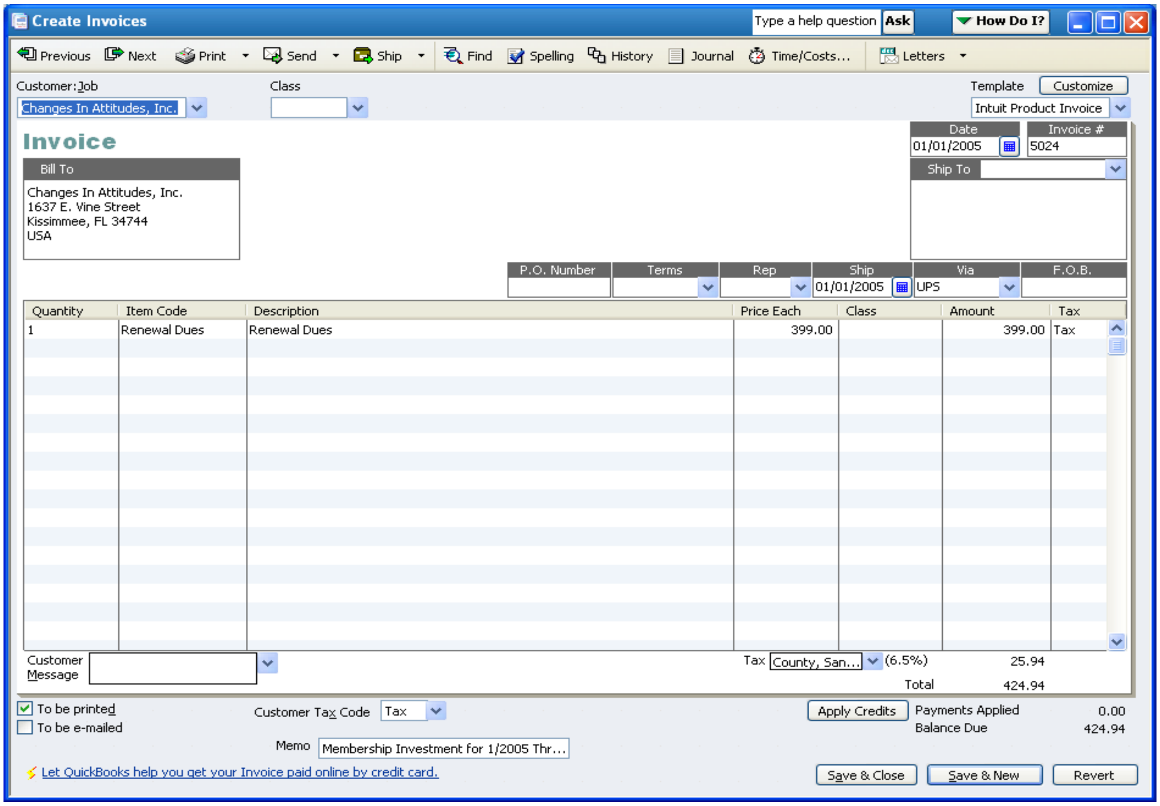
Click **Yes**.

Step 7: Your transactions should now be processing, once completed a success message box will appear.

(The Accounting Transfer log displays which transactions have been transferred and the ones that have failed.

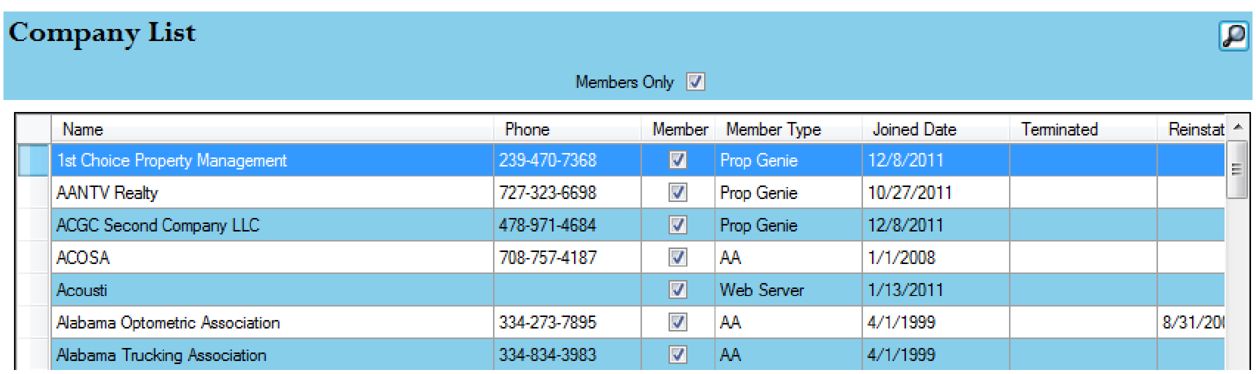
Step 8: Go to your QuickBooks and locate the company names you have just transferred.

The illustration below shows the Invoice for Changes in Attitude, Inc.



Members:

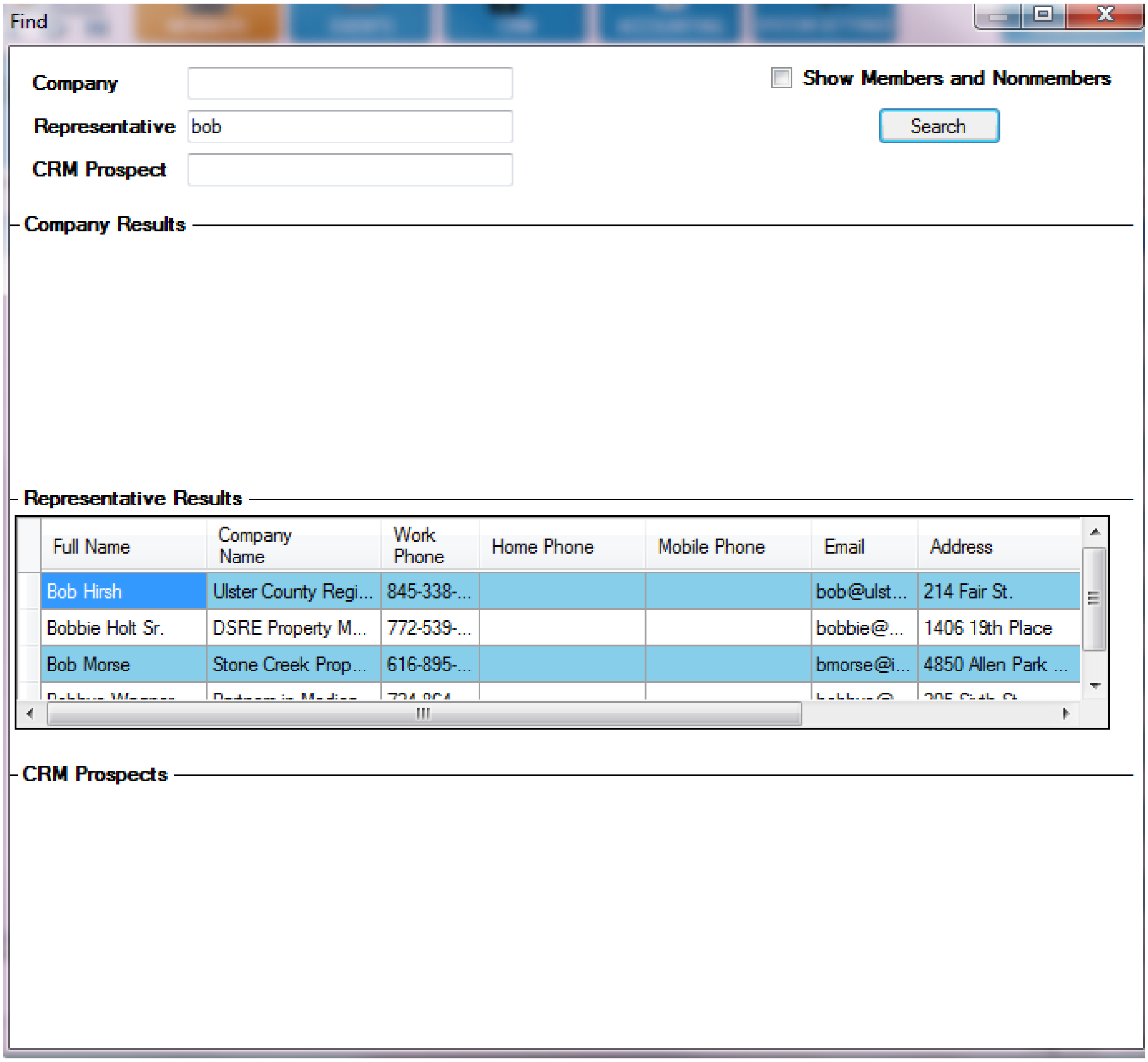
The Members Button is where you will access all Company and Representative information. If you wish to see both Members and nonMembers, uncheck the members only checkbox.



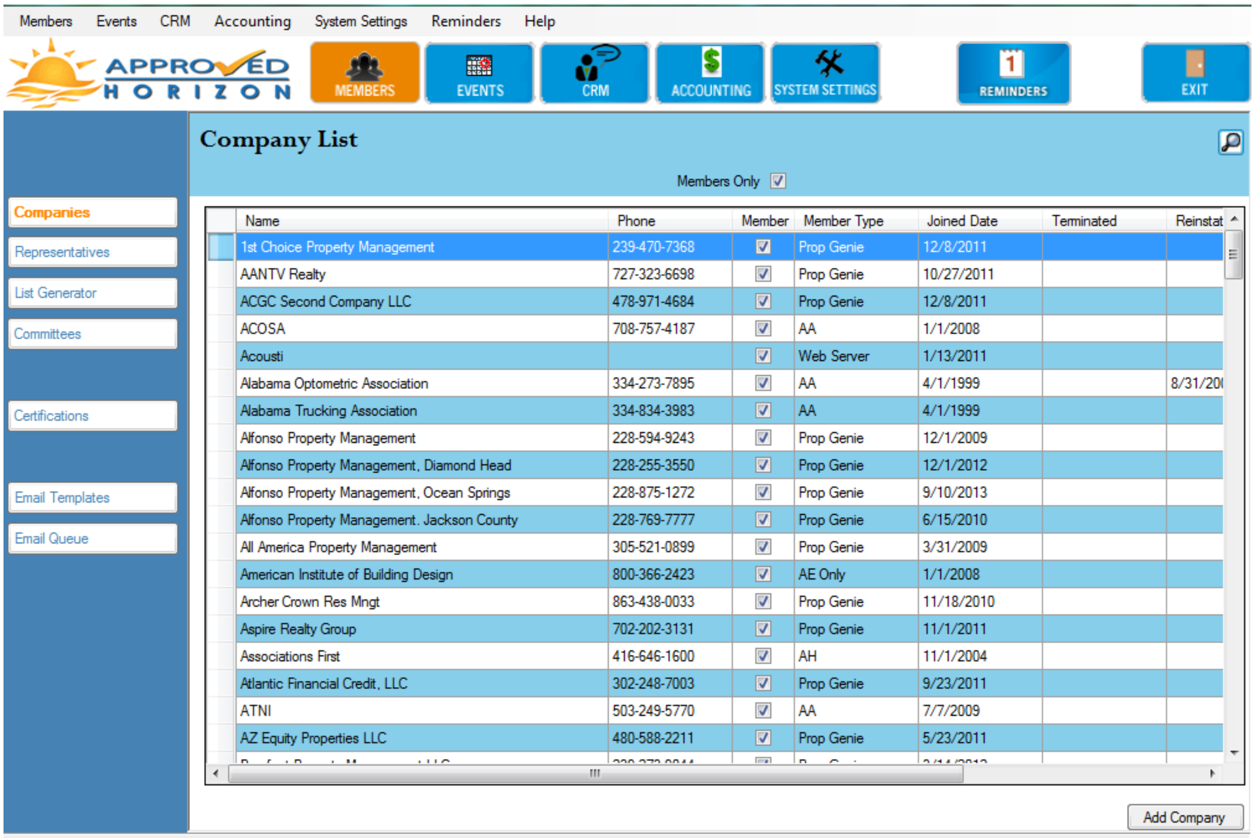
Name	Phone	Member	Member Type	Joined Date	Terminated	Reinstat
1st Choice Property Management	239-470-7368	☑	Prop Genie	12/8/2011		
AANTV Realty	727-323-6698	☑	Prop Genie	10/27/2011		
ACGC Second Company LLC	478-971-4684	☑	Prop Genie	12/8/2011		
ACOSA	708-757-4187	☑	AA	1/1/2008		
Acousti		☑	Web Server	1/13/2011		
Alabama Optometric Association	334-273-7895	☑	AA	4/1/1999		8/31/20
Alabama Trucking Association	334-834-3983	☑	AA	4/1/1999		

Clicking on a Column heading will sort the data by that columns' contents. Click on a record to open it

 The Magifying glass will open the search tool. Type in all or part of the name to filter your search results.

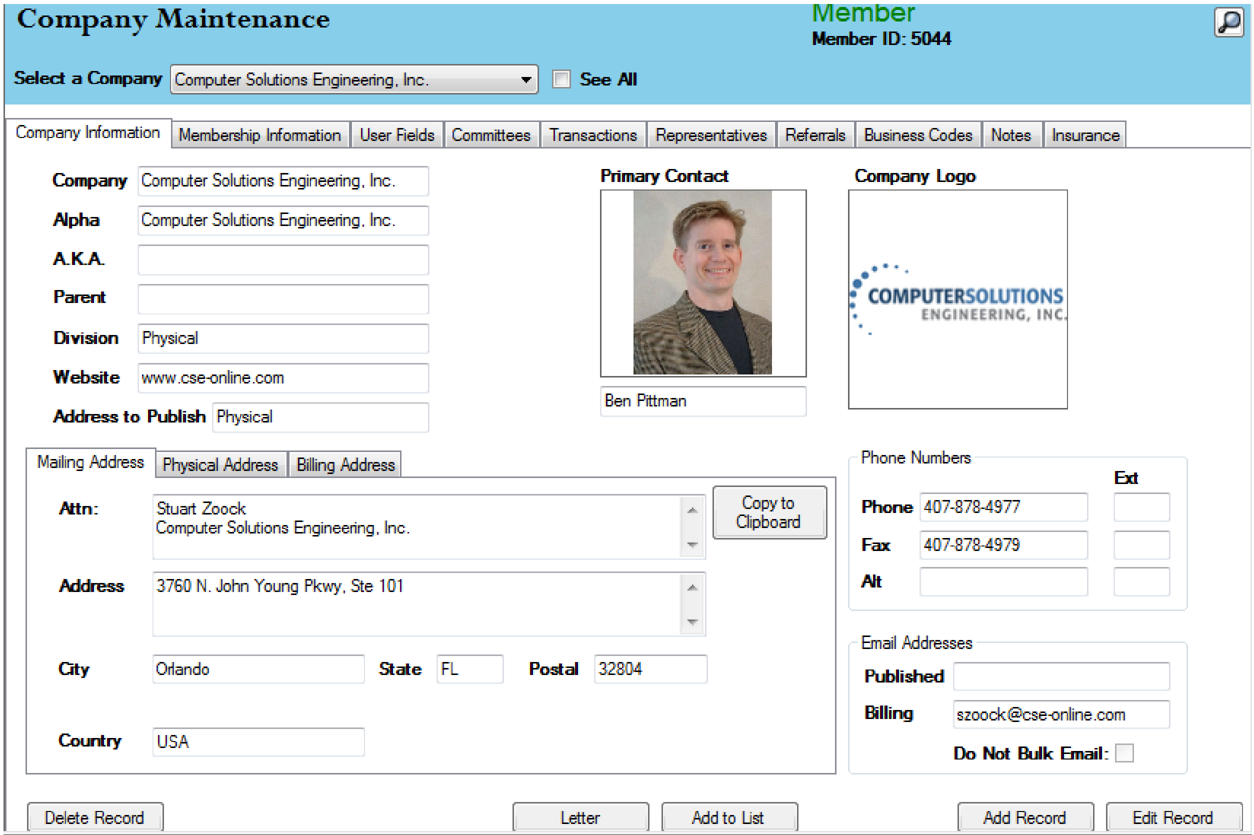


Clicking the record will take you directly to it.



Companies:

The Company Screen shows you all of the information you are tracking on the company:



Any of the information stored in Approved Horizon can be exposed on your ewebsite if you choose to do so.

FIELDS:

Company – The Company Name

Alpha: this is the alpha sort name, if it is different from the company name.

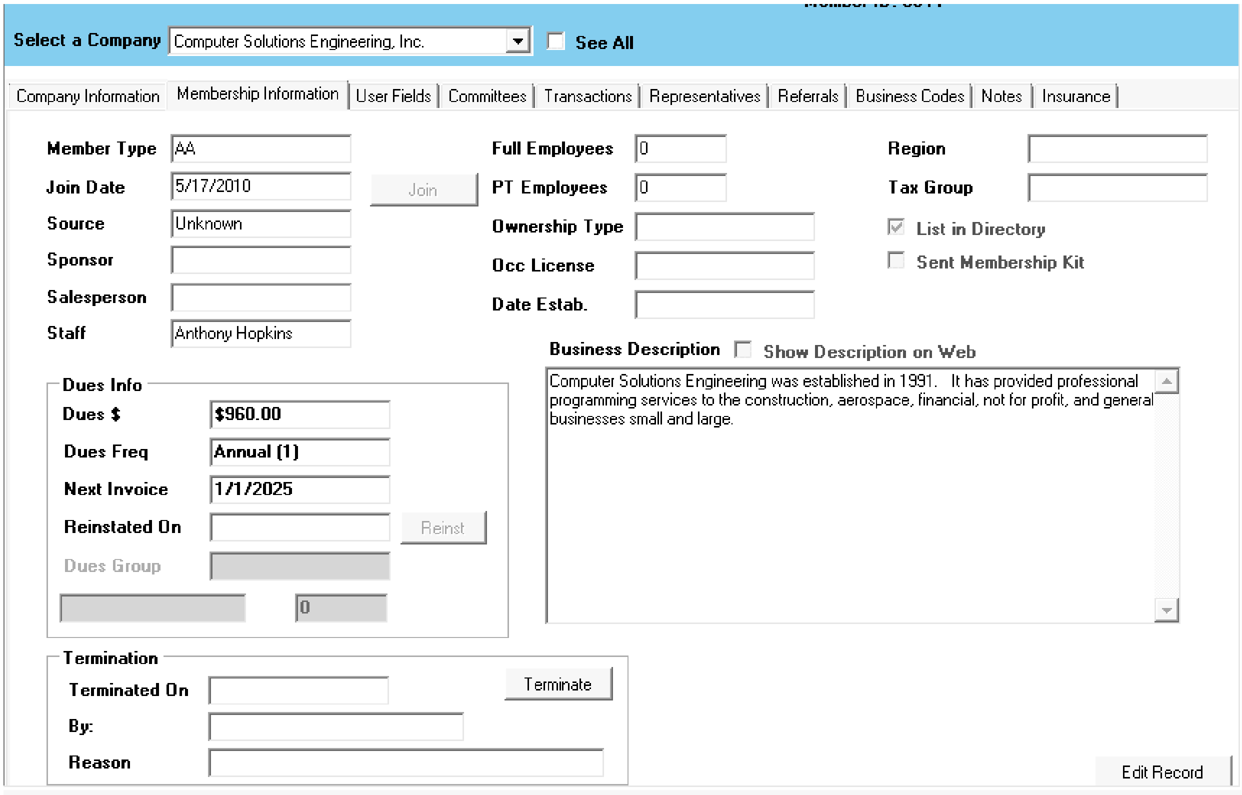
AKA: The more commonly known name for the business.

