NAQTechnology

MEMNET

Release Notes

MEMNET v2.6.2 Upgrade

Tuesday 17th January 2012

Membership Details

a. Member Search

Member Search criteria will now be retained. That means if you perform a search and select one of the Members and then return to the Member Search screen the list displayed will relate to the previous search you did ('Saved Search'). The Saved Search includes any selections you made under the Advanced Search option.

To undertake a new search simply click the 'Clear Search Criteria' button and then enter your new search details.

b. Honorary Title

We have introduced a new free format field to capture a person's Honorary Title. An Honorary Title is defined as something that is awarded to a person for life (e.g. Sir, Lady) or related to a position they hold that may be temporary (MP, Prof etc).

To ensure that the existing Person Title field is used correctly we have removed Sir and Professor from that drop down and where they were used on your database we will move them onto the Honorary Title field.

We will also look at your invoice and document templates but we suggest where you have used the Person Title/First Name/Last Name in a document template you should now use Honorary Title/Person Title/First Name/Last Name. If you have any questions on this please contact the Help Desk.

c. <u>Legal Entity/ABN and Alternative Group Name</u>

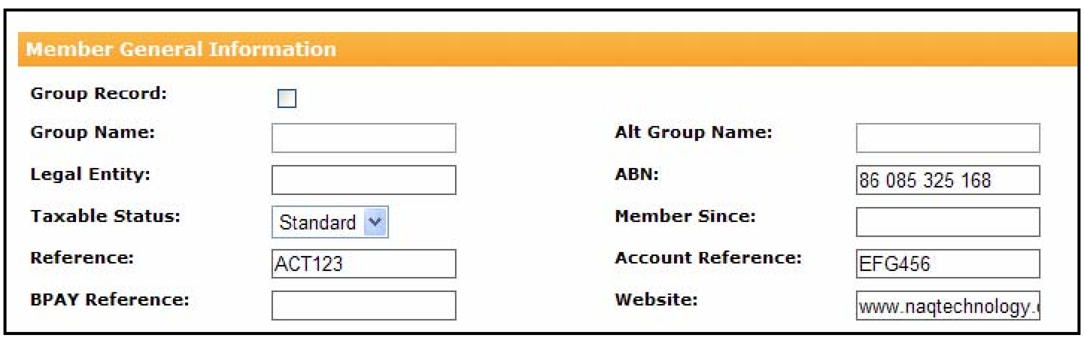
This is another area where we have introduced standard database fields to enter the Legal Entity Name and ABN.

At the same time as this we have removed Trading name and replaced with a field called Alt Group Name. This new field will behave the same way as the old Trading Name field and we will copy the value you had in the old Trading Name field into it. However, when used it will not insert the ‘T/A’ in the Membership Name anymore that you see on the Member Search screen.

The expected use of the Group Name (when you use it to overwrite the Membership name from being the Person’s name) is:

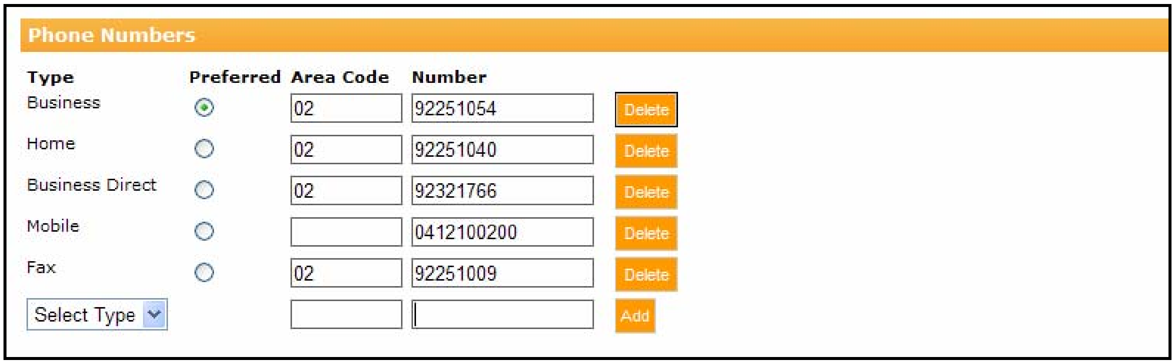
- **Group Name** would usually contain the name of the Organisation, which would usually be the Trading Name (e.g. Membership Association of Australia)
- **Alt Group Name** can then contain another search name which in this example could be MAA.
- If these 2 examples were used then the Membership Name would become Membership Association of Australia (MAA). You would be able to do a Member Search and find them using part of the Group Name or MAA.
- **Legal Entity and ABN** would reflect their legal operating company name and ABN.

