

GrowthZone - Daily Billing Activities



Agenda

- Overview of Billing Module
- Review Contact Transaction History
- Create Individual Invoices
- Accept Payments
- Process Credits & Refunds
- Manage Write-offs
- Manage Deposits

Billing Module

Overview	Pending Delivery	Payments	Sales/Invoices	Upcoming Billing	Deposits	Credit Memos	Accounting Summary												
Invoicing <table border="1"> <tr> <td>33</td> <td>Invoices Ready to Email</td> <td>\$27,785.65</td> </tr> <tr> <td>0</td> <td>Invoices Ready to Print</td> <td>\$0.00</td> </tr> <tr> <td>9</td> <td>Invoices Ready to Print and Email</td> <td>\$6,978.00</td> </tr> </table>				33	Invoices Ready to Email	\$27,785.65	0	Invoices Ready to Print	\$0.00	9	Invoices Ready to Print and Email	\$6,978.00	Payments <table border="1"> <tr> <td>1</td> <td>Undeposited Payments</td> <td>\$34.99</td> </tr> </table>				1	Undeposited Payments	\$34.99
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Accounts Receivable <table border="1"> <tr> <td>46</td> <td>Total Accounts Receivable</td> <td>\$41,665.07</td> </tr> <tr> <td>14</td> <td>Accounts Receivable over 90 Days</td> <td>\$11,980.01</td> </tr> </table>				46	Total Accounts Receivable	\$41,665.07	14	Accounts Receivable over 90 Days	\$11,980.01										
46	Total Accounts Receivable	\$41,665.07																	
14	Accounts Receivable over 90 Days	\$11,980.01																	
Common Tasks <ul style="list-style-type: none"> Create New Invoice Enter Check Payment Enter Cash Payment Enter Credit Card Payment 			Reports <ul style="list-style-type: none"> Accounts Receivable Accounts Receivable (Detail) Payment Gateway Monthly Statement Payment Gateway Monthly Transfers Payment Gateway Transactions Integrated Processing Disputes 			Setup <ul style="list-style-type: none"> Chart of Accounts Memberships/Products/Services Add/Edit Invoice & Statements Templates 													

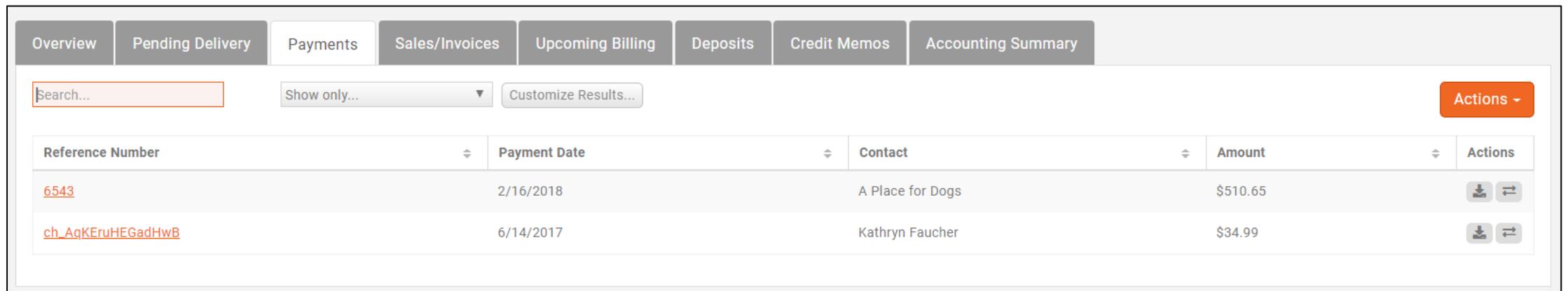
Pending Delivery

- View invoices that have NOT been sent yet

Overview	Pending Delivery	Payments	Sales/Invoices	Upcoming Billing	Deposits	Credit Memos	Accounting Summary	
Invoices For Delivery							+ Email Invoices	+ Print Invoices
Invoice #	Contact	Delivery Method	Missing Info	Template	Total Amount			
61	Gaufrettes	Email	No	Copy of Invoice.docx	\$1,200.00			
55	Masiona's	Email	No	Copy of Invoice.docx	\$1,200.00			
56	Ashwin's	Email	No	Copy of Invoice.docx	\$1,200.00			
57	Jones Pet Shop	Email	Yes	Copy of Invoice.docx	\$1,800.00			
51	Pets & More	Email	No	Copy of Invoice.docx	\$500.00			
50	Door Stop Vet	Email	Yes	Copy of Invoice.docx	\$500.00			
48	A Place for Dogs	Email	No	Copy of Invoice.docx	\$250.00			
45	Greg Masiona	Email	No	Invoice.docx	\$2,000.00			

