



Approved Horizon System Setup	4
Introduction	4
Contact vs. Companies/Representative mode	4
Accessing System Setup	5
Company settings	6
Employees	7
User Security Tab	8
Online Authorizations:	10
Dues Amounts	11
Accounting Options	12
Account Names	14
Creating the Customer in QuickBooks	14
Termination Reasons	18
Payment Terms	19
Member Types	20
Member Sources	21
Committees	23
Business Codes (optional)	24
Members (contacts only mode)	25
Members (companies and representative mode)	26
Events (optional)	26



Accounting	26
Invoices	26
<i>New Membership Dues</i>	26
<i>Renewal Dues</i>	31
Miscellaneous Invoices	33
Receive Payments	35
Accounting Options	38
Creating Chart of Accounts in QuickBooks	39
Creating Items in QuickBooks	42
Account Names	44
Accounting Transfer	46



Members:	48
Companies:	50
Membership Information:	52
Committees:	53

Referrals:	54
Business codes:	55
Notes:	55
Representatives:	56
User Fields:	59
Representative Notes:	59
Committees:	60
Transactions:	60
List Generator:	60
Creating a report:	61
Add people to a committee.	63
Refer to a group.	63
Terminate a group.	63
Invoice a group.	63
Register a group for an event.	63
View - Create a Printed Report	63
Letter – Send a letter to all.	63
Export – Send to an Excel Spreadsheet, a pdf, or a data file.	63
Email – send a email blast to all in your list.	63
Schedule your email:	65
Committees:	66
Email Templates:	66



Events: _____ **66**

Activities:	70
Activity Pricing:	71
Managing an Event:	72
Viewing registrations during the event process:	72
Ticket Counts	74
Processing Payments:	74
Prepare Event Materials:	76
Accepting Last minute registrations:	76



Customer Relationship Management _____ **78**

To create a campaign:	78
Import Prospects:	79
Add Activities:	80
Assign User Roles	81
Statuses	81
Campaign Reports:	81
Using CRM	83
Converting a Prospect to a member	85



Reminders: _____ 86



Approved Horizon System Setup

Introduction

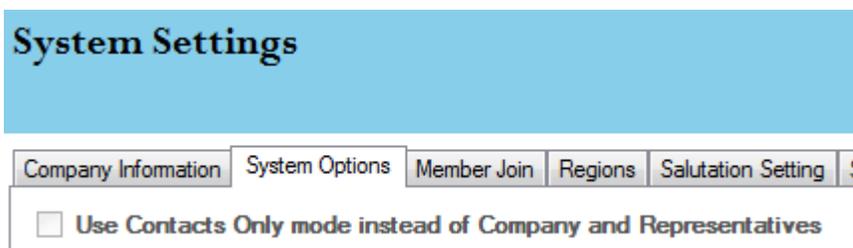
Before you begin using Approved Horizon in earnest, there are a few setup and configuration steps that need to be completed. This chapter reviews the twelve program setup options of Approved. These options are explained in the order anticipated by the program. It presents information on how to access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

System Settings

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

ID	CSE	Phone	(407) 878-4977
Name	Computer Solutions Engineering Inc.	Fax	(407) 878-4979
Address	209 San Carlos Ave.		
Unit, Suite	#111		
City	Sanford	State	FL
Postal	32771		
Country	USA		
Website	www.approvedhorizon.com		

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:

System Settings

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

<input type="checkbox"/> Use Contacts Only mode instead of Company and Representatives	Online Member Directory
<input type="checkbox"/> Use Dues Groups	
<input type="checkbox"/> Use Canada as Default Country	Show Map, Web, Email as:
<input checked="" type="checkbox"/> Salesperson Required for New Members	Links
<input checked="" type="checkbox"/> Staff Required for New Members	Show Business Category List as:
Fee to be added to Member Dues 0.0000	No category list, just enter name, keyword or pick from list box
<input type="checkbox"/> Enable Sub Members	A-Z Quick Links:
<input type="checkbox"/> Bill Sub Member Separately	Members
<input type="checkbox"/> Add Sub Member Renewals to Main Member	<input checked="" type="checkbox"/> Show Images
Name Input Format: <input type="text"/>	
Online Invoice - Additional Text	<input type="button" value="Edit HTML"/>
<div style="border: 1px solid gray; height: 100px;"></div>	
	<input type="button" value="Edit Record"/>

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?

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company Additional Info 2	Additional Info 2	Text Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Lookup Code	NCC Code	Dropdown List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 1	License Key	Text Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 11	Demo Requested	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 12	Demo Performed	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 13	Last response	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 14	Contract Sent	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 15	Horizon Conversion	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company User Defined 2	QB Cust ID	Text Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Employee Maintenance

Employee Steve Femenella See All

Contact Information
Security

Prefix First Name MI Last Name Suffix

Fullname

Nickname

Login ID

Password

Inactive

Address

Address

Unit, Suite

City

State Postal

Country

Contact Info

Work <input type="text" value="4078784977"/>	Ext <input type="text"/>
Home <input type="text"/>	
Cell <input type="text"/>	
Email <input type="text" value="steve@cse-online.com"/>	
Spouse Name <input type="text"/>	
Emerg Contact <input type="text"/>	
Emerg Phone <input type="text"/>	

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 **E**dit 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:

Contact Information Security

Security Groups

- Admin
- Membership
- Accounting
- School
- School Admin
- Events
- CRM Admin
- CRR
- Owner
- QuickBooks

User Security

- Admin
- Membership
- School
- School Admin
- Accounting
- Events
- Owner
- QuickBooks
- Security
- Membership Supervisor

Online Authorizations

- Can Change Company Defaults
- Can Create/Edit Events
- Can Run Online Reports
- Can Edit Online Email Contacts
- Can Deliver Invoices and Email Blasts Online
- Can Change Merchant Information

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.

Dues Maintenance

The entries here should match your accounting system See All

	Code	Amount	Description	Show On Web
▶	4	\$960.00	Approved Multi User	<input checked="" type="checkbox"/>
	5	\$600.00	Approved Single User	<input checked="" type="checkbox"/>
	7	\$20.00	Dues Amount 1	<input type="checkbox"/>
	6	\$80.00	DuesAmt	<input type="checkbox"/>
	2	\$149.00	Full Member	<input checked="" type="checkbox"/>
	3	\$399.00	Gold	<input checked="" type="checkbox"/>
	8	\$15.00	how's this	<input type="checkbox"/>
	1	\$10.00	Platinum	<input checked="" type="checkbox"/>
	9	\$360.00	Website Hosting	<input type="checkbox"/>

1. Dues Amounts: You may assign your specific association membership dues here. By clicking the **Edit** button, it allows you to add the specific dues you wish to use. By clicking the **Delete** button, it allows you to remove any dues you may not use anymore.
2. Columns
 - a. Code – used to order dues amounts on the webpage signup
 - b. Description 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.

Accounting Settings

Accounting Items | Accounting Options | Customer Name

Anniv Months **When a new member is entered, this is how many months from the current date the next invoice date (anniversary) should be set**

Anniv Date 1/1/2014 **When a new member is entered, use this date as the next invoice date (anniversary) instead of months**

QuickBooks Transfers

Accounting Version QuickBooks 2009

QuickBooks Toolkit Ver 7

New Member Dues

Renewal Dues

Event Registrations

Use Event Name as Class

Course Invoices

Other Sales Memos

Payments Received

Only Transfer if Fully Paid

Also transfer Partially Paid

Change Transaction Date to Current date on transfer

DO NOT edit transferred transactions

Set Invoices "To Be Printed" when transferred

Taxes

Charge Tax? **Default Rate**

Dues Invoices

Event Registrations

Sales Memo Invoices

Online Merchant Processing

Merchant Processor PayFlow Pro

Accept: Master Card Visa Discover Amex Diners

e-Check

User Login

Transaction Key

Online Member Join

Allow Pay Later

Edit Record

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			Addit
Breakfast Table Sponsor	Revenue	Software Products	AE Fee			Break
Property Genie Data Entry	Revenue	Software Products	AADataConv			Prope
Property Genie Setup	Revenue	Software Products	AADataConv			Prope
Addl License	Revenue	Software Products:License Fees	AA			Add 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			

Accounting Items | Accounting Options | Customer Name

Delete Item | QuickBooks Import | Edit Records

- Accounting Program to use: this field specifies which accounting program you are currently using.
- Command buttons
 - Edit records: allows you to create a new account name
 - Delete account: allows you to remove an account name
 - 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)
- 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.

Accounting Settings

Accounting Items | Accounting Options | Customer Name

Create the Accounting Name Using:

Order	Field	Comma After
1	QB Customer Name	<input type="checkbox"/>

Example Info

First	Johnny
Last	Goode
Prefix	Dr.
Suffix	Jr.
Full name	Johnny B. Goode
Title	Rock'n Roller
Alpha Sort	Goode Johnny
Middle Init	B
Company Name	ABC Records
QuickBooks Name	QB Name

Try It

Edit

Select Edit. In the Create the Accounting name using box, select each field 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.

QuickBooks Transfer

Select Batch: 193 - 01-21-2014 [See Previous Transfer](#)

Select All [Synchronize Contacts](#)

Selected?	Ref No	Transfer As	Type	Customer	Date	Total	Due
<input type="checkbox"/>	6353	Invoice	Member Dues	Greater Norwalk Chamber of Commerce	11/1/2012	\$1,100.00	\$0.00
<input type="checkbox"/>	6472	Invoice	Registration	CSE	1/11/2013	\$2.00	\$0.00
<input type="checkbox"/>	6797	Invoice	Sales Memo	Florida Turfgrass Association, Inc.	8/7/2013	\$95.00	\$0.00
<input type="checkbox"/>	6805	Invoice	Sales Memo	Economic Club of Florida	10/11/2013	\$1,361.00	\$0.00
<input type="checkbox"/>	6809	Invoice	Sales Memo	Zephyr Hills Chamber of Commerce	10/16/2013	\$250.00	\$0.00
<input type="checkbox"/>	6811	Invoice	Sales Memo	Stuart/Martin County Chamber of Commerce	10/21/2013	\$250.00	\$0.00
<input type="checkbox"/>	6951	Invoice	Member Dues	IREM Chapter 47	11/8/2013	\$685.00	\$0.00
<input type="checkbox"/>	6942	Invoice	Member Dues	Claims Prevention & Procedure Council	11/8/2013	\$685.00	\$0.00
<input type="checkbox"/>	6810	Invoice	Sales Memo	Florida Turfgrass Association, Inc.	10/17/2013	\$600.00	\$0.00
<input type="checkbox"/>	7015	Invoice	Sales Memo	Yorktown Chamber of Commerce	1/9/2014	\$250.00	\$0.00
<input type="checkbox"/>	6996	Invoice	Member Dues	Cabinet Makers Association	12/4/2013	\$616.50	\$0.00
<input type="checkbox"/>	6977	Invoice	Sales Memo	Yorktown Chamber of Commerce	11/27/2013	\$685.00	\$0.00
<input type="checkbox"/>	7014	Invoice	Sales Memo	PEAK Management Solutions for Association	1/3/2014	\$1,145.00	\$0.00
<input type="checkbox"/>	6950	Invoice	Member Dues	Iowa EMS Association	11/8/2013	\$1,100.00	\$0.00
<input type="checkbox"/>	7005	Invoice	Sales Memo	Nuca of Washington	12/19/2013	\$250.00	\$0.00
<input type="checkbox"/>	6957	Invoice	Member Dues	Greater Norwalk Chamber of Commerce	11/8/2013	\$990.00	\$0.00
<input type="checkbox"/>	6970	Invoice	Member Dues	West Pasco Chamber of Commerce	11/8/2013	\$990.00	\$0.00
<input type="checkbox"/>	7012	Invoice	Sales Memo	West Pasco Chamber of Commerce	12/30/2013	\$250.00	\$0.00
<input type="checkbox"/>	Cash 2.00 test	Payment	Receipt	CSE	1/11/2013	\$2.00	\$0.00
<input type="checkbox"/>	check 213123 test	Payment	Receipt	Alaska State Chamber of Commerce	8/14/2013	\$1,100.00	\$0.00
<input type="checkbox"/>	check 5643	Payment	Receipt	Florida Turfgrass Association, Inc.	8/30/2013	\$95.00	\$0.00