Once your system has been upgraded we will review your custom fields to see if you have set up Legal entity and ABN as custom fields and we will move them into the standard fields that are now available. If you did have this information in custom fields and used them on any document templates or reports they will need to be changed to utilize the new standard fields instead.



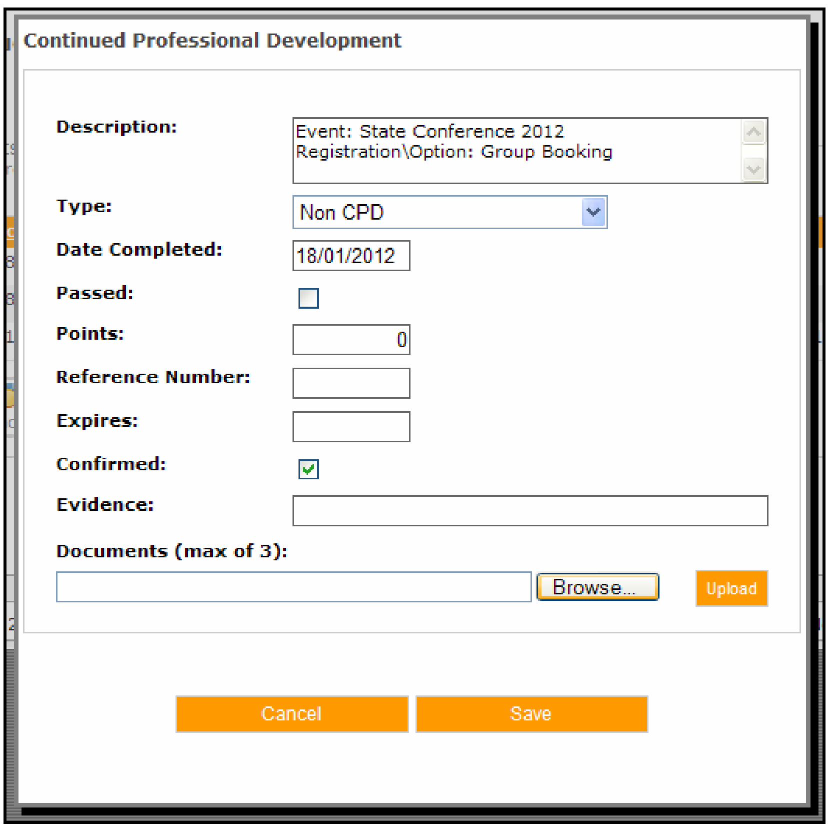
d. Preferred Phone Number

Previously the system defaulted the preferred telephone number to the first number in the list for a Person. There is now a Preferred flag that you can set against any of the numbers.



e. Continuing Professional Development (CPD) attachments

You can now store up to 3 attachments against a CPD entry on the database. This to be used to provide documentary evidence of a CPD claim.

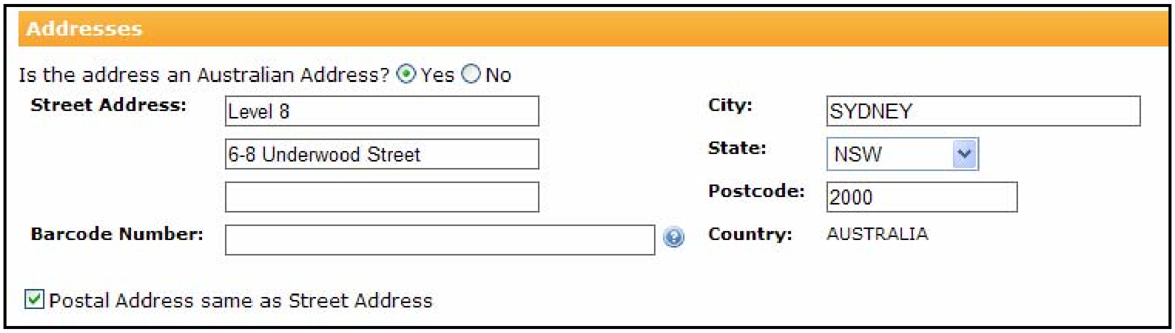


f. Australia Post Bar Code and Font

Bar Code Number

You can now record the Australia Post Bar Code number against the Main Person and Additional People Street and Mailing Addresses. The barcode number must be supplied by an appropriate Address Matching Approval System (AMAS).

