Mastering Billing Setup in ChamberMaster & MemberZone

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Agenda

- Setting up Chart of Accounts (CoA)
- Setting up Fee Items
- Review/Edit invoice templates
- Payment Terms
- Customer Messages
- Configure default finance settings

Overview

- Integrates entire invoicing process into the software
- Ensures no double entry and saves time
- Journal entry export
  - Allows you to post summary financial information from software to QuickBooks, Sage and other accounting systems
  - Ensures both programs are synced

Chart of Accounts (CoA)

- Ensures financial data aligned to any existing accounting records and processes
- CoA must be set up to utilize billing reports
  - Including Journal Entry Export feature
- Names/Numbers must be *exact* match to Sage or QuickBooks if using the Journal Entry Export-detail option
- KB: Chart of Accounts

Edit Chart Of Accounts

Chart of Accounts

Filter By Type: - Do Not Filter -

Chart of Accounts

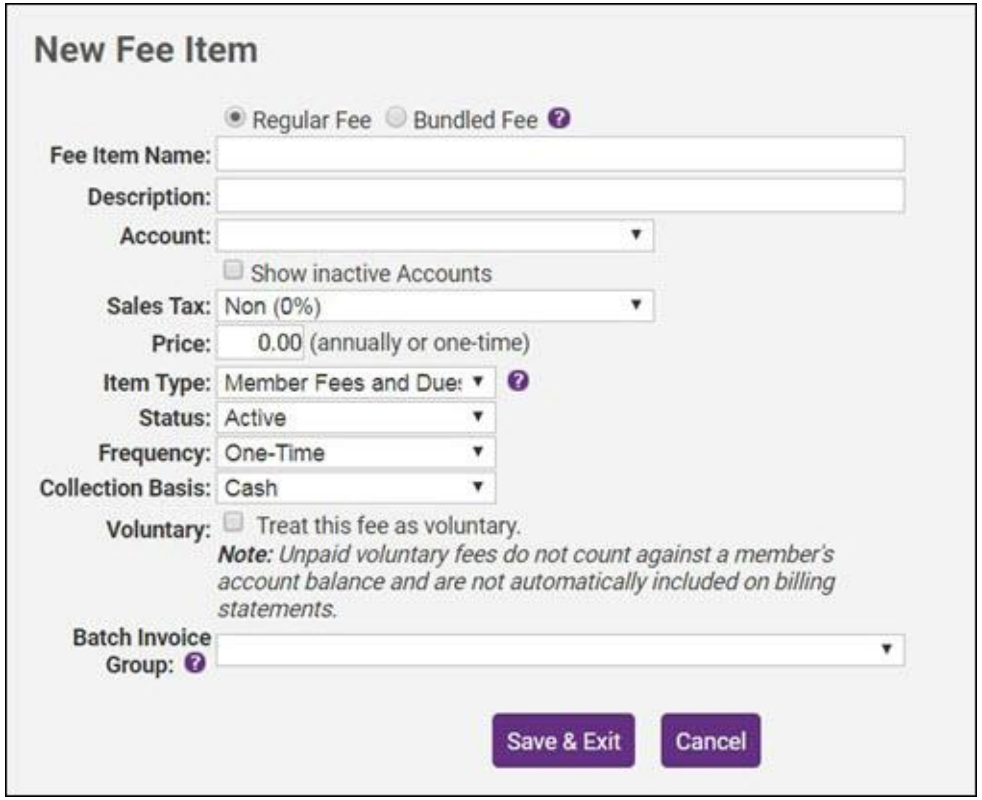
Account Name	Type	Description	Status	Account Code
1000987	Other Current Liability		Active	
101200:123456	Income		Active	MEMBDU
323111:151615:156161	Income		Active	
5643322	Income		Active	
56789	Income		Active	
654321	Income		Active	
654327	Income		Active	
67890:68791:98792	Income		Active	
765433	Income		Active	
AEventAccount	Income		Active	
Andrea's Event	Income		Active	
Bad Debt Account	Other Current Liability		Active	
Chamber Checking	Income		Active	
chart event	Income		Active	
Default Accounts Receivable	Accounts Receivable		Active	