Payments

- View all purchases/paid invoices.
 - The refund icon will display for items if available to refund (no icon = already refunded)
 - Delete option may display when viewing reference number, IF not already deposited, IF permissions allow user to delete, IF deletion deadline has not past
 - From this tab you can [create deposits](#)



The screenshot shows the 'Payments' tab in the GrowthZone software. At the top, there are navigation tabs: Overview, Pending Delivery, Payments (selected), Sales/Invoices, Upcoming Billing, Deposits, Credit Memos, and Accounting Summary. Below the tabs is a search bar with the text 'Search...', a 'Show only...' dropdown menu, and a 'Customize Results...' button. On the right side of the search area is an orange 'Actions' button with a dropdown arrow. The main content area is a table with the following columns: Reference Number, Payment Date, Contact, Amount, and Actions. There are two rows of data in the table.

Reference Number	Payment Date	Contact	Amount	Actions
6543	2/16/2018	A Place for Dogs	\$510.65	 
ch_AqKEruHEGadHwB	6/14/2017	Kathryn Faucher	\$34.99	 

Sales/Invoices

- View all invoices generated included paid, open, past due....
- [Can be used to resend past due invoices](#)

Type	Date	Ref #	Customer	Description	Aging	Balance	Total	Actions
Invoice	4/10/2018	59	Gaufrettes	Platinum Membership Fee	23	\$1,250.00	\$1,250.00	Actions ▾
Invoice	4/10/2018	60	Gaufrettes	Membership Setup	23	\$50.00	\$50.00	Actions ▾
Invoice	4/4/2018	58	Jones Pet Shop	John Jones - ND Veterinary Chapter Weekly Breakfast Meeting - Event Registration	29	\$100.00	\$100.00	Actions ▾

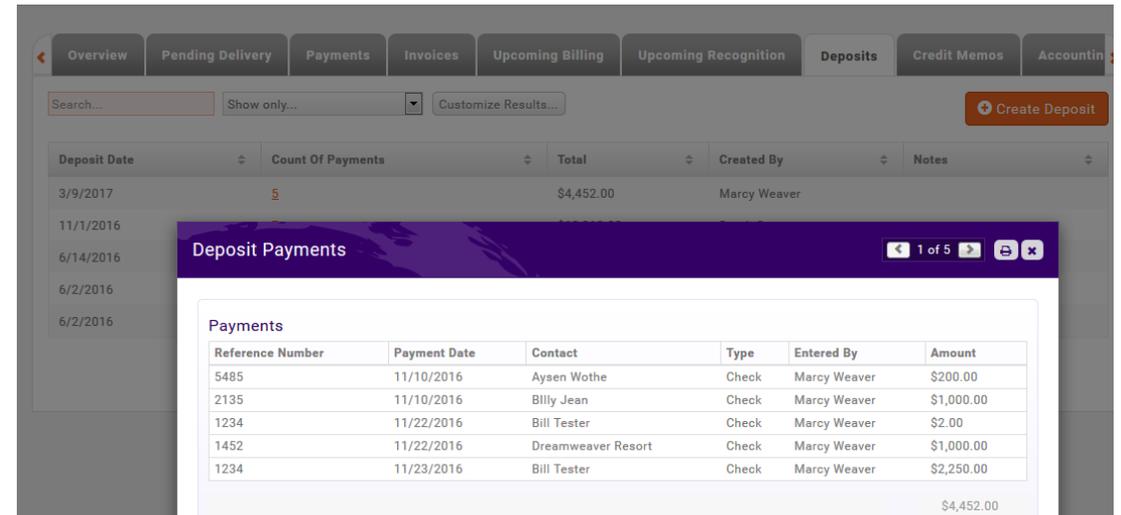
Upcoming Billing

- Displays all the anticipated recurring fee items that are scheduled to be billed in a month
- These may be monthly, quarterly or annual recurring items