Parent: If this is a Branch or subdivision of a parent company, the parent company name would be displayed here.

Division: a dropdown list. This represents the relationship between parent and child company.

Photos: These photos will be used in the directory if you have selected the option in member directory web settings.

Membership Information:



Notable Fields:

Member Type: Indicates the Membership Level

Source: From you list of member source types

Sponsor: If sponsors are required for members

Salesperson: Person responsible for selling the membership

Staff: Staffperson main contact for this member

Ownership Type: Sole Proprietor, Partnership C-corp etc.

Select List in Directory if applicable.

Check off to confirm that the membership kit was sent.

Business description: may be for internal reference, or used on the website.

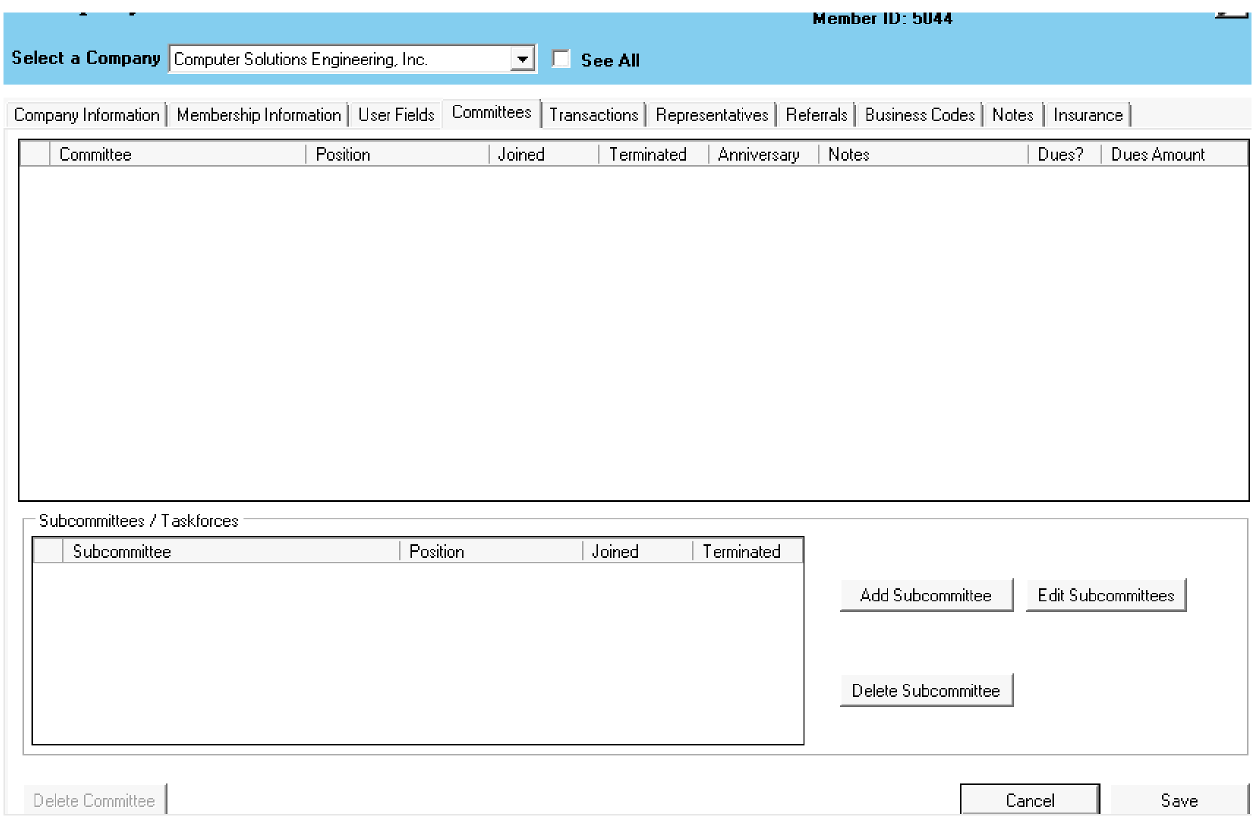
JOIN: click this button when you join this new member. This will optionally invoice the member dues and set the next member billing date.

Terminate: This is where you will terminate a member and record the terminate reasons.

Reinst: Will reinstate a terminated member.

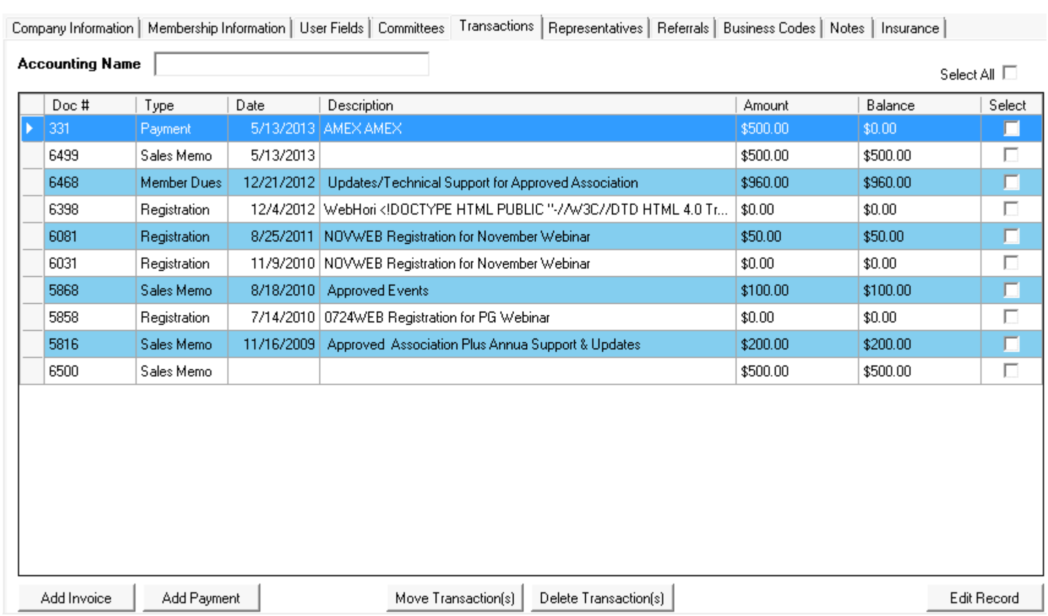
User fields: All of the custom fields for the company you have defined will appear on this tab.

Committees:



Add members to committees, charge for dues for committee membership, create and assign member to subcommittees. Committees can be used to invoice, or send email, or other communcations.

Transactions:



Doc #	Type	Date	Description	Amount	Balance	Select
331	Payment	5/13/2013	AMEX AMEX	$500.00	$0.00	
6499	Sales Memo	5/13/2013		$500.00	$500.00	
6468	Member Dues	12/21/2012	Updates/Technical Support for Approved Association	$960.00	$960.00	
6398	Registration	12/4/2012	WebHori <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Tr...	$0.00	$0.00	
6081	Registration	8/25/2011	NOVWEB Registration for November Webinar	$50.00	$50.00	
6031	Registration	11/9/2010	NOVWEB Registration for November Webinar	$0.00	$0.00	
5868	Sales Memo	8/18/2010	Approved Events	$100.00	$100.00	
5858	Registration	7/14/2010	0724WEB Registration for PG Webinar	$0.00	$0.00	
5816	Sales Memo	11/16/2009	Approved Association Plus Annua Support & Updates	$200.00	$200.00	
6500	Sales Memo			$500.00	$500.00	

From here you can see all of the members invoice history

Add Invoice: Create a new invoice for this member

Add Payment: receive payment from member

Move Transaction(s): Transfer one or a group of invoces to another member

Delete Transactions: Delelte a transaction, If the transaction has beent ransferred to QuickBooks, you must manually delete the transaction from QuickBooks.

Edit Record: Edit an existing invoice.

Representatives:

A List of all of the Representatives for this organization

Primary?	Prefix	Last Name	First Name	MI	Suffix	Work Phone	Ext	Home Phone	Cell Phone
☐	Mr.	Doe	John						
☐		Hopkins	Anthony			407-293-9100			
☐		Monroe	Tish			407-878-4977			
☑		Pittman	Ben			407-293-9100			
☐		Pittman	Dana			407-293-9100			
☐		Zoock	Stuart			407-293-9100			

Each column can be sorted by clicking on the column heading.

Each company must have 1 primary representative.

Set Primary Use the Set Primary button to select the primary representative. The primary rep will be used for general company communications not addressed to a specific represntative.

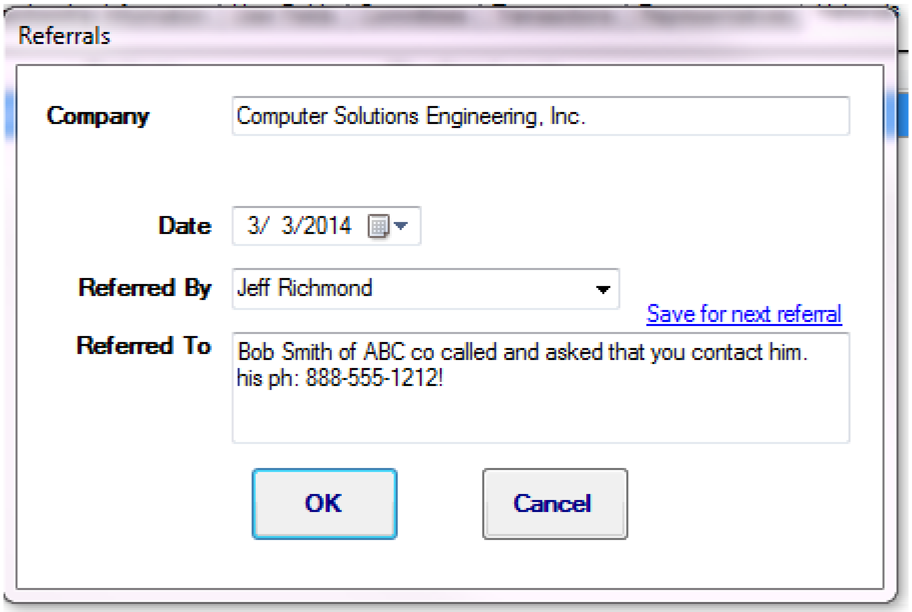
Add Representative Use Add Representative to add a new rep to this company.

Click on the represenataive name to go to the representative record.

Referrals:

This screen shows all of the referrals that have been issued to a member. This is intended to be a log of referrals made through your organization. From report Generator you can create a filtered list of referrals made to a specific member or representative for a particular date range. Referrals may also be merged into the annual member invoice.

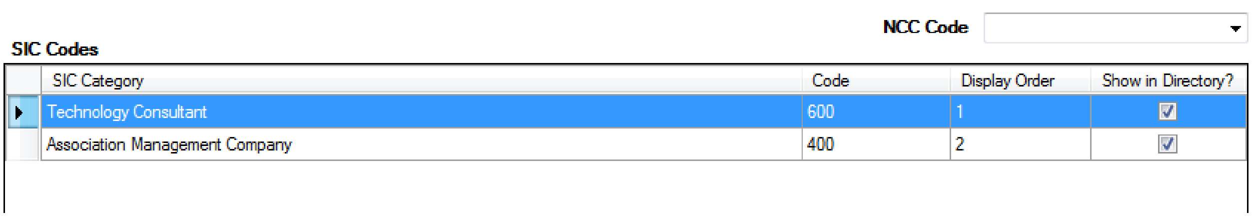
Add Referral Click the Add referral button to refer a prospect to this member.



If you are referring to multiple members, select Save for next referral.

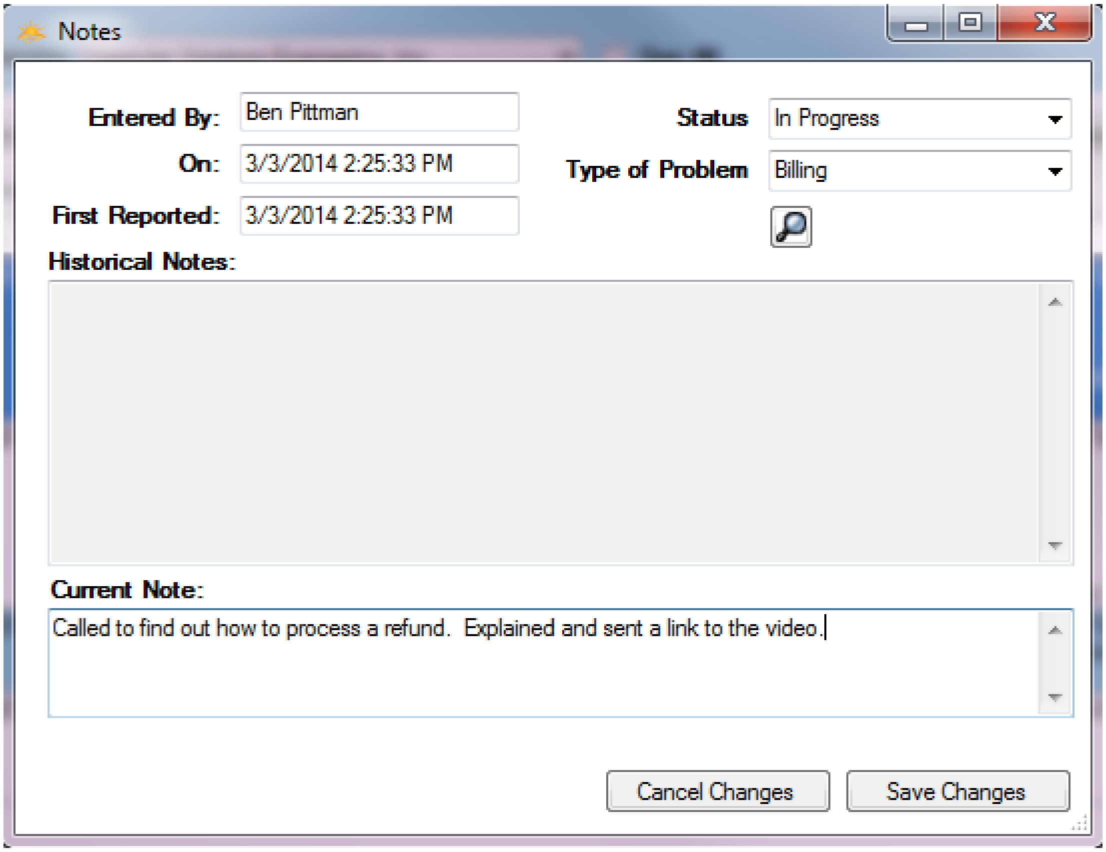
Business codes:

This screen shows your listing of business categories. This may be SIC codes, NCC codes or your own custom list of business types. You can select whether to show this business in that category listing on your website, and in which sort order to show the business code listing under the business in the directory.



Notes:

The notes tab shows a running history of Freeform notes.



Notes have the following fields:

Who entered this note

time stamp on the note.

Status

Problem type: This is an on the fly dropdown to help categorize notes.

Search Button: to search notes

Representatives:

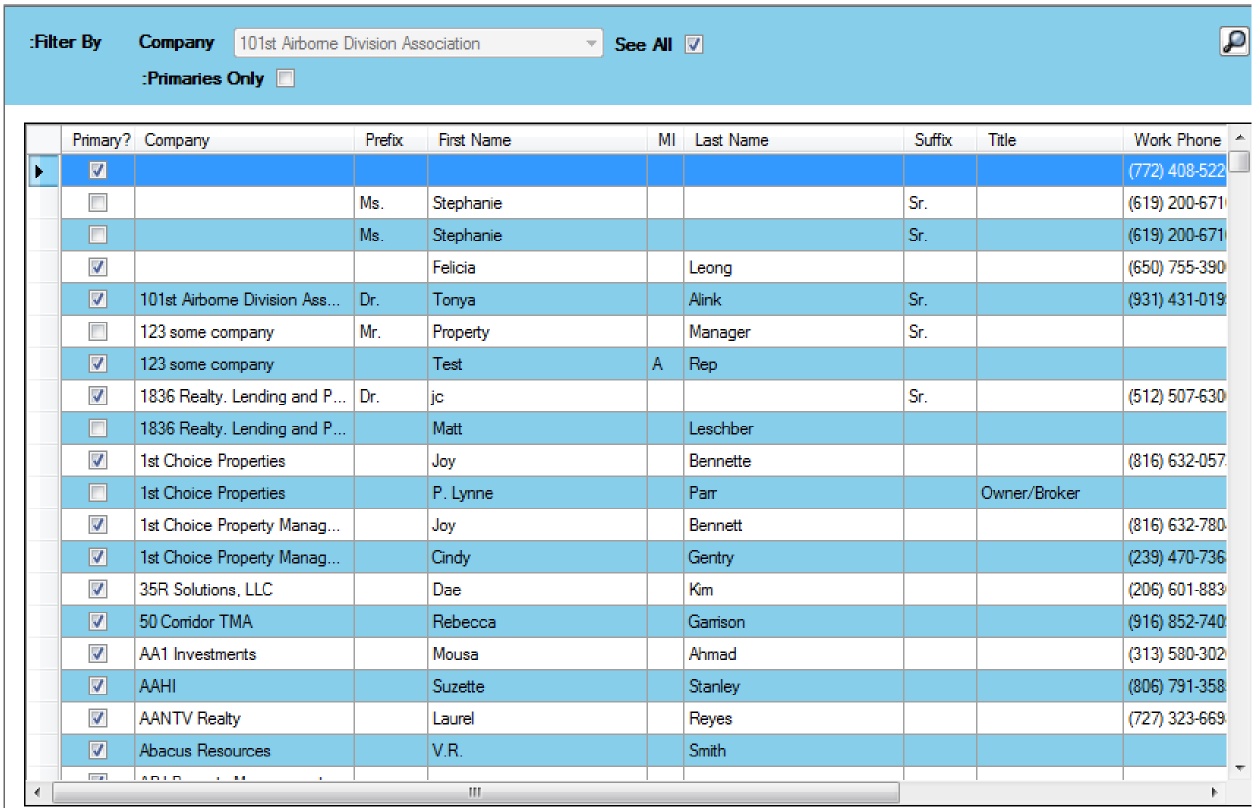
This is a grid of all representatives in the database.

Filter by company - Select company from dropdown window.

See All: - View members from all companies

Primaries Only: - View only Primary Representatives

Information can be sorted on the fly by clicking on the column heading.



