

Program: Membership plus 2007

Issue: How to Archive

Archiving old data

Archiving puts time-sensitive transaction data you are no longer using into storage by removing it from your current data set and storing it in another location. You can access, view, and edit your archive data set, but you cannot add to it.

Generally you'll want to archive data shortly after the end of your organization's fiscal year. Membership Plus provides a wizard that helps you with the procedure.

Before you archive your Membership Plus data, be sure you have a current backup of your data set.

To launch the Archive Wizard,

- From the File menu, choose Data Set Maintenance, then choose Archive from the submenu.

The Archive Wizard is structured as a series of choices and questions, each step contained in one of a sequence of dialog boxes.

Instructions:

Step 1

Choose type of data to archive (Step 1, Archive)

Step 1 of the Archive Wizard is to specify the type of data you want to archive. Only time-sensitive data can be archived. Time-sensitive data is directly related to meetings, attendance, member notes, deposits, contributions, and pledges—any piece of data that has a date attached to it—and is significant for a limited time only.

To indicate your selection,

1. Mark the check boxes that correspond to the type(s) of data you want to remove from your current, active data set.
2. For example, you might want to remove all the old data, or maybe you only want to remove the old financial data (and keep the meeting and note data for ongoing use).
3. When you've indicated your selections, click Next to proceed.

Choose date range (Step 2, Archive)

Step 2 of the Archive Wizard is to specify the time frame for the data you want to remove from your current, active data set. For example, you might want to remove all the data up to the end of the previous calendar or fiscal year. Or maybe you want to keep the previous fiscal year but remove anything older than that.

To specify the date range,

1. Use the month pick lists and year spin buttons to set the beginning and end of the desired date range.
2. All data from the first day of the From month to the last day of the To month will be archived.
3. When you've specified the desired date range, click Next to proceed.

Choose location (Step 3, Archive)

Step 3 of the Archive Wizard is to specify the location where the archived data should be placed. Archiving creates a data set that is fully functional (except that you cannot add records to it), so this step is simply a matter of identifying a directory, usually on your hard drive.

To choose a location for the archive data set,

- Click the Browse button, then use the Select Directory dialog box to identify the desired directory.
 - o Frequently you may want to create a new directory.
 - o If you specify a directory that contains a valid non-archive data set, you'll be asked to select a different location.
 - o If you specify a directory that contains a valid archive data set, the Choose Archive Option dialog box provides additional options.

When you've identified the correct location for the archive data set, click Next to proceed

Perform archive (Step 4, Archive)

Step 4 of the Archive Wizard is to perform the archive procedure, removing the old data from the active data set and placing it in the new archived data set.

To begin archiving your data,

- Click the Archive button.

A meter bar tracks the progress, and a counter below the meter bar indicates the number of records processed.

When the archive is complete, a report appears in a preview window on your screen. Review and print the report, if necessary, then close the preview window.

Click Close to complete the procedure. Membership Plus prompts you to reprocess the data in the active data set. Because many records have been removed from the current data set, leaving wasted empty space, It's a good idea to reprocess at this point.

How do I convert my existing data set to Membership Plus 2007?

Before you begin

1. Locate the directory path of your current data set. (Listed below are the default paths for prior versions:)
 - o MP 9 (2005) - C:\MP9Data\Datasets\
 - o MP 8 - C:\MP8Data\Datasets\
 - o MP 7 - C:\MP7Data\Datasets\
 - o MP 6 - C:\My Documents\Membership Plus\Datasets\
 - o MP 5 - C:\My Documents\Membership Plus\Datasets\
2. Do not attempt to convert your data set directly from a Membership Plus backup file [MPLUSWIN.ZIP]. Instead, use a program such as [WinZip](#) to unzip the file to a unique folder on your computer.

Converting from Membership Plus 5 - 9 (2005)

1. Install Membership Plus 2007 and open the program.
2. **MP 8 or 9 (2005):** Click the down arrow of the "Data Sets" menu on the Welcome Screen and locate your data set below the heading "Previous Versions" and click on it. (NOTE: If your data set name does not appear below "Previous Versions", please follow the steps below for MP 5, 6, or 7 even if your data set is not from those versions.)

MP 5, 6, or 7: Click on "Browse" next to the "Data Sets" menu on the Welcome screen and Browse to the MP 5, 6, or 7 data set folder on your computer. (NOTE: If you are converting data from MP 5, 6, or 7, you must initially install MP 2007 and convert your data set on the same computer where these versions are installed. Once converted, an MP 2007 backup may be easily moved to a different computer.)

3. Click through the conversion utility to begin the process. (Be patient. This may take some time depending on the size of the data set and speed of the computer.)
4. Click OK at the prompt that says the conversion was successful.
5. On the Welcome Screen, click on the Browse button.
6. Browse to the data set location you created in step #3.
7. Confirm the data set is correct by clicking on "Yes" to view the properties.
8. When confirmed, run this database utility from the File menu: "File - Dataset Maintenance - Verify - Perform Verify..."
9. Follow any instructions listed in the Verify Report

Converting from Membership Plus 4 and earlier

- Your data set will need to be converted by Tech Support. Contact them for detailed instructions.

Email: help@quickverse.com

Phone: (402) 333-3075

Product: Membership Plus 2007

Issue: How to create a backup of your dataset

Solution:

To create a backup of your dataset first open Membership Plus 2007.

Now click File, point to Backup Data, click on Create Backup.

You are first asked where to create the backup file, delete the current path in the text field and replace with C:\MP Backup and click Continue.

You will see a confirmation window stating that the specified directory does not exist, asking if you want to create it, click Yes.

You are then asked if you want to backup report generator tables and unless there are reports that you have altered or created from scratch skip this step and just click Continue, otherwise place a check in the box and click Continue.

The backup process should proceed and complete and you will now have a backup file in the MP Backup folder located on you're C: drive.

How to print a check

1. Start by clicking on the Accounting Module.
2. Then click on Transactions.
3. Once you have Transactions open click on the Chk Print tab.
4. You can combine multiple checks into one if you'd like but if not just select the checks you want.
5. Then click on the Setup button for the style of check that you want.
6. Click on the print button and you will be presented with the "Print Selected Checks" dialog box.
7. Select the date that you want and what printer your going to use and click on Ok to print.

How do I keep my data set running smoothly? (Reprocess)

Reprocess your data set

- Reprocessing compresses the space left from deleted records in order to make better use of your disk space. It also rebuilds the indexes for your data set in case any of them need it. It does not change the data you have entered.

How to Reprocess

1. From the File menu, choose Data Set Maintenance, then choose Reprocess Data from the submenu.
2. The Reprocess Data Set dialog box displays a meter bar so you can monitor the progress. Any problems encountered are reported. When the reprocess is complete, the dialog box closes and you are returned to the desktop. Follow any instructions listed in the Verify Report

Tip

- If you experience problems with your data, reprocessing might not be enough. You may need to verify and repair the data.

Product: MembershipPlus 2007

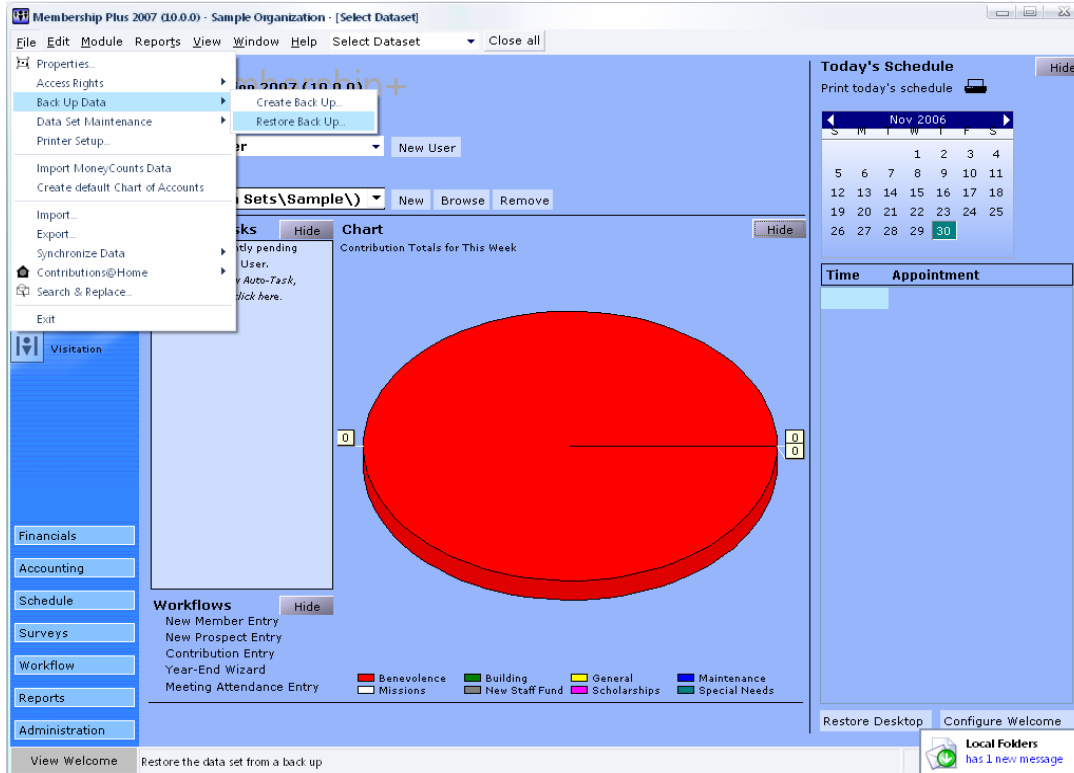
Issue: Restore Backup

Description: A Membership Plus backup file is a compressed file that cannot be used by the program except by restoring it.

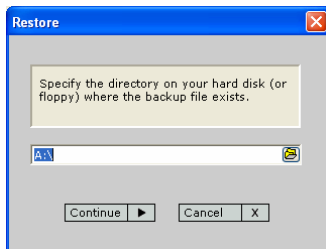
Solution:

Note: It is highly recommended that a Reprocess Data, followed by a Verify & Repair, are performed first prior to backing up the dataset. This will assure that the dataset is "clean"

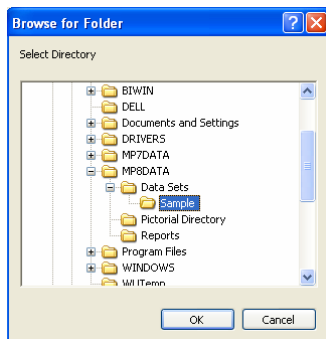
From the File menu, choose Back Up Data, and then choose Restore Back Up from the submenu.



