

# Mastering Billing Setup in ChamberMaster & MemberZone

# Agenda

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



# Overview

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- 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
<a href="#">1000987</a>	Other Current Liability		Active	
<a href="#">101200:123456</a>	Income		Active	MEMBDU
<a href="#">323111:151615:156161</a>	Income		Active	
<a href="#">5643322</a>	Income		Active	
<a href="#">56789</a>	Income		Active	
<a href="#">654321</a>	Income		Active	
<a href="#">654327</a>	Income		Active	
<a href="#">67890:68791:98792</a>	Income		Active	
<a href="#">765433</a>	Income		Active	
<a href="#">AEventAccount</a>	Income		Active	
<a href="#">Andrea's Event</a>	Income		Active	
<a href="#">Bad Debt Account</a>	Other Current Liability		Active	
<a href="#">Chamber Checking</a>	Income		Active	
<a href="#">chart event</a>	Income		Active	
<a href="#">Default Accounts Receivable</a>	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

### New Fee Item

☒ Regular Fee ☐ Bundled Fee ?

Fee Item Name:

Description:

Account:

☐ Show inactive Accounts

Sales Tax:

Price:  (annually or one-time)

Item Type:  ?

Status:

Frequency:

Collection Basis:

Voluntary: ☐ Treat this fee as voluntary.  
*Note: Unpaid voluntary fees do not count against a member's account balance and are not automatically included on billing statements.*

Batch Invoice Group:

# 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

**Administrative Options: Edit Fee Items**

List Options

Item Type:   
Collection Basis:

[Refresh List](#) [Add Fee Items](#)

Type	Basis		Fee Amount
DUES	CASH	<a href="#">1/2 Page Advertisement in The Black Sheep Newspaper</a>	\$10.00 <a href="#">Edit Pricing</a>
		<a href="#">1/2 Page Advertisement in</a>	\$200.00

# 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](#)

### Edit Fee Item Properties

☐ Regular Fee ☒ Bundled Fee i

Fee Item Name: Corporate Bundle

Description: Corporate Bundle

Price: 1625.00

Item Type: Member Fees and Due i

Status: Active

Frequency: Annually

Class Assignment: i

Batch Invoice

Group: i

Items

Add Item

Remove Last Item

Item	Class	Price
\$25 Gift Card Fee Item		25.00
New Member Dues		400.00
Gala Sponsorship Fee		1200.00
1/2 Page Ad		0.00

Save & Exit

Cancel



# 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

**Adjust Rates**  
**Diamond Membership (Membership Dues)**

Using this screen the current billing rate for the **Diamond Membership (Membership Dues)** item will be updated using the following adjustment:

☒ **Percentage:** Update all rates by  %  
Round values  to nearest \$

☐ **Flat Amount:** Update all rates by \$

Fee Renewal Month:

If "All Months" is chosen all fees assigned to members will be adjusted regardless of frequency, including one-time fees.

If a specific month is chosen annual fees with a renewal month falling on the selected month will be adjusted. Fee's with other frequencies will not be adjusted (e.g. Monthly, Quarterly, Semi-Annually).

# 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

### Edit Fee Item Properties

☒ Regular Fee ☐ Bundled Fee ⓘ

Fee Item Name:

Description:

Account:  ☐ Show inactive Accounts

Sales Tax:

Price:  (annually or one-time)

Item Type:  ⓘ

Status:

Frequency:

Collection Basis:

Class Assignment:  ⓘ

Voluntary: ☒ Treat this fee as voluntary.  
**Note:** Unpaid voluntary fees do not count against a member's account balance and are not automatically included on billing statements.

Batch Invoice

Group: ⓘ

# 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.

The screenshot displays the 'Layout Editor' interface for managing invoice templates. At the top, the 'Transaction type' is set to 'Invoice'. Below this, the 'Loaded template' is '2022 Invoice Template ED (Default)'. A dropdown menu is open, showing a list of templates, with 'Default Invoice' selected. The list includes various options like 'Default Invoice w/ Renewal Period', 'Default with Logo', 'Donation Invoice', 'Invoice: Final Notice', 'Invoice: Second Notice', and several 'Original' templates with different designs and logos. To the right of the dropdown, there are buttons for 'Save', 'Delete', 'Save As', and a checkbox for 'Set as Default'. Below the buttons, there is a note about using the PDF print functionality and a warning about characters. The main content area shows a preview of the selected template, which is an 'Invoice' form with fields for 'Invoice Date', 'Invoice Number', 'Account ID', and 'Today's Date'. The preview also shows a logo placeholder and a 'Content Rows' section at the bottom.

# 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

**Chamber Management: Billing Options & Settings**

**Billing Solution**

Default member record where **non-member** invoices/receipts will be assigned for purchases: [Non-Member Transactions](#) ?

# of months to look ahead for task list invoice count:


Sales Tax Rate: 0.0% Sales Tax

Payment Deposit Account:  (used when receiving Payments and Sales Receipts)

Bank Deposit Account:  (used when making Deposits)

**QuickBooks Online** ?

Click the icon to connect to your QuickBooks Online Account.



# 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

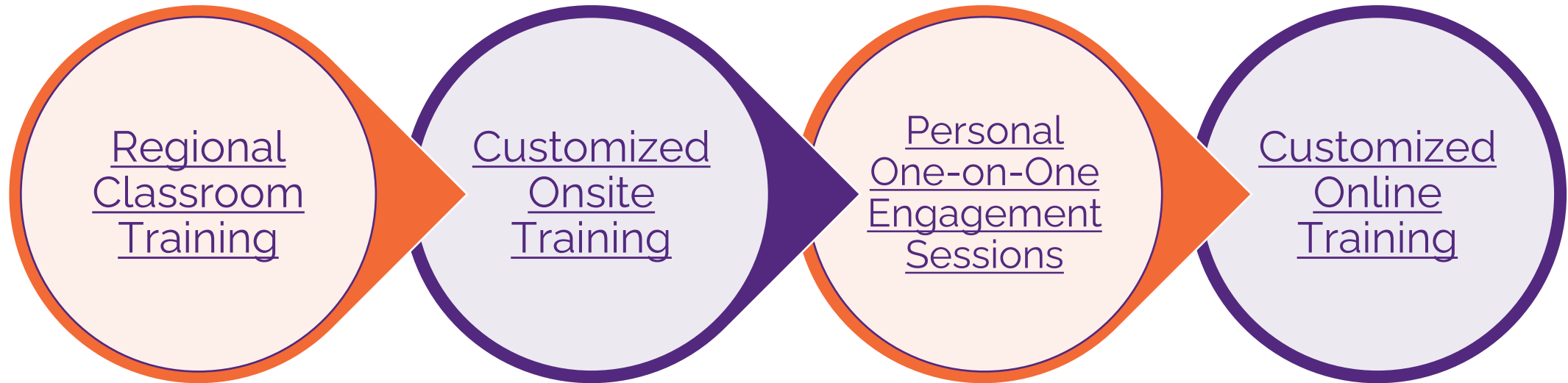


# Training Resources



# Expanded Training Offerings

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# Questions?