Primary?	Company	Prefix	First Name	MI	Last Name	Suffix	Title	Work Phone
✓								(772) 408-522
		Ms.	Stephanie			Sr.		(619) 200-671
		Ms.	Stephanie			Sr.		(619) 200-671
✓			Felicia		Leong			(650) 755-390
✓	101st Airborne Division Ass...	Dr.	Tonya		Alink	Sr.		(931) 431-019
	123 some company	Mr.	Property		Manager	Sr.		
✓	123 some company		Test	A	Rep			
✓	1836 Realty. Lending and P...	Dr.	jc			Sr.		(512) 507-630
	1836 Realty. Lending and P...		Matt		Leschber			
✓	1st Choice Properties		Joy		Bennette			(816) 632-057
	1st Choice Properties		P. Lynne		Parr		Owner/Broker	
✓	1st Choice Property Manag...		Joy		Bennett			(816) 632-780
✓	1st Choice Property Manag...		Cindy		Gentry			(239) 470-736
✓	35R Solutions, LLC		Dae		Kim			(206) 601-883
✓	50 Corridor TMA		Rebecca		Garrison			(916) 852-740
✓	AA1 Investments		Mousa		Ahmad			(313) 580-302
✓	AAHI		Suzette		Stanley			(806) 791-358
✓	AANTV Realty		Laurel		Reyes			(727) 323-669
✓	Abacus Resources		V.R.		Smith			

This screen includes:

Below the representative name is the company name. clicking the company name will take you to the company record.

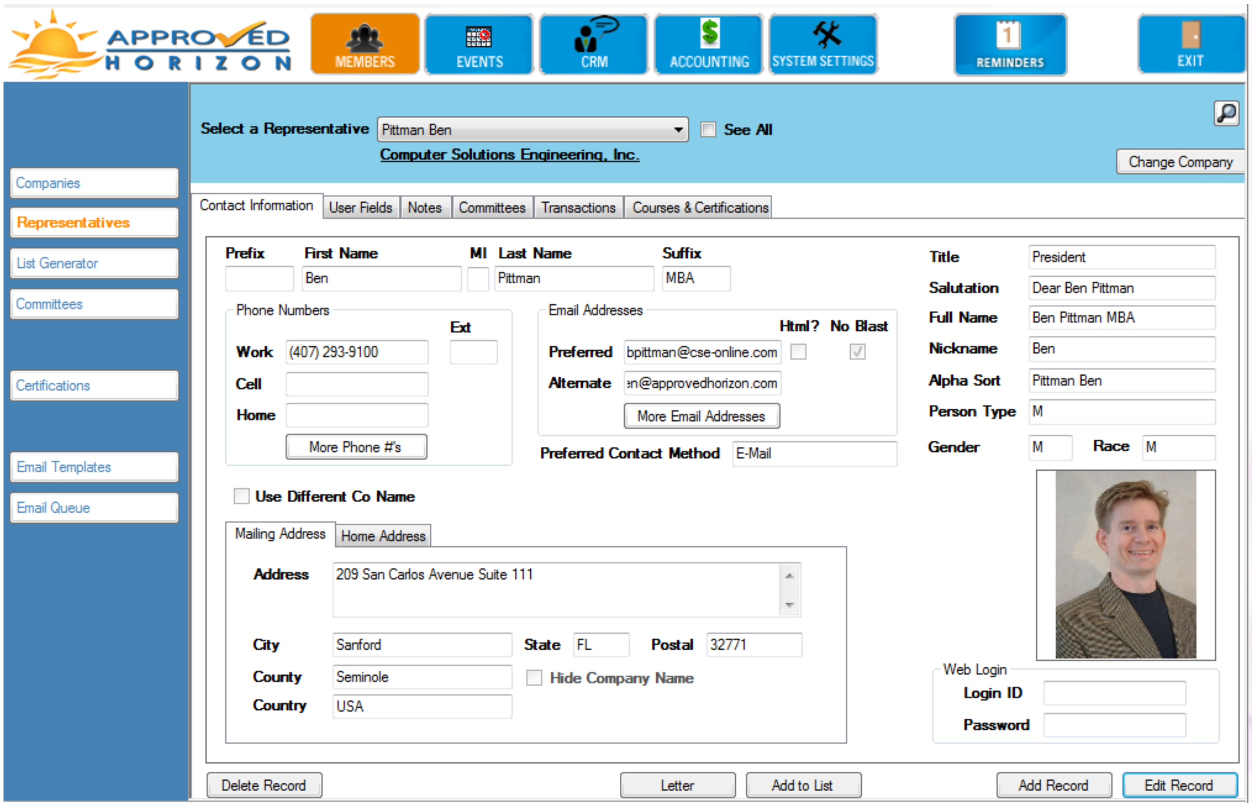
Click [Change Company] to move this representative to a different company.

Contact information

This tab contains all addresses email, phone and other contact information, photograph

And web portal login information.

☐ **Use Different Co Name** Use this checkbox if this representative should be identified with a different company name on correspondence or on the member directory.

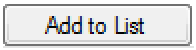


Letter Click the Letter button to write a letter to this representative. This will open a window listing all of your letter templates. Select a template, or create a new letter on the fly that you can add to the template list.

The Word Merge file 'C:\Program Files\ApprovedHorizon\Merge.txt' has been created!

Letter Name	File Name
5w	C:\Users\Tish\Documents\nan members.doc
6	P:\ApprovedAssociation\AA demo label.doc
Demo Label	Z:\ApprovedAssociation\AA demo label.doc
Letter	C:\Program Files\ApprovedAssociation\Letter.doc
Online services	\\SBSSVR\Users\Dana\My Documents\Online services....
Purchase envelope	Z:\ApprovedAssociation\Approved Purchase Envelope.d...
Purchase label	Z:\ApprovedAssociation\AA purchase label.doc
Purchase letter	Y:\ApprovedMarketing\PurchasePacket\Approved PLU...
test	C:\Tish\How to Export data from AA.doc

Close



Adds this representative to an existing list generated in the list generator.

Add a new representative to this company.

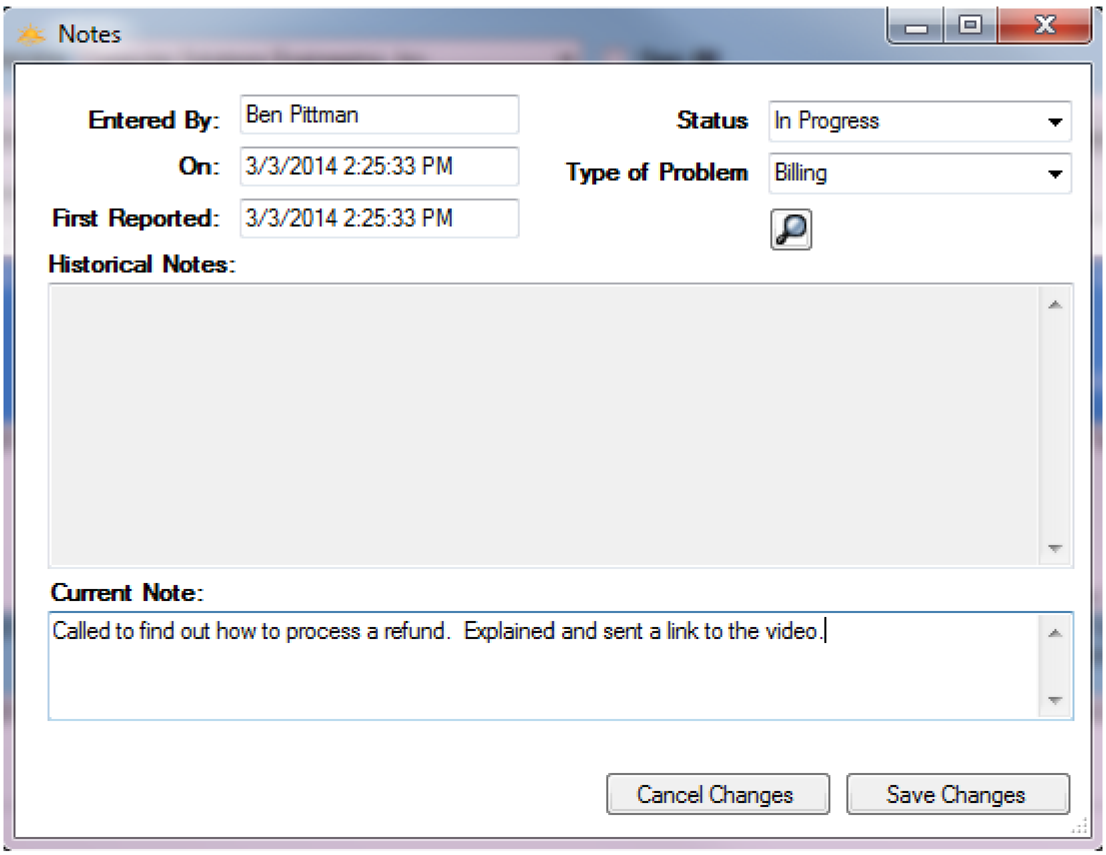
Edit the existing member record.

User Fields:

This screen will display any custom fields on the Representative record that you have defined in system settings.

Representative Notes:

The notes tab shows a running history of Freeform notes.



Notes have the following fields:

Who entered this note

time stamp on the note.

Status

Problem type: This is an on the fly dropdown to help categorize notes.

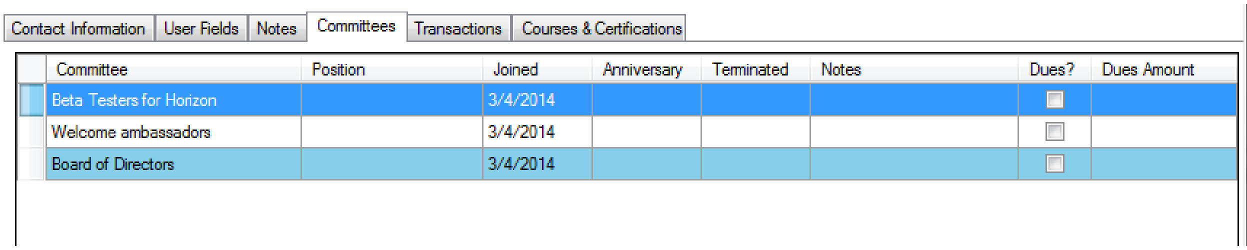
Search Button: to search notes

Committees:

This tab will display all committees this representative has participated on.

Click add committee to select from the list of existing committees.

After adding the committee, you may edit the record to reflect the position this person will fill and any notes about this position. Set an anniversary date if the position expires, and record a dues amount if it is applicable to this post.



Transactions:

All transaction history for this individual. Click on any invoice to open it.

Functions:

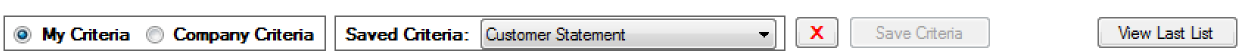
Add a new invoice

Add a payment to an existing invoice

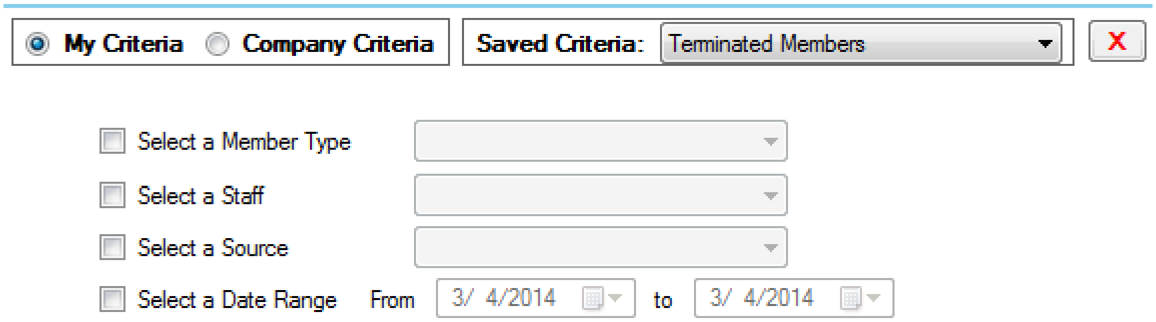
List Generator:

The list genarator is where you will find all system reports, and where you can generate and save your own reports. List generator is where you will create Email Lists, mail merges, and Register, Invoice Add to a committee or terminate in batches.

System Reports: System Reports are reports Created by Approved Horizon and are common to all Approved Horizon users. System reports are always displayed in the saved criteria dropdown list whether you are on My criteria or company criteria reports.



Depending on the report selected, there will be additional filter options displayed specific to that report.



The List Generator allows you to create reports that are accessible to all employees within the company (Company Criteria), or reports that are only available to you (My Criteria).

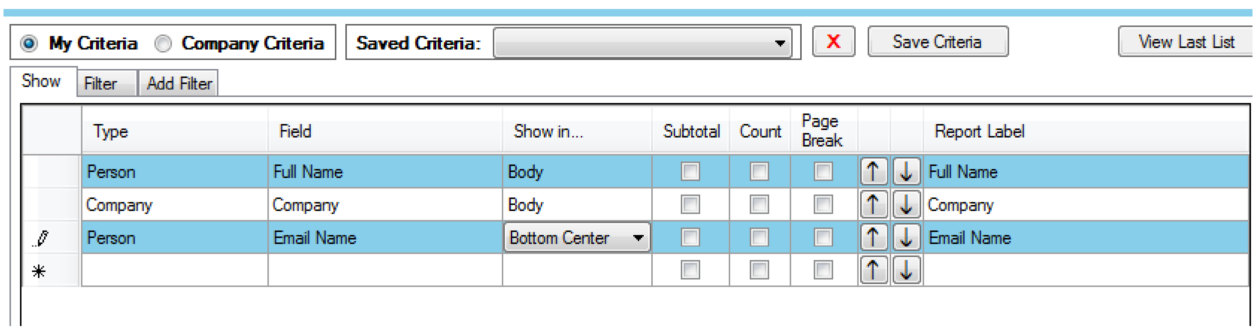
Creating a report:

Let's create a report for all members whose last mname begins with the letter "P".

We would like to see their name, company and email address on our report, because we are inviting them to a special reception.

This is only for my use, so I select My Criteria.

The first tab describes what I would like to show on the report:



Type: This determines what fields will display in the next column: company, person, committee, events, notes, etc. Space is a special type that will insert a blank area.

Based on the Type, the next column will display all of the fields from that type.

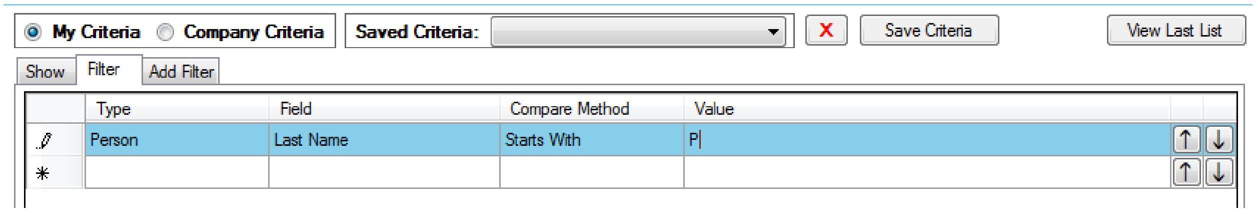
Show in: Where on the report to display this information: Body. Top Center top Right, Bottom Center, Bottom Left, etc.

Subtotal: If this is a numeric field, you can have the report provide totals.

Count: will provide a count of the number of these records.

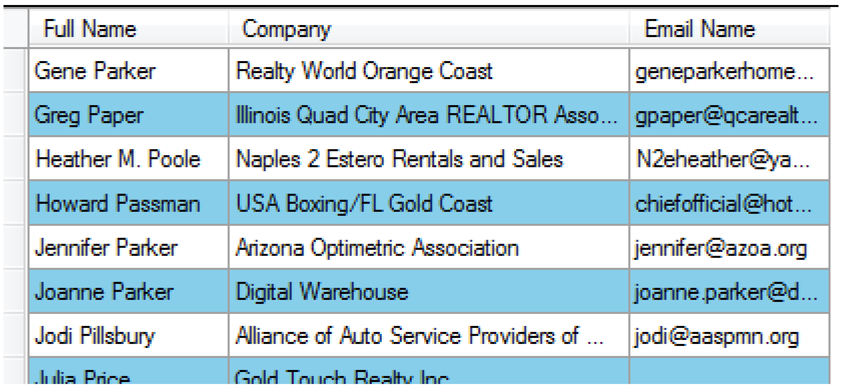
The arrows will allow you to reposition the variables on the report

The filter tab allows you to filter what data will be displayed:

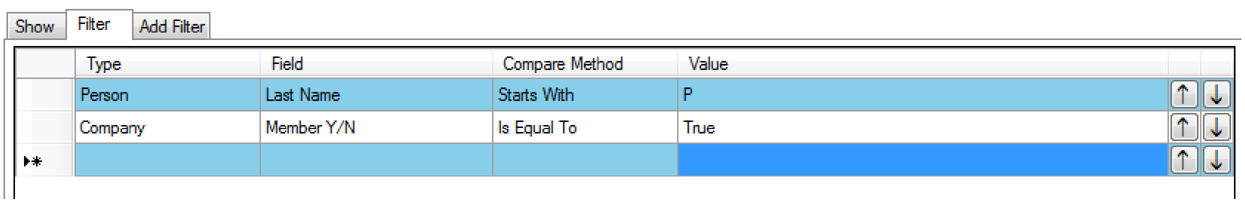


We have created a filter above that will only display members whose last name begins with the letter “P”.

Click Preview data to see the results of the filter.



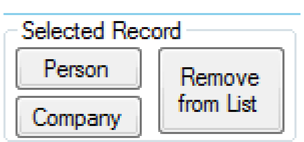
Now let’s say this is only for members. We can add another filter so we only include members.



Now we have a list of members whose names begin with “P”

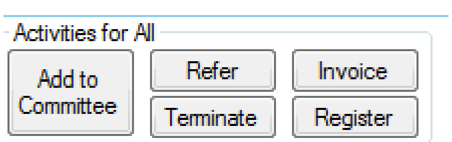
Preview data allows you to see on screen the filtered list.

Now that you have the list you can:



Go directly to a spcific person or company record

Remove specific lines from the list.



With your list you can now:

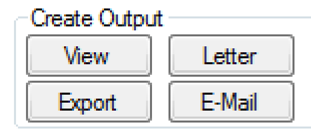
Add people to a committee.

Refer to a group.

Terminate a group.

Invoice a group.

Register a group for an event.



View - Create a Printed Report

Letter – Send a letter to all.