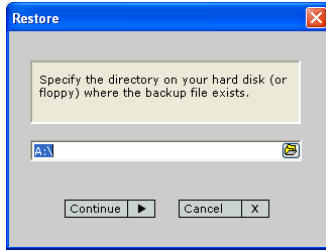
In the Restore dialog box, specify the directory where the compressed backup file is located.



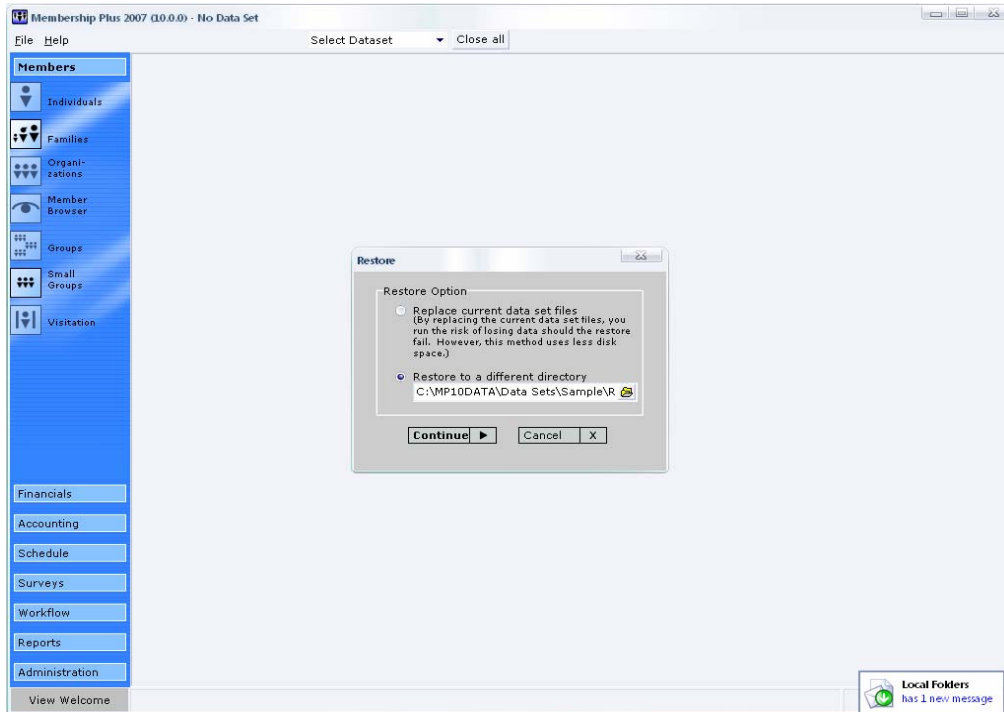
Click the Select Button if necessary, to open the Select Directory dialog box.



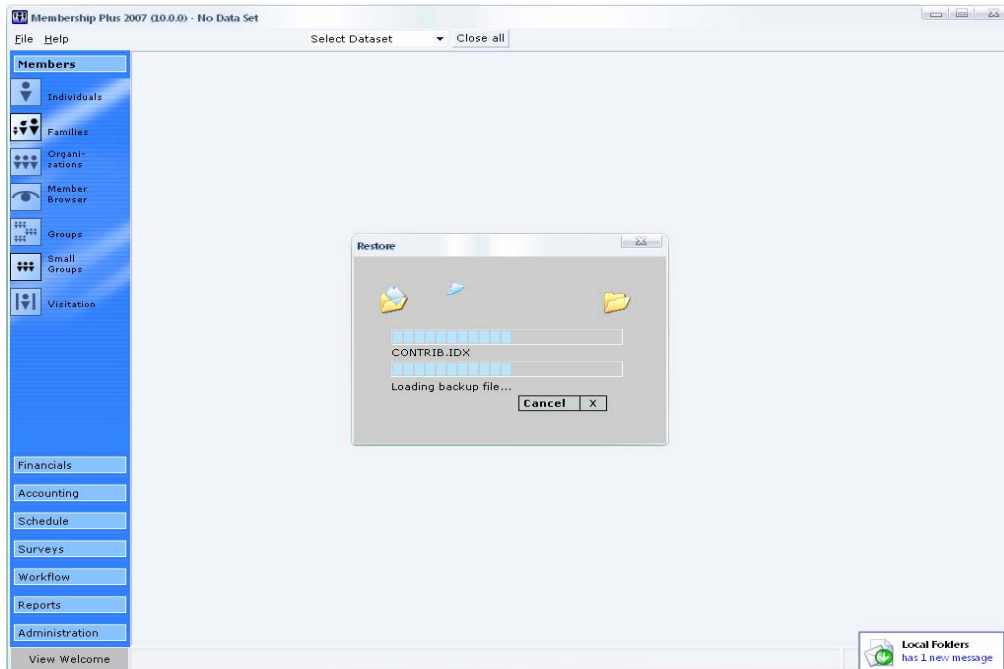
Click Continue to proceed.



Indicate whether you want to restore the backup to the open data set (replacing the current data files) or to a different directory. Replacing the current problem data set requires less hard drive space but is more risky if the process fails for any reason. Click Continue to restore the files.



While the files are being restored, the Restore dialog box displays meter bars to indicate the file being added to the database and the percentage of completion.



Membership Plus informs you when the restoration is complete.



How do I configure the Accounting Module to track Contributions and Deposits?

Answer:

Phase 1: Bank(s)

Step 1

Before you record deposits in Membership Plus, you need to set up information for the banks where you will be making those deposits.

1. Open Membership Plus.
2. Click on Module from the menu bar.
3. Click on Financials, scroll over and choose Banks.
4. Click the Add button.
5. Enter the name of your bank (example: My First New Bank)
6. Enter the bank account description (example: Main Checking)
7. Enter the ABA number (Actual bank account number)
8. Click the Save button.

Step 2

1. Open Membership Plus.
2. Click on Module from the menu bar.
3. Click on Accounting, scroll over and choose Accounts.
4. NOTE: If you have not previously created any accounts, select "Proceed with no accounts".
5. Click the Add button.
6. Select Checking or Savings depending on what Account Type you have at your bank.
7. Enter the Account name (example: Main Checking).
8. Enter the Account number
9. Enter Additional Information if necessary.
10. Validate the Creation date is correct.
11. Click the Save button.

Phase 2: Fund(s)

You'll use the Funds module to record and view information about the funds your organization uses to track pledges and contributions.

1. Open Membership Plus.
2. Click on Module from the menu bar.
3. Click on Financials, scroll over and choose Funds.
4. Click the Add button.
5. Enter the name of your Fund (example: My New Fund).
6. Optionally, enter an account number (example: 12345).
7. Make the appropriate selection for the "Tax Deductible" and "Active fund" boxes.
8. For now, do not make any entries in the Account Links section.
9. Click the Save button.

Phase 3: Account(s)

To track your Financials in the Accounting Module, you'll need to link your bank(s) and fund(s) to the appropriate INCOME account(s). The following steps walk you through the process of creating an income account, although you could just as easily edit an existing income account.

12. Open Membership Plus.
13. Click on Module from the menu bar.
14. Click on Accounting, scroll over and choose Accounts.
15. NOTE: If you have not previously created any accounts, select "Create a Default Chart of Accounts".
16. Click the Add button.
17. Select INCOME for Account Type.
18. Enter the Account name (example: My New Income Account).
19. Enter Additional Information if necessary.
20. Validate the Creation date is correct.
21. Click the Save button.
22. Click on the "Links" tab toward the bottom of the Accounting module.
23. The upper table contains the newly created fund in Phase 2 "My New Fund". Click the right pull-down box and select the newly created Income Account.
24. The lower table contains the newly created bank in Phase 1 "My First New Bank". Click the right pull-down box and select the appropriate bank account (usually just "Bank Account").
25. Your Bank, Fund, and Income Account have now been linked.

Program: Membership plus 2007

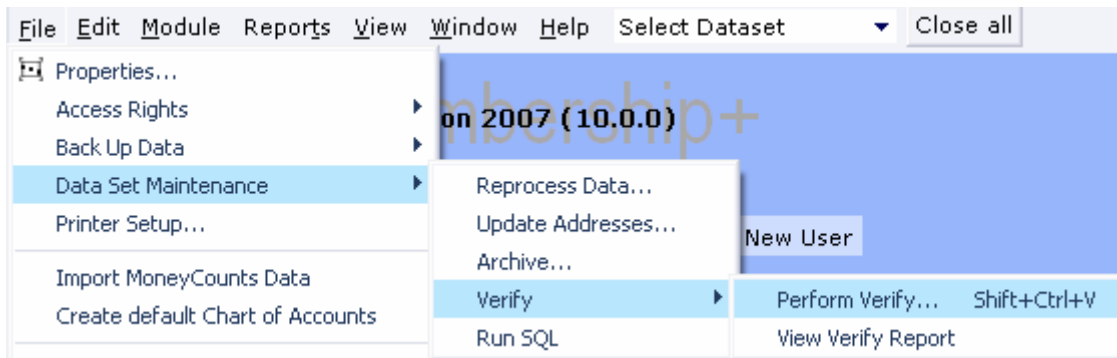
Issue: Verify and Repair

Verifying and repairing data

If you experience problems with your data, reprocessing might not be enough. You may need to verify and repair the data. Verifying makes sure your data is not corrupted, so that all program functions run smoothly.

To verify and repair your data,

·From the File menu, choose Data Set Maintenance. Choose Verify from the submenu, choose Perform Verify.



The Verify and Repair procedure is structured as a series of choices and questions, each step contained in one of a sequence of dialog boxes.

Select areas and process (Step 1, Verify and Repair)

Step 1 of the Verify and Repair process is to identify the data elements to verify and the type of procedure to perform.

To specify your preferences,

1. Use the check boxes to select the desired data elements in the Areas box. You can select to verify any combination of the following:

- Members and Groups
- Meetings
- Contributions
- Pledges

- Tools
- Reports and Filter
- Surveys
- Schedule
- Accounting

Generally it's a good idea to verify all the information.