Chart of Accounts Tips

- QuickBooks and Sage using detail Journal Entry Export:
  - QuickBooks users will enter the "Account Name" that displays in QuickBooks and assign the same "Account Type"
  - Sage users will enter the 'Account ID' that displays in Sage and assign the same "Account Type"
- Account Code (Optional)
  - Must be assigned to individual accounts in order to use Recognized Income reports
  - Can customize available codes (these are driven by CM not the accounting software)
    - Multiple accounts can be assigned the same code

Fee Items

- Fee Items define "products" for memberships, services, and products you provide
- Add high level categories of items you offer
- Add Additional Fee Items as needed
  - Sell items at events
- KB: Modify or Create Fees and Dues Items



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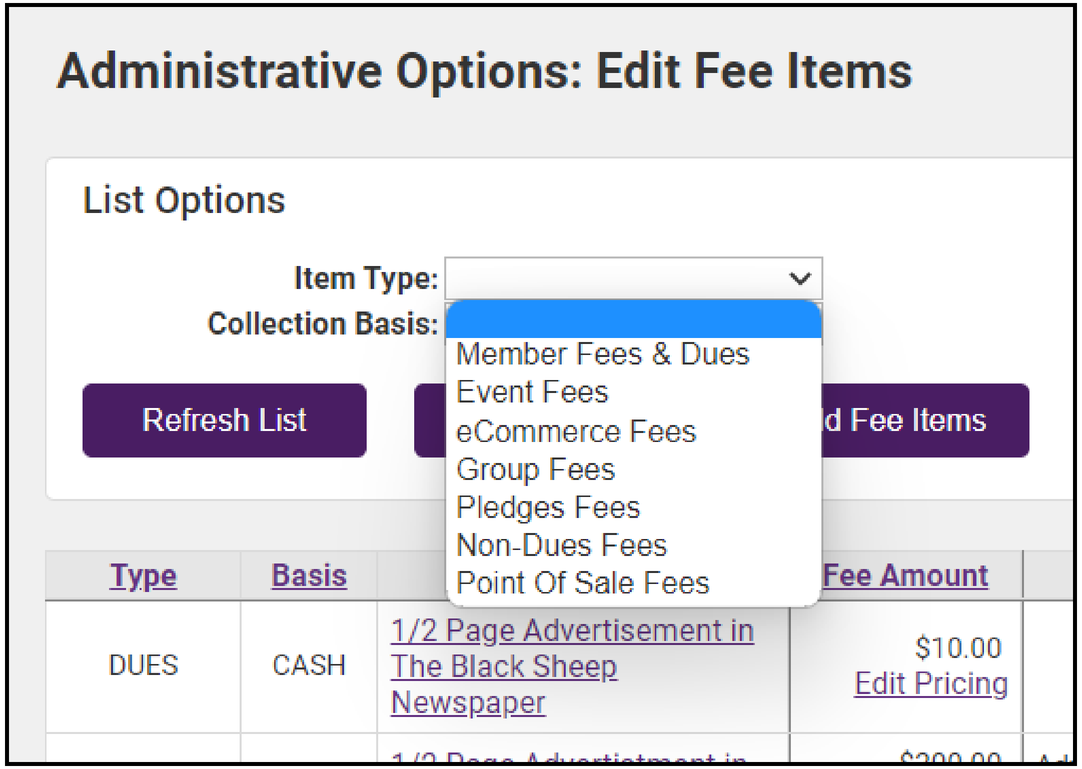
Fee Items Tips