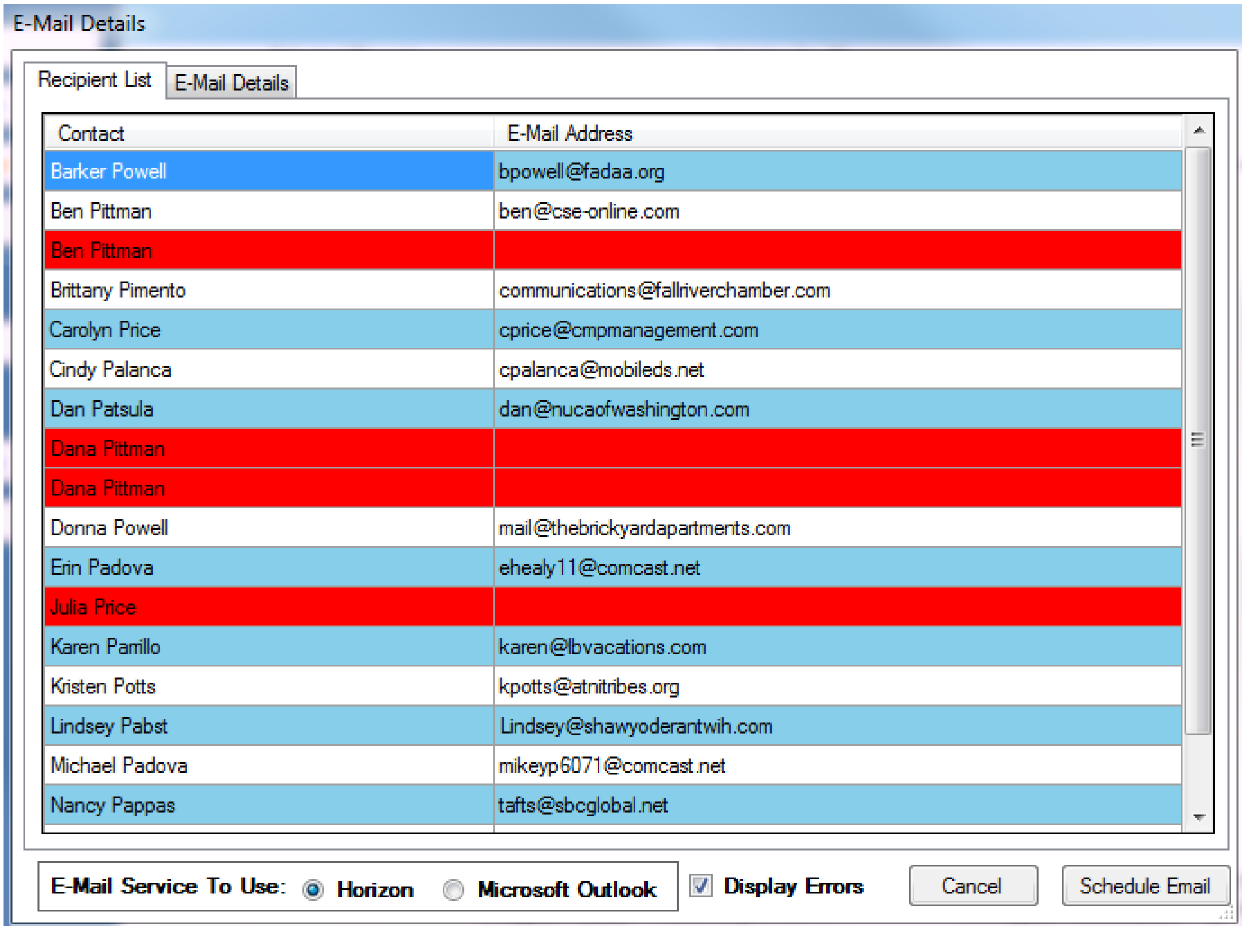
Export – Send to an Excel Spreadsheet, a pdf, or a data file.

Email – send a email blast to all in your list.

We want to email.

Select your email template from the displayed list.

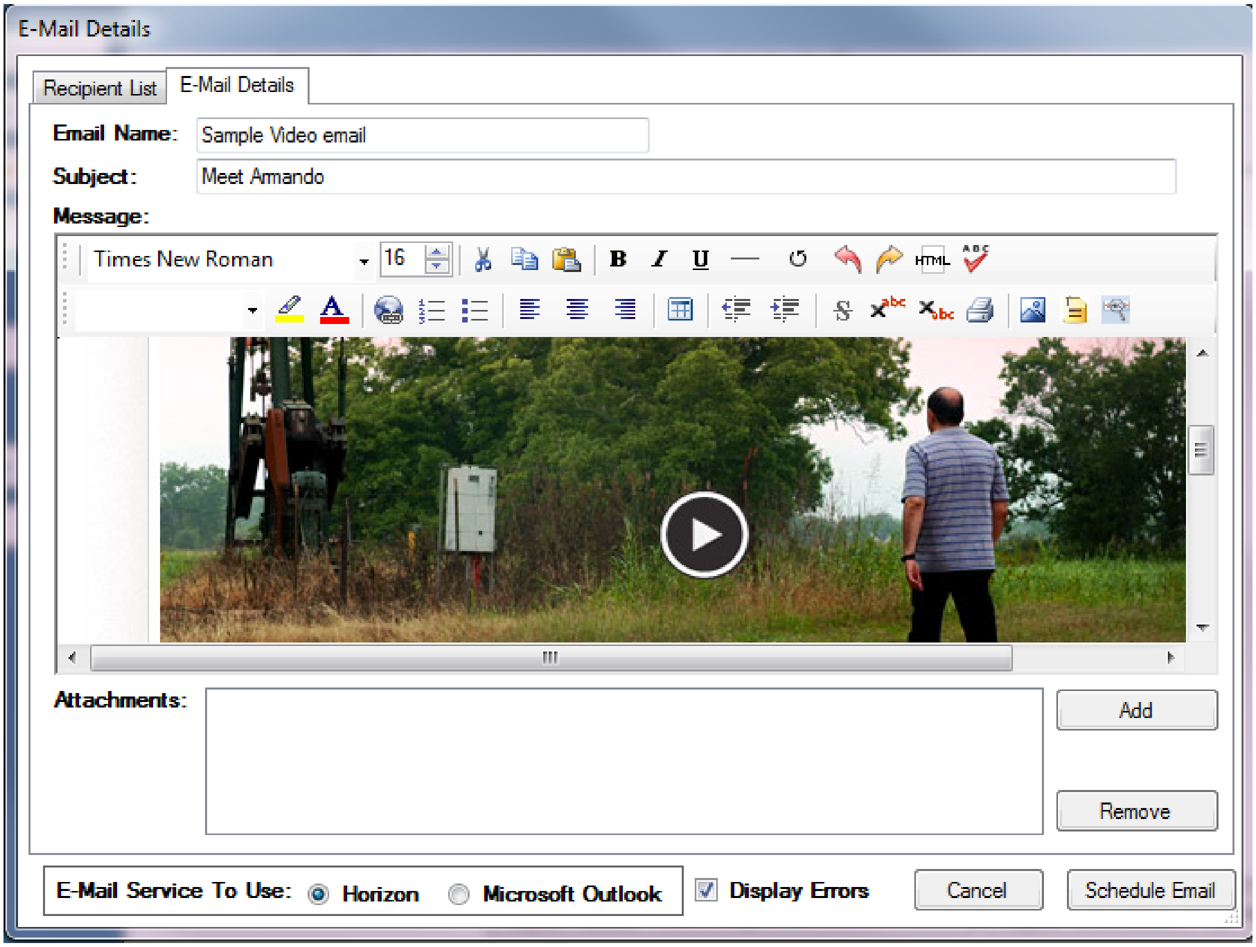
Review the email details.



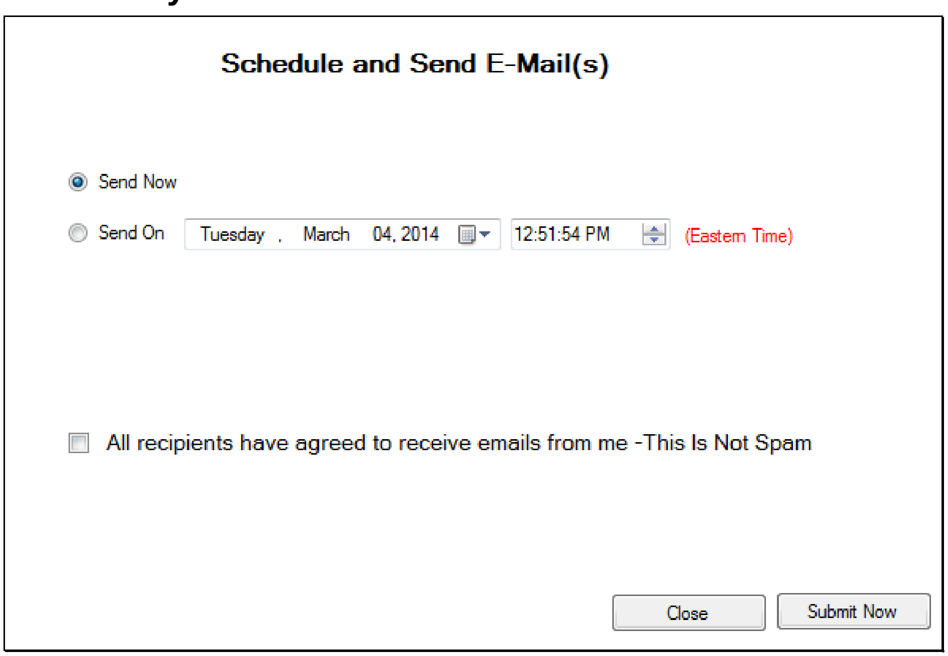
Invalid email addresses will be highlighted in red. You should go back and correct these emails or delete them from you email list.

Select using Horizon to send all emails (recommended), or send from your outlook mail account.

Use the second tab to preview and edit your email:



Schedule your email:



You can see scheduled emails and the result in the email Queue.

I will use this same list next month, so I need to save it.

Select 

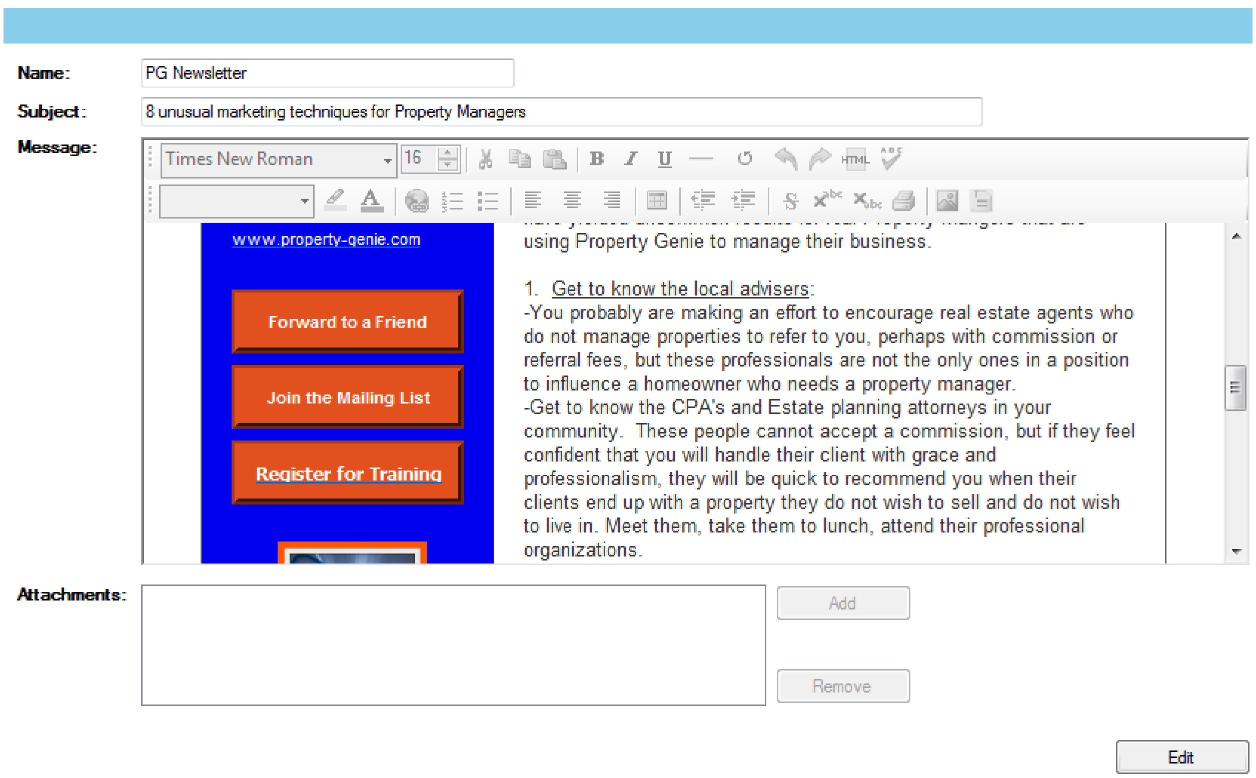
Then 

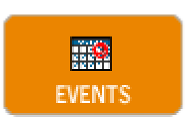
Committees:

This screen allows you to view all of the members on a particular committee and see its subcommittees, and the subcomittee memberships.

Email Templates:

Here you can create templates for all of your emails. Create a standard newsletter design and use the copy function to create your monthly newsletter easily.



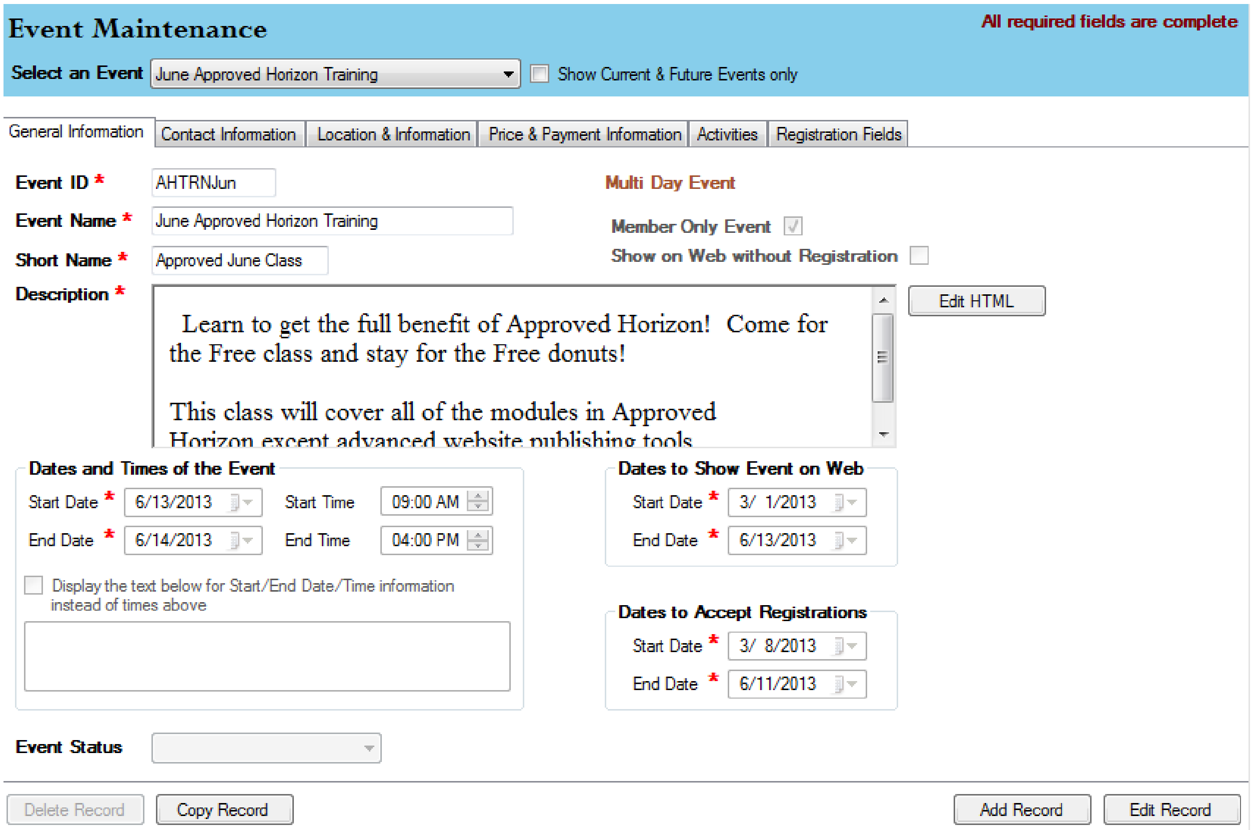


Events:

Events allows you to Create events, and then see the registrations for your events.

Create an Event:

Select Add Event.



Required Fields are marked with a * .

Click Add Record

Proivide an Event ID (Must be UNIQUE).

Event Name: this will display on the website

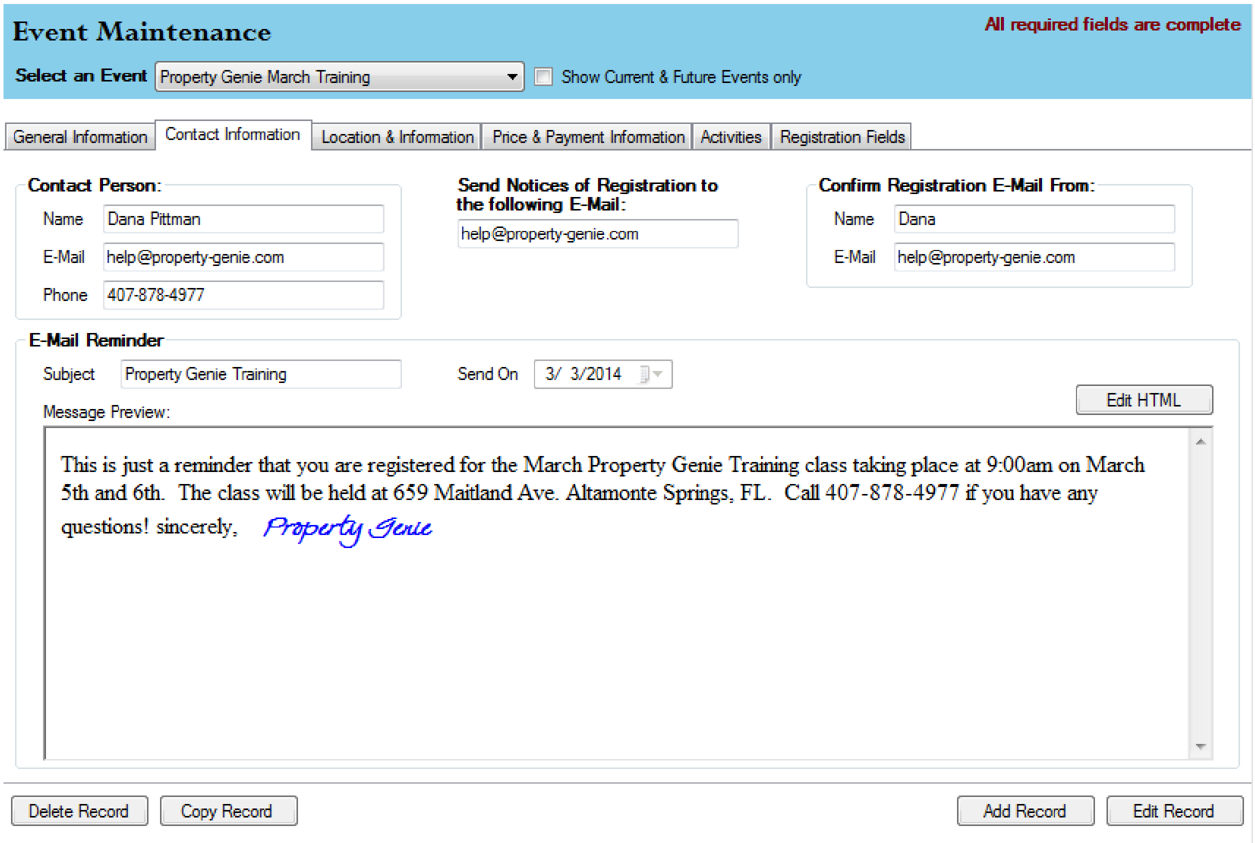
Short Name: This wil appear on reports

Member only: Only members will be allowed to sign up

Show on web without registration: List the event without a registration procedure.