2. Mark the radio button that corresponds to the type of process you want to perform.

- **Verify and Repair**—Checks for bad links and erroneous data. Select this process for routine maintenance or if the data set was not closed properly (as in the case of a power outage, for example).
- **Low Level Repair**—Repairs bad data that causes translation errors. Select this process if you receive a Translate Error message while operating the program or if your hard drive is exhibiting other problem signs.
- **Check Table Structures**—Looks for database fields and verifies that they are of the type and length expected by the Membership Plus program. Select this process if you or someone in your organization has viewed or edited the database files using another program.

When you've made your selections, click Next to proceed. If you selected the Verify and Repair process, you'll move to Step 2; otherwise you'll skip to Step 3.



Select data to verify and repair (Step 2, Verify and Repair)

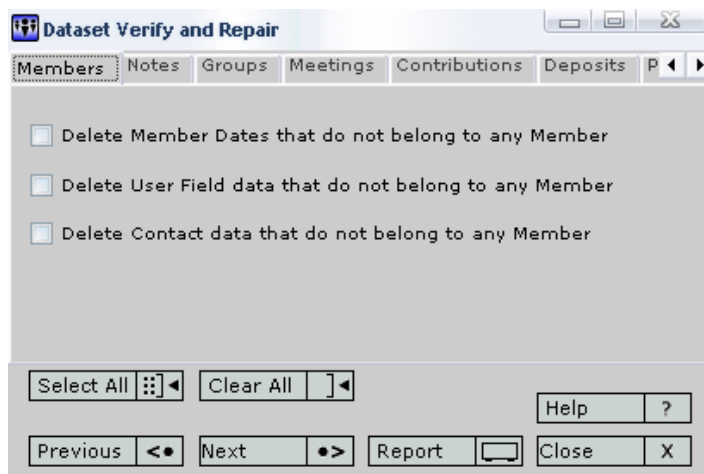
Step 2 of the Verify and Repair process is to specify your preferences for repairing various data elements, if you selected to perform the Verify and Repair process (instead of Low Level Repair or Check Table Structures) in Step 1.

To select the data to verify and repair,

· Click each of the following tabs in turn, and mark the options that correspond to how you want Membership Plus to handle each item. Or click Select all

- o Members
- o Notes
- o Groups
- o Meetings
- o Contributions
- o Deposits
- o Pledges
- o Events
- o Schedules
- o Surveys

When you've made your selections, click Next to proceed.

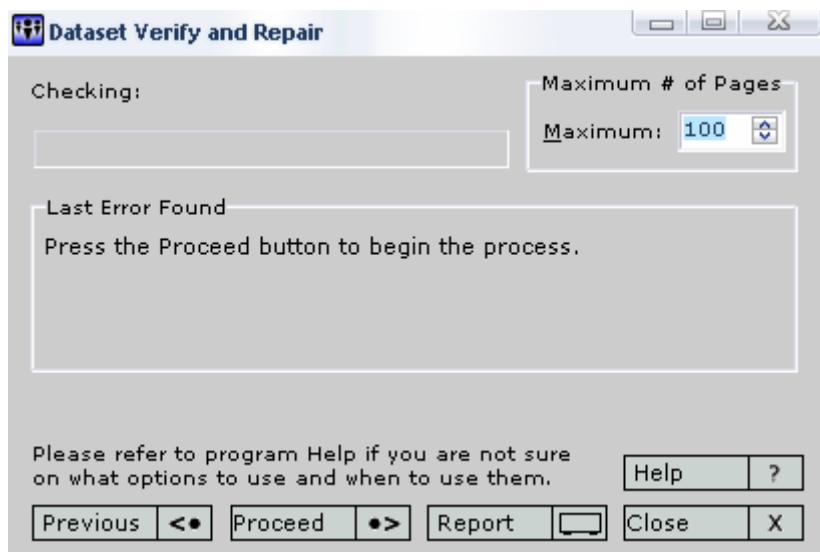


Check data (Step 3, Verify and Repair)

Step 3 of the Verify and Repair process is to check the data in the data set according to your settings in the previous steps.

To launch the verification process,

1. In the Maximum # of Pages field, specify the upper limit of the size of the verification report.
2. Membership Plus will stop if and when the report grows to the size you indicate. Because the report is stored on your hard drive, it's best not to set the page count too high. You can fix the indicated problems and repeat the procedure until no errors appear.
3. Click the Proceed button.



A meter bar in the upper left corner tracks the progress, and the box below updates as errors are found. When told that the process has completed click the Ok button.

When the verification is complete, an error report appears in a preview window on your screen. Review and print the report, if necessary, then close the preview window.

The next step of the Verify and Repair process is to fix the problems identified in the verification report.

Correct errors (Step 4, Verify and Repair)

Step 4 of the Verify and Repair process isn't a "process step" like Steps 1-3. Instead, the next step is to fix the errors identified in the verification report, then repeat the procedure until no more errors are found.

To correct errors in your data,

- Review the necessary actions identified in the verification report and make changes, as necessary. Then repeat the Verify and Repair procedure to locate any additional errors.

Follow the instructions in the box below to download and install this maintenance release:

Verify Your System

1. This update is only valid for Membership Plus 2007 (Standard or Deluxe) users.
2. The program must be installed on your computer before installing the 10.0.1 Maintenance Release.
3. To see which release is on your computer, follow these steps:
 - o Open Membership Plus.
 - o Click on the "Help" menu.
 - o Select "About Membership Plus".

Download the Maintenance Release(s)

1. To download the 10.0.1 Maintenance Release, click the link below.
 - <http://qvdownload.com/downloads/mp10/mntrel/MemPlus1001.exe>

Install the Maintenance Release(s)

1. Exit the Membership Plus program if you have it running.
2. Double-click on the appropriate downloaded file(s) to begin installation.
3. Follow the on-screen installation instructions.

Verify the Installation

1. Open Membership Plus.
2. Click on the "Help" menu.
3. Select "About Membership Plus".
4. Verify you see "10.0.1".

Thank you for your on-going support of Membership Plus.

We continue our commitment to providing the most comprehensive church management software at the lowest available price!



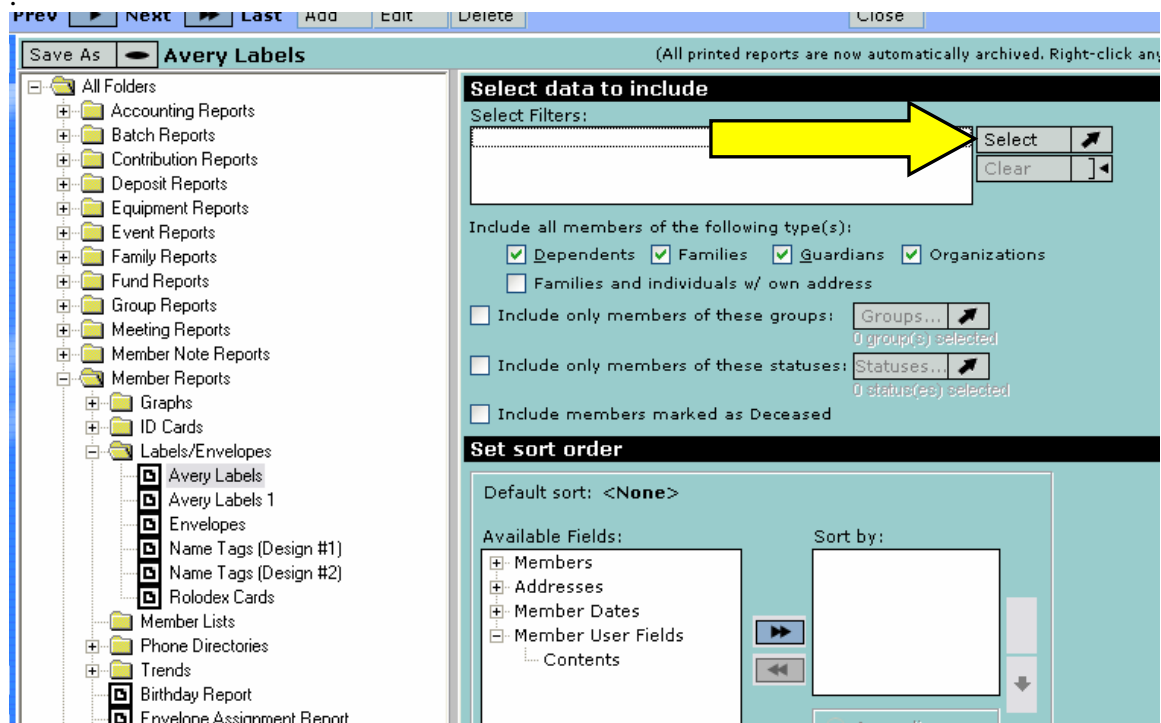
Product: Membership Plus 2007 Version

Problem: Program will not sort on a user defined field

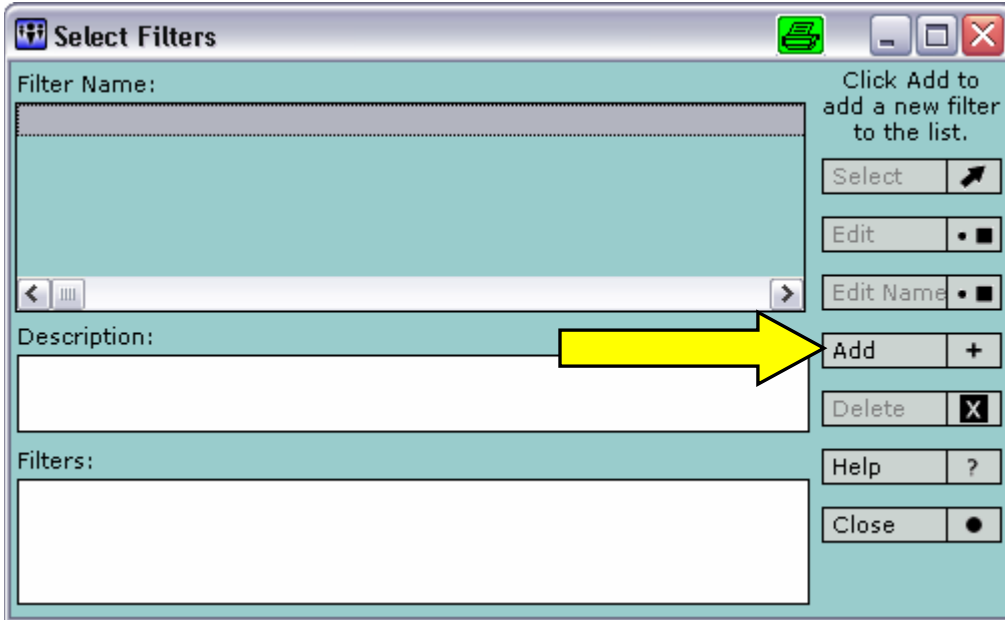
Solution:

How to Setup a User Defined Field filters for more than one user defined field.