[Mark as Transferred](#) [Transfer to QuickBooks](#)

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 next to individual transactions to transfer only select entries. Select Transfer to QuickBooks. We will confirm the appropriate QuickBooks file is open. Selecting OK will 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:

Taxes

	Default Rate
<input checked="" type="checkbox"/> Charge Tax?	<input type="text"/>
<input type="checkbox"/> Dues Invoices	<input type="text"/>
<input type="checkbox"/> Event Registrations	<input type="text"/>
<input type="checkbox"/> Sales Memo Invoices	<input type="text"/>

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

Taxes Maintenance

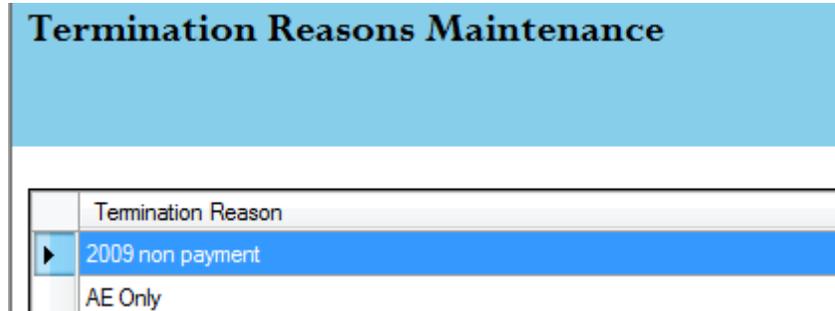
The entries here should match your accounting system See All

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.



Termination Reasons Maintenance	
	Termination Reason
▶	2009 non payment
	AE Only

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.

Payment Terms Maintenance	
Description	Days
▶ Due Upon Receipt	0
Net 30	30

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.

Member Types Maintenance

	Code (10 characters)	Description (50 characters)	Specific Dues Account
▶	AA	AA	Renewal Dues - Software Products:Technic... ▼
	AAPlus	AA Plus	Renewal Dues - Software Products:Technic... ▼
	AE Only		▼
	AH	Approved Horizon	Renewal Dues - Software Products:Technic... ▼

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.

Member Sources Maintenance	
Member Source (10 Characters)	Description (50 Characters)
▶ ACCE AD	
AE user	Approved Events User
AP Chamber	Approved Chamber website
Capterra	Capterra listing
...	...

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.

System Settings

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

ID (10 chars)	Type	Description	Active?
▶ AIM	Company	AIM users	<input checked="" type="checkbox"/>
beta	Person	Beta Testers for Horizon	<input checked="" type="checkbox"/>
hotsheet	Company	Hot sheet Emails	<input checked="" type="checkbox"/>
Online	Company	Online Services	<input checked="" type="checkbox"/>
Short Term	Company	Short Term Testers	<input checked="" type="checkbox"/>
ambassador	Person	Welcome ambassadors	<input checked="" type="checkbox"/>

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 your 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 clicking 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.

The image shows a dialog box titled "Contact Add" with the following fields and controls:

- 1**: A bracket on the left side groups the "First Name", "Last Name", and "Email Address" text input fields.
- 2**: A line on the left points to the "Copy Info From" dropdown menu, which has the word "Optional" written in blue text above it.
- 3**: A bracket at the bottom groups the "Ok" and "Cancel" buttons.
- 4**: A line on the right points to the "Order By" section, which contains two radio buttons labeled "Contact" and "Company".

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.

Invoice

INVOICE TYPE: Member Dues

Invoice Information Accounting Note

Company [] [] Date 2/ 3/2014 Due 2/ 3/2014

Person [] Phone []

Bill To [] Fax []

Address: [] PO # []

City, St Zip [] [] [] Salesperson []

Terms []

Sales Tax []

Payment Method []

Description []

Account	Description	Item Total

Sub Total []

Tax [] []

Total []

Amount Paid []

Balance Due [] 0

Print Invoice Email Invoice

Add to Batch Cancel Changes SAVE Record

Select invoice Type Member Dues.

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

Invoice

INVOICE TYPE: Member Dues

Invoice Information Accounting Note

Company 5232 AAHI

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.

Description

Account	Description	Item Total
New Membership Dues	Membership	\$100.00

Invoice

INVOICE TYPE:

Invoice Information

Company

Person

Bill To

Address:

City, St Zip

Payment Method

Description

Account	Description	Item Total
Renewal Dues	AA Yearly Technical Support and Updates	\$800.00

Date **Due**

Phone

Fax

PO #

Salesperson

Terms

Sales Tax

Sub Total

Tax

Total

Amount Paid

Balance Due

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).

Invoice Print Options

Form Type: Plain Paper

Detail: Show Each Line

Date to Print on Invoice:

- Transaction Date
- Specific Date: 2/ 3/2014

Include Open Balance

Show the Membership Dues Note

Include Remittance Form

Show Payment Options:

- Mastercard / Visa
- American Express
- Discover

Reminder to Appear: 1st notice

Invoice Caption: MEMBER DUES INVOICE

Preview before Printing

Cancel OK

Amount Paid

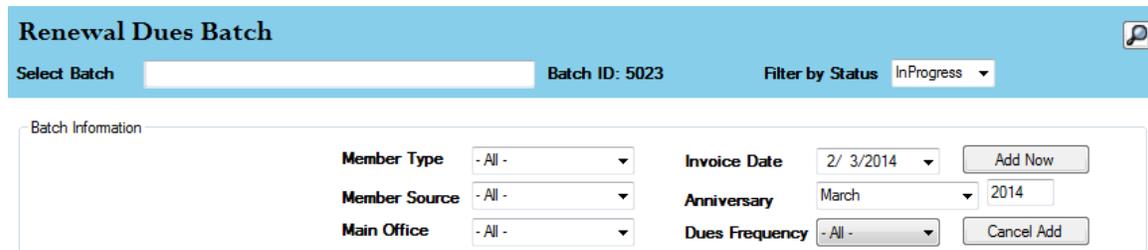
Note: You can Preview, Print, or Email the selected Invoice.

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)

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: March
Anniversary year: 2014

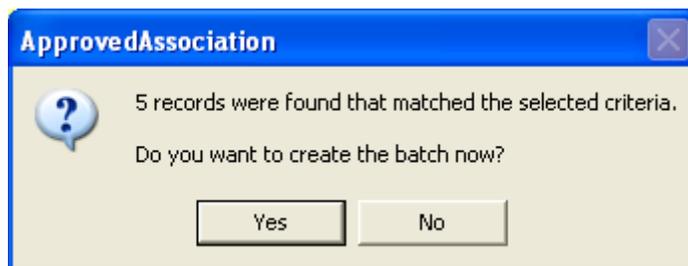
After selecting the month and year the **Date for Transactions** field should change to "3/1/2014".

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

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

Step 4: Click the **Ok** 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.

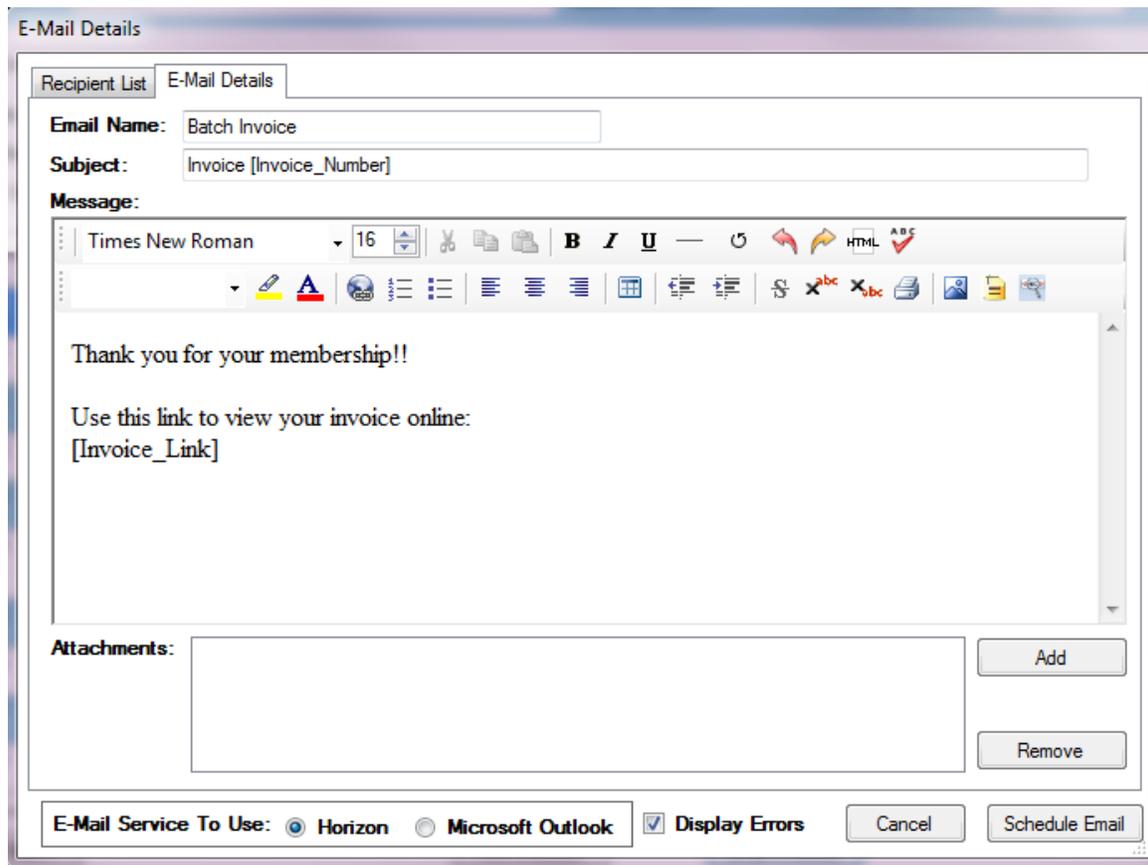


Step 5: Click the **Yes** button.

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 service, or you may choose to send directly from your 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: Sales Memo.

2. Select the Company: Caribbean & Floridian Association.

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

Invoice

INVOICE TYPE: Sales Memo

Invoice Information Accounting Note

Company [] [] Event [] Date 2/26/2014 Due 2/26/2014

Person [] Phone []

Bill To [] Fax []

Address: [] PO # []

City, St Zip [] [] [] Salesperson []

See Ship To [] Copy Address From >> [] Terms []

Payment Method [] Sales Tax []

Freight []

Description []

Account	Description	Qty	Unit \$	Item Total

Sub Total []

Tax [] []

Total []

Amount Paid []

Balance Due [] 0

Print Invoice Email Invoice

Cancel Invoice Cancel Changes SAVE Record

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 = Other Income
 Description = Conference Booth
 Amount = \$100

Step 5: Click the **Print** 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".