Customer	Next Bill Date	Bill Contact	Description	Frequency	Bundled	Amount	Payment Profile
Monets Landscaping	2/2/2018		Renewal Membership	Annually	No	\$2,000.00	
John Jones	1/1/2020		Default Membership	Annually	No	\$1,200.00	
Greg Masiona	1/19/2020	Greg Masiona	ND Vet Association	Annually	No	\$1,000.00	
Greg Masiona	1/19/2020	Greg Masiona	National Membership	Annually	No	\$1,000.00	
Door Stop Vet	1/23/2020		ND Vet Assoc Member Dues	Annually	No	\$500.00	
Pets & More	2/14/2020		ND Vet Assoc Member Dues	Annually	No	\$500.00	
Ashwin's	4/2/2020		Default Membership	Annually	No	\$1,200.00	
Masiona's	4/2/2020		Default Membership	Annually	No	\$1,200.00	
Jones Pet Shop	4/2/2020		Platinum Membership Fee	Annually	No	\$1,800.00	
Gaufrettes	4/10/2020	Greg Larson	Default Membership	Annually	No	\$1,200.00	
Tulips	4/24/2020	Cheri Petterson	Default Membership	Annually	No	\$1,200.00	

Deposits

- View deposits already posted.
Use deposit list to take with you to the bank for reconciling deposits with your teller
- Create Deposits on the Payments tab



Deposit Payments

Reference Number	Payment Date	Contact	Type	Entered By	Amount
5485	11/10/2016	Aysen Wothe	Check	Marcy Weaver	\$200.00
2135	11/10/2016	Billy Jean	Check	Marcy Weaver	\$1,000.00
1234	11/22/2016	Bill Tester	Check	Marcy Weaver	\$2.00
1452	11/22/2016	Dreamweaver Resort	Check	Marcy Weaver	\$1,000.00
1234	11/23/2016	Bill Tester	Check	Marcy Weaver	\$2,250.00
					\$4,452.00

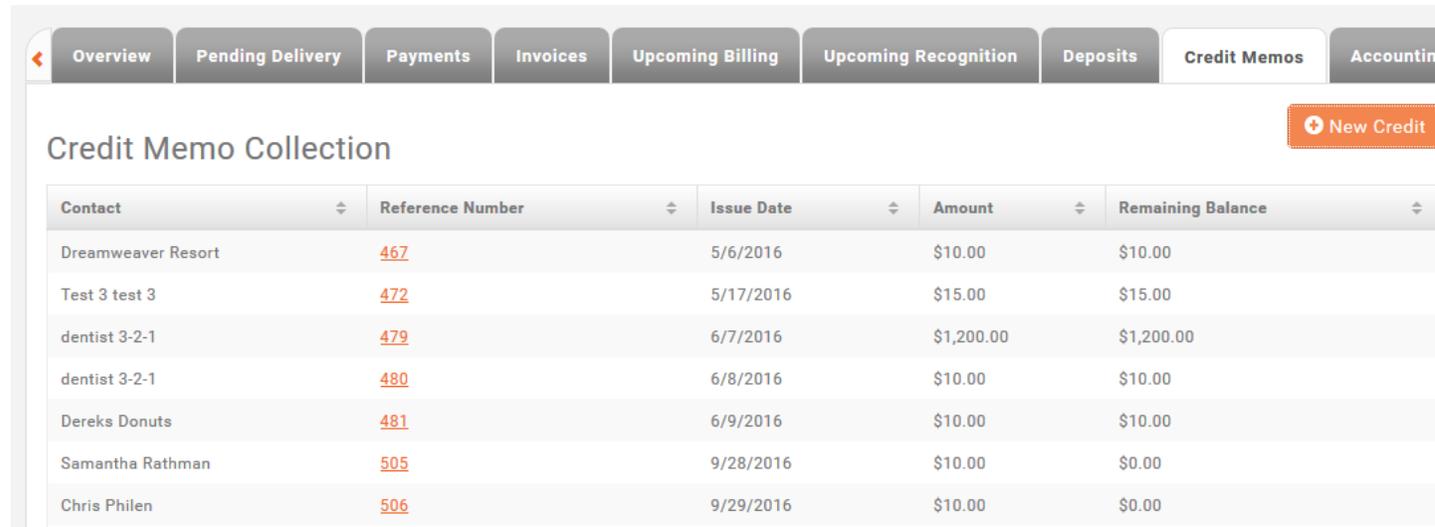
Credit Memos

- View credits created and balance. Create a new credit.
- Click credit, option to Void (creates a reverse transaction).