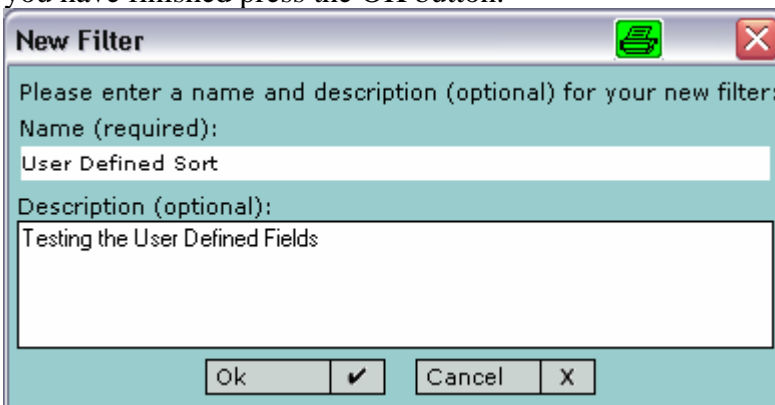
(Click the select button)



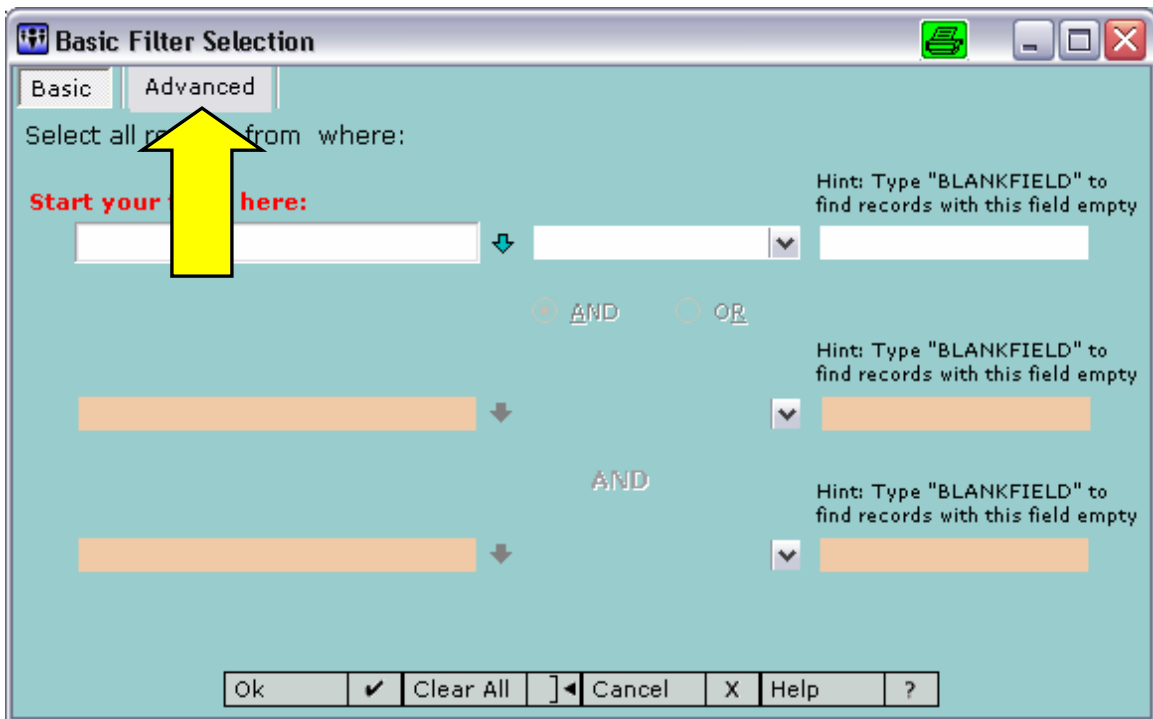
Click the Add button.



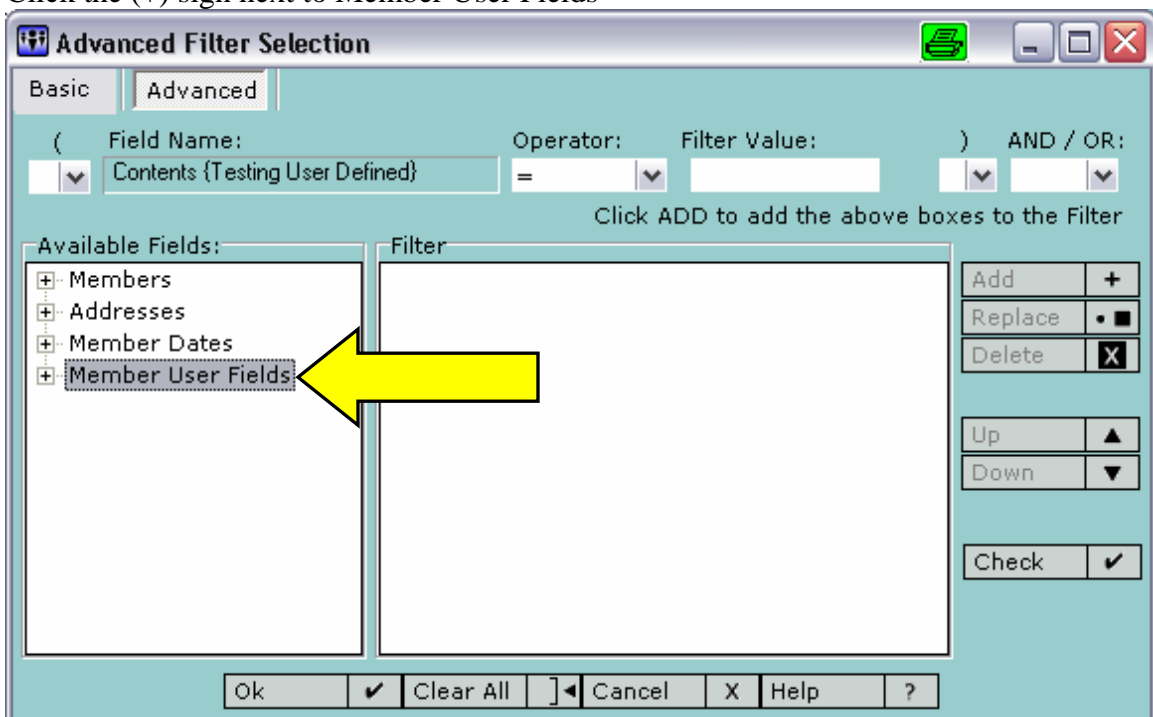
Type in a Name for your filter, this can be anything. The description is optional and once you have finished press the OK button.



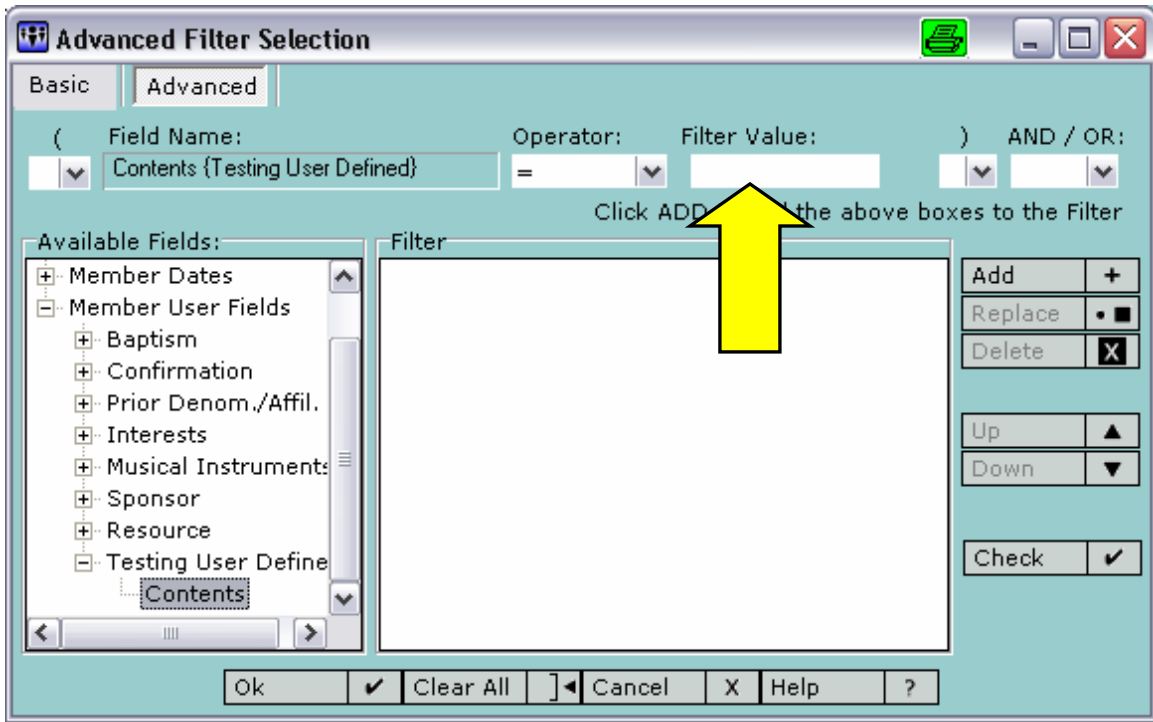
On this screen you need to click on the advanced button



Click the (+) sign next to Member User Fields



Click on the (+) sign next to the user defined field you would like to display on the report, and then click on the contents field that displays below the user defined field. Once you have the contents highlighted all you must do is click the Filter Value Field.



Once you click on the filter value it will prompt you to choose a value, the only values that appear are the ones you have entered. Select one from the list and then click the ADD button.

If you would like to include more than one user defined field Click where it says AND/OR and choose AND, then repeat the steps above.