Payments

Select Company 101st Airborne Division Association

New Payment **Payment Date** 02/03/2014 11:50:31 #
 Use Credit **Payment Method** AMEX
Payment Reference

Total Payment \$2,127.00
Applied Amount \$0.00
Credit Amount \$2,127.00

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				

Outstanding Balance \$2,127.00

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 = Check
 Reference No. = 547
 Amount = \$500

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

Student Enters: \$500

Payments

Select Company: 101st Airborne Division Association

New Payment Payment Date: 02/26/2014 11:05:21 / Total Payment: \$500.00
 Use Credit Payment Method: Barter Applied Amount: \$190.00
 Payment Reference: Barter Apply Clear Credit Amount: \$310.00

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				

Outstanding Balance: \$2,127.00 Post Payments

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 = Check
Reference No. = 548
Amount = \$199
Applied field = \$199

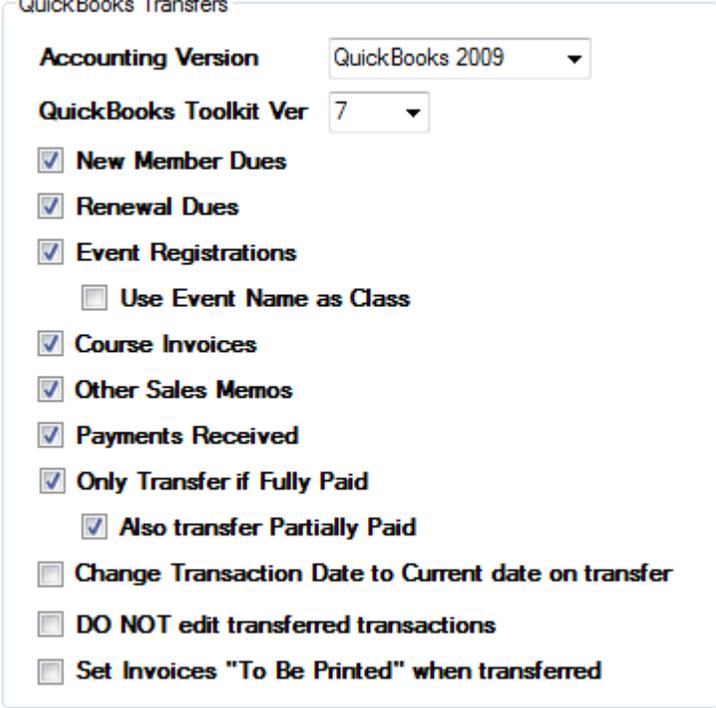
Alternatively: AXA Advisors, LLC could have sent one check with the total amount due for both invoices. All you would have to do in this case is apply the amount to each invoice that appeared on the screen then click the **Save** button.

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"**.



QuickBooks Transfers

Accounting Version QuickBooks 2009 ▼

QuickBooks Toolkit Ver 7 ▼

New Member Dues

Renewal Dues

Event Registrations

Use Event Name as Class

Course Invoices

Other Sales Memos

Payments Received

Only Transfer if Fully Paid

Also transfer Partially Paid

Change Transaction Date to Current date on transfer

DO NOT edit transferred transactions

Set Invoices "To Be Printed" when transferred

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

Student Enters: select QuickBooks 2012

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

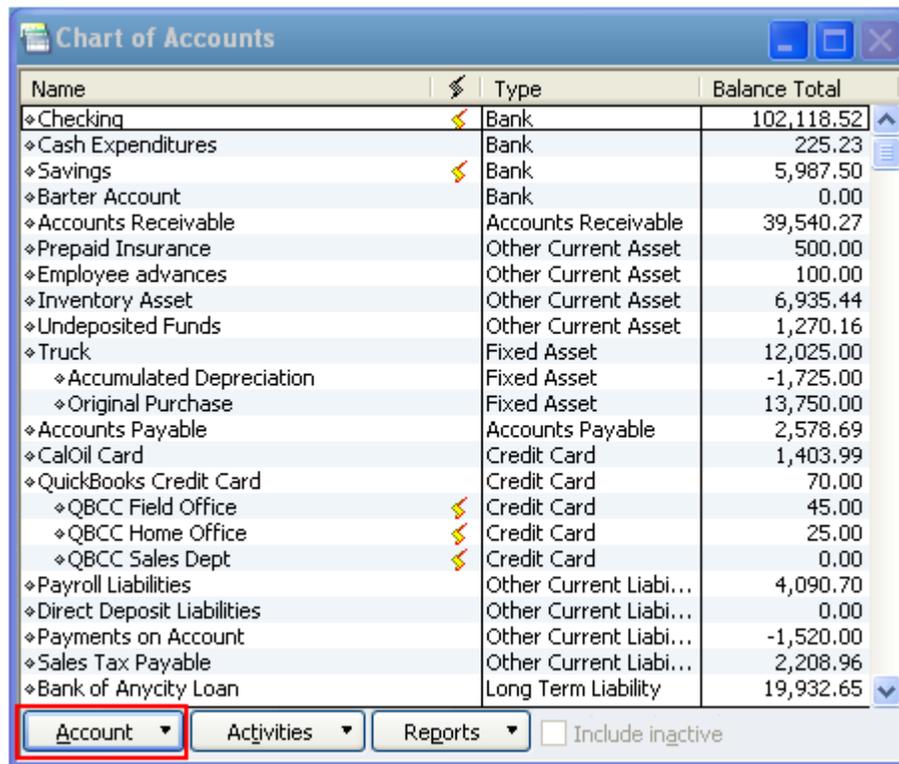
In this exercise we are going to add chart of accounts into the QuickBooks accounting system

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**.



Name	Type	Balance Total
Checking	Bank	102,118.52
Cash Expenditures	Bank	225.23
Savings	Bank	5,987.50
Barter Account	Bank	0.00
Accounts Receivable	Accounts Receivable	39,540.27
Prepaid Insurance	Other Current Asset	500.00
Employee advances	Other Current Asset	100.00
Inventory Asset	Other Current Asset	6,935.44
Undeposited Funds	Other Current Asset	1,270.16
Truck	Fixed Asset	12,025.00
Accumulated Depreciation	Fixed Asset	-1,725.00
Original Purchase	Fixed Asset	13,750.00
Accounts Payable	Accounts Payable	2,578.69
CalOil Card	Credit Card	1,403.99
QuickBooks Credit Card	Credit Card	70.00
QBCC Field Office	Credit Card	45.00
QBCC Home Office	Credit Card	25.00
QBCC Sales Dept	Credit Card	0.00
Payroll Liabilities	Other Current Liabi...	4,090.70
Direct Deposit Liabilities	Other Current Liabi...	0.00
Payments on Account	Other Current Liabi...	-1,520.00
Sales Tax Payable	Other Current Liabi...	2,208.96
Bank of Anycity Loan	Long Term Liability	19,932.65

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

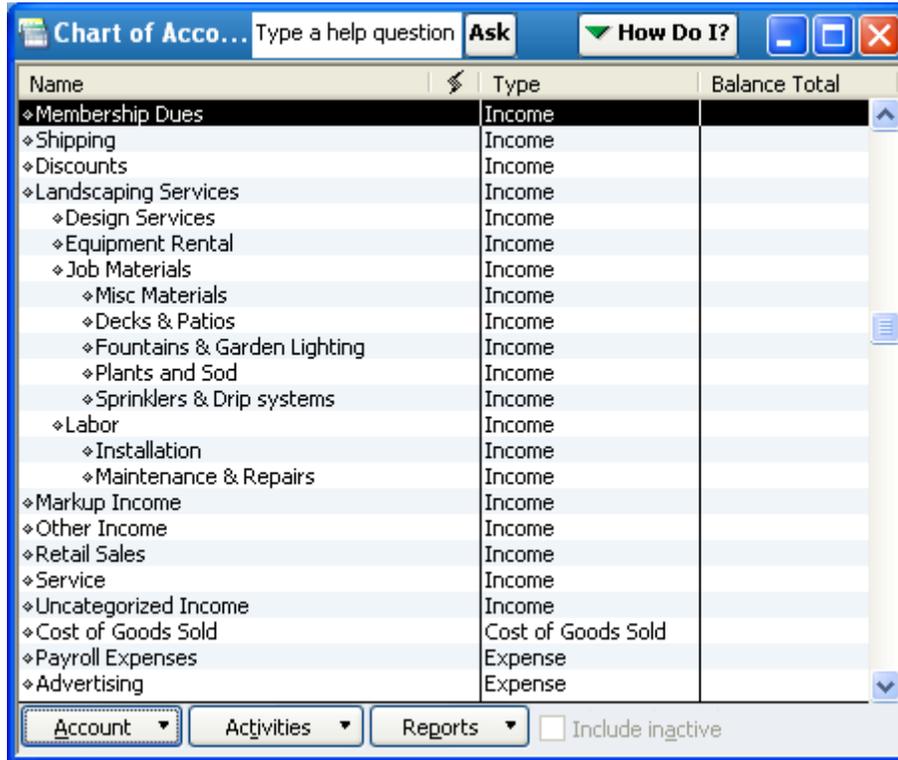
Step 5: Fill in the given information below.

Student Enters: Name = Membership Dues
Description = Membership Dues

The screenshot shows a 'New Account' dialog box. At the top, there is a title bar with 'New Account', a search bar with 'Type a help question Ask', and a 'How Do I?' button. Below the title bar, there is a 'Type' dropdown menu set to 'Income'. The main area contains a form with the following fields: 'Name' (Membership Dues), 'Subaccount of' (unchecked), 'Description' (Membership Dues), 'Note' (empty), and 'Tax Line' (<Unassigned>). On the right side, there are 'OK', 'Cancel', and 'Next' buttons, and an unchecked checkbox for 'Account is inactive'. A link 'How Do I choose the right tax line?' is also present.

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.

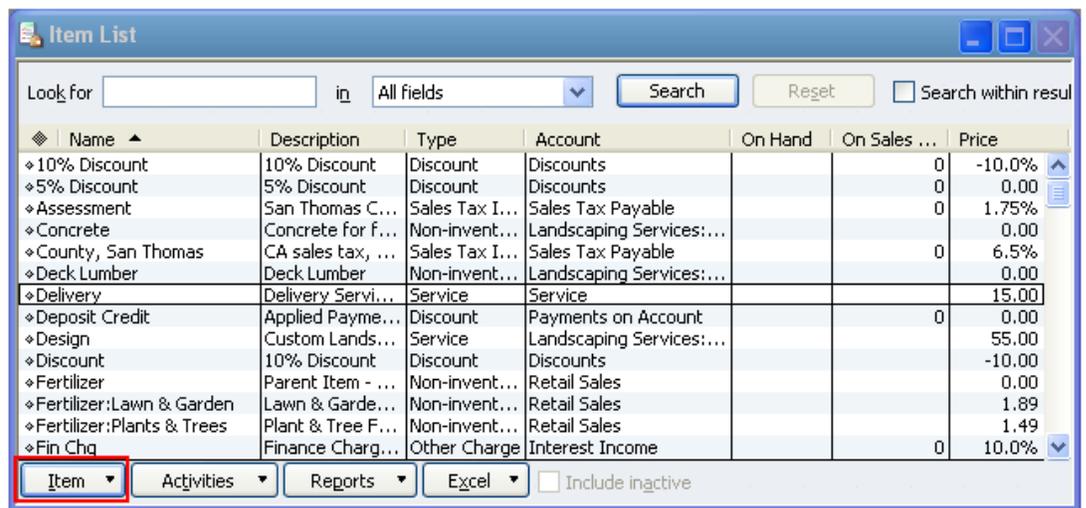
Student Enters: Name = Event Registration
 Description = Event Registration.