Description: Provide the event description. This can include images, links to other sites, and HTML formatted content.

Event Status: Allows you to Postpone or Cancel anevent without deleting it.

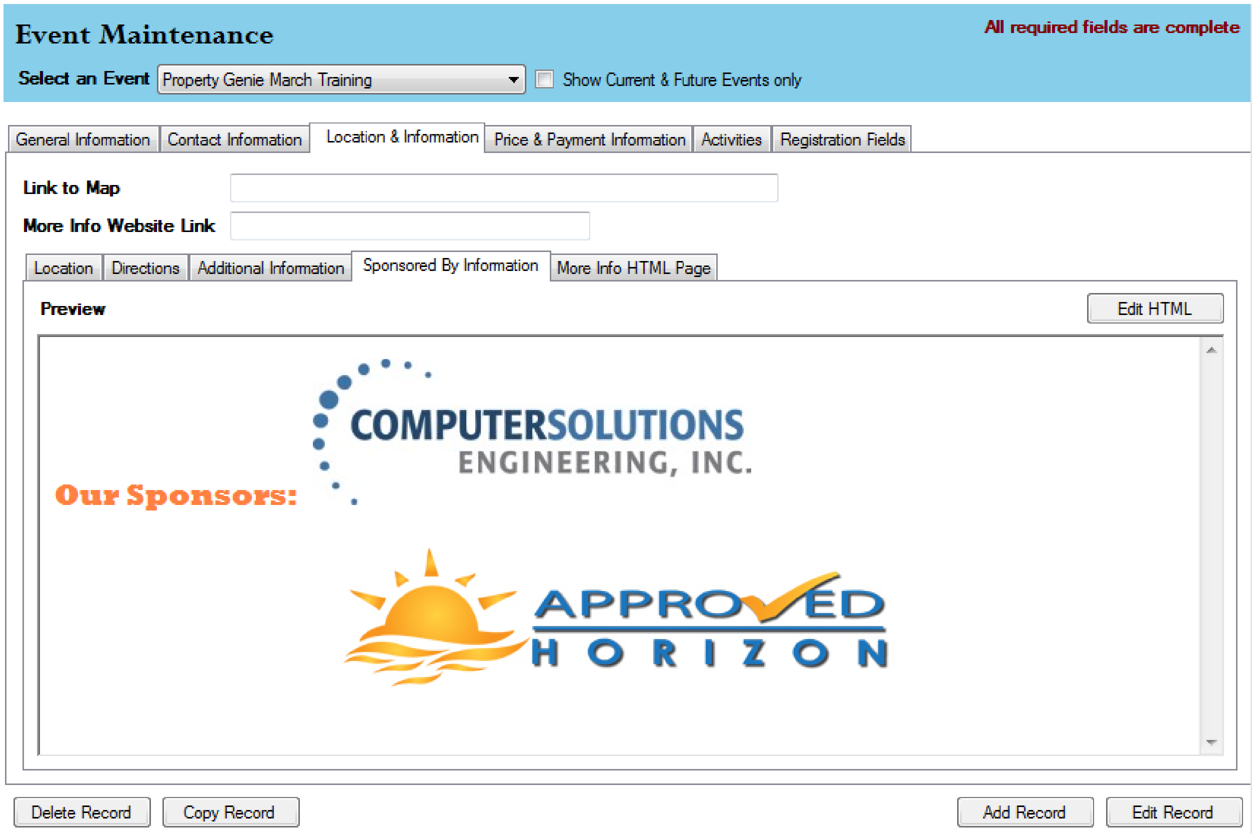


Contact Person: will be listed on the website as the contact

Send Notices of Registration to: The address to which email notifications of registrations will be sent to.

Confirm Registration From: The email that confirmations to the registrant will be sent from.

Email reminder: This message will be sent to all registrants on the send on Date.

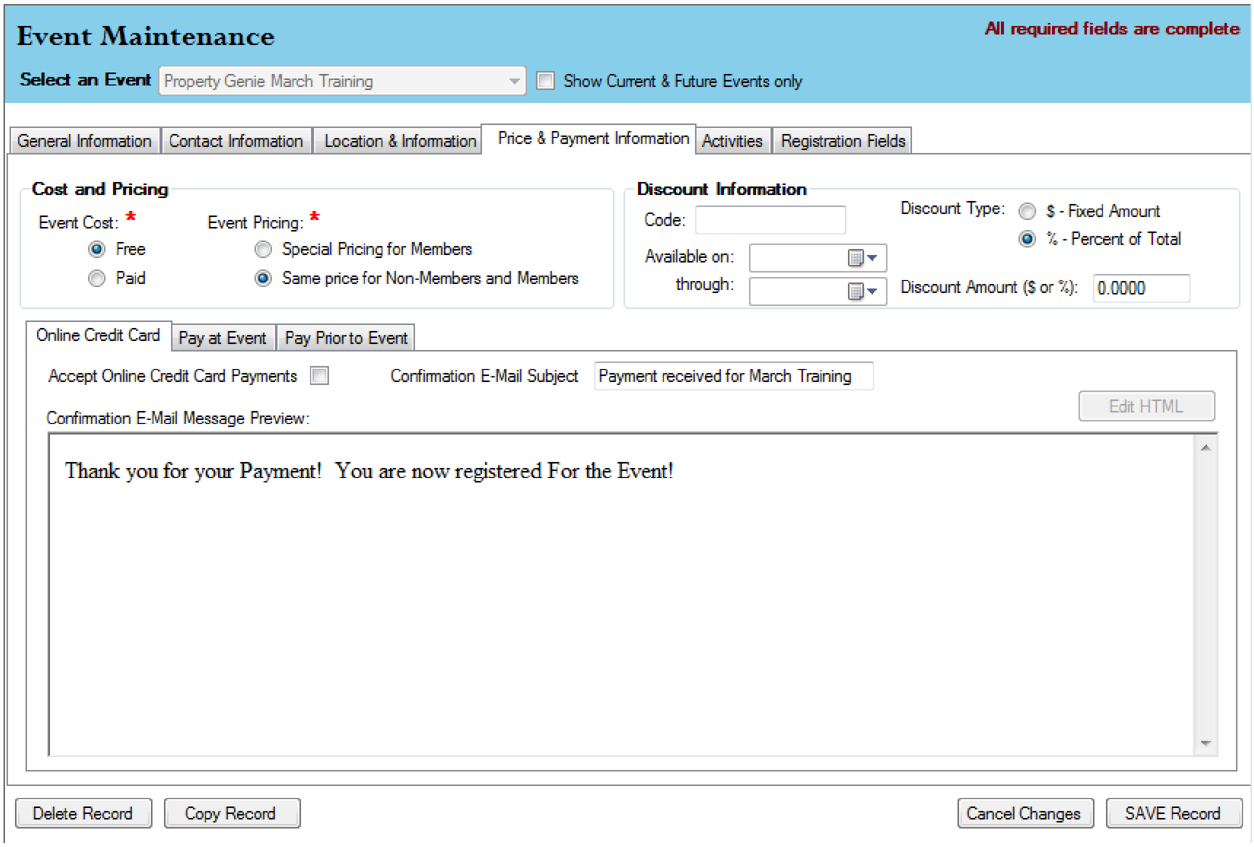


Location and Information: Allows you to edit several pages of content for the Event website.

Link To Map: Insert a link to a map service.

More info Website Link: Link to a separate website or Approved Website page for events that have their own.

Each of the 5 tabs will allow you to add content to the event.



Set whether this is a free or Paid event.

Set member and non Member pricing.

Create a Discount Code word.

Set that dates for the Discount to be effective.

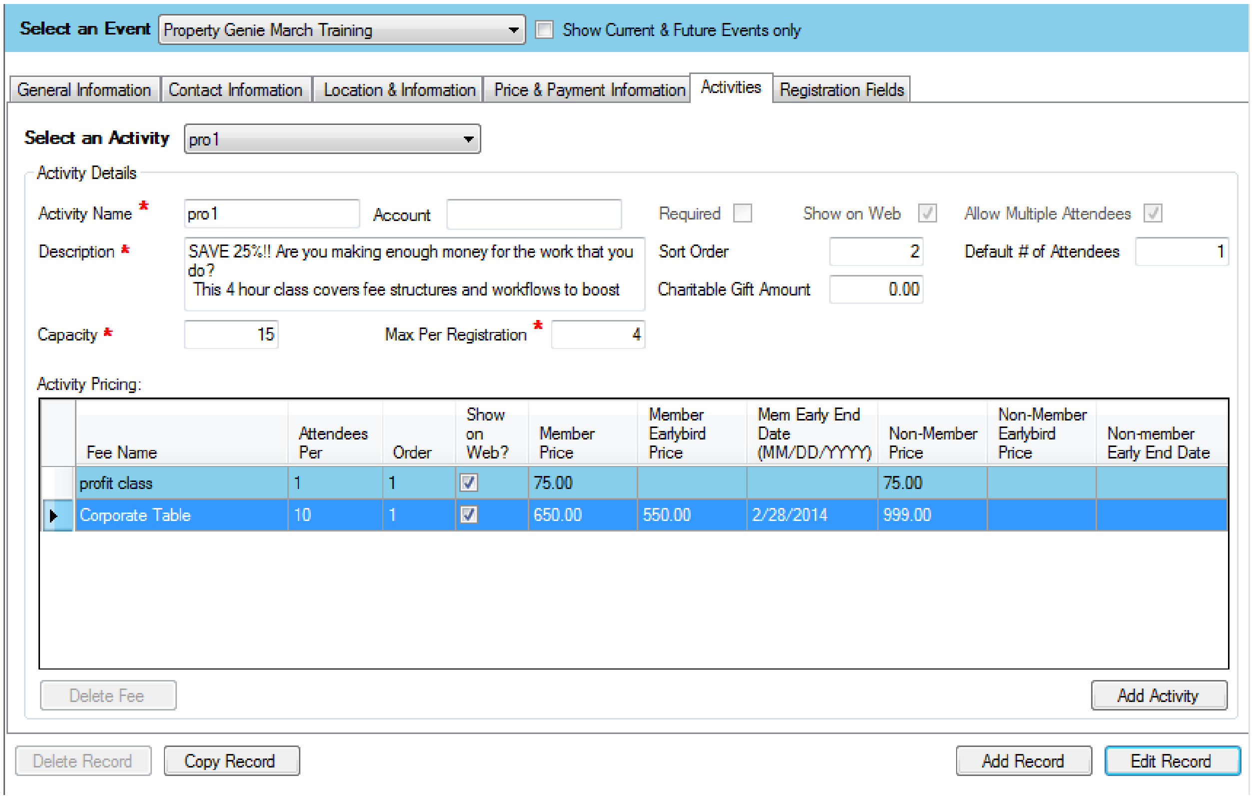
Set the Typoe of discount and the Rate.

Each Payment Method has it's own Email Reply. Click edit HTML to edit the content of each Email reply.

Activities:

Activities page allows you to create 1 or multiple Activities for an event. (IE: Classes, Dinner, Golf Tournament, Optional Seminars, Etc.

Within each Activity is a fee Structure: This includes member and nonmember pricing, single or Table pricing, Bronze silver and Gold levels. All within 1 activity for 1 event.



To Add an Activity:

Click Add Activity to add an Activity to the selected Event.

Activity Name: Name the Activity (Must Be UNIQUE)

Account: Selsct the appropriate QuickBooks Account from the dropdown list.

Required: Means a registrant MUST register for this activity in order to register for this event

Activity Description Supports up to 4 lines of text.

Set Order: Where should this activity appear in the list of Activities for this event?

Capacity: The system will cut off registrations when this number is reached.

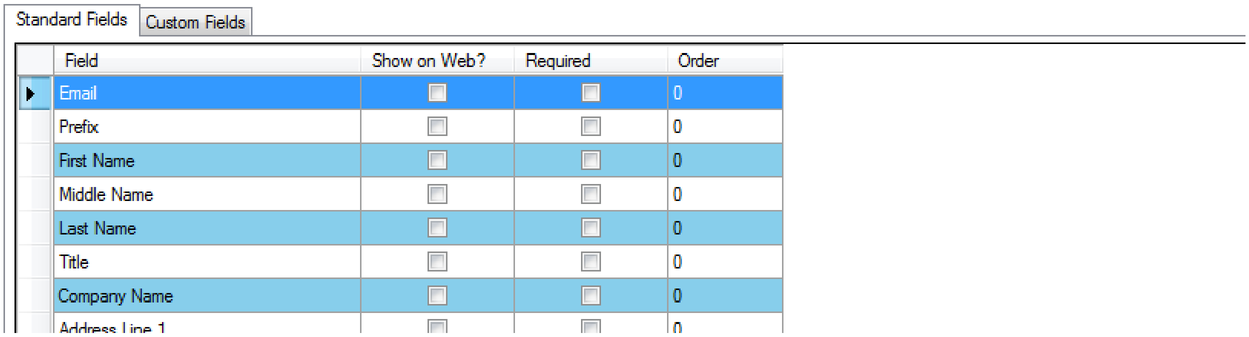
Activity Pricing:

Approved Horizon creates a pricing table for each activity.

To add the pricing option, click Edit record Click in the first box under fee name. Enter a fee name. Complete each of the columns to set early bird member and nonmember pricing.proceed to the next line to add the next pricing option for this activity. When you are finished click Save record

Registration Fields:

These are the fields that will be dispalayed on the event registraion website. Select the field to show on the website, and check whether the feld is required in order to complete a registration.



Selecting the custom fields tab will allow you to add custom fields to your event registration.

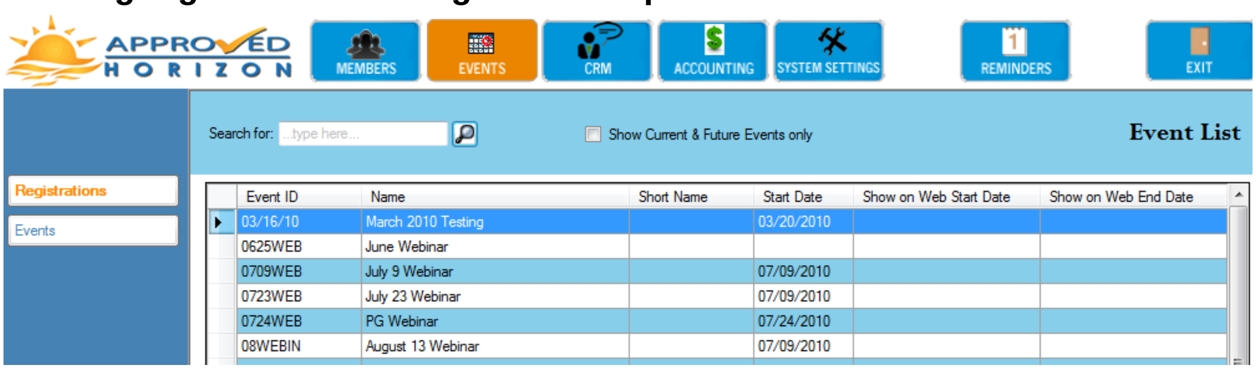
Managing an Event:

Now that you know how to set up your event, you will be able to monitor who is registering, process payments and organize for the event through Approved Horizon.

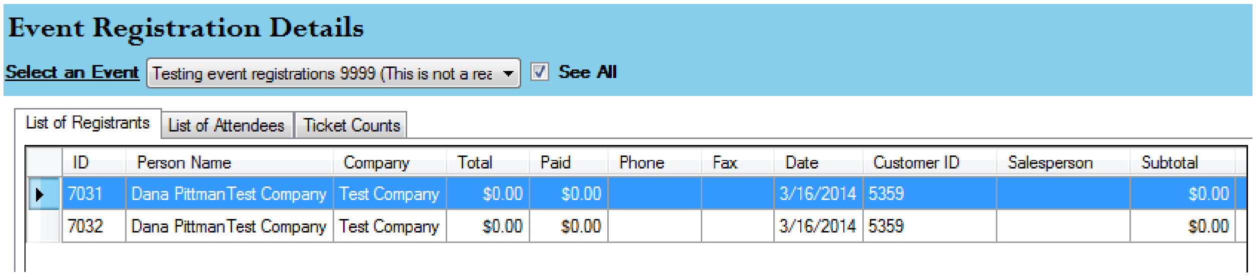
An event is designed to follow the following flow:

1. Create website pages that market the event (and optionally allow for online event registration).
2. Design an email and or mailing campaign to promote the event.
3. Monitor event registrations for the event.
4. Process accounting for the event.
5. Prepare event materials (Name Tags, Personalized packets. Etc.)
6. Accept last minute registrations.

Viewing registrations during the event process:



Clicking the Registrations button will show you the list of all current and future events, Select the event you wish. .

