GrowthZone Financial Settings Guide

Setting	Description	Association Setting
Logo	The logo entered in the Finance settings will result in the logo included on your financial documents such as your invoices	
Default Accounts		
Default Income Account	When you setup your fee items you will choose which accounts should be used to record transactions. Default accounts are used by the system when an account has not been identified for a transaction. These accounts should be changed to reflect the accounts you use within your accounting software. On initial review of your database, ensure that no entries have been made in these default accounts.	
Default Deposit Account		
Default Accounts Receivable Account		
Default Deferred Revenue Account		
Default Discount Account		
Default Deferred Discount Account		
Default Legacy Taxes Payable Account		
Default Templates		
Default Invoice Template	These templates are automatically applied when the corresponding transaction is created. For example: when you generate your invoices for membership renewals the default invoice template will be applied, unless you expressly over-ride when you are generating the invoice. Best Practice is to set your default for the template you wish to use the majority of the time, then over-ride as needed.	
Default Payment Template		
Default Credit Template		
Default Refund Template		
Default Store Receipt Template		

Setting	Description	Association Setting
Default Invoice Term	Default invoice terms will automatically be applied to all invoices, especially invoices that are created automatically, i.e. invoices created for event registrations, membership application, etc. The terms can be expressly over-ridden when you are creating invoices manually. The terms that you select here should be those you wished used in automation, and those you wish to use the majority of the time.	
Overpayment Accounting Transaction	Into which account do you wish to record over-payments? As an overpayment is not applied to a specific fee item the system must understand where to record this. You can choose to record to the account of the line item on the invoice legacy), or you can use default accounts.	
Accounting Security		
Accounting Security Level	Best accounting practice is to close and reconcile your books on a regular basis. Generally, this is done monthly. Closing your books means that no changes can be made to transactions once the period is closed. To ensure you can reconcile appropriately and not have changes after the fact, select Closed Periods Enabled.	
Allow Deletion for (days)	Best practice is to not delete transactions such as invoices, credits, payments, etc. However, there may be times that this is necessary. The Allow Deletion for (days) setting sets the window within which you are allowed to delete transactions, outside of this window, you will have a void option. NOTE: If a period is closed, the period being closed will trump the deletion days.	
Automated Scheduled Billing		
Use Automated Billing	This setting applies to invoices generated for scheduled billing and will enable the process to automatically generate the invoices. The system will use the lead time days to determine when invoices should be created. For example: If the next bill date for membership dues is set to 12/31 and lead time days is 30 the system will generate the invoice om 12/1. The invoices are generated automatically, but you will still need to deliver the invoices from the Pending Delivery tab unless you have enabled	

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	Automatic Invoice Email described below. PRO: The process is automated. CON: You do not have an opportunity to review what will be invoiced prior to the invoice being generated.	
Lead Time Days	This setting establishes how many days ahead of the Next Bill Date the system will automatically generate invoices if Use Automated Billing is enabled.	
Months Back Allowed	If you are manually generating your scheduled billing, this setting establishes how may months in the past you will be able to review for any invoices that have not been generated.	
Auto-Apply Credits to Newly Created Invoices	Do you wish to automatically apply any open credits or overpayments to the recurring invoices? PRO: This will occur automatically. CON: The system will apply any/all credits regardless of the reason they were issued. For example: If you issued a credit for an event registration, the system will not discriminate and will apply it to membership dues.	
Invoice Before Autopayment	Do you wish to “pre-invoice” those members who have a payment profile tied to their recurring fees? Invoices indicating that the invoice will be paid by payment profile (on a specific date) can be generated when invoices that do not have an associated payment profile are generated, Then, on the next bill date, the payment profile will be charged. If this is not selected and you are manually running invoices payment profiles will be charged immediately.	
Automatic Invoice Emails		
Enable Automatic Invoice Emails	Do you wish the system to automatically email out recurring invoices when they are created? If you wish the system to automatically send out your rec urring dues invoices when they are generated (either automatically or manually) enable this check box. This is intended as an efficiency, but if not enabled you can easily send the invoices from the Pending Delivery tab in the Billing module. If this option is enabled you will not be able to enable Invoice Before Autopayment	

Setting	Description	Association Setting
Email Template	If you enable Automatic Invoice Emails choose the email template that you wish the system to use when automatically sending invoice. If you are manually generating your invoices you will have an opportunity to over-ride this template	
Track and record event invoices/payments under the:		
Individual OR Business	Specific to event registrations. When invoiced, do you wish the invoice to be recorded under the individual's record or the business record.	
Invoice Editing		
Allow Invoice Numbers To Be Edited	Do you wish to be able to enter your own invoice numbers? As designed the system will issue invoice numbers and ensure that those invoice numbers are sequential and not duplicated. This setting, while not recommended, will allow you to assign numbers manually and manipulate existing numbers.	
Next Invoice Number	This setting tracks where the system is at in assigning invoice numbers. So that GrowthZone can continue the sequence of invoice numbers coming from your previous system, this will be initially populated then increment each time an invoice is generated. If you are assigning your own invoice numbers it will be important to know this number.	
Allow Partial Payments	Do you allow your members to make partial payments? Enabling this option will allow partial payments, as well as allow your members to make over-payments. If this setting is disabled, your members must pay the **exact** amount on the invoice. If a partial payment. Note; Realttors may not wish to enable this setting due to NAR Ecommerce Splits.	
Payment Terms & Conditions		
Payment Terms Visible	Do you wish to include payment terms where payments can be received? These terms would display when someone makes a payment via the Info Hub or when they click the payment link from an invoice or email. Example terms may include your refund policy, or policy on donations	
Payment Terms Title	If Payment Terms Visible is turned on, this will display as the title of the terms on the payment page	

Setting	Description	Association Setting
Payment Terms Summary	If Payment Terms Visible is turned on, this will display as a summary of the terms on the payment page	
Terms Of Use	If Payment Terms Visible is turned on a link on the payment page will allow the user to access the full terms. Terms must be created under Setup > Terms/Conditions	
Statement Settings		
Related Contact Financial View	If you will be sending statements to a primary contact for an organization, do you wish to send just a summary view of each contacts' invoice or do you wish to include all of the line items on those invoices?	
Trade and External Payments		
Default Trade Deposit Account	Do you receive payments in formats other than Cash, Check, Credit Card (Integrated)? For example, do you accept in kind payments or use an outside credit card processor? If so, you can create additional payment methods to recognize those transactions. You will then define the default deposit account to be used for these transactions. NOTE: If this payment is received against a fee item the deposit account defined at the fee item level will trump the default.	
Optional Payment Types	Do you payment methods other than cash, check, credit card? For example do you pay for invoices on trade? Select the optional payment types you wish to use: Trade and/or External.	
Info Hub Finance Settings		
Use the new My Billing Info tab	Introduced in September 2021 and should be used to ensure your members have an optimal experience in managing their billing in the Info Hub	
Allow Info Hub Users To Access Related Contacts Invoices	Do you wish certain contacts to be able to view (and pay) invoices for other contacts related to their organization? By enabling this option (and being given appropriate permissions in the Info Hub), the primary contact of an organization will be able to do so.	
Allow Info Hub Users to Select Invoice Delivery Method	Enable this option if you wish your Info Hub Users to be able to change the way in which they receive their recurring invoices	