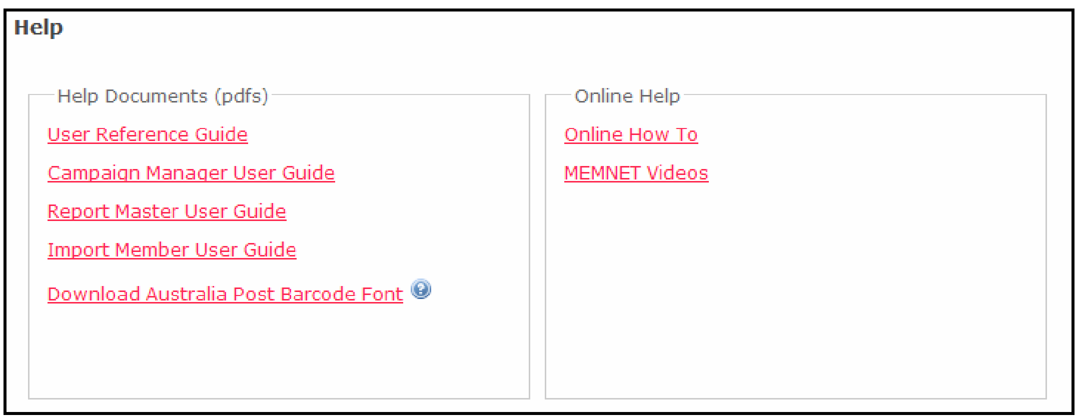
To create the Barcode in a mail merge document, the merge field for the barcode number should be formatted to use an MRV 4-State font. The PDF document produced by MEMNET will then include the correctly formatted barcode at the location of the merge field.



Required Font

For the number to appear as the correct format bar code in your mail merge document it needs to utilise a specific font. When preparing the mail merge document you will need to have this font available on your PC when using MS Word.

For your convenience we have supplied a link to download the font from our Help screens. Please go to the 'Help" tab and you will find the link 'Download Australia Post Barcode Font'. Click this link to download an MRV 4-State font. To install this font on a Windows machine, including Windows Server, copy the font definition file (mrv4state.ttf) to C:/Windows/Font/ (This folder can also be accessed via Control Panel / Fonts). It is then necessary to restart any application or process that needs to access this font. It is not necessary to reboot the computer.



For further information, please view the 'Online How To' relating to 'Mail Merge Templates'.

g. Adding Organisations to a Member

When linking Organisations to a Person (through the Edit button on the Organisations option on each of the Main Person and Additional People screens) you can now also add an Organisation to the Organisations table directly.

If you wish to add an Organisation relationship to a Person and you search for it to establish the link; if the search comes up with no results it will now provide you with an option to Create the Organisation from there. By clicking on the ‘Create Organisation’ button (that appears when the search results are zero) you can add the Organisation and then immediately return to this screen to then link it to the person.

h. <u>Data Load Utility for new members and Main Person details</u>

This utility will allow you to load Member and Main Person details automatically from a CSV file, saving you from having to enter them manually one by one.

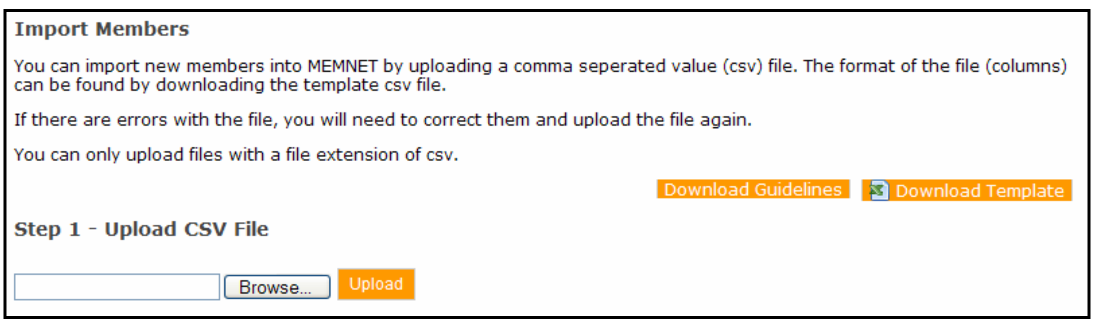
The utility and instructions for use can be found under Administration under the option of Import Members.