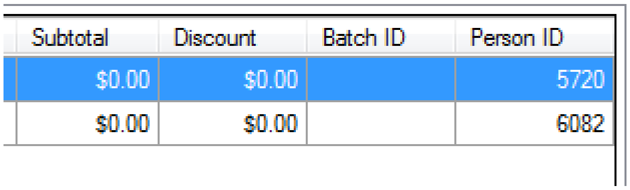


Event Registration Details

Select an Event: Testing event registrations 9999 (This is not a rea ☑ See All

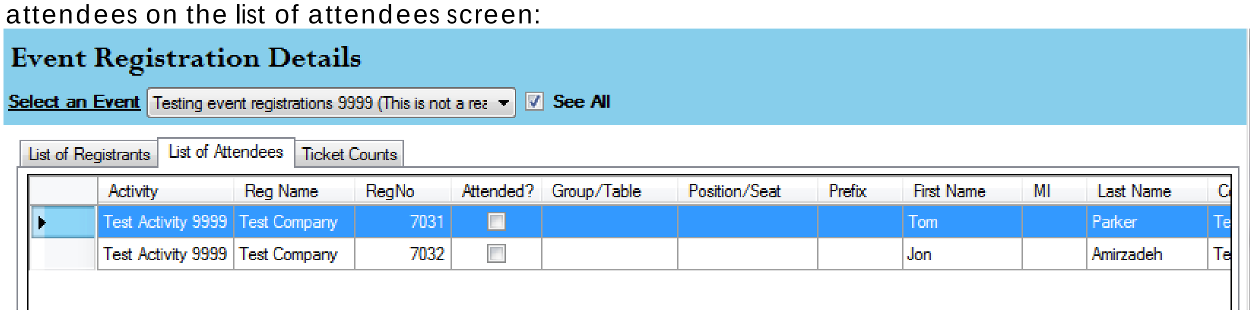
List of Registrants | List of Attendees | Ticket Counts

ID	Person Name	Company	Total	Paid	Phone	Fax	Date	Customer ID	Salesperson	Subtotal
7031	Dana PittmanTest Company	Test Company	$0.00	$0.00			3/16/2014	5359		$0.00
7032	Dana PittmanTest Company	Test Company	$0.00	$0.00			3/16/2014	5359		$0.00



Subtotal	Discount	Batch ID	Person ID
$0.00	$0.00		5720
$0.00	$0.00		6082

Each registrant has a unique ID. In the example above, the same person has registered twice for the same event, from the same company. W see the total billed, the amount Paid, contact information, the date they registered, the customer ID in Approved Horizon, and the discount applied. The Batch ID will show if the event registration was posted as a part of a batch of registrations performed through the accounting batch transactions in Approved Horizon. The Person ID number indicates that the individuals attending are not the same person that registered for the event. We can see the attendees on the list of attendees screen:

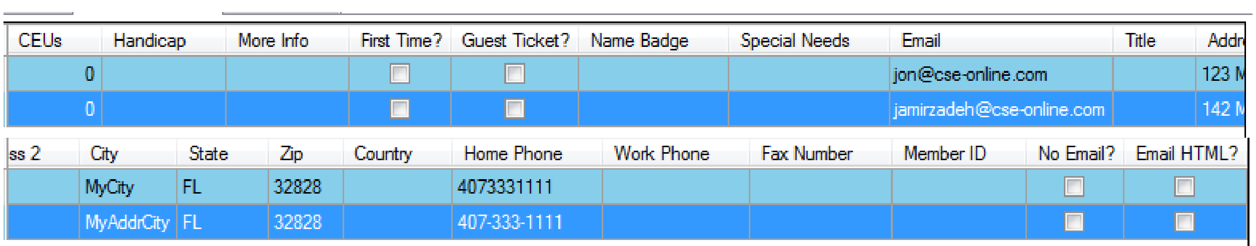


Event Registration Details

Select an Event: Testing event registrations 9999 (This is not a rea ☑ See All

List of Registrants | List of Attendees | Ticket Counts

Activity	Reg Name	RegNo	Attended?	Group/Table	Position/Seat	Prefix	First Name	MI	Last Name	C
Test Activity 9999	Test Company	7031	☐				Tom		Parker	Te
Test Activity 9999	Test Company	7032	☐				Jon		Amirzadeh	Te

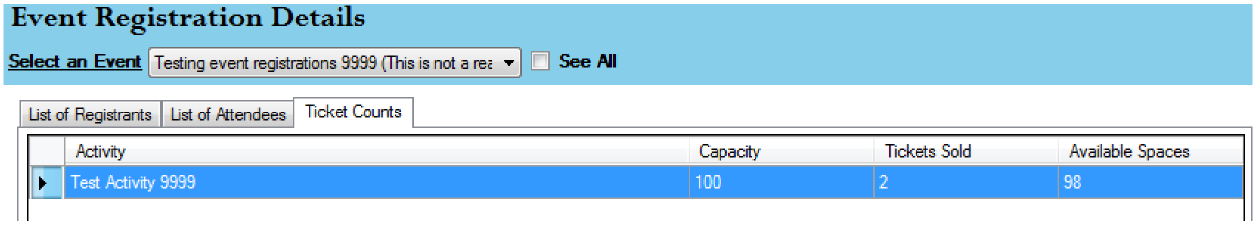


CEUs	Handicap	More Info	First Time?	Guest Ticket?	Name Badge	Special Needs	Email	Title	Addr
0			☐	☐			jon@cse-online.com		123 M
0			☐	☐			jamirzadeh@cse-online.com		142 M

ss 2	City	State	Zip	Country	Home Phone	Work Phone	Fax Number	Member ID	No Email?	Email HTML?
	MyCity	FL	32828		4073331111				☐	☐
	MyAddrCity	FL	32828		407-333-1111				☐	☐

This screen tells us the details on the attendees. The Activity(s) they registered for, the member entity that registered, the unique ID issued to the registration by the system, IF this is a past event, you may choose to record attendance, that will be displayed in the Attended? Column. IF this part of a table/group registration, then that will be indicated here with the seat assigned here. This is followed by the attendees full registration information. IF this event includes CEU's then they can be tracked through AH.

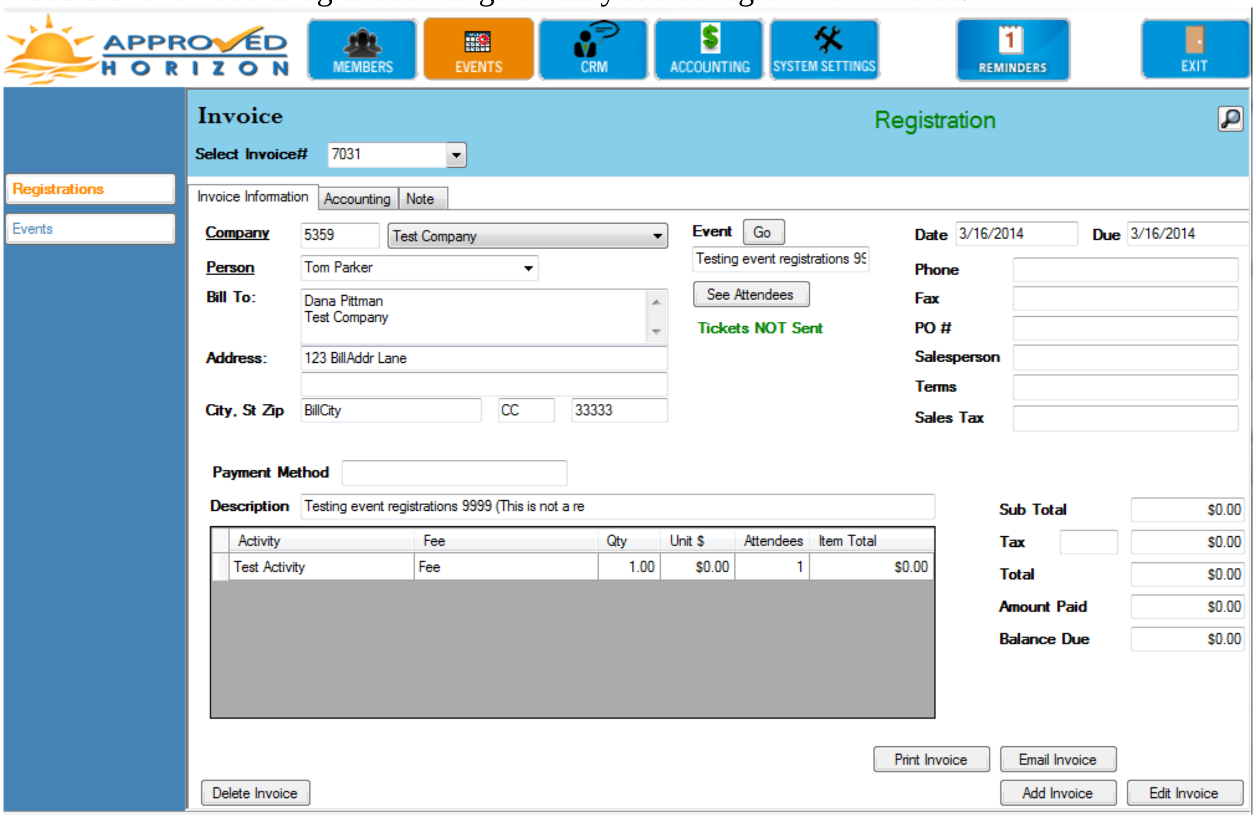
Ticket Counts



This screen will show the metrics for each activity at the event.

Processing Payments:

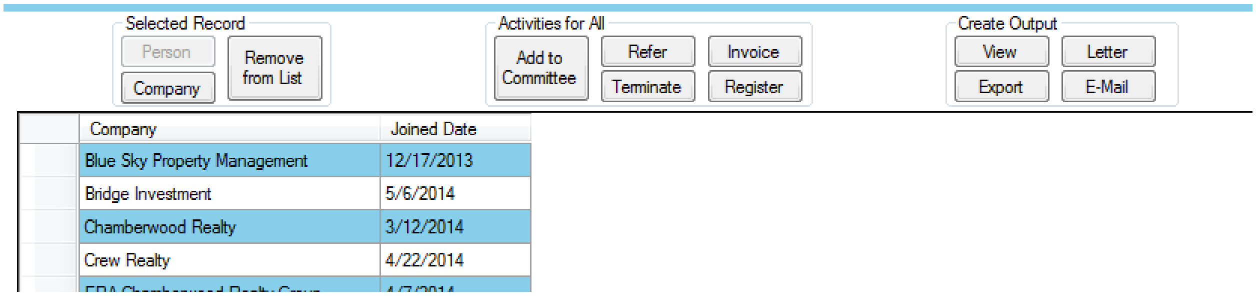
Double click an event registration to go directly to that registration invoice.



As a matter of course, online registrations with online payments enabled will record properly in approved Horizon and will accoumulate on the QuickBooks transfer screen so you can record the registrations and payments in QuickBooks.

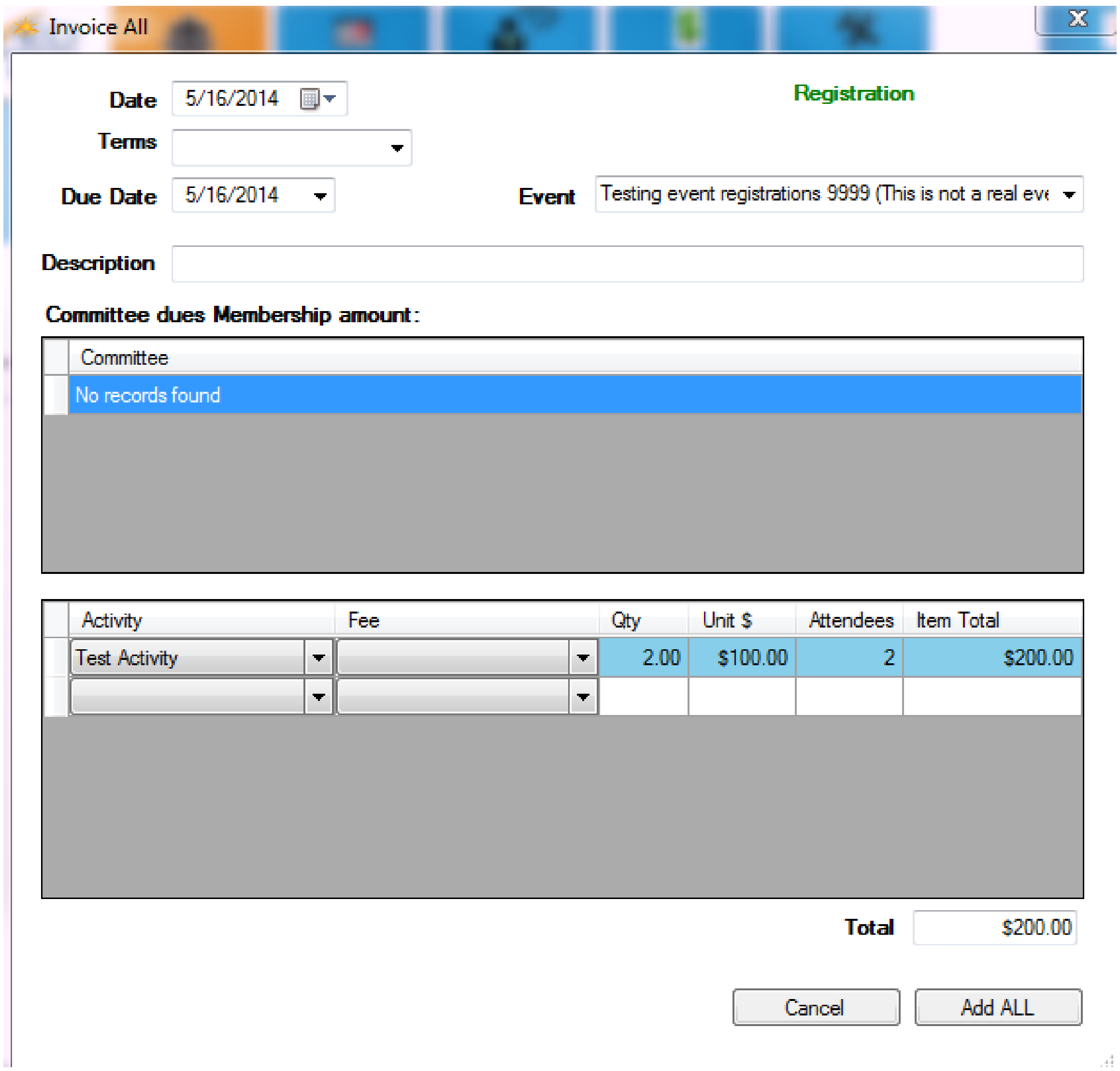
Above you will see the details of the event registration. From here you can edit the invoice, Receive payment(click Edit Invoice) Print it, email it, or delete it.

IF you are going to register a group of attendees for an event, this can be accomplished through list generator:



Process a filter to create your list of attendees to register, and click the register button.

This will create a unique invoice for each entity in your filtered list. Edit the Invoice to reflect the charges for this event. Clicking Add All will generate a unique Email to each attendee with a link to the online copy of their invoice, or Print a copy of the invoice to mail.



At the end of each day, post your paid event registrations to QuickBooks. If you run significant number of events, we recommend setting up unique items in QuickBooks for each activity, so you can track the income from activities in QuickBooks reporting. If Events are not significant source of income, then all events can just be mapped to an item called events in Quickbooks.

See accounting setup for instructions on mapping Quickbooks items to Approved Horizon.

Prepare Event Materials:

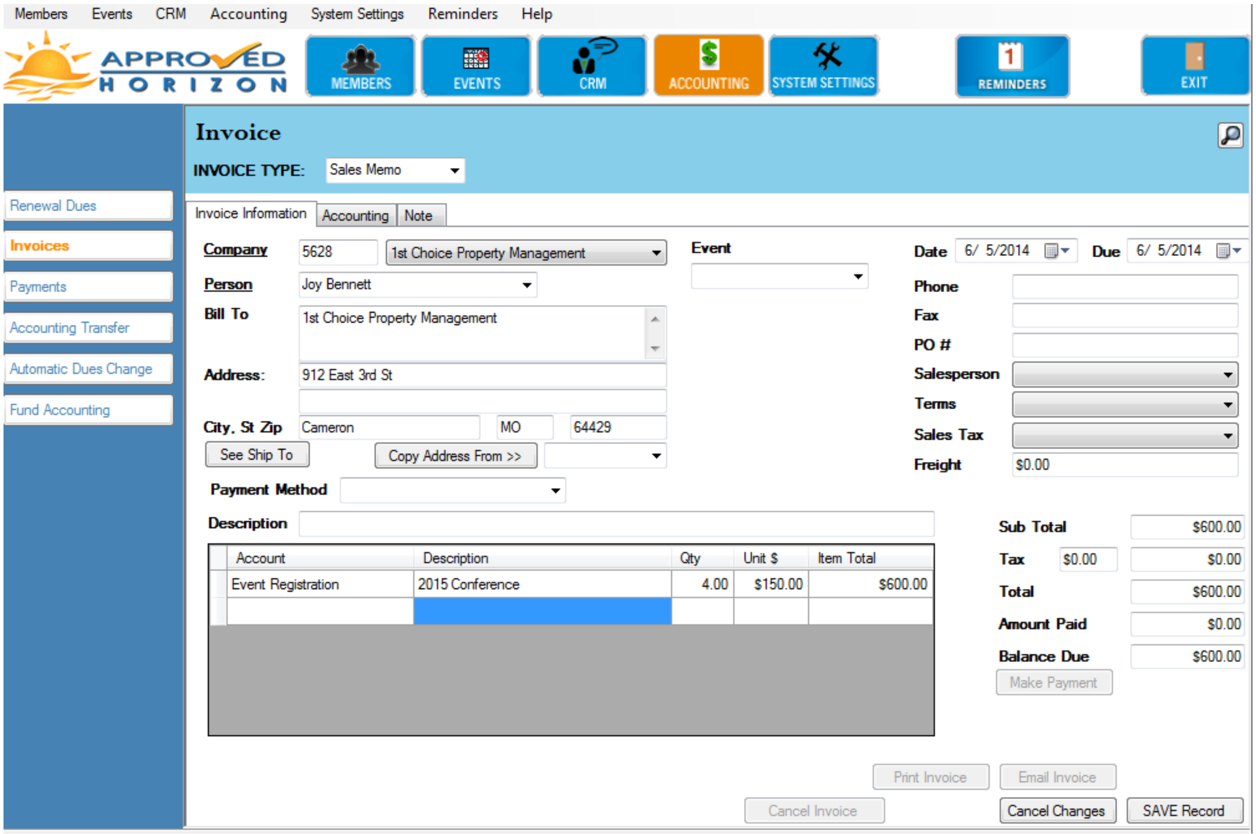
When you are ready to hold the event, you may wish to print a welcome letter, Name badges, and other materials for the event registrants. Make any Word Document a template in Approved Horizon.

1. Create your welcome letter, Badge design, etc.
2. Create your Filtered list using List Generator
3. Click Letter.
4. Browse for the document.
5. Use the Microsoft Word Merge tool to drop in your merge fields.
6. Create your documents.

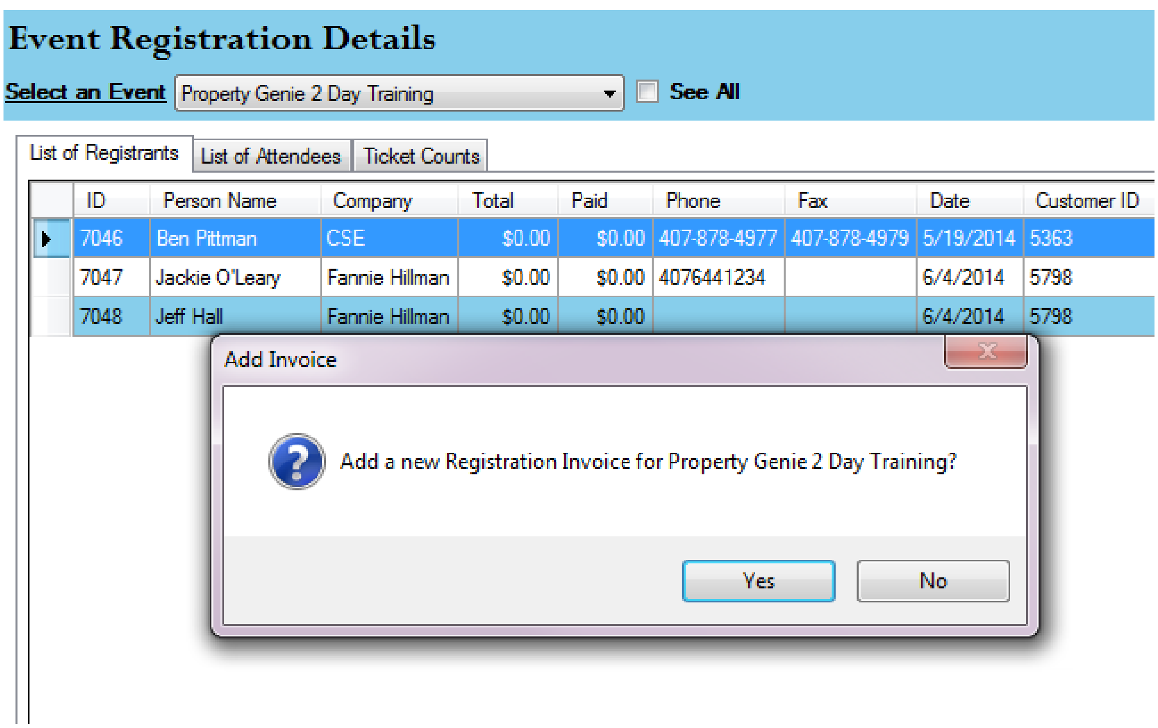
For Name Badges:
Go To List generator, filter by the Event ID for the list of Attendees (not Registrants) On your list, select attendee name badge. Print all name badges that have a specific name. Filter the list to exclude the attendees whose name on badge field is “not null” Print the badges that will use your standard layout.