- Item Types
  - Indicates where Fee Item is assignable within your database.
  - Be sure to select the appropriate type
- Cash vs. Accrual Basis
  - Check with your Accountant
- Map to appropriate Chart of Account Item
  - Choose account the Fee Item should report to on Financial Statements



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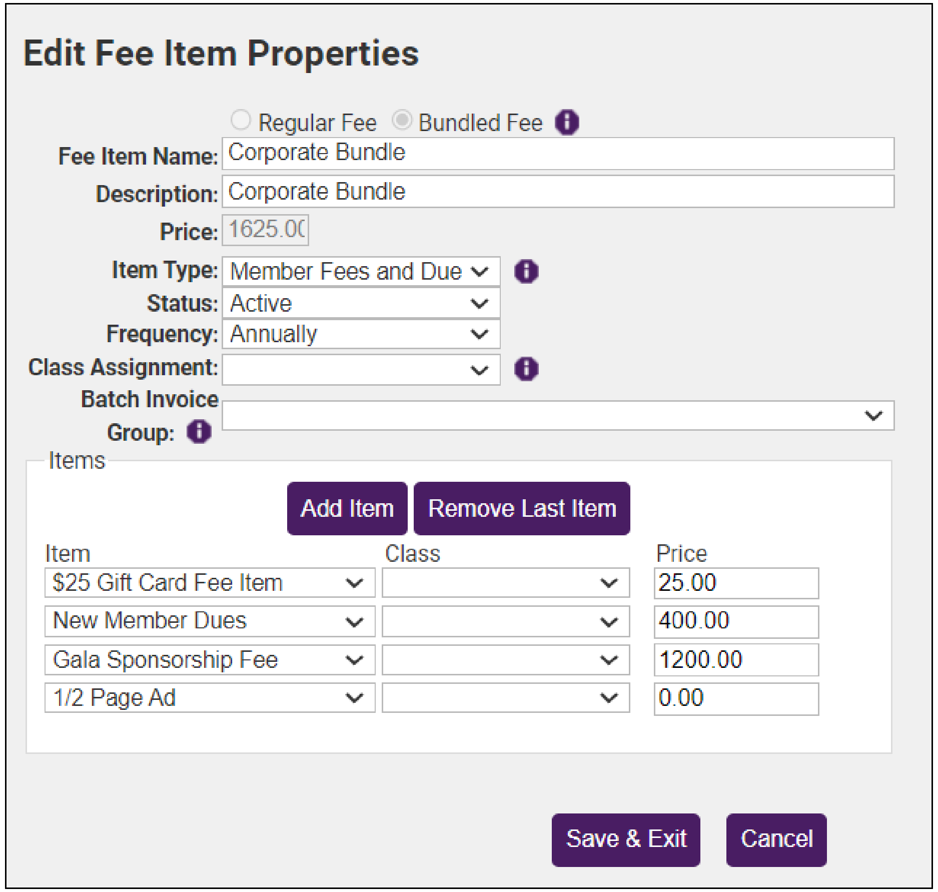
Bundled Fees

- Typically used for those offering a tiered dues membership
- Allow ability to include single line item on an invoice but report to multiple income accounts for internal bookkeeping
- **NOTE:** Before creating bundled fees, must first create Regular Fee Items
- KB: Working with Fee Items



