

Association Manager Version Log-2012/2013/2014

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Any assistance required in adding new fields is included for clients with annual support, contact us at BAACsupport@comcast.net or call us at 800-457-9326 for this assistance.

| Version/Date | Change Description | New Fields |
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| 01/02/2014 | Minor adjustments to new Sub Account Budgeting, also corrected issue with Account Summary Report in Reports A for more than one payment on a credit card displaying full amount billed rather than the partial paid amount. | |
| 11/14/2013 | Major Update, added ability for Sub Account budgeting and overhauled maintaining the Chart of Accounts. Also included error reporting to ensure the data is free of errors for budgeting figures for current and last year. | New table for sub account budgeting |
| | Added ability to create an email message for a selected invoice in open invoices. Outlook must be the email client and the message is strictly a text message indicating invoice number, date due and a breakdown of the charges. It also shows any monies paid and total currently due. Intended to send out reminders for past due invoices. | New tables for the email message |
| | Expanded Member Letters to be able to view a selected Member on the Main Menu, All Members, or by date paid on membership renewals. | |
| | Added capability when view chart of accounts, sub accounts to move money from one account to another IF it is a duplicate. Descriptions between the 2 accounts and its type (Income or Expense) must be identical. | |
| | Modifications when viewing source of income from the registers to edit the account assigned to that income | |
| | Added new field for Major Events to enter a User event number | Activities table |
| 10/17/2013 | Added option when editing a Major Event Registration or Unregistering a participant to either A) Apply a Major Event Credit for future events; B) Issue a Refund (logged to the Checking Acct Income register) or C) Apply NO credit or Refund. | |
| 10/9/2013 | Corrected an issue with Individual Contact Names on Mailing Labels. This was related to the improvement that allows formatting names as last, first or first last | |
| 9/10/2013 | Corrected an issue with the recently added Bill For Services function. When processing payment at the same time, it was incorrectly recording amount paid when qty was greater than one. | |
| | Added new sorts on Master Contact list to view Contacts by the new Org # field that was added. Also add a new report to sort by Org # with the Member List Report. Additional reports will add Org # as clients request them. We will not update the version date for modified reports when adding the org # to the report or export | |
| 8/19/2013 | In Major Events Summary List, added the total number of participants for each event. This was placed next to the current outstanding monies due from an event. | |
| | Added New Fields to Major Events for add'l detail tracking such as the day of week, start time and end date. Also added a custom confirmation text for users who desire to add a message to the confirmation/billing statement. | New Fields in the Major Events table |
| 7/1/2013 | Corrected linking Issue when viewing hours for a selected past paycheck. Made Federal Withholding preferences required before allowing the logging of Employee Hours. | |

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| 6/27/13 | Added ability to prorate Member Dues when adding a new member and creating an invoice. This will not prorate optional fees, add'l category fees or Application Fees. | |
| 6/8/2013 | Added ability to Exclude Chart of Accounts Masters from the Budget Process IF Budgeted Amount, This Year Amounts AND Last Year Amounts are equal to zero. | |
| 6/6/2013 | Add new feature on Employee / Volunteer list. Users can now log volunteer hours, assign a category to describe those hours and then produce reports/exports based on logged hours. | New field "Category" in Hours log table |
| | Corrected issue with Network Events to have the invoice show cost from the attendee list, not the default event cost. This in event the cost is edited for any reason | |
| | Added a field for Bill For Services, User Notes for Invoice, these notes will appear on the invoice with the Description. This in event the user wants to indicate the date of service or any other relative information | |
| | Corrected an issue when adding new contacts that if the page down key was pressed it was looking for new record. Page up/down no longer allowed when adding contacts. | |
| | Corrected a rare issue that if a contact paid via credit card but the invoice contained a negative (credit) value for the same account, Finance reports would not show the account amount correctly on many financial reports. | |
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| 6/3/2013 | Corrected an issue with Networking Events that resulted from the recent improvement for auto invoicing an attendee. The user would get an error and are then unable to undo an Advance Payment type. | |
| | Corrected an issue when editing an invoice and deleting an item with Access version 2007 and above, after deleting an item an error message appeared and would lock you from closing the edit invoice form | |
| 5/30/13 | Added a Built in Sort Option when viewing Major Event Participants to accommodate clients running MS Access Runtime. | |
| 5/23/13 | Added new option to view Individual Contacts by either First then Last OR Last, First | |
| 5/6/2013 | Enhanced the function of the New Network Event "Invoice" Payment type. Users now have options when selection Invoice Payment Type to A) IF there is also a business affiliated with the individual, the program will prompt for Who to Bill. B) In the event there is more than one individual for a business, the 2 nd time a Payment type of Invoice is selected, the user has the option to add to the existing invoice OR create a new invoice. Associated functions in Open / Closed invoices were also modified to accommodate this new feature when receiving payments (partial payments are allowed) Or Deleting Invoices or Payments. | |
| | Created an option Checkbox for new/renew letters to print all members with a matching expiration date. Expiration date is one day less then the members next invoice due date. | |
| 5/3/2013 | Added 2 new client custom module letters. These letters are available from the main menu, Info Sheet command button was modified to now have selection for info sheets OR the letters. One letter is for New Members, the other for Renewing Members. | |