Accepting Last minute registrations:

Registrations on site can be done directly in Approved Horizon at the registration desk. Use Accounting>Invoice If you just need to generate an invoice,



or you can register them through the Event registration if you need to collect all registration information.



Customer Relationship Management

This portion of Approved Horizon is intended to allow you to create sales and prospecting campaigns for membership, events, or other initiatives.

Horizon provides a structured system for ongoing sales efforts.

A campaign is a structured series of communications, or activities, designed to terminate in a transaction.

You can create an unlimited number of Activities, and they can be assigned to an unlimited number of Campaigns. All Activities are classified as one of 4 types:

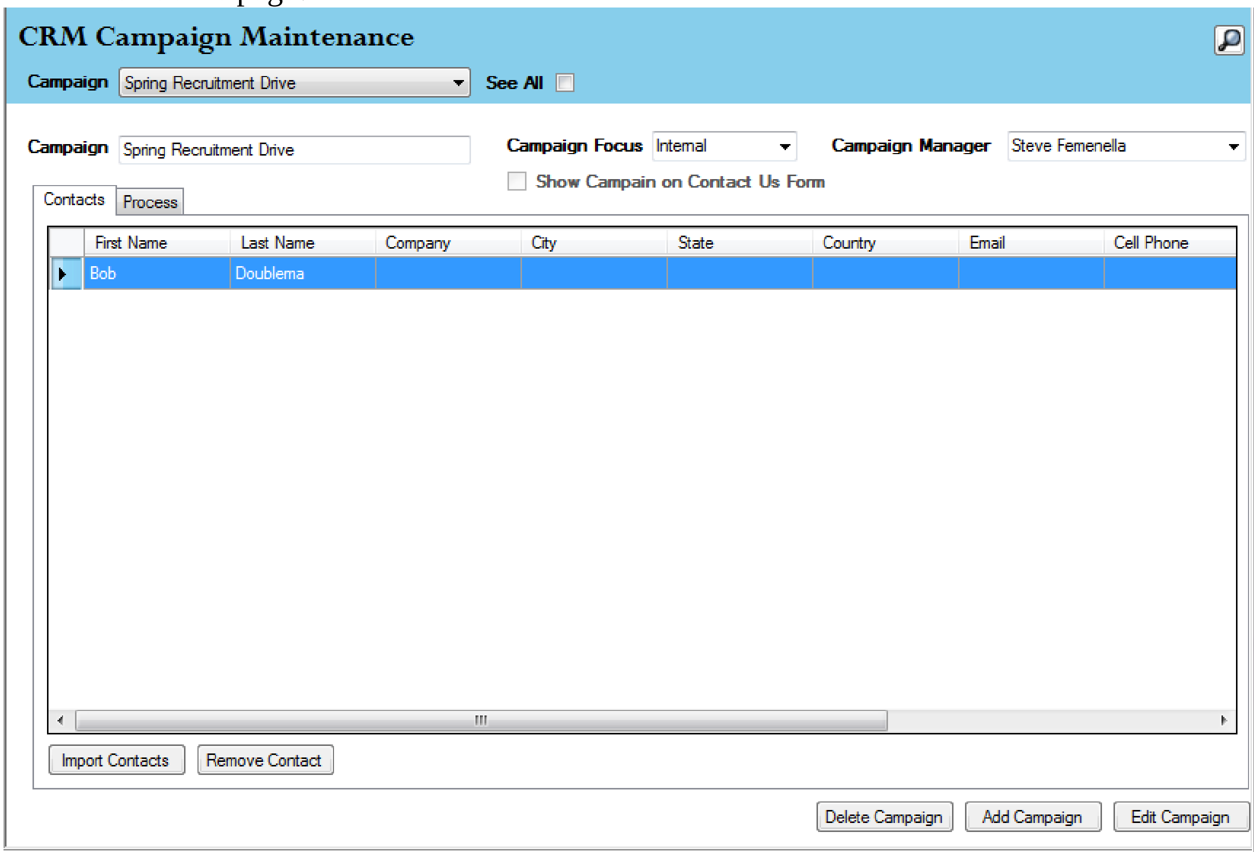
Email
Phone Call
Letter/ Fax
Recordkeeping / Other

To create a campaign:

1. Is this Internal (existing members and nonmembers in the Approved Horizon Database) or External (A list of Contacts in an external Spreadsheet)?
2. What are the communication steps that will be followed? What steps are Required? What are the possible outcomes of the campaign?
3. Who will perform the steps in the campaign?
4. Who will oversee the campaign?

To Create Your Campaign

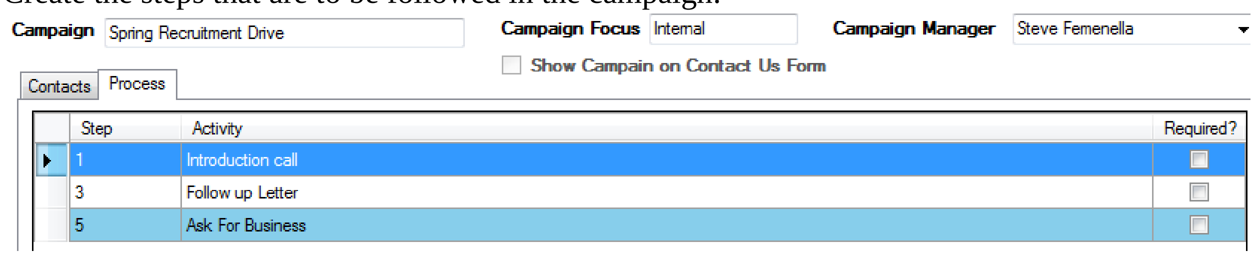
1. Click Add Campaign
2. Name The Campaign
3. Select the Focus:
4. Assign a manager (must havc CRM Admin rights to appear in this dropdown,)
5. Do you want this campaign to show as a reason to contact me on your website's contact us page?



Import Prospects:

If an External campaign, click import contacts. The required columns and headings will display. Match your spreadsheet to the required field column names.

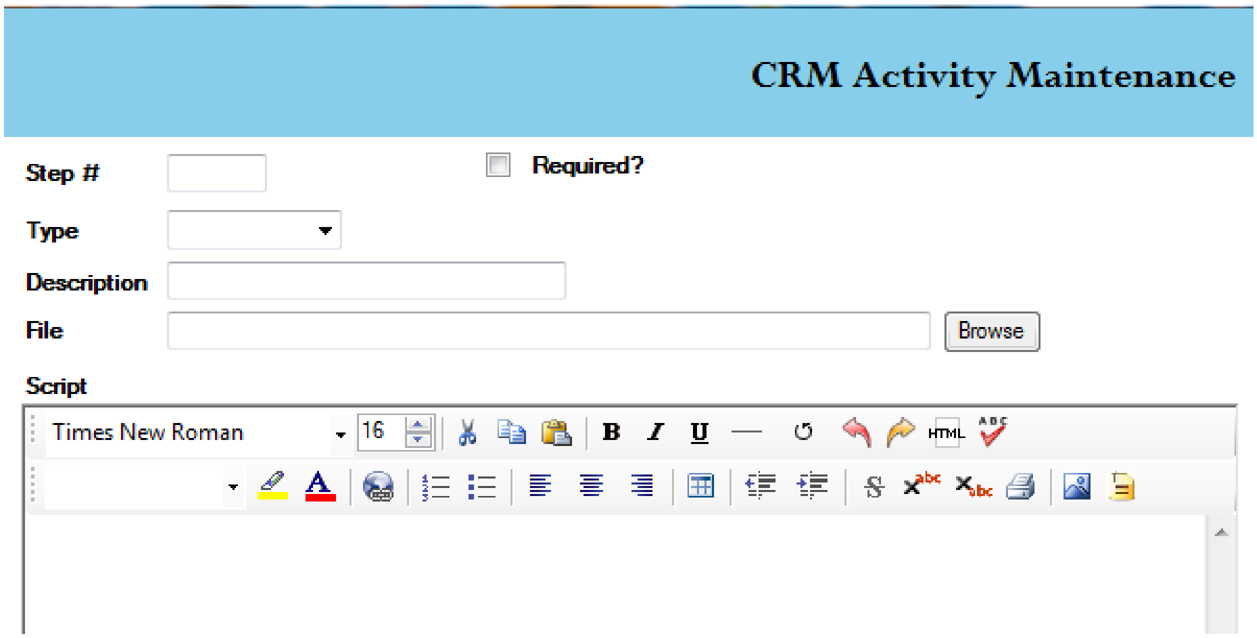
Click the Process tab.
Create the steps that are to be followed in the campaign:



Add Activities:

Click Add Activity to create a new step.

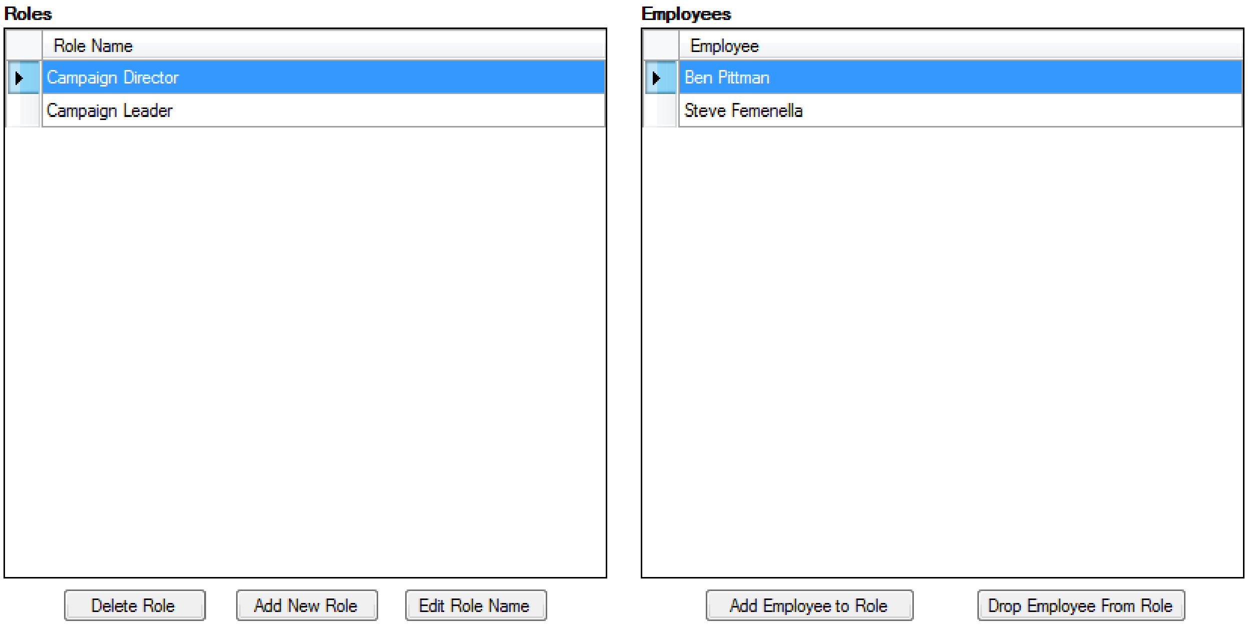
.



1. Number the step
2. Set the Type.
3. Link to external Document (Merge Letter, Email temaplate, brochure, etc.)
4. Write the script if this is a Phone call step.
5. Save the step.

Build all the steps, including Paperwork Processes (sent to Bookkeeping, Delete contact, send contract, etc)

Assign User Roles



Assign a campaign dirextor. This person can design the campaign and reviewe campaign results.
Campaign Leaders execute the campaign.
Campaign personnel must be employees of the organization.

Statuses:

Once in a campaign, a campaign leader is prompted to identify the next step at the conclusion of each activity. Their choices are limited to the Statuses you create on the below table.
Some statuses end the campaign for the prospect record.

CRM Activity/Step Status List

Activity / Step Status	Move to Next Step	End of the Campaign	Inactive
follow up	☐	☐	☑
In Progress	☐	☐	☐
No contact, remove from campaign	☐	☐	☑
No Sale	☐	☑	☐
Sold	☐	☑	☐
Step Complete	☑	☐	☐

Campaign Reports:

Campaign Results: Shows the results of all ongoing campaigns.

Campaign Results

Printed On: 6/5/2014 3:46:26 PM

Campaign Name	Prospects	Completed Steps	Incomplete Steps	Conversions	Rate
Property Genie Sales Process	9	3	8	1	0.00
Approved Horizon Sales Process	0	0	0	0	
AH Old customers	243	0	242	0	

Contacts from Website: shows all people who sent in information requests from the campaign website

Contacts From Website

Printed On: 6/5/2014 3:48:37 PM

Campaign	Contact	Email	Phone
Approved Horizon Demo			
	ben pitt	ben@cse-online.com	
	ben pittman		(407) 555-1212

Employee Performanc: Shows all employyes in each campaign, and their production and results.

Employee Performance

Printed On: 6/5/2014 3:49:22 PM

Campaign : PG 2012 Membership Drive

Representative	Phone Call	Email	Letter	Record Keeping	Conversion
Ben Pittman	1	228	0	0	0
CSE-Stuart Zoock	0	2	0	0	0
Steve Famanella	0	[illegible]	0	0	0

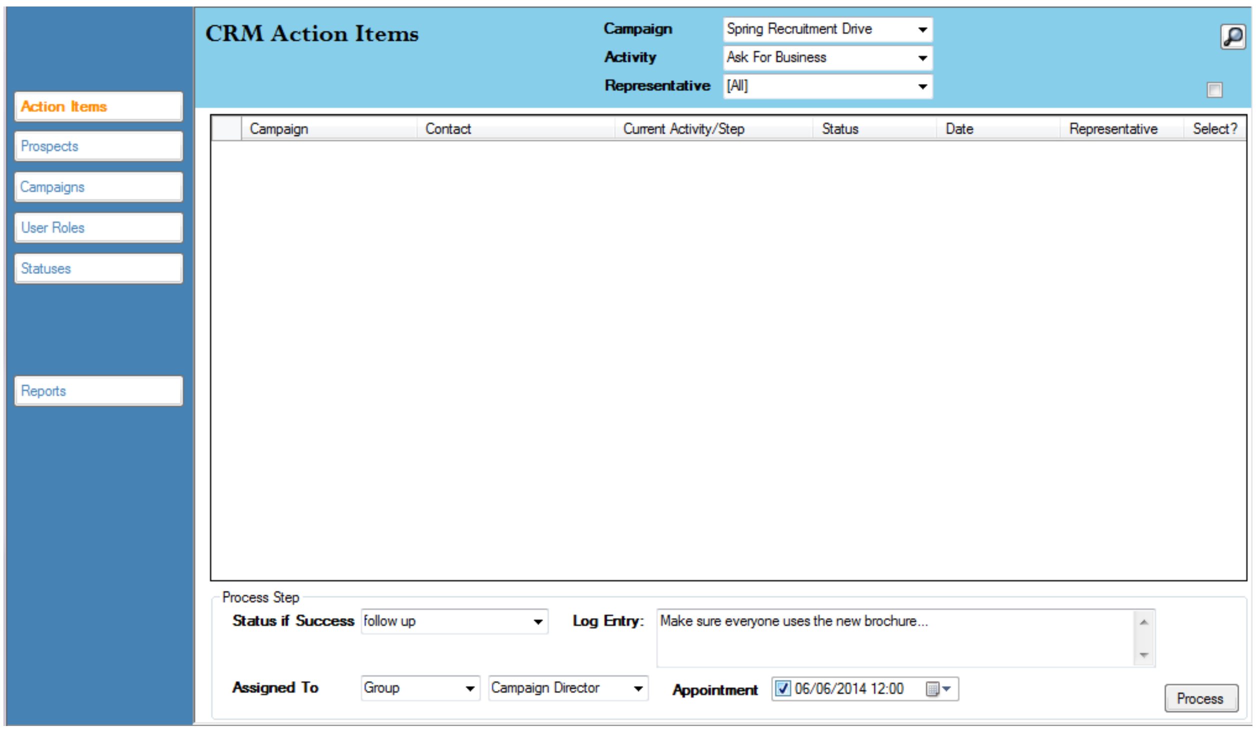
Status Report: Shows the status of each activity.