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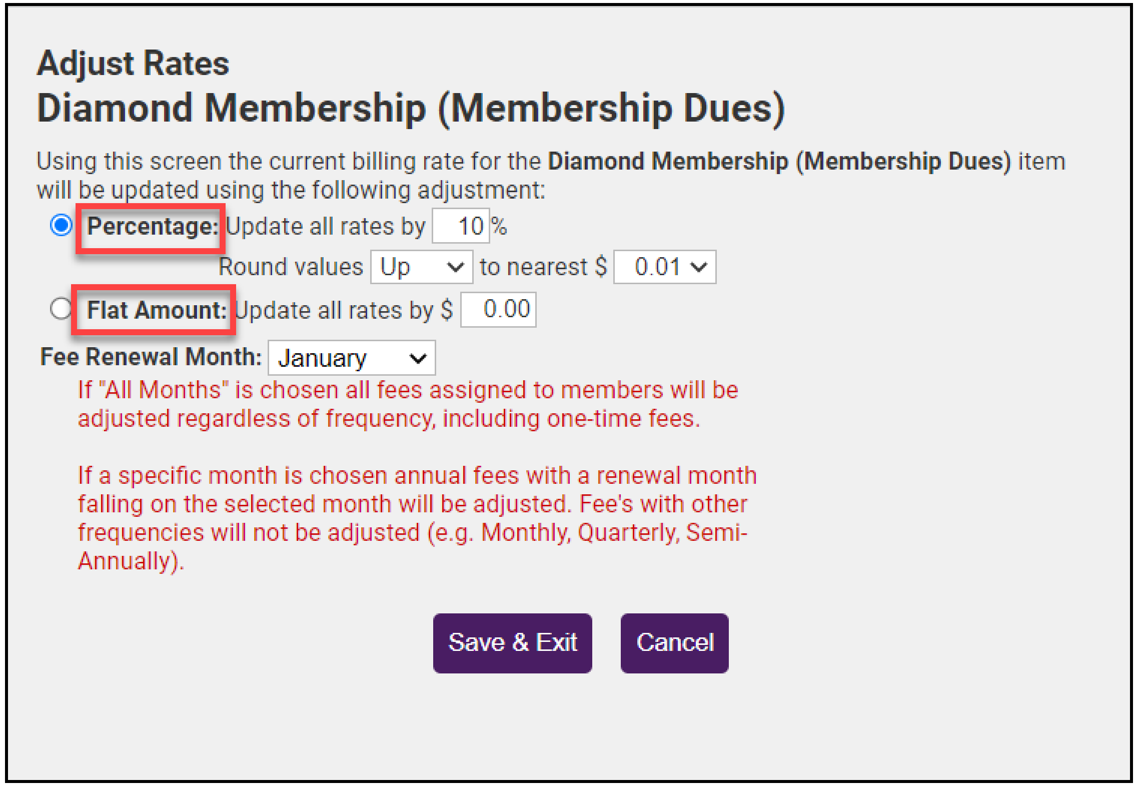
Update Fee Pricing for Existing Records

- Increase cost of membership dues on regular basis
- If Fee Items are associated to a member record, can update all those member records to new price with one click
- Change rates by a percentage or flat rate