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| 4/22/2013 | Changed the link to the Data Backup Utility to a batch file, users with Access Runtime would not invoke a hyperlink thus making the command unusable and requiring a separate shortcut for the data utilities application. | |
| | Added new fields for contact detail, Org member number, other org ref number, Middle Initial, Original Join date to track New Members vs Rejoining Members, and Gender. | 5 new fields for Master Contact table |
| | Added new ability to use the Bill for Services when selecting a payment type of invoice in Networking Events. Prior Versions required manually creating an invoice where as now it is created automatically. Also tied in the relationship to open/closed invoices when either receiving payments, deleting payments for deleting the entire invoice | |
| | Added New Bill For Services Button on General Tab of Contact Detail. Will auto create an invoice for billing of non dues services. Option to print invoice or receipt if paid | New Services table |
| 2/2/13 | Created 2 new Reports in Reports A Financial Reports, Used Chart of Accounts with Missing Descriptions, and Used Chart of Accounts that are no longer listed (possibly deleted). When these occur you will get "Unknowns" when running many of the Available Financial Reports. | |
| | Removed General Journal Entries when viewing Deposits by Date Range, these are only needed for P&L report and viewing Account Master Reports | |
| | Corrected Error when copying an event when coming from the Event Selection dropdown, it was fine when coming from the Event Summary List | |
| 12/08/12 | Added capability when member dues are zero AND other fees are selected to either Bill Other Fees with Auto Invoicing or Exclude All Other Fees (Do NOT Bill checkbox on Business Info) | New field in Cust/Vend table |
| 11/30/12 | Added new function on Contact Detail History tab to transfer and Invoice to the affiliated business. Transfers will only be done if the contact is affiliated with another business and the transaction is an invoice. | |
| | Added 2 Reports on the View Paid Invoices Form, one for include partial payments, one for full payments only. The reports added now group the payments by Month for the request date range | |
| 10/22/12 | Added ability from Viewing Invoice Payments to View the invoice and set any invoice item related to a major event. This being in the event rather than using Major Events, an invoice was created. This income will then appear in the Event Net Calculation of Reports A | |
| 10/9/12 | Added new Insurance company / policy number tracking along with ability to record related actions for each policy | |
| | Add to Reports A Member List report the ability to view a report/export both physical and mailing addresses. Prior to this the options were either Physical or Mailing | |
| | Modified Net Event Calculation Report in Reports A to allow selecting all past events. Prior to this, the option were for only current active events. | |
| 10/2/12 | Added Booth/Badge number on view participants for Major Events for easier entry if doing this after some/all are registered. | |
| | Modified Create Invoice on Member Add form to stop if Business or Individual Name was not entered | |
| | Added a check for a critical MS Access reference when opening the program. Program execution will halt if the references are missing for any reason or have changed physical location. | |