Status Report

Printed On: 6/5/2014 4:14:38 PM

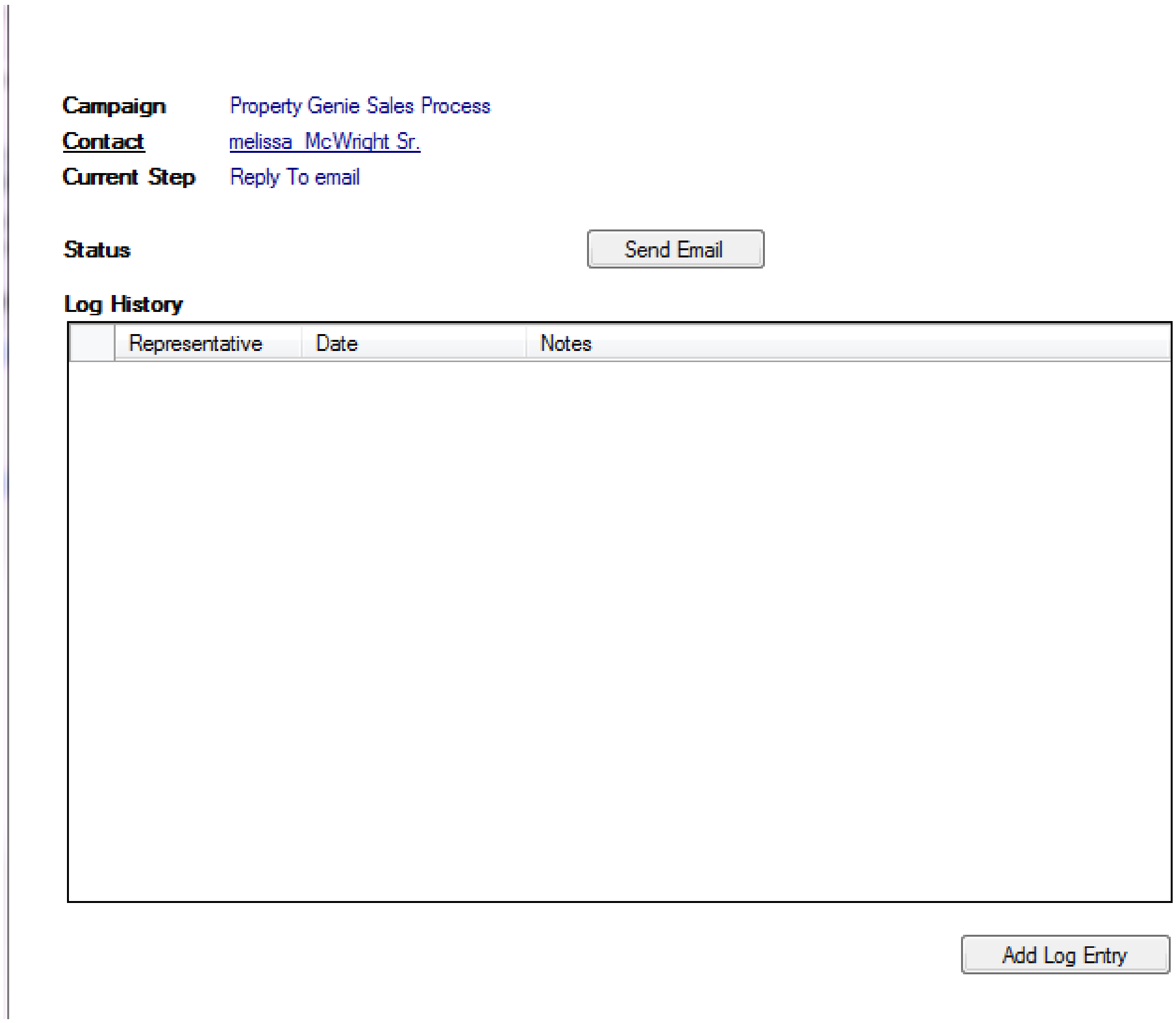
Campaign	Activity	In Progress	Complete
Property Genie Sales Process			
	Reply To email	6	3
	Schedule Demo Call	1	0
	Send Agreement	0	0
	No Sale	1	0

Using CRM



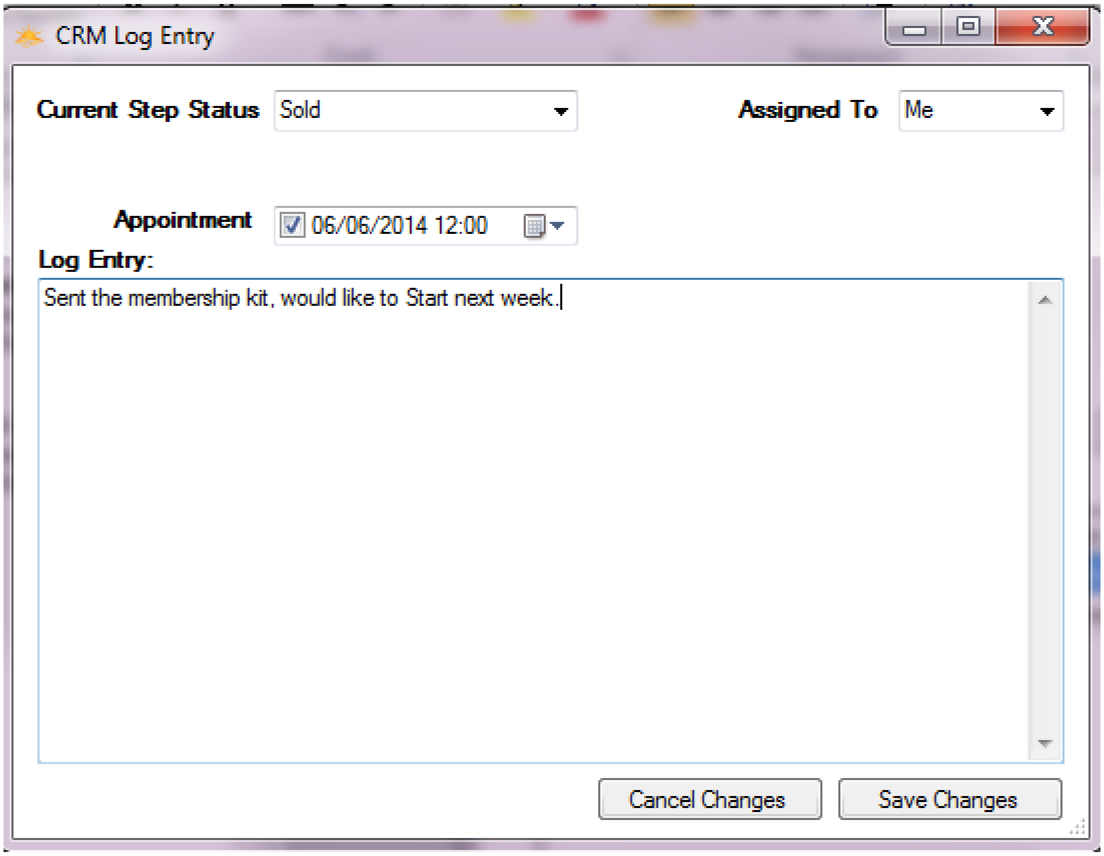
Once a Campaign is created, select the campaign and the activity you wish to perform. (note: The Process Step window will be greyed out until you have selected a campaign and an activity and the individual.)

Activity Screen



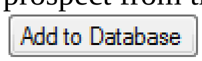
The activity Screen is unique to the type of activity, Email has an email button, Phone call has a call script, letter a document link, etc.

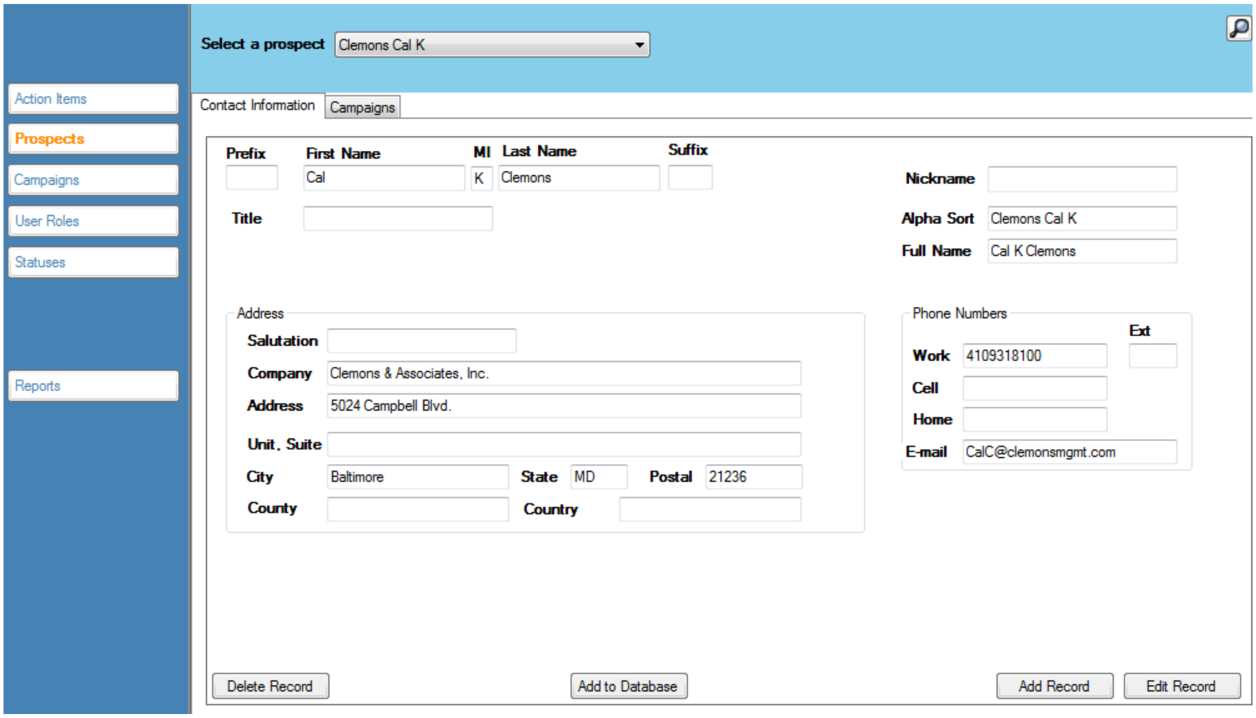
Complete the task, and enter a log entry fo rthe resulto fo the task.



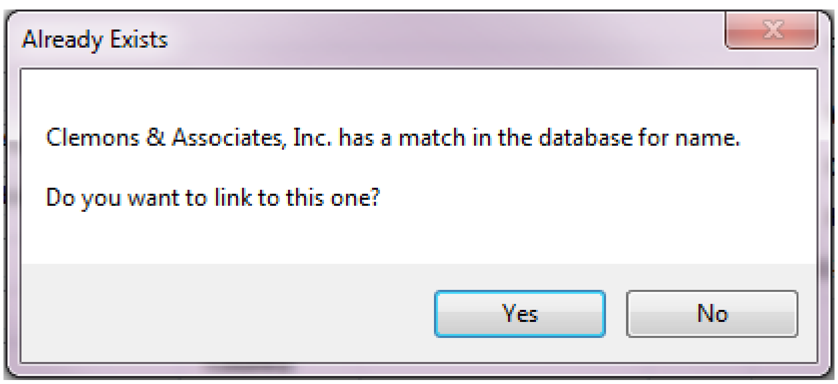
Converting a Prospect to a member

When a membership is sold, the prospect can be converted to a member by selecting the prospect from the CRM > Prospects window. And selecting add to database.



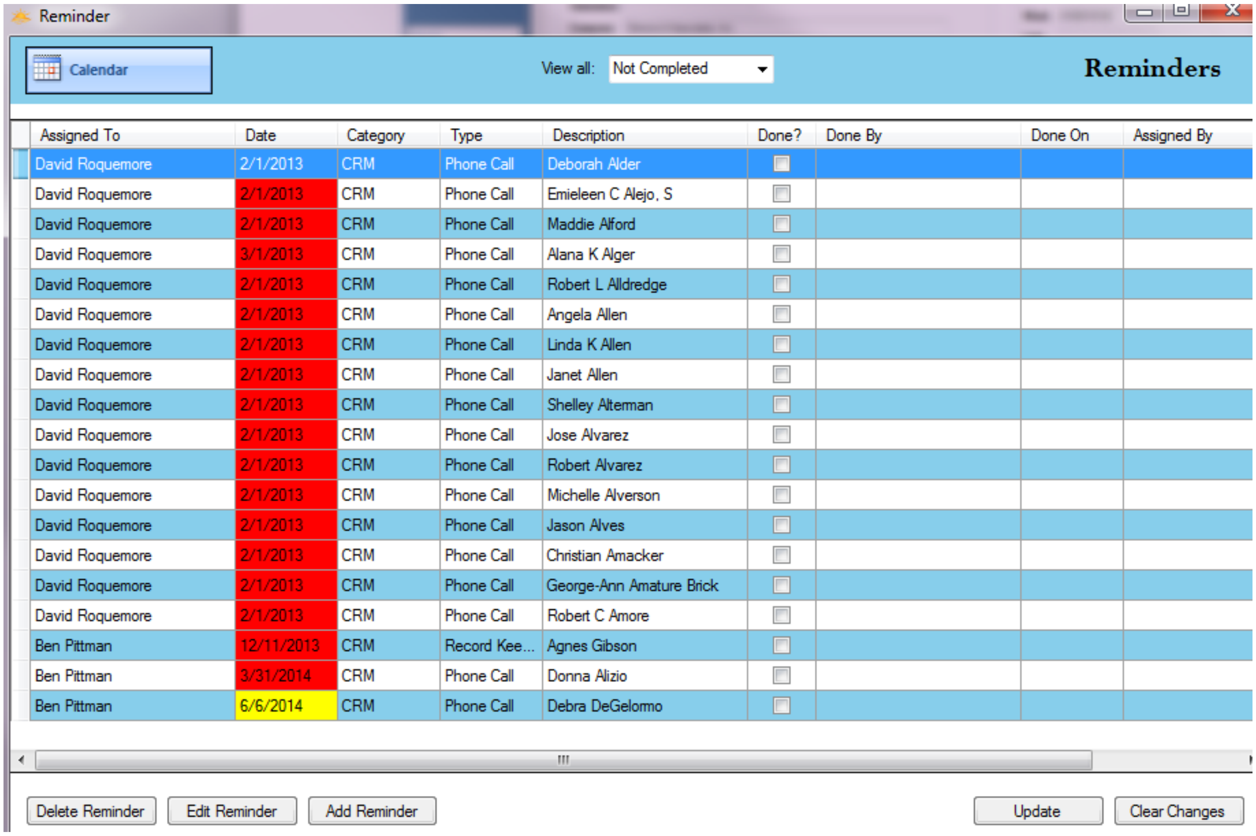


If we find a match for the prospect you are adding, we will show you the matching company. You can choose to link the new member to the existing company, or create a new one.



Reminders:

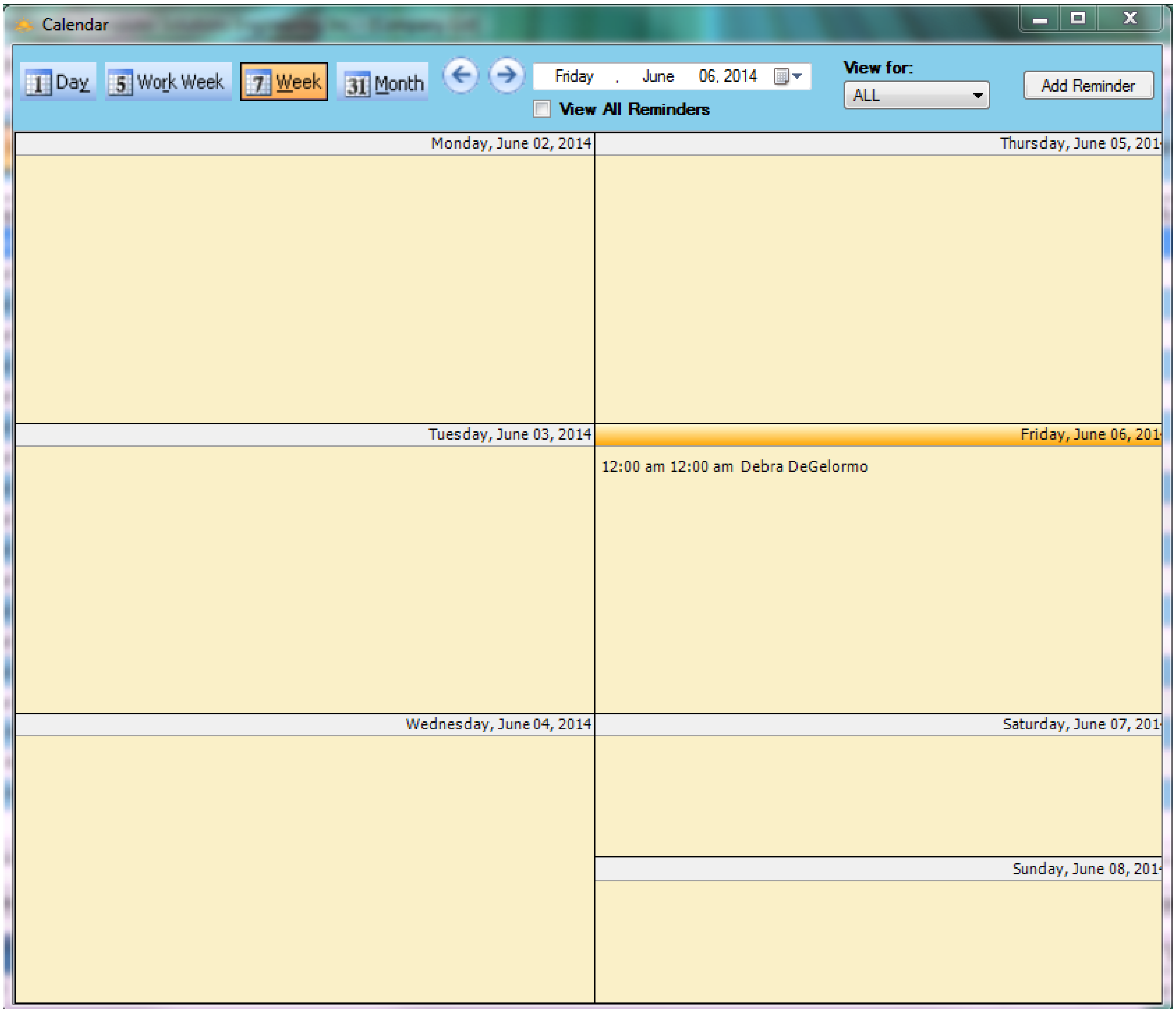
Reminders are primarily for keeping track of CRM tasks. When appointments are scheduled through the CRM screens the reminders will appear here.
Tasks are color cded to show you which tasks are upcoming, which are due today (yellow) and which are overdue (red).



Assigned To	Date	Category	Type	Description	Done?	Done By	Done On	Assigned By
David Roquemore	2/1/2013	CRM	Phone Call	Deborah Alder				
David Roquemore	2/1/2013	CRM	Phone Call	Emieleen C Alejo, S				
David Roquemore	2/1/2013	CRM	Phone Call	Maddie Alford				
David Roquemore	3/1/2013	CRM	Phone Call	Alana K Alger				
David Roquemore	2/1/2013	CRM	Phone Call	Robert L Alldredge				
David Roquemore	2/1/2013	CRM	Phone Call	Angela Allen				
David Roquemore	2/1/2013	CRM	Phone Call	Linda K Allen				
David Roquemore	2/1/2013	CRM	Phone Call	Janet Allen				
David Roquemore	2/1/2013	CRM	Phone Call	Shelley Alterman				
David Roquemore	2/1/2013	CRM	Phone Call	Jose Alvarez				
David Roquemore	2/1/2013	CRM	Phone Call	Robert Alvarez				
David Roquemore	2/1/2013	CRM	Phone Call	Michelle Alverson				
David Roquemore	2/1/2013	CRM	Phone Call	Jason Alves				
David Roquemore	2/1/2013	CRM	Phone Call	Christian Amacker				
David Roquemore	2/1/2013	CRM	Phone Call	George-Ann Amature Brick				
David Roquemore	2/1/2013	CRM	Phone Call	Robert C Amore				
Ben Pittman	12/11/2013	CRM	Record Kee...	Agnes Gibson				
Ben Pittman	3/31/2014	CRM	Phone Call	Donna Alizio				
Ben Pittman	6/6/2014	CRM	Phone Call	Debra DeGelormo				

Reminders support multiple views, Day week or month, you can view all calendars, or just an individual.

You can add your own appointements to your or other employees calendars, or reassign an appointment to another employee you can even set recurring appointments for one or multiple employees.


Calendar
Day
Work Week
Week
Month
Friday , June 06, 2014
View All Reminders
View for:
ALL
Add Reminder
Monday, June 02, 2014
Thursday, June 05, 2014
Tuesday, June 03, 2014
Friday, June 06, 2014
12:00 am 12:00 am Debra DeGelormo
Wednesday, June 04, 2014
Saturday, June 07, 2014
Sunday, June 08, 2014