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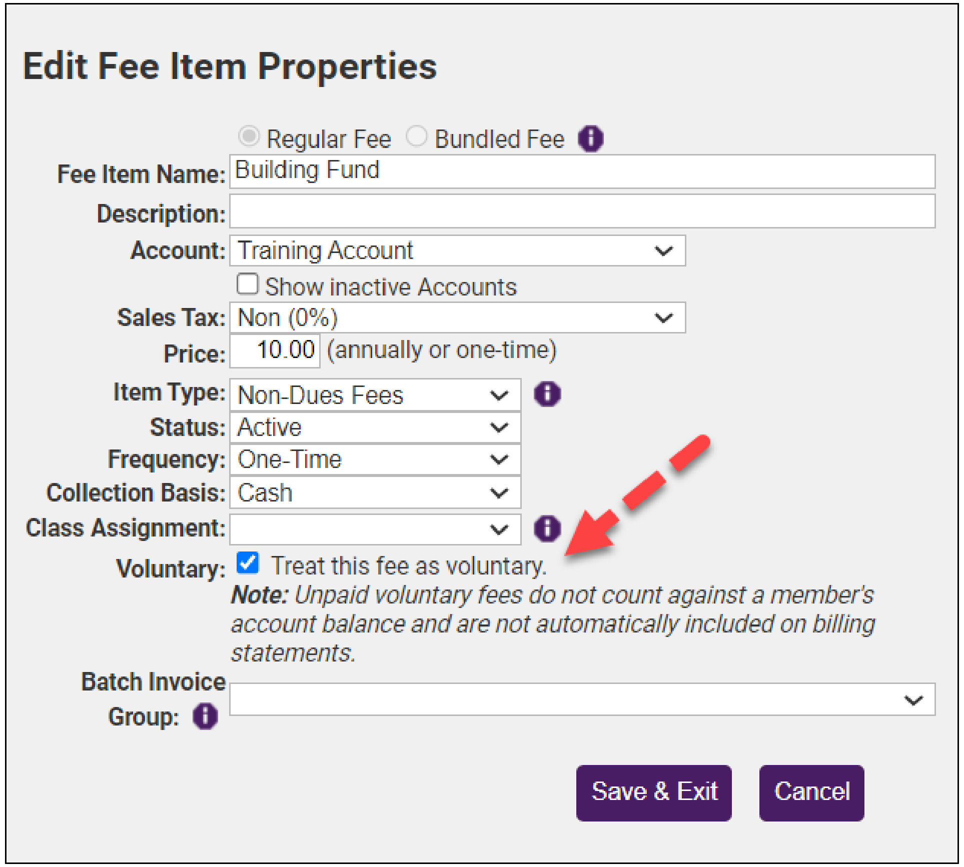
Voluntary Fee Items

- Add voluntary fees to your memberships if desired
  - i.e., Donations
- Can designate Fee Item as voluntary, member can choose to pay or not pay
- Unpaid voluntary fees don't count against member's account balance
  - Not automatically included on billing statements
- Unpaid Voluntary Fees will need to be written off if not paid



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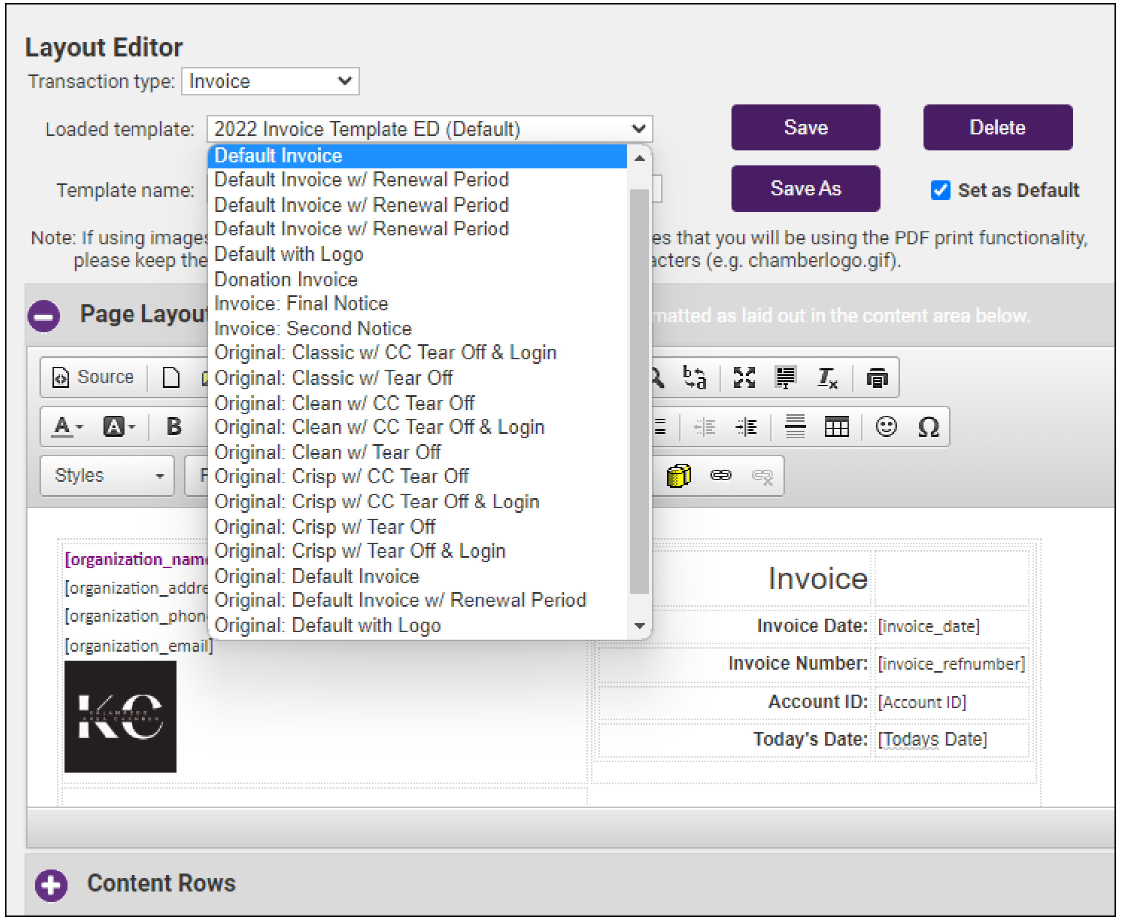
Invoice Template Manager