Creating Items in QuickBooks

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

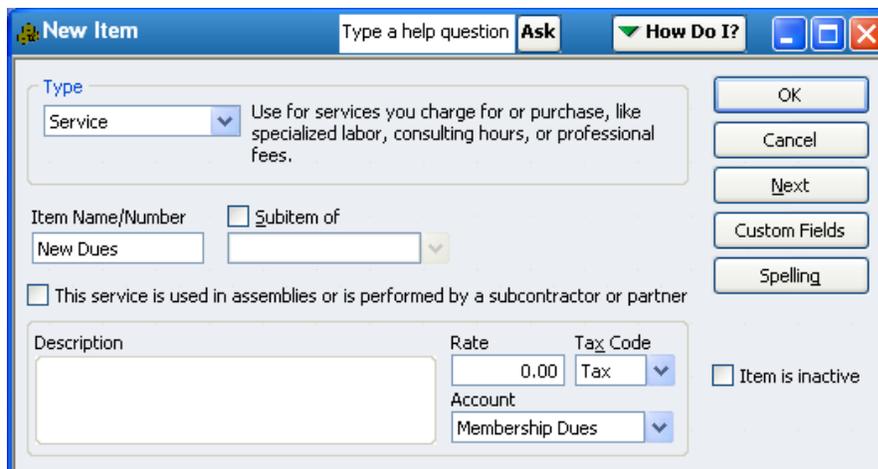
- Step 1:** Open QuickBooks
- Step 2:** From the menu bar click on **List** then select "Item List".
- Step 3:** The Item List screen will appear.

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 = New Dues
 Account = Membership Dues (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.

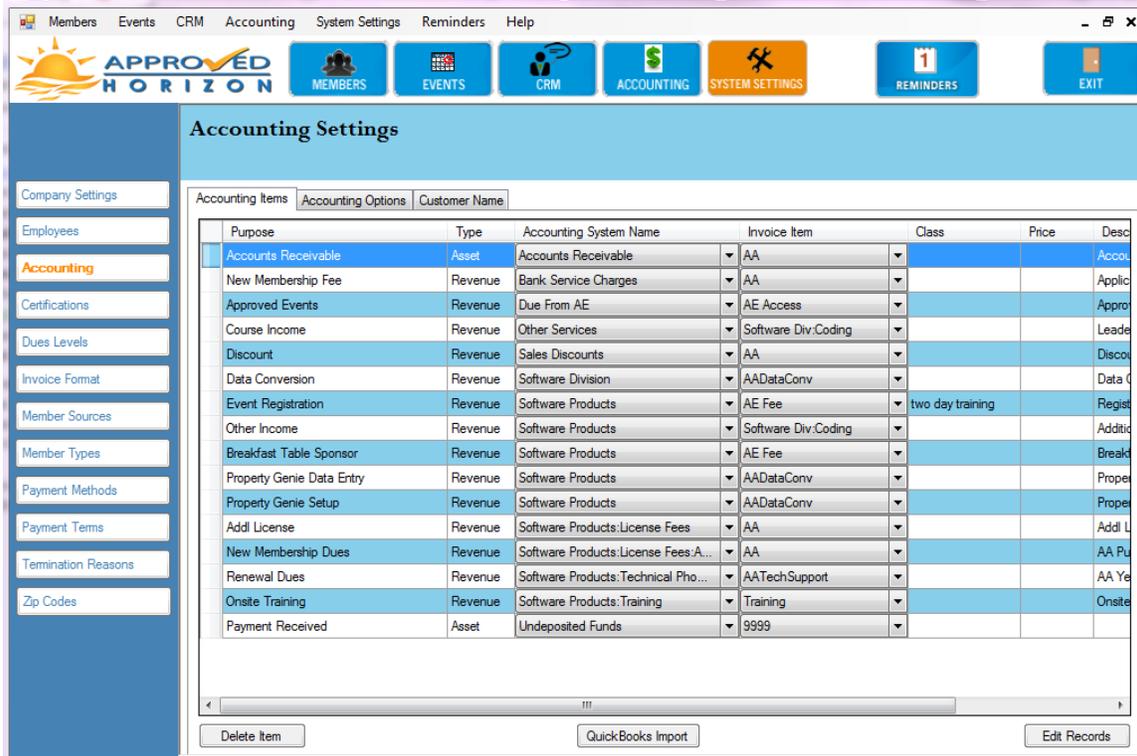
Student Enters: Item Name/Number = Renewal Dues
 Account = Membership Dues (select from drop down)

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.

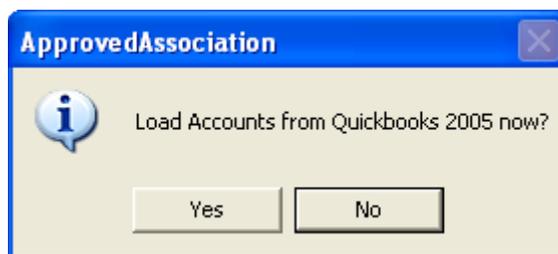
Step 1: From the Main Menu click **“System Settings”** then **“Accounting Items”**.



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**.

Selected?	Ref No	Transfer As	Type	Customer	Date	Total	Due
<input type="checkbox"/>	6353	Invoice	Member Dues	Greater Norwalk Chamber of Commerce	11/1/2012	\$1,100.00	\$0.00
<input checked="" type="checkbox"/>	6472	Invoice	Registration	CSE	1/11/2013	\$2.00	\$0.00
<input checked="" type="checkbox"/>	6797	Invoice	Sales Memo	Florida Turfgrass Association, Inc.	8/7/2013	\$95.00	\$0.00
<input checked="" type="checkbox"/>	6805	Invoice	Sales Memo	Economic Club of Florida	10/11/2013	\$1,361.00	\$0.00
<input type="checkbox"/>	6809	Invoice	Sales Memo	Zephyr Hills Chamber of Commerce	10/16/2013	\$250.00	\$0.00
<input type="checkbox"/>	6811	Invoice	Sales Memo	Stuart/Martin County Chamber of Commerce	10/21/2013	\$250.00	\$0.00
<input type="checkbox"/>	6951	Invoice	Member Dues	IREM Chapter 47	11/8/2013	\$685.00	\$0.00
<input type="checkbox"/>	6942	Invoice	Member Dues	Claims Prevention & Procedure Council	11/8/2013	\$685.00	\$0.00
<input type="checkbox"/>	6810	Invoice	Sales Memo	Florida Turfgrass Association, Inc.	10/17/2013	\$600.00	\$0.00
<input type="checkbox"/>	7015	Invoice	Sales Memo	Yorktown Chamber of Commerce	1/9/2014	\$250.00	\$0.00
<input type="checkbox"/>	6996	Invoice	Member Dues	Cabinet Makers Association	12/4/2013	\$616.50	\$0.00
<input type="checkbox"/>	6977	Invoice	Sales Memo	Yorktown Chamber of Commerce	11/27/2013	\$685.00	\$0.00
<input type="checkbox"/>	7014	Invoice	Sales Memo	PEAK Management Solutions for Association	1/3/2014	\$1,145.00	\$0.00
<input type="checkbox"/>	6950	Invoice	Member Dues	Iowa EMS Association	11/8/2013	\$1,100.00	\$0.00
<input type="checkbox"/>	7005	Invoice	Sales Memo	Nuca of Washington	12/19/2013	\$250.00	\$0.00
<input type="checkbox"/>	6957	Invoice	Member Dues	Greater Norwalk Chamber of Commerce	11/8/2013	\$990.00	\$0.00
<input type="checkbox"/>	6970	Invoice	Member Dues	West Pasco Chamber of Commerce	11/8/2013	\$990.00	\$0.00
<input type="checkbox"/>	7012	Invoice	Sales Memo	West Pasco Chamber of Commerce	12/30/2013	\$250.00	\$0.00
<input type="checkbox"/>	Cash 2.00 test	Payment	Receipt	CSE	1/11/2013	\$2.00	\$0.00
<input type="checkbox"/>	check 213123 test	Payment	Receipt	Alaska State Chamber of Commerce	8/14/2013	\$1,100.00	\$0.00
<input type="checkbox"/>	check 5643	Payment	Receipt	Florida Turfgrass Association, Inc.	8/30/2013	\$95.00	\$0.00

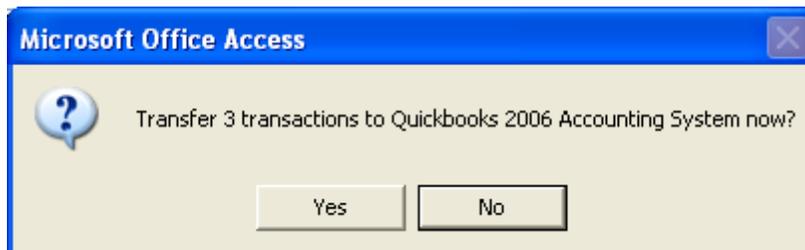
Step 2: Select the three (3) company Invoices list below to transfer over to QuickBooks.

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.



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

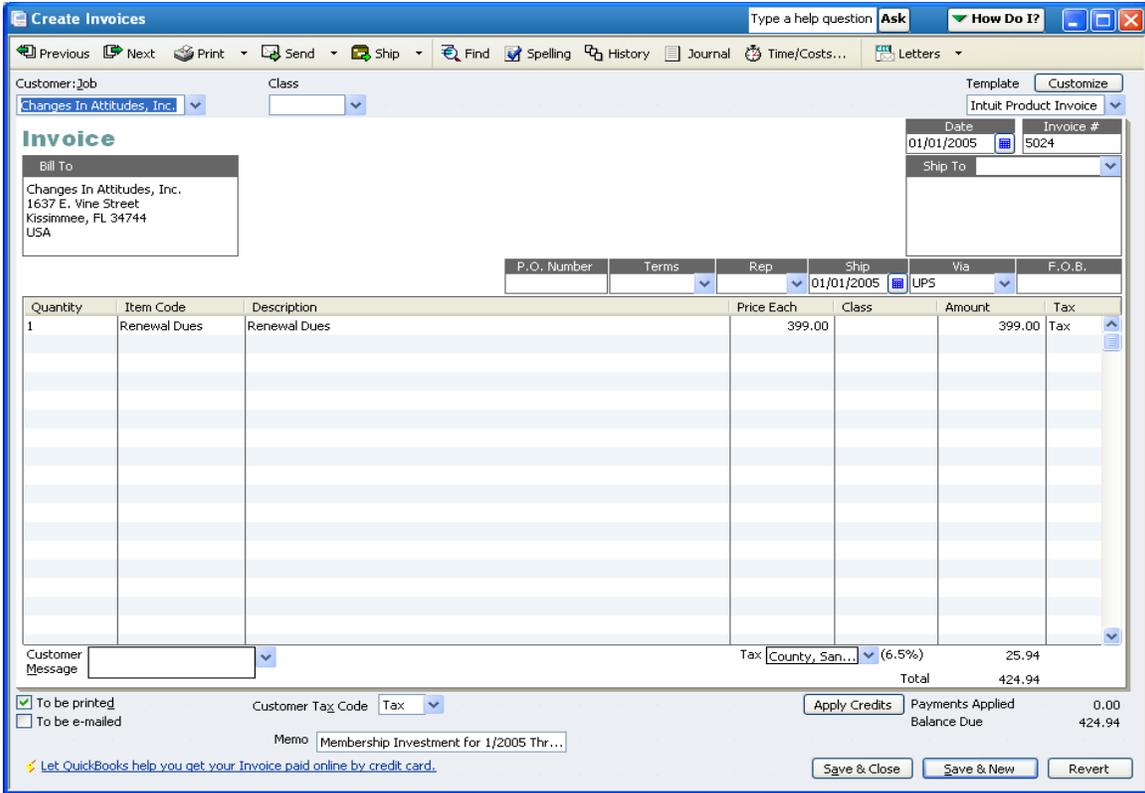


- Click **Yes**.
- Step 7:** Your transactions should now be processing, once completed a success message box will appear.