Once Finished press OK

Then it will take you back to the original screen were you can just click select, it will then choose the filter and you can proceed to view the report.

MP2007 Uninstall

1. Click the Start button
2. Open the Control panel (settings - control panel)
3. Double click Add/Remove programs
4. Highlight Membership plus 2007
5. Click Change/Remove
6. Follow prompts to uninstall
7. Restart computer once completely removed
 1. Open My Computer
 2. Then click on the C:\ drive
 3. Look for MP10Data and delete this folder (right click on folder, left click on delete)
 4. Also look for MP10DataBackup folder and delete this one as well
 5. Then go into Program Files from the C:\ and look for Membership Plus (C:\Program Files\Membership Plus) and delete this folder as well.
8. Insert cd and turn of anti-virus software.
9. Begin installation

Here are some ways to set up a Simple or an Advanced network.

Question 1: What is a SIMPLE way to set up Membership Plus on a network?

*Answer:

***BEFORE YOUR BEGIN*:** You must know the location of your data set. First-time users must create a data set before proceeding. If you are new to basic networking skills and need some advice, click the link below for an excellent how-to guide from Linksys, one of the leaders in network technology.

Linksys Network Basics

http://www.linksys.com/servlet/Satellite?childpagename=US%2FLayout&packedargs=c%3DL_Content_C1%26cid%3D1114037291160&pagename=Linksys%2FCommon%2FVisitorWrapper

***SIMPLE NETWORKING IN MEMBERSHIP PLUS*:**

1. Share your Membership Plus data set folder on ANY computer in your network.
2. Set the Security/Permission levels for this shared folder to "Everyone" with "Full Control".
3. Open Membership Plus on any networked computer, find the "Data Sets" line on the Welcome screen, click "Browse", and locate the folder shared in step #1 above.
4. Browse through the members and verify you are in the right data set.

Top <http://quickverse.com/shopfiles/Faq.asp?ID=43042&hdn=#top>

Question 2: What is an ADVANCED way to set up Membership Plus on a network?

*Answer:

***BEFORE YOU BEGIN*:** The instructions below are intended for those who have an advanced understanding of Microsoft networking technology. The assumed networking environment for these steps is one containing a domain server and client PC's.

***ADVANCED NETWORKING IN MEMBERSHIP PLUS*:**

1. Create a group on the domain server called something like [Membership Plus Users]. Add any domain users who need access to Membership Plus to this group.
2. Create a new folder on the domain server and copy/paste the entire contents of the existing Membership Plus data set folder to this new location.
3. Share this new folder and give "Full" access rights (read/write) to the group you created in step #1 above.
4. On each client PC, login as one of the domain users you listed in step #1 above, make

sure Membership Plus is installed correctly, open the program, find the "Data Sets" line on the Welcome screen, click "Browse", and locate the domain folder shared in step #1 above.

5. Browse through the members and verify you are in the right data set.

NOTE: It is not necessary to install Membership Plus on the domain server; however, it is recommended. Any data set maintenance is best done from the domain server itself instead of a client PC.

<http://quickverse.com/shopfiles/Faq.asp?ID=43042&hdn=#top>

Access Rights Setup

Deleting access rights

You may want to delete an access name and associated access rights, especially in the case where one of the users of the program leaves the organization or will no longer be responsible for working with the program.

In the Access Rights Setup dialog box, click to select the access name you no longer need and click Delete. The access name is removed from the data set.

Tip

- only an Administrator can delete a password.
- The Administrator and Default access names provided by Membership Plus cannot be deleted.

Enabling and disabling access rights

Access rights are initially disabled. In addition to setting up access rights, you need to enable their use for the data set.

To enable access rights,

- In the Access Rights Setup dialog box set the Access Rights Enabled/Disabled button so that it is raised and labeled Enabled.

To disable password protection,

- Return to the Access Rights Login Administration dialog box and set the Access Rights Enabled/Disabled button so that it is depressed and labeled Disabled.

Tip

- Access rights can be enabled or disabled at any time, but the restrictions or lack of them apply to all users. (You can't require some users to log in with a password while others bypass that step.)
- Only Administrators can enable or disable access rights.

Changing a password

For enhanced security, you may want to change your password periodically.

To change your password,

1. From the File menu, choose Access Rights, and then choose Change Access Password from the submenu to open the Change Access Rights Password dialog box.
2. Enter your current password.
3. Enter your new password, and then retype it to confirm it.
4. Enter a new hint, if desired.
5. Click OK to return to your previous program location.

Tip

Administrators can change passwords in the Access Rights Login Administration dialog box.

Levels of access

For each restricted user of a data set, you can set access to various areas of the program at the following levels:

- None—This level allows the user no access to the specified area of the program. When access rights are set up and the user has logged in, options that are not available to this user are dimmed in the menu and toolbar. Page buttons within modules also may be dimmed, as appropriate. The restricted user also cannot run reports for data related to this area of the program; the report types are unavailable in the Report Generator.
- View—This level allows the user to view data that has been entered in the program, but he or she cannot add, modify, or delete records.
- Edit/View—This level allows the user full access to data for the specified area.

Logging in with your access name and password

If access rights are enabled for a data set, you'll have to enter your access name and password each time you open that data set. Once the data set is open, a different user can log in to access the areas of the program to which he or she is entitled.

To log in when the data set is first opened,

- Select your Access Name from the pick list in the Access Rights dialog box, and then enter your password. Click OK to proceed.

To log in as a different user,

1. From the File menu, choose Access Rights, and then choose Access Login from the submenu.
2. Select your access name and enter your password in the Access Rights dialog box and click OK.

Restricting specific areas

You can use access rights to restrict access to only those areas that the user of the access name needs to see. For example, the church secretary might have access to the member and meeting records, but only the treasurer has access to the financial records. Access can be restricted to the following areas of the program:

- **Members**—Restricts access to information in the various members modules (individuals, families, and organizations).
- **Notes**—Restricts access to notes entered for members. You can set separate restrictions for each note type, if necessary (as in the case where general information is entered on some pages but confidential information on another).
 - **Groups**—Restricts access to information in the Groups module.
 - **Meetings**—Restricts access to information in the Meetings module.
- **Pledges**—Restricts access to pledge information entered in the Pledges module (and viewable in the Member Browser).
 - **Contributions**—Restricts access to pledge information entered in the Contributions module (and viewable in the Member Browser).
 - **Visitation**—Restricts access to information in the Visitation Module.
- **Scheduler**—Restricts access to information in the Room and Equipment Scheduler Module.
- **Event Registration**—Restricts access to information in the Event Registration Module.
 - **Backup**—Restricts the user's ability to back up the data set.
- **Restore**—Restricts the user's ability to restore a backed up data set (preventing potential accidental overwriting of data).
 - **Archive**—Restricts the user's ability to archive a data set.
- **Import**—Restricts the user's ability to Import information into the data set.

- Export—Restricts the user's ability to Export information out of the data set.
- Search/Replace—Restricts the user's ability to Search/Replace data in the data set.
- Surveys—Restricts access to information in the Surveys module.
- Workflow—Restricts access to information in the Workflow module.
- Progress Tracker—Restricts access to information in the Progress Tracker module.
- Accounts—Restricts access to information in the Accounts module.
- Transactions—Restricts access to information in the Transaction module.
- Payees—Restricts access to information in the Payees module.
- Auto Tasks Setup—Restricts access to information in Auto Tasks Setup.
- Auto Tasks Process—Restricts access to information in Auto Tasks Processing.

Tip

- When access to a specific area is restricted or denied, the user also cannot generate reports for that area of the program; those report types are unavailable in the Report Generator.

Before you begin

For a data set to be converted properly, both the previous version and the new 2007 version need to be installed on the same computer. You also must know the directory path of your current data set.

(If backup exist on another media type such as Flash drive, CD, or floppy disk, then the dataset folder will need to be Unzipped or uncompressed into its own folder on the same computer as your new MP2007.)

Default paths for prior versions:

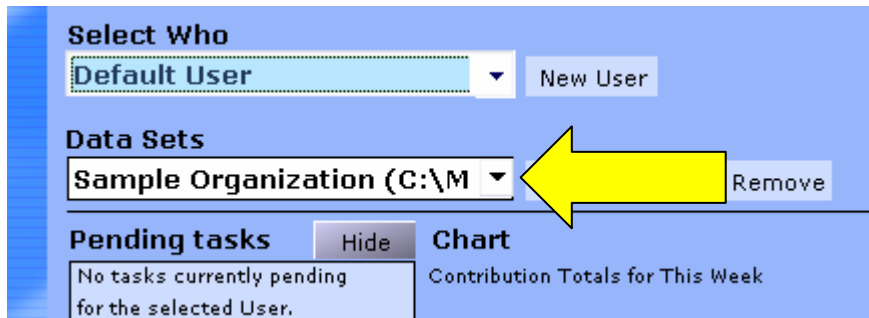
MP2005 = C:\MP9Data\Datasets\

MP8 = C:\MP8Data\Datasets\

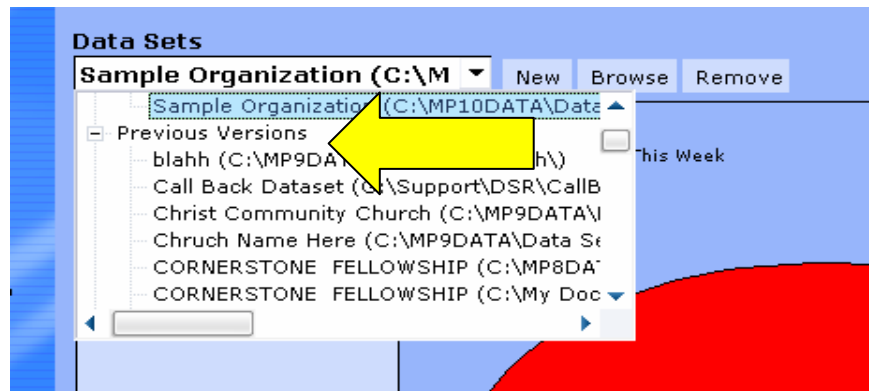
MP7 = C:\MP7Data\Datasets\

Converting from Membership Plus 7,8 and 9

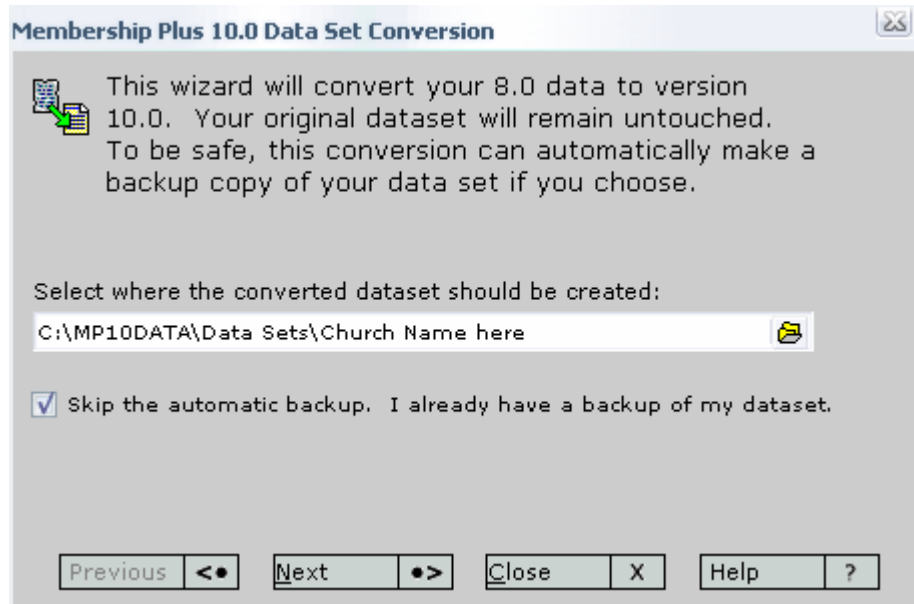
1. On the Welcome screen, click on the down arrow under "Data Sets".



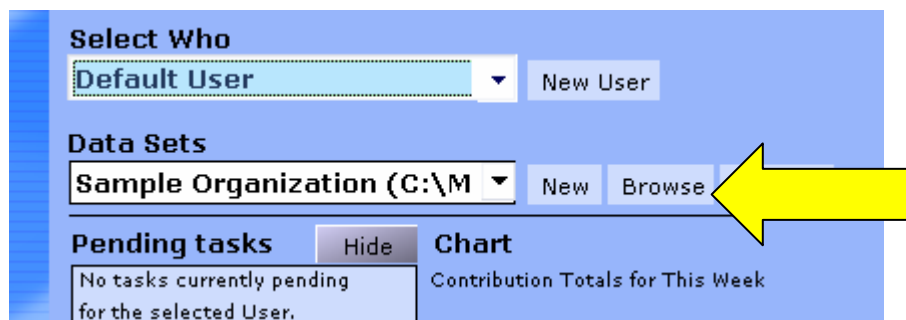
2. Locate your data set below the heading "Previous Versions" and click on it.



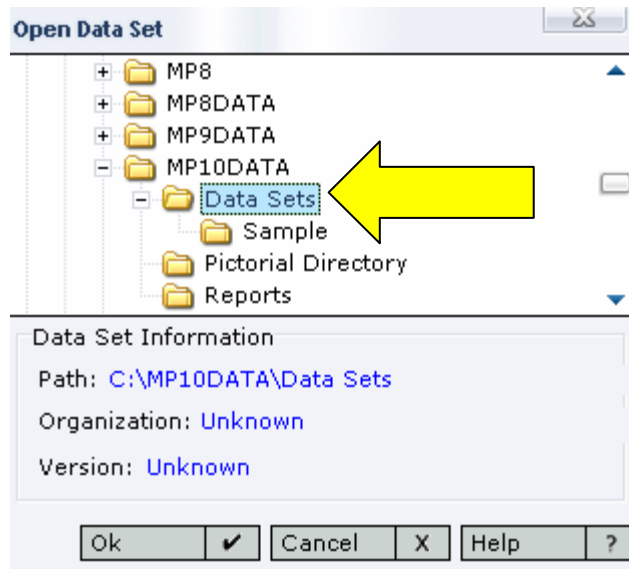
- If your dataset name does not appear below previous versions please follow the steps below for Converting Membership plus 5 and 6, even if your backup is not from 5 or 6.
3. After selecting your data set in the Previous Versions category you will be presented with the Conversion Utility window. The first thing you need to do is select the location where the converted files should be placed. There will be a default location which you can change or leave as is. Click Next 2 times and then click the Process button.



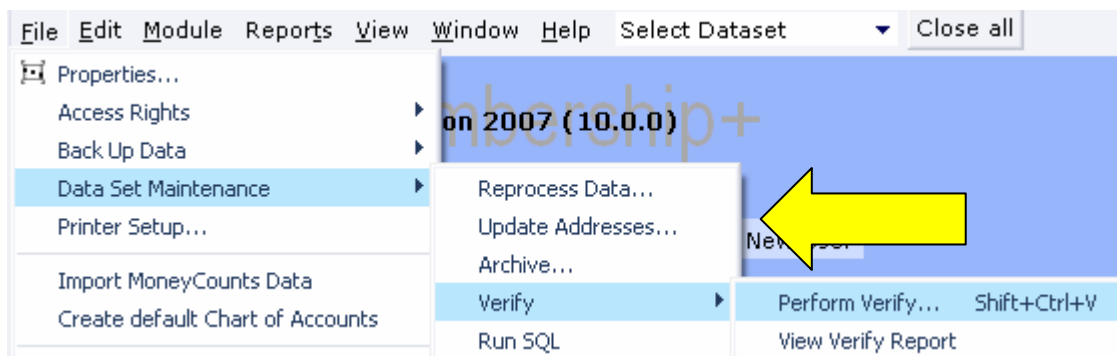
4. Click ok to the prompt that says the conversion was successful
5. Now click on the browse button located to the right of the Data Sets selection field.



6. Click on the + sign next to datasets and then choose the folder that you selected as the location to have your data set files converted to in Step 3 of this document. Click Ok.



7. Once the data set is converted, confirm the information is correct by clicking on “Yes” to view the properties. Click Ok at the bottom of the properties window to confirm and close the properties window.
8. When confirmed, run this database utility from the File menu: “File, Dataset Maintenance, Verify, Perform Verify...”



9. In the first screen of the Perform Verify window click the Next button at the bottom.
10. On the second screen click the Select All button and then the Next button.
11. Now on the third screen click the Proceed button and the database is scanned for errors. When the scan is complete click the Ok button and you are presented with an error report screen. Maximize the error report screen and take a look at the errors. The error report has four separate columns; Status, Error, Record, and Action. The Status column tells you what category of error it is, the Error column tells you what the error is associated with, the Record column tells you which record the error is in, and the Action column tells you what you need to do to correct the error (some errors are corrected automatically and you will see that in the Action column). You can print this error report and it's a good idea so that you can have the report in your hand as you are correcting errors in the database.
12. Now, having cleaned up any errors, run the Reprocess utility by clicking File, Data Set Maintenance, Reprocess Data...

Converting from Membership Plus 5 and 6

1. On the Welcome screen, click on "Browse" in the "Data Sets" section.
2. Browse to the MP 5 or 6 data set folder. (If not sure of the location, open MP 5 or 6, click on the data set name, scroll to the right, and note the directory path.)
3. Click through the conversion utility to begin the process. (Be patient. This may take some time depending on the size of the data set and speed of the computer.)
4. Once the data set is converted, click on the "Browse" button on the Welcome screen.
5. Locate your data set in "MP 10.0 Datasets" and click on it.
6. Confirm the information is correct by clicking on "Yes" to view the properties.
7. When confirmed, run this database utility from the File menu: "File, Dataset Maintenance, Verify, Perform Verify..."

Converting from Membership Plus 4 and earlier

Please contact tech support at help@quickverse.com for instructions to send in your data set to be converted.

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Page 15) Depositing Contributions

TIPS

Throughout this tutorial remember that Funds link to Income Accounts and Income/Expense/Checking/Savings Accounts link to Fund Balance Accounts. You should create a General Fund Balance account to be used to link Checking and Savings accounts to.

Whenever I refer to Banks or Funds I am referring to the banks and or funds that you can create from within the Banks or Funds modules located in the Financials category. When I refer to accounts I am speaking of the various account types that can be created from within the Accounts module located in the Accounting category.

When you get to the point where you are making deposits and you close the Contribution module while there are contributions that have not yet been deposited, you will be asked if you want to deposit these contributions, click No. Open the Deposits module and click the Add button at the top and make the deposit this way. If you click Yes when asked if you want to make a deposit, there is a chance that the deposit and associated contributions will not “trickle” down into the Accounting section of the program.

The first time you open the Accounts module you will be asked if you want to either Import MoneyCounts data; Create default church accounts; or Proceed with no accounts, you should click Proceed with no accounts and create the accounts yourself. By creating the accounts yourself you are able to better understand the purpose of the accounts.

This tutorial is intended to teach you how to configure the Membership Plus 2005 Deluxe software so that it will record contributions and the corresponding deposits in the Accounting section of the program, specifically in the Accounts and Transactions modules.

Deleted: How to set up Membership Plus 2005 Deluxe to track contribution deposits in the Accounting modules Accounts and Transactions¶

Deleted: i

You will learn how to create Funds; Banks; Fund Balance accounts; Checking/Savings accounts; Income accounts, and how to link these properly. You will also learn how to enter contributions which have been given by church members.

The parts of the program where these actions will be performed are referred to as modules. All of these modules can be accessed from the column located on the left hand side of the program window. The categories discussed in this tutorial are Financials which contains the Contribution, Deposits, Funds, and Banks modules, and Accounting which contains the Accounts, and Transactions modules. To expand a particular category to see the associated modules simply click the name of the category (in the column on the left hand side of the program window). To open a particular module, simply click on the name of the module. The Accounting category and associated modules are only available in the deluxe version of Membership Plus 2005.

