

Realtor Renewal Billing Session 1: Configure your System for Billing Efficiencies

Agenda



General Finance Settings



Fee Item Setup



Invoice Template Setup

General Finance Settings

Ensure you have a Logo for Invoices and Statements The logo indicated on the Finance General settings is used in the < logo > merge field on your invoice and statement templates

KB: [Finance Settings](#)

Logo for Invoices and Statements



Suggested logo size: 500px wide by 150px high (.jpg or .png) (Using this size will ensure printed invoices will properly display addresses in a standard window envelope.)

Disable Automated Billing Automated Billing

Automated Billing is useful if you frequently bill your members for a small set of items. Automated Billing can make your processes more complicated by requiring you to constantly monitor when your members will receive invoices. KB: [Finance Settings](#)

Automated Scheduled Billing

Lead Time Days ⓘ

30

Months Back Allowed ⓘ

4

☐

Use Automated Billing ⓘ

☐

Auto-Apply Credits to Newly Created Invoices ⓘ

☒

Invoice Before Autopayment ⓘ

Enable Invoice Before Autopayment

With Invoice Before Autopayment enabled, invoices indicating that the invoice will be paid by payment profile (on a specific date), will be generated when running your upcoming billing.

KB: [Create Invoices prior to Charging Stored Payment Profile](#)

Automated Scheduled Billing

Lead Time Days ⓘ

30

Months Back Allowed ⓘ

4

☐ Use Automated Billing ⓘ

☒ Invoice Before Autopayment ⓘ

☐ Auto-Apply Credits to Newly Created Invoices ⓘ

Set Lead Time Days to Greater Than Zero.

When set to 0 'Invoice Before Autopayment' will not process. The exact value of this field only matters if you are using automated billing. Since we're not using that, you can set this to 15 which is a reasonable default value if you choose to use automated billing in the future

Automated Scheduled Billing

Lead Time Days ⓘ

30

Months Back Allowed ⓘ

4

☐ Use Automated Billing ⓘ

☒ Invoice Before Autopayment ⓘ

☐ Auto-Apply Credits to Newly Created Invoices ⓘ

Disable Auto-Apply Credits to Newly Created Invoices

This should be disabled while creating your REALTOR® dues invoices. If this is enabled credits will be applied to your renewal invoices regardless of the reason the credit was issued

KB: [Configure Auto-apply Credits/Overpayments](#)

Automated Scheduled Billing

Lead Time Days ⓘ

Months Back Allowed ⓘ

☐ Use Automated Billing ⓘ

☐ Auto-Apply Credits to Newly Created Invoices ⓘ

☒ Invoice Before Autopayment ⓘ

NAR eCommerce Splits

Confirm that money received for your fee items will be sent to the correct association and Bank ID

KB: [NAR E-Commerce Initial Setup - Dues Split](#)

Split Settings		
Fee Item *	Split Association *	Association Bank ID
National Dues ▼	National ▼	
Local Membership Dues ▼	Association ▼	
State Membership Dues ▼	MN ▼	
RPAC ▼	Association ▼	
State Membership Dues 2022 ▼	MN ▼	
NAR Image ▼	National ▼	

Fee Item Settings

Ensure your NRDS Financial Record Sync Mapping is Correct:

GrowthZone provides the ability to sync the financial record to NRDS. Make sure that the correct NAR-defined short code (NATL, STAT, IMAG, RPAC, LOCL) is set for each fee item used to send the financial record.

KB: [Financial Record](#)

Financial Mapping	
Fee Item *	NRDS Payment Type
National Dues ▼	NATL
State Dues ▼	STAT
RPAC ▼	RPAC
Local Membership Dues ▼	LOCL

Review Invoice Templates

We suggest creating a new invoice template for each year's association dues billing so that you have a chance to review your dues deductibility statement and update other policies that may have changed since last year

KB: [View/Modify Invoice Template](#)

CP Realtor Board INTERNAL



INVOICE 2972 PO NUMBER

1/1/2024

BILL TO

MESSAGE

Jack Anderson
Jack Anderson
657 West Larson Lane
Baxter, MN 87345

QUANTITY	DESCRIPTION		UNIT PRICE	TOTAL
1	Local Membership Dues	Annual	165.00	165.00
1	National Dues	Annual	160.00	160.00
1	State Dues	Annual	100.00	100.00
1	NAR Image	Annual	45.00	45.00
1	RPAC (Voluntary)	Annual	50.00	50.00

SUBTOTAL 520.00

SALES TAX 0.00

SHIPPING & HANDLING 0.00

TOTAL 520.00

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED (0.00)

TOTAL DUE BY 1/1/2024 INCLUDING VOLUNTARY ITEMS 520.00

Questions?