(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.

Company List

Members Only

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

Find

Company

Representative

CRM Prospect

Show Members and Nonmembers

Company Results

Representative Results

Full Name	Company Name	Work Phone	Home Phone	Mobile Phone	Email	Address
Bob Hirsh	Ulster County Regi...	845-338-...			bob@ulst...	214 Fair St.
Bobbie Holt Sr.	DSRE Property M...	772-539-...			bobbie@...	1406 19th Place
Bob Morse	Stone Creek Prop...	616-895-...			bmorse@i...	4850 Allen Park ...
Bobbie Weaver	Dedman in Medic...	734-864			bobbie@...	205 Oak St.

CRM Prospects

Clicking the record will take you directly to it.

Members Events CRM Accounting System Settings Reminders Help










Company List

Members Only

Name	Phone	Member	Member Type	Joined Date	Terminated	Reinstat
1st Choice Property Management	239-470-7368	<input checked="" type="checkbox"/>	Prop Genie	12/8/2011		
AANTV Realty	727-323-6698	<input checked="" type="checkbox"/>	Prop Genie	10/27/2011		
ACGC Second Company LLC	478-971-4684	<input checked="" type="checkbox"/>	Prop Genie	12/8/2011		
ACOSA	708-757-4187	<input checked="" type="checkbox"/>	AA	1/1/2008		
Acousti		<input checked="" type="checkbox"/>	Web Server	1/13/2011		
Alabama Optometric Association	334-273-7895	<input checked="" type="checkbox"/>	AA	4/1/1999		8/31/2011
Alabama Trucking Association	334-834-3983	<input checked="" type="checkbox"/>	AA	4/1/1999		
Alfonso Property Management	228-594-9243	<input checked="" type="checkbox"/>	Prop Genie	12/1/2009		
Alfonso Property Management, Diamond Head	228-255-3550	<input checked="" type="checkbox"/>	Prop Genie	12/1/2012		
Alfonso Property Management, Ocean Springs	228-875-1272	<input checked="" type="checkbox"/>	Prop Genie	9/10/2013		
Alfonso Property Management, Jackson County	228-769-7777	<input checked="" type="checkbox"/>	Prop Genie	6/15/2010		
All America Property Management	305-521-0899	<input checked="" type="checkbox"/>	Prop Genie	3/31/2009		
American Institute of Building Design	800-366-2423	<input checked="" type="checkbox"/>	AE Only	1/1/2008		
Archer Crown Res Mngt	863-438-0033	<input checked="" type="checkbox"/>	Prop Genie	11/18/2010		
Aspire Realty Group	702-202-3131	<input checked="" type="checkbox"/>	Prop Genie	11/1/2011		
Associations First	416-646-1600	<input checked="" type="checkbox"/>	AH	11/1/2004		
Atlantic Financial Credit, LLC	302-248-7003	<input checked="" type="checkbox"/>	Prop Genie	9/23/2011		
ATNI	503-249-5770	<input checked="" type="checkbox"/>	AA	7/7/2009		
AZ Equity Properties LLC	480-588-2211	<input checked="" type="checkbox"/>	Prop Genie	5/23/2011		

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:

Member ID: 5044

Select a Company Computer Solutions Engineering, Inc. **See All**

Company Information | Membership Information | User Fields | **Committees** | Transactions | Representatives | Referrals | Business Codes | Notes | Insurance

Committee	Position	Joined	Terminated	Anniversary	Notes	Dues?	Dues Amount

Subcommittees / Taskforces

Subcommittee	Position	Joined	Terminated

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 communications.

Transactions:

Company Information | Membership Information | User Fields | **Committees** | **Transactions** | Representatives | Referrals | Business Codes | Notes | Insurance

Accounting Name
Select All

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

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 invoices to another member

Delete Transactions: Delete a transaction, If the transaction has been transferred to QuickBooks, you must manually delete the transaction from QuickBooks.

Edit Record: Edit an existing invoice.

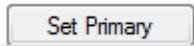
Representatives:

A List of all of the Representatives for this organization

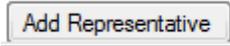
	Primary?	Prefix	Last Name	First Name	MI	Suffix	Work Phone	Ext	Home Phone	Cell Phone
▶	<input type="checkbox"/>	Mr.	Doe	John						
	<input type="checkbox"/>		Hopkins	Anthony			407-293-9100			
	<input type="checkbox"/>		Monroe	Tish			407-878-4977			
	<input checked="" type="checkbox"/>		Pittman	Ben			407-293-9100			
	<input type="checkbox"/>		Pittman	Dana			407-293-9100			
	<input type="checkbox"/>		Zoock	Stuart			407-293-9100			

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

Each company must have 1 primary representative.



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 representative.

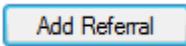


Use Add Representative to add a new rep to this company.

Click on the representative 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.



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

The image shows a 'Referrals' dialog box with the following fields and content:

- Company:** Computer Solutions Engineering, Inc.
- Date:** 3/ 3/2014
- Referred By:** Jeff Richmond
- Referred To:** Bob Smith of ABC co called and asked that you contact him. his ph: 888-555-1212!
- Buttons:** OK, Cancel
- Link:** [Save for next referral](#)

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.

NCC Code

SIC Codes		Code	Display Order	Show in Directory?
▶	Technology Consultant	600	1	<input checked="" type="checkbox"/>
	Association Management Company	400	2	<input checked="" type="checkbox"/>

Notes:

The notes tab shows a running history of Freeform notes.

Notes

Entered By: Ben Pittman

Status: In Progress

On: 3/3/2014 2:25:33 PM

Type of Problem: Billing

First Reported: 3/3/2014 2:25:33 PM

Historical Notes:

Current Note:
Called to find out how to process a refund. Explained and sent a link to the video.

Cancel Changes Save Changes

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.

:Filter By Company 101st Airborne Division Association **See All**

:Primaries Only

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

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

Add Record Add a new representative to this company.

Edit Record 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.

The screenshot shows a window titled "Notes" with the following fields and controls:

- Entered By:** Ben Pittman
- On:** 3/3/2014 2:25:33 PM
- First Reported:** 3/3/2014 2:25:33 PM
- Status:** In Progress (dropdown menu)
- Type of Problem:** Billing (dropdown menu)
- A magnifying glass icon for search.
- Historical Notes:** A large empty text area for viewing previous notes.
- Current Note:** A text area containing the note: "Called to find out how to process a refund. Explained and sent a link to the video."
- Buttons:** "Cancel Changes" and "Save Changes" at the bottom right.

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.

Committee	Position	Joined	Anniversary	Terminated	Notes	Dues?	Dues Amount
Beta Testers for Horizon		3/4/2014				<input type="checkbox"/>	
Welcome ambassadors		3/4/2014				<input type="checkbox"/>	
Board of Directors		3/4/2014				<input type="checkbox"/>	

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 generator 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.

My Criteria
 Company Criteria
 Saved Criteria: Customer Statement

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

My Criteria **Company Criteria**
 Saved Criteria: Terminated Members

Select a Member Type _____

Select a Staff _____

Select a Source _____

Select a Date Range From 3/ 4/2014 to 3/ 4/2014

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:

My Criteria **Company Criteria**
 Saved Criteria: _____

Show

	Type	Field	Show in...	Subtotal	Count	Page Break		Report Label
	Person	Full Name	Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓	Full Name
	Company	Company	Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓	Company
<input type="button" value="✎"/>	Person	Email Name	Bottom Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓	Email Name
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓	

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.

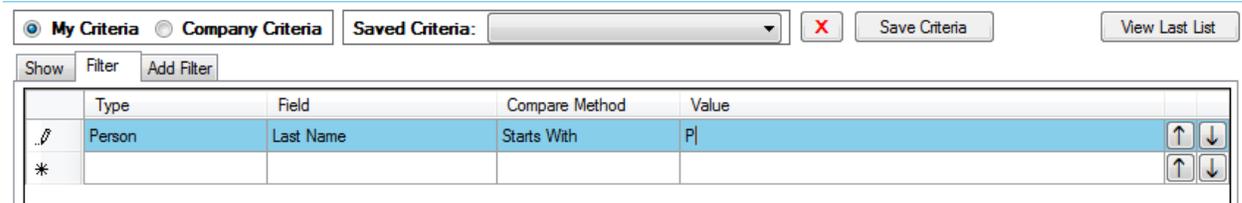
Show in: Where on the report to display this information: Body. Top Center top Right, Bottom Center, Bottom Left, etc.

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:

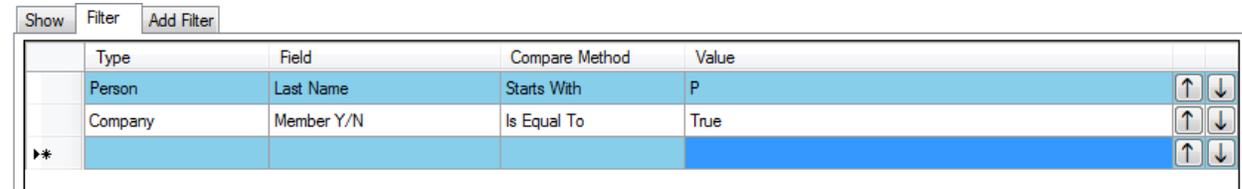


We have created a filter above that will only display members whose last name begins with the letter "P".

Click Preview data to see the results of the filter.

Full Name	Company	Email Name
Gene Parker	Realty World Orange Coast	geneparkerhome...
Greg Paper	Illinois Quad City Area REALTOR Asso...	gpaper@qcarealt...
Heather M. Poole	Naples 2 Estero Rentals and Sales	N2eheather@ya...
Howard Passman	USA Boxing/FL Gold Coast	chiefofficial@hot...
Jennifer Parker	Arizona Optometric Association	jennifer@azoa.org
Joanne Parker	Digital Warehouse	joanne.parker@d...
Jodi Pillsbury	Alliance of Auto Service Providers of ...	jodi@aaspmn.org
Julia Price	Gold Touch Realty Inc.	

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"

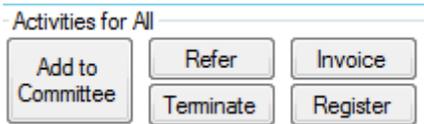
Preview data allows you to see on screen the filtered list.

Now that you have the list you can:



Go directly to a specific 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.