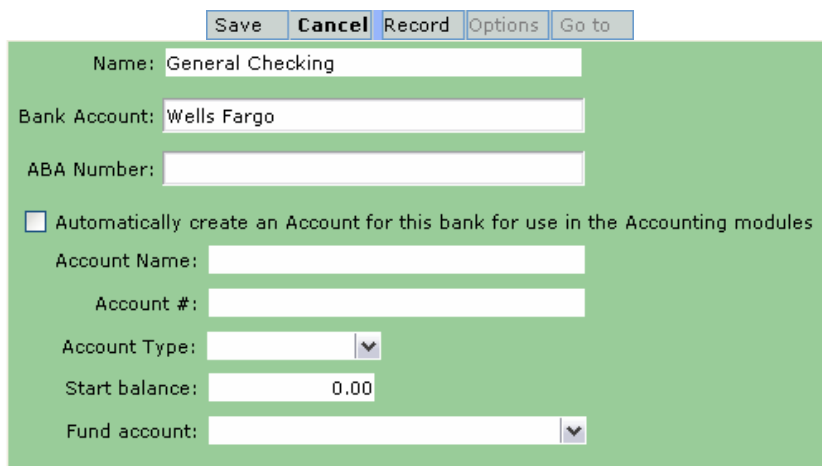


Creating Banks

(Membership Plus 2005 Standard and Deluxe)

The first thing that you will need to do is create/add a Bank(s). The purpose of this is so that you can deposit contributions that you have entered and so that those deposits can be recorded in the register automatically. The register is located in the Accounting section of the program, within the Transactions module.

1. Expand the Financials category of Membership Plus 2005
2. Click Banks to open that module
3. Click the Add button at the top of the Banks window
4. In the Name field type the name which you want to see for this Bank Account (like Wells Fargo) No two banks can have exactly the same name
5. In the Bank Account field enter something like Wells Fargo 1
6. Do not place a check in the box to “Automatically create an Account for this bank for use in the Accounting modules”, and leave the fields below that check box empty
7. Enter the bank accounts ABA number
8. Click the Save button at the top of the Bank entry window



Save Cancel Record Options Go to

Name: General Checking

Bank Account: Wells Fargo

ABA Number:

Automatically create an Account for this bank for use in the Accounting modules

Account Name:

Account #:

Account Type:

Start balance: 0.00

Fund account:

Creating Funds

(Membership Plus 2005 Standard and Deluxe)

Now you will need to create all of the Funds that church members give contributions to. These funds will be required later when you are entering the contributions.

1. Expand the Financials category of Membership Plus 2005
2. Click Funds to open that module
3. Click the Add button at the top of the Funds window
4. In the Name field enter a name for the fund such as General Fund
5. In the Account # field enter an account number if desired
6. If this fund should handle tax deductible contributions place a check in the box for this option
7. If this fund should be active when created place a check in the box for this option
8. Ignore the account links below (for now) and click the Save button at the top of the Fund creation window
9. Go ahead and create all of the funds you currently know you need

Save Cancel Record Options Go to

Fund Information

Name: General

Account #: 1000

Tax Deductible

Active Fund

Account Links

Link MP Funds to MP Accounts (if you use MP 2005 to do your accounting)

MP Fund	Income Acct
▶ Benevolence	Benevolence
Building	Building Fund Income
General	General Fund Income
General	
Maintenance	Other Income
Missions	Missions
New Staff Fund	General Fund Offerings
Scholarships	Scholarship Fund [1003-4115]
Special Needs	Special Mission Offering [1000-4227]

Creating Fund Balance Accounts

(Membership Plus 200 Deluxe)

At this Time you will want to create the Fund Balance accounts. **Remember to choose to proceed with no accounts when you open the Accounts module.** The purpose of a Fund Balance account is to keep track of the balances of each fund. When naming the Fund Balance accounts you should name them the same as the Fund it will be associated with. For instance if you have a Fund named Offerings the Fund Balance account should be named Offerings Fund Balance. Of course what you name your funds and accounts is up to you, just be sure that the names reflect the purpose of the account or fund. Use the General Fund Balance for Checking/Savings only.

1. Expand the Accounting category of Membership Plus Deluxe
2. Click on Accounts to open that module
3. Click the Add button at the top of the Accounts window
4. Using the drop down menu select Fund Balance as the account type
5. Enter a name in the account name field
6. Place a check in the box next to reconcilable if you want to be able to reconcile the account
7. If needed enter a beginning balance
8. Change the creation date if needed
9. Click the Save button at the top of the Accounts window

Save Cancel Record Options Go to

Search by name Search... General Fund Balance

(NOTE: If a field is grayed-out, it means it cannot be edited because the account has transactions attached.)

Account type: Fund Balance

Account name: General Fund Balance

Number: 010

Fund account:

Additional info:

Creation date: 2/22/2006 Reconcilable

Account Balances

Balance: \$0.00

Beginning balance:

Creating Income Accounts (Membership Plus 2005 Deluxe)

Here are some things to keep in mind when creating Income Accounts. These accounts as well as any other account in the Accounts module have to have a unique name. You cannot name a checking account exactly the same name as a savings account or any other account type. You can however name an Income Account the same name as a fund. For example if you have a fund named General that you have also created an Income Account to link with, you can and should name the Income Account General Income.

1. Expand the Accounting category of Membership Plus 2005 Deluxe
2. Click Accounts to open that module
3. Click the Add button at the top of the Accounts window
4. Set the account type to Income
5. Enter the desired account name in the Account name field
6. Enter the desired account number in the account number field
7. Select the appropriate Fund Balance account in the fund account field
8. Place a check in box for Reconcilable if you want to be able to reconcile the account
9. Change the creation date if needed
10. Click the Save button at the top of the account creation window

Save Cancel Record Options Go to

Search by name Search... **General Income**

(NOTE: If a field is grayed-out, it means it cannot be edited because the account has transactions attached.)

Account type: Income

Account name: General Income

Number: 0001

Fund account: General Fund

Additional info:

Creation date: 2/22/2006 Reconcilable

Account Balances

Balance: \$0.00

Beginning balance:

Creating Checking/Savings Accounts (Membership Plus 2005 Deluxe)

The next thing that you will need to do is create checking and or savings accounts. The name which you give these accounts should be the same as the Banks which you created earlier. For example if you created a bank named My Bank then you would name the Checking account My Bank.

1. Expand the Accounting section of Membership Plus 2005 Deluxe
2. Click on Accounts to open that module
3. Click the Add button at the top of the Accounts window
4. In the add account window set the account type to Checking
5. Enter the name in the account name field
6. The account number is optional I would recommend that you use the last four digits of the actual account number for your checking/savings account
7. Select the appropriate fund account in the fund account field (**the fund account field is referring to a fund balance account**)
8. Select a check style if you will be printing checks
9. Place a check in the box next to reconcilable if you want to be able to reconcile the account
10. Change the creation date if needed
11. Enter a beginning balance if needed and fill in the address information if needed
12. Click the Save button at the top of the Account creation window

Save Cancel Record Options Go to

(NOTE: If a field is grayed-out, it means it cannot be edited because the account has transactions attached.)

Account type: Checking

Account name: General Checking

Number: 0000

Fund account: General Fund

Check Style: Laser (3 Checks)

Additional info:

Creation date: 2/22/2006 Reconcilable

Account Balances

Balance: \$0.00

Beginning balance:

Address (to use on Transaction Form for this Account)

Name:

Street:

City:

State: Zip Code:

Now that you have created your initial banks, funds, fund balance accounts, income accounts, and checking/savings accounts, its time to link the funds to their respective

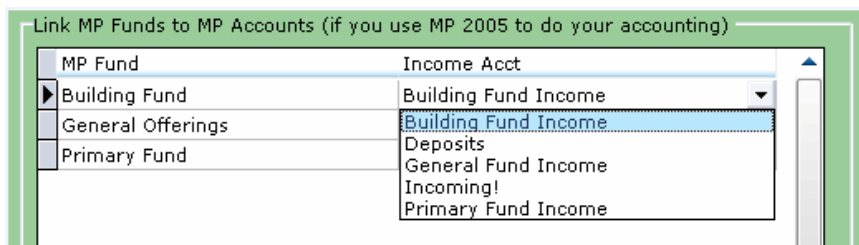
income accounts and banks to their respective checking or savings accounts. There are a couple of way that you can go about doing this however my suggestion would be to use the Accounts module and the Links tab in that module, it's the method which I will be describing here.

The Links area is where you link your Funds to the Income accounts which you created for them. By linking the Funds to Income accounts you enable Membership Plus 2005 Deluxe to keep track of contributions in the Accounting area of the program. This is also where you link Banks to Checking or Savings accounts that you have created. By linking Banks to the corresponding checking and or savings accounts you enable Membership Plus to track deposits made in the Deposits module located in the Financials category.

Linking Funds to Income accounts (Membership Plus 2005 Deluxe)

1. Expand the Accounting category of Membership Plus 2005 Deluxe
2. Click Accounts to open that module
3. Click the Links tab at the bottom of the Accounts window

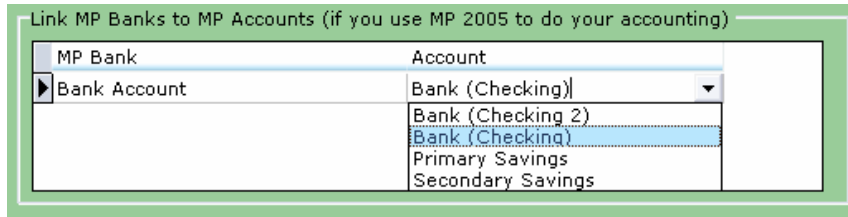
The Fund to Income account links section has two columns. There is the Fund column (on the left) and its labeled MP Fund then there is the Income account column (on the right) and it's labeled Income Acct. The Fund column will have a list of all the funds that you have created and the Income Acct column will be blank until you create the links. To link a Fund to an Income account left click once in the Income account field directly to the right of and on the same line as the Fund. Now click the "dropdown menu" button located on the right side of the Income account field and select the appropriate Income account.