On that screen you will find the following buttons:

- **Download Template**: this will provide a template with CSV file layout that the data needs to be provided in.You can modify the template as long as you do not remove mandatory columns and you do not change the column name.
- **Download Guidelines**: this provides you with detailed instructions on how to use this facility and the validation that exists for each field that you include in the CSV.

With this utility the data will be validated before it allows the information to be imported. Once validated you will be able to load the information automatically allowing you to:

- Generate the Membership numbers and Membership Type
- Generate the Main person details
- Load valid Member Classifications (max of 5) against the Member
- Load valid Attributes (max of 5) against the Member



Accounting

a. Account Code Validation

We have introduced an Account Code master file to contain the valid list of Account codes that need to be used for Revenue. The Account codes are usually those that you would find in your Accounting General Ledger system. They will be used to build a General Ledger Journal for loading into your system, they are also used in the GL Journal Invoices report that can be found under Standard reports.

The maintenance program can be found under Administration/Configuration against the button Account Codes. Each Account code has an associated description.

When adding the following into the system you will need to ensure that the requested Account Code exists in the maintenance table:

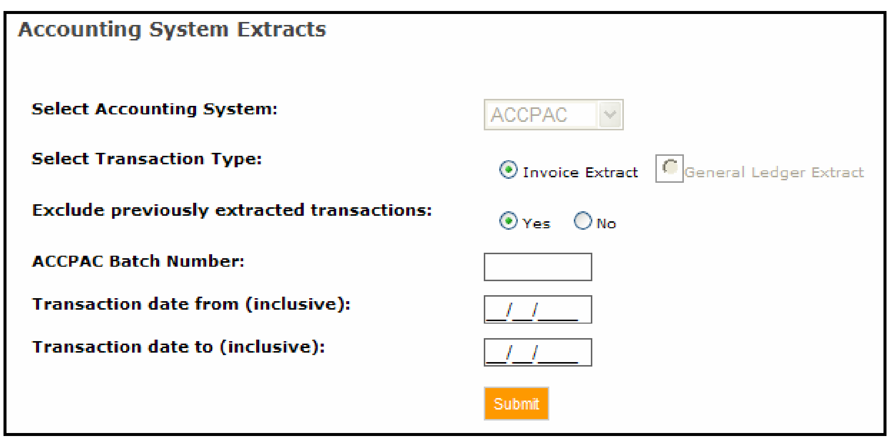
- Subscriptions
- Manual Invoices
- Events and individual Event Registrations/Options

b. ACCPAC Invoice File Extract

There is now an Invoice CSV Extract for feeding directly into ACCPAC. This will result in the invoices appearing as documents in the ACCPAC Accounts Receivable Module.

This interface relies on two major sources of data:

- Account Codes being established against the items listed in the Account Code Validation section above
- The ACCPAC Customer reference being recorded in the Member Account Reference field.



c. Credit Card details Storage

We now provide you with the ability to record Credit Card numbers securely. We have added these to the Direct Debits tab against a Member; but unlike the Bank Account details where you can automate Direct Debits; Credit Card debits need to be processed manually.

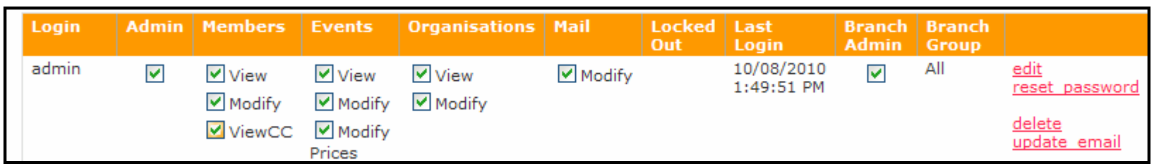
The changes included with this are:

1. Credit Card number details and Alternative Credit Card number details are entered through the Direct Debits tab on a Member
2. Credit Card number is encrypted
3. User maintenance allows you to determine who is able to see the full Credit Card number by ticking or unticking the flag ‘View CC’
4. CSV extracts will allow you to extract the preferred details either masked or in full based on your user security
5. Report master will only display the masked number
6. Mail merge invoice facilities includes a message based on the indicator that is set on the Direct Debit header screen that will be available for printing by member that states whether the invoice will be paid for by Direct Debit. The message is:

‘Direct Debit details by xxxxxxxxxxxxxxx provided’

where xxxxxxxxxxxx is either Bank Account or Credit Card

User Profile with ViewCC flag enabled:



Login	Admin	Members	Events	Organisations	Mail	Locked Out	Last Login	Branch Admin	Branch Group	
admin	☑	☑ View ☑ Modify ☑ ViewCC	☑ View ☑ Modify ☑ Modify Prices	☑ View ☑ Modify	☑ Modify		10/08/2010 1:49:51 PM	☑	All	edit reset_password delete update_email

Credit Card number visible:

Member: X00000030 - Jason Dellavedova (Active)

Profile | Additional People | Contact | Invoices | Direct Debits | Events | Disputes | Custom 1 | Custom 2 | Custom 3

Credit Card Details   Return   Add

Type	Number	Expiry	Holder Name	Frequency	Amount	Enabled	Preferred	Edit	Remove
VISA	4111 1111 1111 1111	02/12	Jason Dellavedova	Annual	$50.00	☑	☑	Edit	Remove

Credit Card number hidden:

Member: X00000030 - Jason Dellavedova (Active)

Profile | Additional People | Contact | Invoices | Direct Debits | Events | Disputes | Custom 1 | Custom 2 | Custom 3

Credit Card Details   Return

Type	Number	Expiry	Holder Name	Frequency	Amount	Enabled	Preferred	Edit	Remove
VISA	************1111	02/12	Jason Dellavedova	Annual	$50.00	☑	☑		

d. Receipt Print/Reprint

You can now Print/Reprint an individual receipt without going through the Account Doc Generator facility.

To allow for this we have now provided:

1. Ability to upload the standard Receipt word template into the Manage Templates section within the Company Maintenance in Administration
2. On a Member Invoice Enquiry the Receipt Number is underlined. Clicking on this will open the receipt in PDF form
3. In Manage Transactions, at the conclusion of a Payment you will be taken automatically to the Payment Enquiry screen for that receipt where there is a button to Print Receipt
4. You can go directly to the Payment Enquiry screen, and find a historic receipt and there is a button to Print Receipt

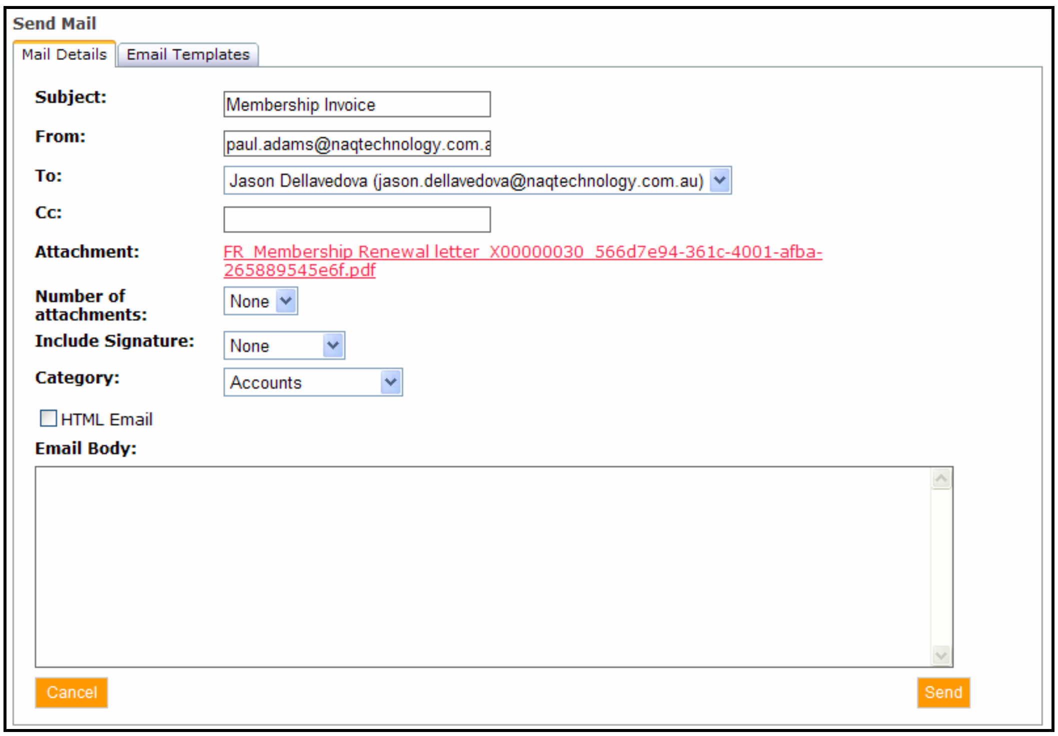
e. Invoice/Receipt Email to Member

In addition to the Print facility above (that has always been there for an Invoice from the Member Invoice screen there is also the ability to be able to automatically email either a Receipt or an Invoice.