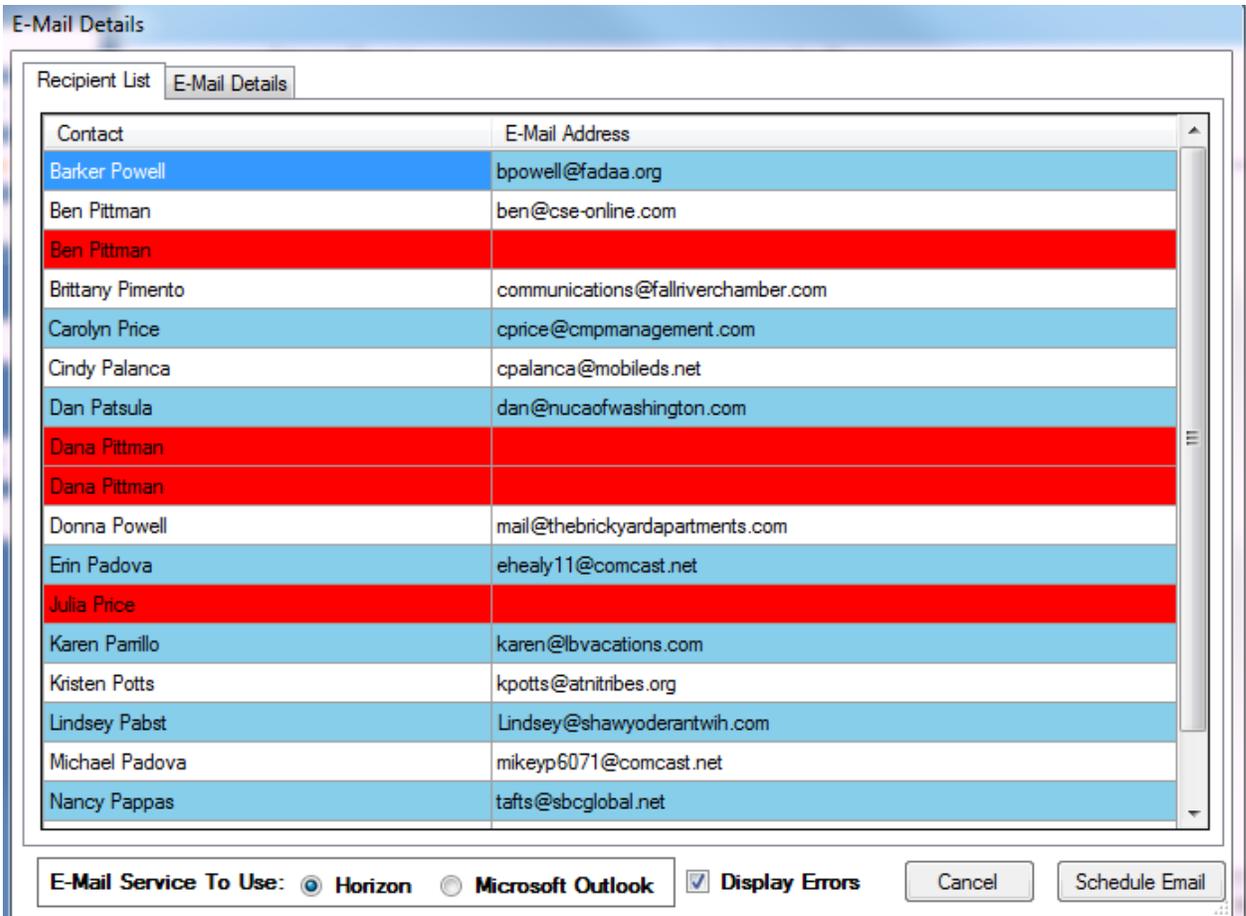
Export – Send to an Excel Spreadsheet, a pdf, or a data file.

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

We want to email.

Select your email template from the displayed list.

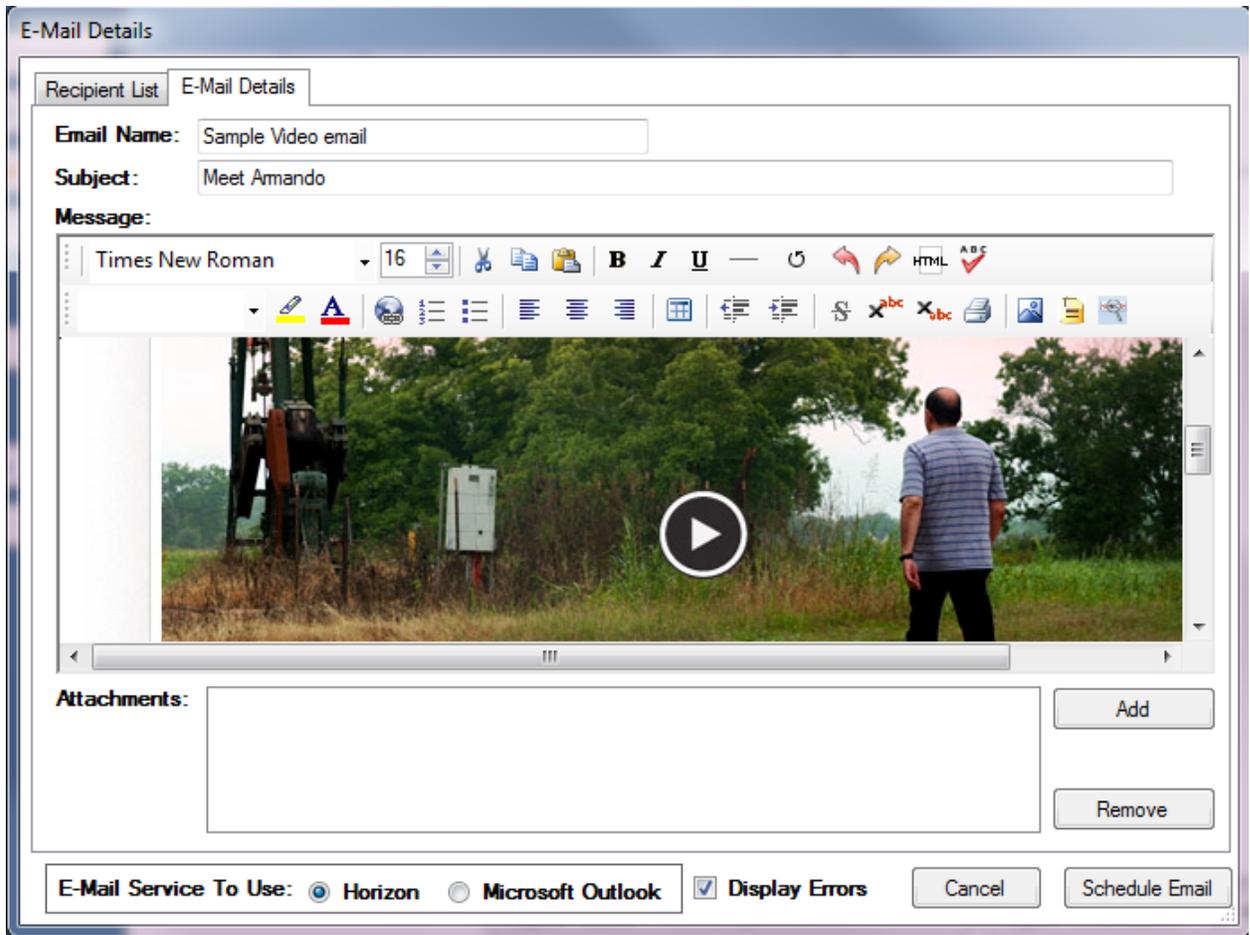
Review the email details.



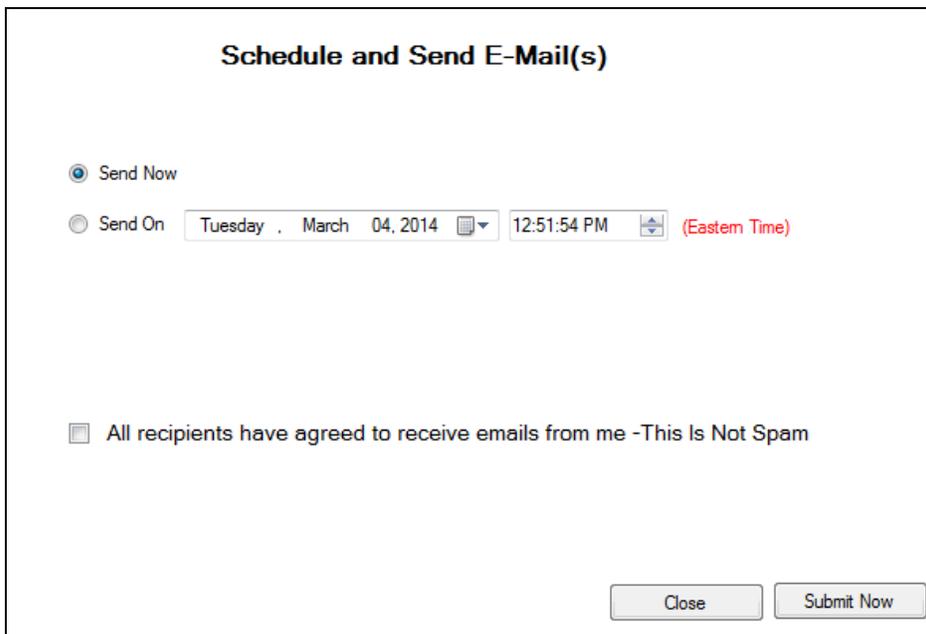
Invalid email addresses will be highlighted in red. You should go back and correct these emails or delete them from you email list.

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 subcommittee 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.

Name: PG Newsletter

Subject: 8 unusual marketing techniques for Property Managers

Message:

Times New Roman 16

www.property-genie.com

using Property Genie to manage their business.

1. Get to know the local advisers:
 -You probably are making an effort to encourage real estate agents who do not manage properties to refer to you, perhaps with commission or referral fees, but these professionals are not the only ones in a position to influence a homeowner who needs a property manager.
 -Get to know the CPA's and Estate planning attorneys in your community. These people cannot accept a commission, but if they feel confident that you will handle their client with grace and professionalism, they will be quick to recommend you when their clients end up with a property they do not wish to sell and do not wish to live in. Meet them, take them to lunch, attend their professional organizations.

Attachments:



Events:

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

Create an Event:

Select Add Event.

Event Maintenance All required fields are complete

Select an Event June Approved Horizon Training Show Current & Future Events only

General Information | **Contact Information** | Location & Information | Price & Payment Information | Activities | Registration Fields

Event ID * AHTRNJun **Multi Day Event**

Event Name * June Approved Horizon Training **Member Only Event**

Short Name * Approved June Class **Show on Web without Registration**

Description *

Learn to get the full benefit of Approved Horizon! Come for the Free class and stay for the Free donuts!

This class will cover all of the modules in Approved Horizon except advanced website publishing tools

Dates and Times of the Event

Start Date * 6/13/2013 Start Time 09:00 AM

End Date * 6/14/2013 End Time 04:00 PM

Display the text below for Start/End Date/Time information instead of times above

Dates to Show Event on Web

Start Date * 3/ 1/2013

End Date * 6/13/2013

Dates to Accept Registrations

Start Date * 3/ 8/2013

End Date * 6/11/2013

Event Status

Required Fields are marked with a *

Click Add Record

Provide an Event ID (Must be UNIQUE).

Event Name: this will display on the website

Short Name: This will 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 an event without deleting it.