- System comes populated with [invoice templates]
  - Can use as designed or customize to meet your needs
- [Cover letters]
- Statements
- Receipts
- Memos, etc.



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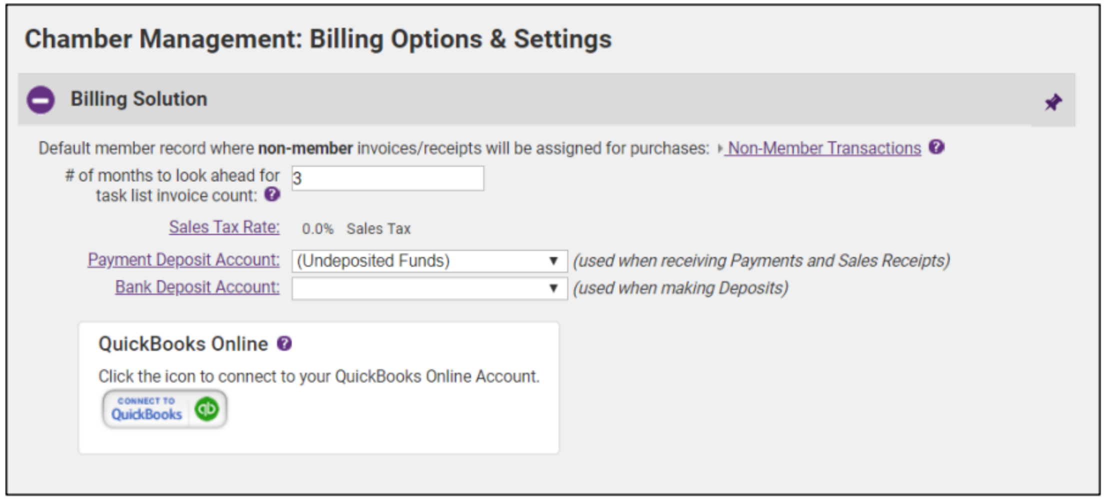
Default Finance Settings

- Billing Options & Settings allow you to define defaults for:
  - Notification in task list of invoices that need to be created
  - Sales Tax Rates
  - Transaction Default Templates
  - Credit Card Processing
  - Manual epayment options



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Useful Billing Reports

- Billing Pre-Check Report
  - Check membership dues health, fix any errors before invoicing
- Open Invoices Report
  - Resend overdue invoices
- Membership Renewals Report
  - Gives insight for monthly budgeting

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Training Resources

Expanded Training Offerings

Regional Classroom Training

Customized Onsite Training

Personal One-on-One Engagement Sessions

Customized Online Training

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Questions?

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