By taking the Email options you will be taken to the email screen and the Invoice or the receipt will already be attached to that email. Once you have sent the email a Contact History record will also be generated.

For Invoices and Receipts you will find the Email option:

- On the Invoice Enquiry screen you can email an invoice by clicking the Email Invoice button
- On the invoice Enquiry screen next to the underlined Receipt number there is an email icon (envelope). This will email the Receipt
- On the Payment enquiry screen once you select a specific Receipt there is an Email Receipt button.

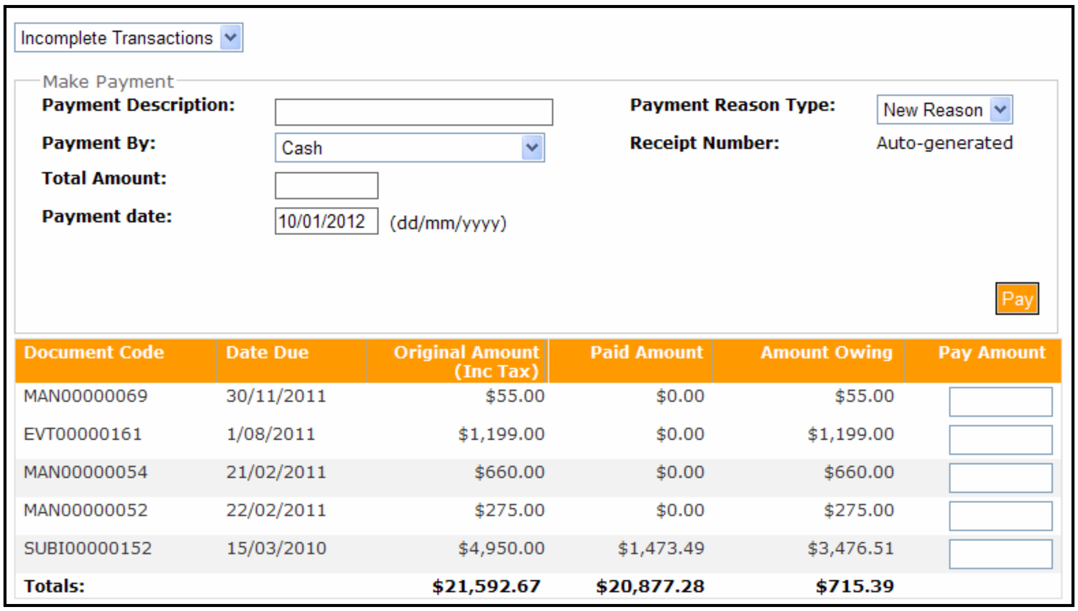


f. Payment Date

When making a Payment we have to date automated the Payment date that we record on the system and automatically set it to be the current date at the time the payment was made on the system.

You can now adjust this date to reflect the date you received the monies. This date can be today or a date prior.

There will be a warning on the screen if the date is changed as you have to be careful that it is not put into a date period that has already been extracted into your accounting system. Providing this facility will allow you to more easily reconcile your banking with the transactions entered into the system.



Incomplete Transactions

Make Payment

Payment Description:

Payment By: Cash

Total Amount:

Payment date: 10/01/2012 (dd/mm/yyyy)

Payment Reason Type: New Reason

Receipt Number: Auto-generated

Pay

Document Code	Date Due	Original Amount (Inc Tax)	Paid Amount	Amount Owing	Pay Amount
MAN00000069	30/11/2011	$55.00	$0.00	$55.00	
EVT00000161	1/08/2011	$1,199.00	$0.00	$1,199.00	
MAN00000054	21/02/2011	$660.00	$0.00	$660.00	
MAN00000052	22/02/2011	$275.00	$0.00	$275.00	
SUBI00000152	15/03/2010	$4,950.00	$1,473.49	$3,476.51	
Totals:		**$21,592.67**	**$20,877.28**	**$715.39**	

Events

a. CSV Event Attendee report

There is now a CSV extract that contains details of the Event Attendees including the Comments field.

b. CSV Table Seating Plans

Event seating plans can now be extracted so that you can format the seating plan data as you see fit for publication/printing.

c. Allow group name to be entered when creating a new booking for a non member

If a person does not exist on the database when you wish to create a booking you have only previously been able to enter their first and last name. You can now also add the Group name.