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| 9/20/12 | Added new fields on Categories/Keywords Tab for Contact Detail to allow for a YouTube video url OR embedded code. This data is also uploaded to Member Directories so visitors can click on this link to watch the video. This allows Members the ability to gain more visibility for their products or create "Commercials". | url and embed code fields |
| | Created the ability for Pictures on the website to be aligned left or right, wrap Business Description Text yes or no. These used to be global settings for all members but can now be applied based on a members preference. Organizations can still use the Global settings if they prefer not to set individual members. | |
| | Modified the Member Growth/Retention report in reports A to now be based on Fiscal year set in the organization info/setup. This has been asked for by several organizations as the report has gained popularity. | |
| | New Report in Reports A, Membership Reports, added Former Members Missing a Termination Date. Will provide data only for those that have had a past membership renewal invoices | |
| | Built in "Export" Command Buttons for most Report A-Membership Reports. This primarily due to Access 2007 and greater. Prior versions of Access allowed an Export from the preview reports screen which is no longer available in later versions. Next update will work on exports for the financial reports in Reports A. | |
| | Minor Improvements to the Prospect/Member Follow-up tracking database. User can now assign reps, next call date, etc. from the summary list. | |
| | Added Capability to Pay Payroll Liabilities from any Register | |
| 6/30/12 | Modified Enter Bill to allow for a negative total that will not be logged to the register. This then allows entry of a bill that may have a total net credit such as a credit card bill where a refund issued exceeded other charges that need to be recorded. | |
| | Corrected change password routine, previous changes did not account for the effect on this process. | |
| | Re-arranged the Data Utilities Menu that put the "RESTORE NOW" button at the bottom and not next to "BACKUP NOW". This helps to prevent accidentally Restoring older data if done before the Backup. Restore Now should only be done when directed by BAAC. | |
| 5/23/12 | Removed auto fill price for one when editing an invoice item | |
| 4/30/12 | Corrected Issue when adding a Non Member Individual | |
| 4/24/12 | Improvement to Net Event Attendee adds and Receipts | |
| 4/9/2012 | Added New Field for entering credits for sales tax in the event a state has credit allowances, also added a note field to add when viewing sales tax liabilities to pay and record. | Non, used existing non used fields |
| | Modified Sales Tax Report when paying sales tax to not include the sales tax paid for Gross Sales. No issues with data, just a formula change on the report. | |
| | When printing checks, added the account information in section 2/3 of voucher checks, added capability to also include paychecks when printing checks in a batch. | |
| | Added a memo when auto billing "Repeat" invoices to alert the user that the invoice listed came from a completed invoice that is scheduled to repeat. | |
| | Corrected Issue with Auto Billing, the include date range of membership on the invoice option did not work, it included dates regardless of the setting | |

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| 3/28/12 | Corrected View Payments for Major Event Billing Statement. In the unlikely event 2 payments for the same amount from the same person , same payment type and on the same day was received, it would only show one, not both. | |
| | Hidden form was appearing when closing a Network Event | |
| 3/9/12 | Correct General Journal Entry when moving from an expense account to an income account, it applied negatives for both credits and debits in the P & L report. | |
| 3/4/12 | Corrected Issue of Copy Major Event, needed to modify this procedure as a result of linking Calendar of Events with Major Events | |
| 2/27/12 | Corrected make deposits when one or more where checked for deposit, and then one was voided. This caused the deposit to not be properly grouped in the related register. | |
| | Fixed Event Eval Summary Total Outstanding Calculation | |
| 2/15/12 | New Reports/Exports on Closed Invoices form. Improved Budget/Actual Monthly Forms/Reports/Export | |
| 2/14/12 | Added new report All Payment History for Members only | |
| | 1099 Prompt to view summary or detail was not updated. | |
| 2/8/12 | Added total count numbers for open/paid invoice reports | |
| | Added another 1099 Report showing the detail of the source for the amounts. | |
| | Improved the 1099 Reporting by adding a 1009 checkbox to Chart of Accounts to augment the Contact 1099 Required. This will allow the user to only denote certain accounts as applying to the 1099. | |
| 1/17/12 | Added a new "View Less Detail" for Calendar of Events. Added an Expanded Memo field for Invoice Items. | |
| 1/5/12 | Added New 1099 Report, contact now has a checkbox if they should receive a 1099, report then displays a sum of all monies paid by date range. | |
| 1/4/12 | Added Major Event Evaluation Templates and Feedback Recording. Now ask your participants how you did so you can constantly improve your performance | 2 new tables |
| | Added Major Event Summary form to view a snapshot of all Events | 3 new fields in tblActivities |
| | Added Integration of Major Events to Calendar of Events, now easily update your calendar from the event detail page. | |
| | Resolved the issue with Auto Billing for Other Annual Fees. The issue being when the member was an individual with Billing to Others being a business, the amount was not being added to the correct contact. This had no impact with regular auto dues invoicing. | |
| | Added a new error check with Auto Billing to include possible setup errors for Pay Plan Members (more than 1/yr) | |