Event Maintenance All required fields are complete

Select an Event Show Current & Future Events only

General Information | **Contact Information** | Location & Information | Price & Payment Information | Activities | Registration Fields

Contact Person:
Name:
E-Mail:
Phone:

Send Notices of Registration to the following E-Mail:

Confirm Registration E-Mail From:
Name:
E-Mail:

E-Mail Reminder
Subject: Send On:

Message Preview:

This is just a reminder that you are registered for the March Property Genie Training class taking place at 9:00am on March 5th and 6th. The class will be held at 659 Maitland Ave. Altamonte Springs, FL. Call 407-878-4977 if you have any questions! sincerely, *Property Genie*

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.

Event Maintenance All required fields are complete

Select an Event: Show Current & Future Events only

General Information | Contact Information | **Location & Information** | Price & Payment Information | Activities | Registration Fields

Link to Map:

More Info Website Link:

Location | Directions | Additional Information | Sponsored By Information | More Info HTML Page

Preview Edit HTML



The preview window displays a website layout. On the left, the text "Our Sponsors:" is written in orange. To its right is the logo for "COMPUTERSOLUTIONS ENGINEERING, INC." which features a blue arc of dots above the company name. Below this is the logo for "APPROVED HORIZON", which includes a stylized sun and waves icon to the left of the text "APPROVED HORIZON".

Delete Record | Copy Record Add Record | Edit Record

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.

Event Maintenance
All required fields are complete

Select an Event Property Genie March Training Show Current & Future Events only

General Information
Contact Information
Location & Information
Price & Payment Information
Activities
Registration Fields

Cost and Pricing

Event Cost: * Event Pricing: *

Free Special Pricing for Members
 Paid Same price for Non-Members and Members

Discount Information

Code:

Discount Type: \$ - Fixed Amount
 % - Percent of Total

Available on:

through:

Discount Amount (\$ or %):

Online Credit Card Pay at Event Pay Prior to Event

Accept Online Credit Card Payments Confirmation E-Mail Subject

Confirmation E-Mail Message Preview: Edit HTML

Thank you for your Payment! You are now registered For the Event!

Delete Record
Copy Record
Cancel Changes
SAVE Record

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 Type 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.

Select an Event Property Genie March Training Show Current & Future Events only

General Information | Contact Information | Location & Information | Price & Payment Information | **Activities** | Registration Fields

Select an Activity pro1

Activity Details

Activity Name * Account Required Show on Web Allow Multiple Attendees

Description * Sort Order Default # of Attendees

Charitable Gift Amount

Capacity * Max Per Registration *

Activity Pricing:

Fee Name	Attendees Per	Order	Show on Web?	Member Price	Member Earlybird Price	Mem Early End Date (MM/DD/YYYY)	Non-Member Price	Non-Member Earlybird Price	Non-member Early End Date
profit class	1	1	<input checked="" type="checkbox"/>	75.00			75.00		
▶ Corporate Table	10	1	<input checked="" type="checkbox"/>	650.00	550.00	2/28/2014	999.00		

Delete Fee Add Activity

Delete Record Copy Record Add Record Edit Record

To Add an Activity:

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

Activity Name: Name the Activity (Must Be UNIQUE)

Account: Selcst 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.

Standard Fields		Custom Fields		
Field	Show on Web?	Required	Order	
▶ Email	<input type="checkbox"/>	<input type="checkbox"/>	0	
Prefix	<input type="checkbox"/>	<input type="checkbox"/>	0	
First Name	<input type="checkbox"/>	<input type="checkbox"/>	0	
Middle Name	<input type="checkbox"/>	<input type="checkbox"/>	0	
Last Name	<input type="checkbox"/>	<input type="checkbox"/>	0	
Title	<input type="checkbox"/>	<input type="checkbox"/>	0	
Company Name	<input type="checkbox"/>	<input type="checkbox"/>	0	
Address Line 1	<input type="checkbox"/>	<input type="checkbox"/>	0	

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:

Event ID	Name	Short Name	Start Date	Show on Web Start Date	Show on Web End Date
▶ 03/16/10	March 2010 Testing		03/20/2010		
0625WEB	June Webinar				
0709WEB	July 9 Webinar		07/09/2010		
0723WEB	July 23 Webinar		07/09/2010		
0724WEB	PG Webinar		07/24/2010		
08WEBIN	August 13 Webinar		07/09/2010		

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 rez See All

List of Registrants											
ID	Person Name	Company	Total	Paid	Phone	Fax	Date	Customer ID	Salesperson	Subtotal	
7031	Dana Pittman	Test Company	\$0.00	\$0.00			3/16/2014	5359		\$0.00	
7032	Dana Pittman	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. We 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 rez See All

List of Attendees											
Activity	Reg Name	RegNo	Attended?	Group/Table	Position/Seat	Prefix	First Name	MI	Last Name	CEUs	Handicap
Test Activity 9999	Test Company	7031	<input type="checkbox"/>				Tom		Parker	0	
Test Activity 9999	Test Company	7032	<input type="checkbox"/>				Jon		Amirzadeh	0	

CEUs	Handicap	More Info	First Time?	Guest Ticket?	Name Badge	Special Needs	Email	Title	Address
0			<input type="checkbox"/>	<input type="checkbox"/>			jon@cse-online.com		123 Main St
0			<input type="checkbox"/>	<input type="checkbox"/>			jamirzadeh@cse-online.com		142 Main St

ss 2	City	State	Zip	Country	Home Phone	Work Phone	Fax Number	Member ID	No Email?	Email HTML?
	MyCity	FL	32828		4073331111				<input type="checkbox"/>	<input type="checkbox"/>
	MyAddrCity	FL	32828		407-333-1111				<input type="checkbox"/>	<input type="checkbox"/>

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

Event Registration Details

Select an Event See All

List of Registrants | List of Attendees | Ticket Counts

Activity	Capacity	Tickets Sold	Available Spaces
▶ Test Activity 9999	100	2	98

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.

Invoice Registration

Select Invoice# 7031

Invoice Information | Accounting | Note

Company 5359 Test Company **Event** Go **Date** 3/16/2014 **Due** 3/16/2014

Person Tom Parker **Phone**

Bill To: Dana Pittman **Fax**
Test Company **PO #**

Address: 123 BillAddr Lane **Salesperson**

City, St Zip BillCity CC 33333 **Terms**

Sales Tax

Payment Method

Description Testing event registrations 9999 (This is not a re

Activity	Fee	Qty	Unit \$	Attendees	Item Total
Test Activity	Fee	1.00	\$0.00	1	\$0.00

Sub Total \$0.00
Tax \$0.00
Total \$0.00
Amount Paid \$0.00
Balance Due \$0.00

Delete Invoice | Print Invoice | Email Invoice | Add Invoice | Edit Invoice

As a matter of course, online registrations with online payments enabled will record properly in approved Horizon and will accumulate 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:

Selected Record

Person Remove from List

Company

Activities for All

Add to Committee Refer Invoice

Terminate Register

Create Output

View Letter

Export E-Mail

Company	Joined Date
Blue Sky Property Management	12/17/2013
Bridge Investment	5/6/2014
Chamberwood Realty	3/12/2014
Crew Realty	4/22/2014
FPA Chamberwood Park Group	4/7/2014

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.

★ Invoice All
✕

Date 5/16/2014 Registration

Terms Event Testing event registrations 9999 (This is not a real ev

Due Date 5/16/2014

Description

Committee dues Membership amount:

Committee
No records found

Activity	Fee	Qty	Unit \$	Attendees	Item Total
Test Activity		2.00	\$100.00	2	\$200.00

Total \$200.00

Cancel Add ALL

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,

Members Events CRM Accounting System Settings Reminders Help

APPROVED HORIZON MEMBERS EVENTS CRM ACCOUNTING SYSTEM SETTINGS REMINDERS EXIT

Invoice

INVOICE TYPE: Sales Memo

Invoice Information Accounting Note

Company: 5628 1st Choice Property Management Event: Date: 6/ 5/2014 Due: 6/ 5/2014

Person: Joy Bennett Phone: Fax: PO #: Salesperson: Terms: Sales Tax: Freight: \$0.00

Bill To: 1st Choice Property Management

Address: 912 East 3rd St

City, St Zip: Cameron MO 64429

Payment Method:

Account	Description	Qty	Unit \$	Item Total
Event Registration	2015 Conference	4.00	\$150.00	\$600.00

Sub Total: \$600.00
 Tax: \$0.00
 Total: \$600.00
 Amount Paid: \$0.00
 Balance Due: \$600.00

Buttons: Print Invoice, Email Invoice, Cancel Invoice, Cancel Changes, SAVE Record, Make Payment

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

Event Registration Details

Select an Event: Property Genie 2 Day Training See All

List of Registrants List of Attendees Ticket Counts

ID	Person Name	Company	Total	Paid	Phone	Fax	Date	Customer ID
7046	Ben Pittman	CSE	\$0.00	\$0.00	407-878-4977	407-878-4979	5/19/2014	5363
7047	Jackie O'Leary	Fannie Hillman	\$0.00	\$0.00	4076441234		6/4/2014	5798
7048	Jeff Hall	Fannie Hillman	\$0.00	\$0.00			6/4/2014	5798

Add Invoice

?

Add a new Registration Invoice for Property Genie 2 Day Training?

Yes No



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 have 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?

The screenshot shows the 'CRM Campaign Maintenance' interface. At the top, there's a header with the title and a search icon. Below the header, there are several dropdown menus and checkboxes: 'Campaign' (Spring Recruitment Drive), 'See All' (checkbox), 'Campaign Focus' (Internal), and 'Campaign Manager' (Steve Femenella). There is also a checkbox for 'Show Campaign on Contact Us Form'. Below these are two tabs: 'Contacts' and 'Process'. The 'Contacts' tab is active, displaying a table with columns: First Name, Last Name, Company, City, State, Country, Email, and Cell Phone. One contact is listed: Bob Doublema. At the bottom of the interface, there are buttons for 'Import Contacts', 'Remove Contact', 'Delete Campaign', 'Add Campaign', and 'Edit Campaign'.

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.

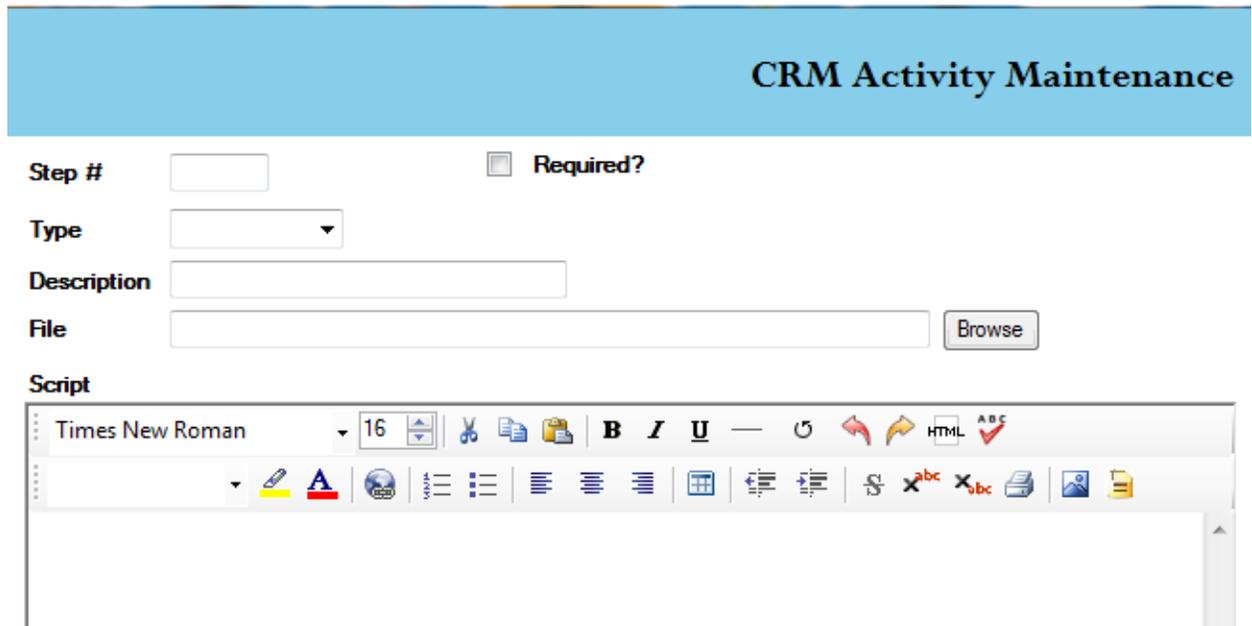
Click the Process tab.

