# 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: <u>Finance Settings</u>

Automated Scheduled Billing		
Lead Time Days (i)	Months Back Allowed (i)	Use Automated Billing (1)
Auto-Apply Credits to Newly Crea	ted Invoices <sup>③</sup>	✓ Invoice Before Autopayment <sup>⑤</sup>



#### 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 (i)	Months Back Allowed (i)	Use Automated Billing (i)
Auto-Apply Credits to Newly Crea	ted Invoices <sup>③</sup>	✓ Invoice Before Autopayment <sup>③</sup>



#### 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 (i)	Months Back Allowed <sup>(i)</sup> 4	Use Automated Billing (i)
Auto-Apply Credits to Newly Creat	ed Invoices (i)	✓ Invoice Before Autopayment <sup>③</sup>



#### 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

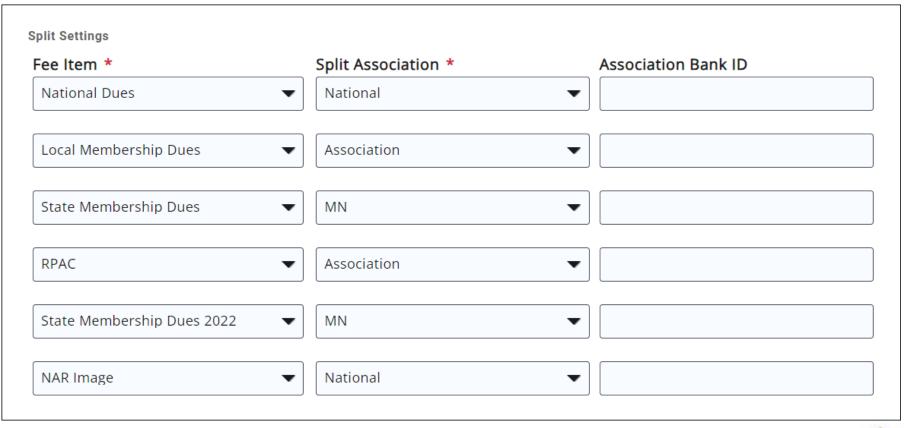
Automated Scheduled Billing		
Lead Time Days <sup>③</sup>	Months Back Allowed <sup>③</sup>	
30	4	Use Automated Billing (i)
Auto-Apply Credits to Newly Crea	ted Invoices (i)	Invoice Before Autopayment (i)



#### 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



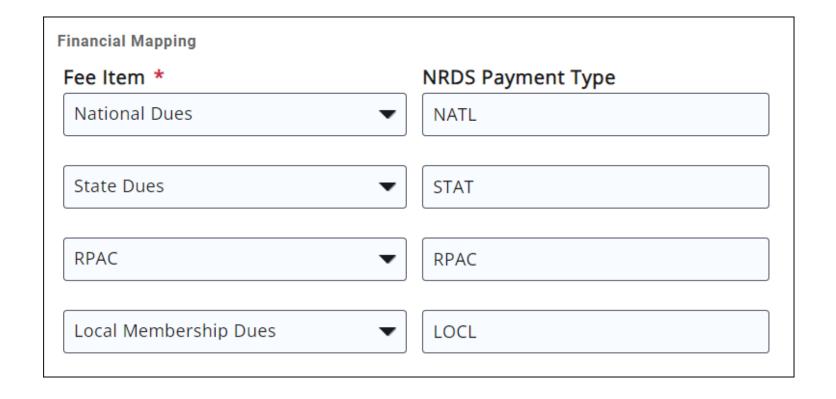


#### Fee Item Settings

#### 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





### 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: <u>View/Modify Invoice</u> <u>Template</u>

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/DISCO	UNTS APPLIED		(0.00)
	TOTAL DUE BY 1/1/2024	INCLUDING VOLUNTARY ITEMS		520.00



# Questions?