This is also displayed as part of Seating Plan Seat allocations.

Member Self Service

a. Credit Card Service Fees by Card Type

Credit Card service fees can now be set by Credit Card type (VISA, Mastercard, AMEX and Diners Card). In addition, you can disable card types for use in the Member Self Service.

These options can be found in the Company Maintenance screen, Self Service tab.

Credit Card Fees		
MasterCard	2.00 %	☑
VISA	5.00 %	☑
Amex	3.00 %	☑
DinersClub	0.00 %	☐

Report Master

A new version of ReportMaster has been released that provides a few more features in addition to fixing a few reported bugs. A selection of these are:

- This version includes a bug fix to an issue reported where when using Group(Year & MN) on a day field all months displayed as "Jan"
- You can now add colour gradients to data grids
- Calendar icons / pop-up calendars on date fields in filters.
- Can add the ability to save the report from the report viewer.
- Can allow horizontal (in addition to vertical) bar charts.
- Can schedule reports in different time zones, so the report arrives at the specified local time rather than server time

General

a. Extended Mail Merge fields

The Mail Merge data list has been extended to include the new fields added to the data structures. The latest field name list has been available through the FAQ section of the online Help tab but we have now added it to the help screen as a direct link for easier access.

b. CAPS Lock On Warning

When entering the password on the log in screen; if you have Caps Lock On a warning box will display. It is just a warning. It is there in case you were not aware that caps Lock was on because passwords are case sensitive and you only get three opportunities to get it right before your User Account is locked.

c. Unsent Distributions Warning

If for any reason a Distribution from Mail Merge/Account Doc Generator or Invoicing did not complete normally you are able to check whether it completed by checking the Document Distribution screen that can be found under the Administration tab.

If for any reason a Distribution did not successfully complete you can complete the Distribution from this screen.

When you log in the system will now check whether a Distribution under your user name has some details that remain unsent. If there are any you will get a warning when you log in on the log in page that says:

Unsent Mail

There are unsent distributions in your system.

Please contact the MEMNET helpdesk for assistance.

If you contact the Help Desk they will work out what needs to be done.

d. User Last Logged in Date

In the User Account Maintenance we now record the last date and time that a User logged into the system. This can be useful in determining whether a login is being actively used.

Login	Admin	Members	Events	Organisations	Mail	Locked Out	Last Login	Branch Admin	Branch Group	
admin	☑	☑ View ☑ Modify ☑ ViewCC	☑ View ☑ Modify ☑ Modify Prices	☑ View ☑ Modify	☑ Modify		10/08/2010 1:49:51 PM	☑	All	edit reset_password delete update_email

e. Help icons

Within the system we have started to provide on screen help with functions that we believe will benefit from an explanation of the option. If you roll the mouse pointer over the icon a pop up screen will appear containing help text.

Current Development Priorities

We have prioritised the following features to be made available in MEMNET over the coming few months:

a. Parent Member Invoicing
    a. This will allow you to group multiple Member subscription invoices onto a combined invoice and distribute that invoice to a Parent member to pay.
b. Subscription End Date to provide the option to generate a pro rata charge
    a. Ability to set a Subscription end date and generate a pro rata invoice for the period of the subscription up to the end date.
c. Mail generation templates to run directly from Member/Person pages
    a. Ability to generate a Mail generation document directly from a Person record without having to go through the Mail generation module screens.
d. Move/Copy/Link a Person from one Member to another
    a. To retain Person details and provide you the ability to move/copy those details to another Member.
e. Document template management
    a. Ability to have a central library of documents and determine which of the Mail Generation, Account Document Generator and Invoicing that they apply to. In addition we will provide you with the ability to delete old templates and to test them when initially loaded.
f. CPD Self Service screen
    a. Provide an additional screen on the Member Self Service portal to allow Members to enquire and add their own CPD/CPE entries.