Create the steps that are to be followed in the campaign:

This screenshot shows the 'Process' tab of the 'CRM Campaign Maintenance' interface. It features the same header and dropdown menus as the previous screenshot. The 'Process' tab is active, displaying a table with columns: Step, Activity, and Required?. Three steps are listed: Step 1 (Introduction call), Step 3 (Follow up Letter), and Step 5 (Ask For Business). Each step has a checkbox in the 'Required?' column.

Add Activities:

Click Add Activity to create a new step.



The screenshot shows a web form titled "CRM Activity Maintenance". The form includes the following fields and controls:

- Step #**: A text input field.
- Required?**: A checkbox.
- Type**: A dropdown menu.
- Description**: A text input field.
- File**: A text input field with a "Browse" button.
- Script**: A rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, insert link, insert image, and print. The font is set to "Times New Roman" and the size is "16".

1. Number the step
2. Set the Type.
3. Link to external Document (Merge Letter, Email template, 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

Roles

	Role Name
▶	Campaign Director
	Campaign Leader

Employees

	Employee
▶	Ben Pittman
	Steve Femenella

Assign a campaign director. This person can design the campaign and review 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No contact, remove from campaign	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No Sale	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step Complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 employes 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 Esmerella	0	0	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

CRM Action Items

- Action Items
- Prospects
- Campaigns
- User Roles
- Statuses

- Reports

Campaign Spring Recruitment Drive

Activity Ask For Business

Representative [All]

Campaign	Contact	Current Activity/Step	Status	Date	Representative	Select?

Process Step

Status if Success follow up **Log Entry:** Make sure everyone uses the new brochure...

Assigned To Group Campaign Director **Appointment** 06/06/2014 12:00

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

Campaign Property Genie Sales Process
Contact [melissa McWright Sr.](#)
Current Step Reply To email

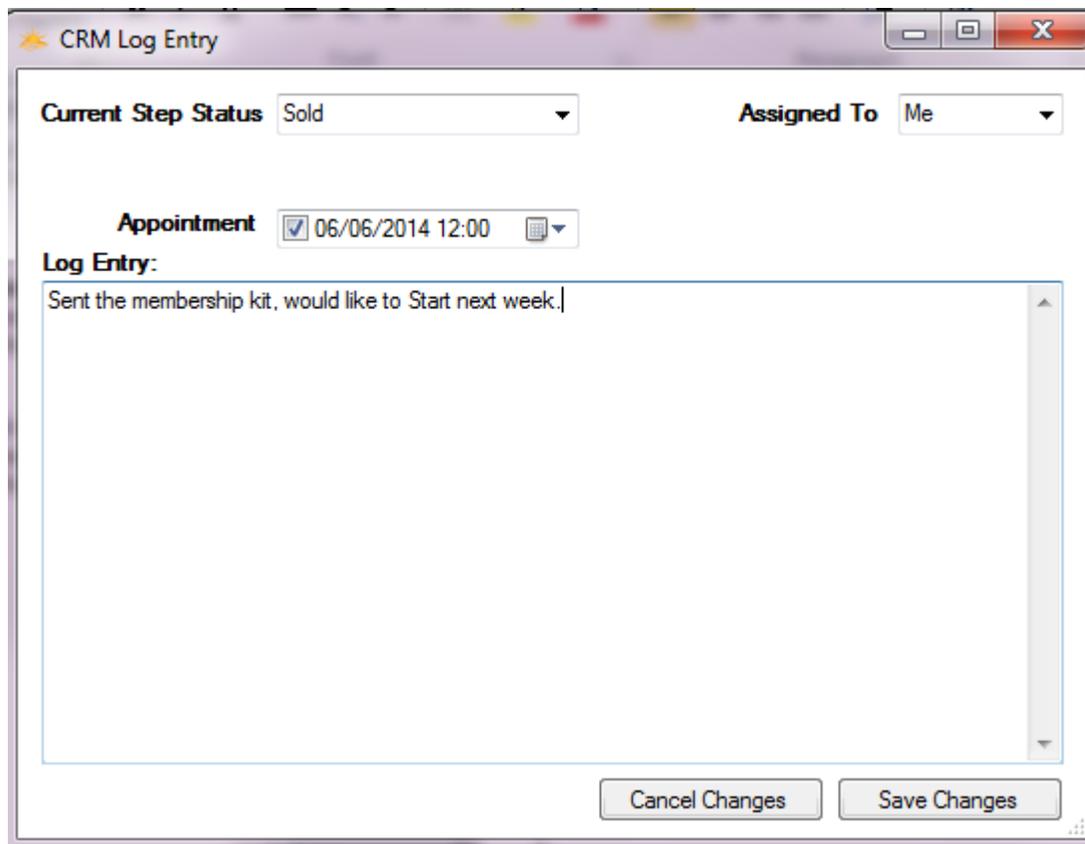
Status

Log History

Representative	Date	Notes
----------------	------	-------

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 for the result of the task.



CRM Log Entry

Current Step Status: Sold

Assigned To: Me

Appointment: 06/06/2014 12:00

Log Entry:
Sent the membership kit, would like to Start next week.

Cancel Changes Save Changes

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.

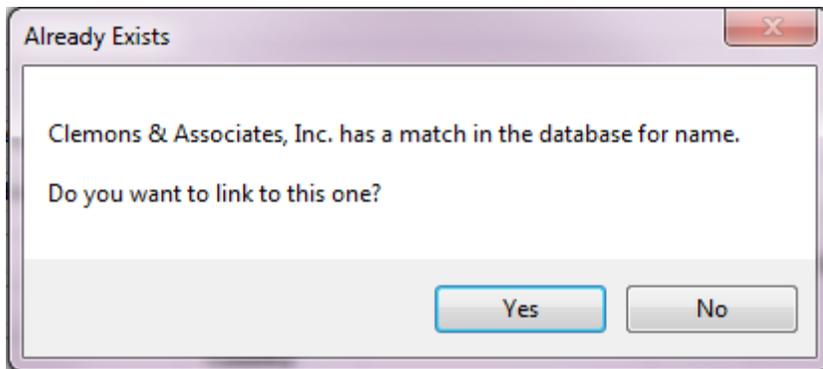
Add to Database

The screenshot shows a CRM software interface. At the top, there's a dropdown menu labeled 'Select a prospect' with 'Clemons Cal K' selected. Below this, there are two tabs: 'Contact Information' and 'Campaigns'. The main form area contains several sections:

- Name Fields:** Prefix (empty), First Name (Cal), MI (K), Last Name (Clemons), Suffix (empty).
- Title:** (empty)
- Address Section:** Salutation (empty), Company (Clemons & Associates, Inc.), Address (5024 Campbell Blvd.), Unit, Suite (empty), City (Baltimore), State (MD), Postal (21236), County (empty).
- Phone Numbers Section:** Work (4109318100), Cell (empty), Home (empty), E-mail (CalC@clemonsmgmt.com).
- Other Fields:** Nickname (empty), Alpha Sort (Clemons Cal K), Full Name (Cal K Clemons).

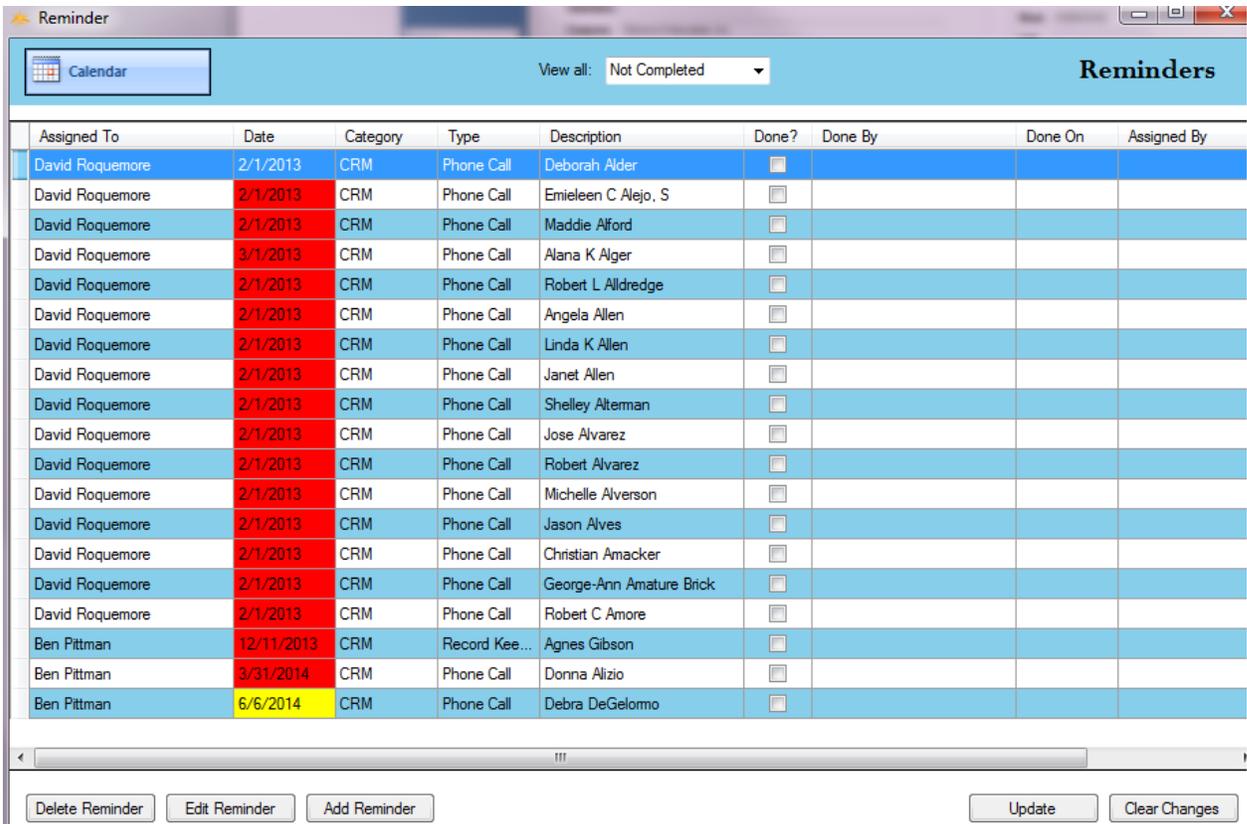
 At the bottom of the form, there are four buttons: 'Delete Record', 'Add to Database', 'Add Record', and 'Edit Record'. On the left side, there is a vertical sidebar with buttons for 'Action Items', 'Prospects', 'Campaigns', 'User Roles', 'Statuses', and 'Reports'.

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).



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

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