Linking Banks to Checking or Savings Accounts (Membership Plus 2005 Deluxe)

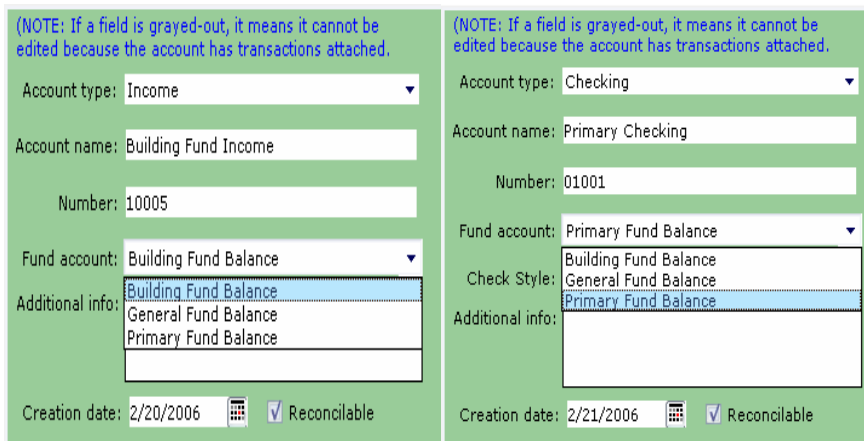
1. Expand the Accounting category of Membership Plus 2005 Deluxe
2. Click Accounts to open that module
3. Click the Links tab at the bottom of the Accounts window

You should also create the Bank to Checking/Savings account links. The process is the same as linking Funds to Income accounts you are just dealing with Banks and Checking/Savings accounts instead of Funds and Income accounts. There is no option to save (no save button to click) these link settings the program will do this automatically. Once the links are created you can simply move on to the next task.



With the previously discussed links made there is one more link that needs to be made. I'm referring to the link between Income/Checking/Savings accounts and the corresponding Fund Balance accounts. This link should have been handled earlier during the creation of the associated accounts but I want to go over this process one more time.

The Fund Balance Accounts enable Membership Plus 2005 Deluxe to track the balance of Funds in a more detailed manner. When creating Income and Checking/Savings accounts you had the option of linking these accounts to the corresponding Fund Balance accounts. There are other account types that can be linked to Fund Balance accounts however we will not be discussing these.

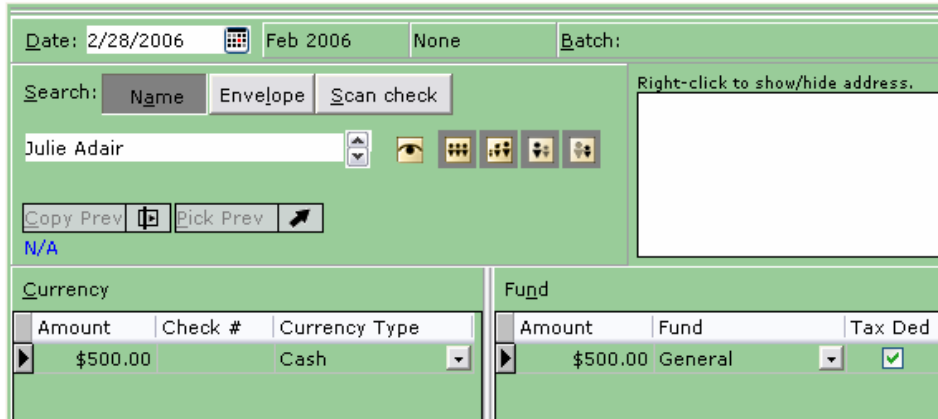


Entering Contributions

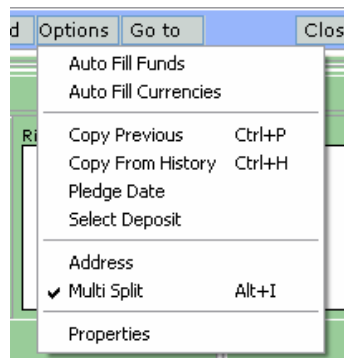
(Membership Plus 2005 Standard and Deluxe)

At this time you can now begin entering contributions. Though it's not necessary to do a complete configuration of Membership Plus Deluxe (as explained above) before entering contributions, you will get the most out of the program if you do.

There are two different types of contribution entry screens. There is the Multi Split entry screen where you can enter the currency amount; check number (if the contribution is in the form of a check), and select the currency type. On the fund side, you can split the total contribution amount to more than one fund or choose a single fund for the contribution, you can also select whether or not the contribution is tax deductible or not.



Then there is the Non-Split contribution entry screen which can be selected after entering the default Multi-Split contribution entry screen. To turn off the Multi-Split option click Options at the top of the contribution entry screen, in the menu click on Multi-Split.



You're now looking at the Non-Split contribution entry screen. Here you have a single contribution entry screen. You can enter the amount of the contribution; a check or

credit card number; select the fund that the contribution is going to; select the currency type, and whether or not the contribution is tax deductible or not.

Date: 2/28/2006 Feb 2006 None Batch:

Search: Name Envelope Scan check

Right-click to show/hide

Copy Prev Pick Prev

N/A

Amount: 0.00 Check/CCN:

Fund: Currency:

Tax Deductible

The type of contribution entry screen you choose is up to you. Both options have advantages and disadvantages. Using the Multi-Split contribution entry screen is a little more complicated than the Non-Split contribution entry screen. However by using the Multi-Split contribution entry screen you can split the contribution to multiple funds and that makes entering contributions given by members that want to contribute to more than one fund easier.

Using the Non-Split contribution entry screen is a little less complicated than using the Multi-Split contribution entry method. There are no fund splits to worry about, you can select only one fund per contribution and this method is faster if all you will be entering are contributions given to a single fund.

After deciding on which contribution entry screen you want to use its time to actually enter the contribution information. We will discuss the Multi-Split contribution entry screen first.

Multi-Split Contribution Entry (Membership Plus 2005 Standard and Deluxe)

1. From within the Multi-Split contribution entry screen select the person or family the contribution is coming from.
2. On the currency side enter the amount; check # if applicable; and select the currency type.
3. On the fund side enter either the same amount or a portion of the currency total, select a fund, and if the contribution is tax deductible place a check in the box for that option.

Search: Name Envelope Scan check

Right-click to show/hide address.

Jean Adair

Copy Prev Pick Prev

11/16/2005 \$1,000.00

Currency			Fund		
Amount	Check #	Currency Type	Amount	Fund	Tax Ded
\$500.00		Cash	\$500.00	1 Program Adde	<input type="checkbox"/>

4. If you need to choose more than one fund for a single contribution, enter a portion of the contribution amount and choose the first fund, on the first line.
5. Press the down arrow on your keyboard and you get a second fund line where you can enter the remainder of the contribution amount or another portion of the remainder and so on.
6. Click the Save button just above the fund side of the contribution entry screen when you have entered the required splits.
7. Click the Save button at the top of the contribution entry screen to save the contribution. If you want to enter another contribution after the first click the Save & Continue button at the bottom left and you will get a new/blank contribution entry screen for the next contribution.
8. When you are finished entering contributions click the Save button at the top of the contribution entry screen.

Fund splits have to balance or equal the total amount of the contribution. If they do not then the contribution will not have been entered properly and this would cause balance issues not only in the Contributions module but in the rest of the financial/accounting areas of Membership Plus. If at the bottom of the screen next to Variance there is anything other than a zero dollar amount then the fund splits do not balance. If there is a variance in red it's off by a negative amount and if the variance is in black it's off by a positive amount. Membership Plus will not allow you to save a contribution with splits that do not equal the total amount of the contribution.

Non-Split Contribution Entry (Membership Plus 2005 Standard and Deluxe)

There isn't much to explain regarding the Non-Split contribution entry screen. As you can see below it's fairly simple. To switch to the Non-Split contribution entry screen to enter contribution information follow the instructions below.

1. From within the Contributions module click the Add button at the top of the screen.
2. By default the contribution entry screen is set to Multi-Split to switch to the Non-Split entry screen (also explained on page 9) click Options and then click on Multi-Split.
3. You are now in the Non-Split contribution entry screen
4. Enter the amount of the contribution, a check or credit card number (if applicable), select the fund which the contribution has been given to, and select the currency type.
5. Click Save at the top of the contribution entry screen or Save & Continue at the bottom left if you want to save the current contribution and continue entering more
6. When finished entering contributions make sure to click Save at the top of the contribution entry window.

The screenshot shows a software interface for entering contribution information. At the top, there are fields for Date (3/2/2006), Month (Mar 2006), and Batch (None). Below this is a search section with tabs for Name, Envelope, and Scan check. The Name tab is selected, showing 'Phil Adair'. There are also buttons for Copy Prev and Pick Prev, with a preview of '10/17/2004 \$450.00'. The main entry area has fields for Amount (500.00), Check/CCN, Fund (Benevolence), and Currency (Cash). A dropdown menu for Fund is open, showing options: General, Missions, Special Needs, Building, Maintenance, Benevolence (highlighted), and Scholarships. A 'Right-click to show/hide' button is on the right.

The contributions you enter (and save) will be displayed in a list in the Contribution module (on the List tab). You will see the date of the contribution; amount of the contribution; name of the contributor; batch ID (if you used one); and a note if you entered one. Below the list you will see the Split details for the selected contribution (if applicable). You can turn off the split detail by clicking Options and then clicking on Hide Split Detail.

Depositing Contributions

(Membership Plus 2005 Standard and Deluxe)

Next you will want to deposit the contributions you have entered. Though this is not required if you do not deposit your contributions you will not be taking full advantage of the Membership Plus software. Before you can deposit the entered contributions you will need to have set up your banks in the Banks module. After entering contributions and closing the Contribution module you will be asked if you want to deposit those contributions, click No. Open the Deposits module and click the Add button at the top of the deposits screen. Now you are in the deposit entry screen.

New Deposit

Deposit Date: 3/2/2006

Default Bank

Bank Account

Selected Undeposited Contributions

Sort by: Amount / Batch ID /

Date	Name	Am
2/23/2006	Paul Biles	\$5
2/23/2006	Paul Biles	\$5
2/23/2006	Paul Biles	\$5
2/23/2006	Paul Biles	\$5
2/23/2006	Paul Biles	\$5

Total: \$134,500.00

Selection Filter Options

Use Date Range

From: 2/16/2006

To: 3/2/2006

Use Batches

<BLANK>

5123

In the Deposit Date field you can change the date of the deposit from the current date to a previous date if desired. You can in the Select Filter Options area, use a date range to determine which contributions will be a part of the deposit by placing a check in the box next to Use Date Range and entering the desired dates. You can also use batches which you used to enter contributions to have only the contribution batches selected for the deposit, simply place a check in the box next to Use Batches. Once you have the appropriate contributions listed for the deposit select the appropriate bank using the Pick Bank button and click the Save button at the bottom of the screen.

That's it! You've come all the way from square one to depositing the contributions you have entered. These deposits will automatically "trickle" down into the register where you can see each individual income account balance and each transaction associated with the deposit(s).