Overview	Pending Delivery	Payments	Sales/Invoices	Upcoming Billing	Deposits	Credit Memos	Accounting Summary
Credit Memo Collection							+ New Credit
Contact	Reference Number	Issue Date	Amount	Remaining Balance			
The Malt Shop	620	4/28/2017	\$0.00	\$0.00			
Nelson's Accounting	761	7/6/2017	\$0.00	\$0.00			
Tulips	1239	7/27/2017	\$0.00	\$0.00			
MicroNet	1512	10/19/2017	\$0.00	\$0.00			
Mckenna Breiby	613	4/14/2017	\$25.00	\$0.00			
Jones Accounting	614	4/17/2017	\$25.00	\$0.00			
Daffy Duck	6821	1/11/2018	\$25.00	\$0.00			

Credit Memos

- View credits created and balance. Create a new credit.
- Click credit, option to Void (creates a reverse transaction).



Credit Memo Collection [+ New Credit](#)

Contact	Reference Number	Issue Date	Amount	Remaining Balance
Dreamweaver Resort	467	5/6/2016	\$10.00	\$10.00
Test 3 test 3	472	5/17/2016	\$15.00	\$15.00
dentist 3-2-1	479	6/7/2016	\$1,200.00	\$1,200.00
dentist 3-2-1	480	6/8/2016	\$10.00	\$10.00
Dereks Donuts	481	6/9/2016	\$10.00	\$10.00
Samantha Rathman	505	9/28/2016	\$10.00	\$0.00
Chris Philen	506	9/29/2016	\$10.00	\$0.00

Contact Transaction History

- All transactions for an individual contact can be viewed on the Contact's billing tab
- WIKI: [View an Individual Contact's Transaction History](#)

Billing History

Search... Show only... Customize Results...

Type	Reference Number	Detail	Transaction Date	Amount	Balance	Actions
Payment	ch_0Htek9OaiKbG3VYIOVkdY8wj	\$950.00 Over Payment	12/1/2020	\$950.00	-\$950.00	Actions
Invoice	79	\$20.00 Logo Hat	2/17/2021	\$20.00	\$20.00	Actions
Invoice	42	\$50.00 Gale Alan - Ye Old BBQ - Event Registration	4/30/2020	\$50.00	\$50.00	Actions
Invoice	41	\$900.00 Default Membership	4/30/2020	\$900.00	\$900.00	Actions

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Create Invoices

- Most invoices will be automatically created, for example if you allow invoicing for event registrations.
- Invoices may be created from the Billing module, or from a member's Billing tab

Add Invoice
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Invoice Number Auto-Assigned	Invoice Date 5/1/2018	Term Due on Receipt	Due Date 5/1/2018	PO # <input type="text"/>
				Purchase Date 5/1/2018
Payment Gateway -- Select a Payment Gatew ▾				

Customer <input type="text"/>	Contact -- Select a Contact -- ▾	Address -- Select a Address -- ▾ +	Email -- Select a Email -- ▾ +
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Message

Internal Memo

Invoice Template
CP - Invoice T ▾

Mark to Print

Mark to Email

Balance \$0.00

Item	Description	Qty	Price	Tax	Shipping	Disc	Total	
-- Select a Item ▾	<input style="width: 95%;" type="text"/>	0	0	\$0.00	\$0.00	\$0.00	\$0.00	+

Advanced Options
Cancel
Done

Accept Payments

- The **Invoice** tab will display all of your invoices, whether they have been paid or not. You can use this tab to analyze aging and make payments. The list may be filtered to just open invoices to make it easier to manage payments

Edit Credit Card

Payment From
Nora Breiby

Stored Payment Methods
-- Select a Stored Payment Methods --

Card Information

Payment Gateway
Integrated payment Processing Account Training (Default)

Enter Card Information

Card Number Month Year CVC

Address Line 1
543 Main Street

Address Line 2
21748 S Raider Court

City State/Province Postal Code Country Code

Store Payment Info For Future

Payment Date Amount

Search

Credit Memos

Add Credit

Print Close

Issued To Contact

Issue Date Calendar

Notes (Visible to Recipient)

Items

Saleable Item	Description	Amount	Qty	Total	
-- Select a Saleable It	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	+ ×

Cancel Done

Create a Write-off

- When needed, you may create a write-off on the Billing module Invoices tab

Edit Create Write Off
📄 ✕

Write Off Date

Notes

Purchase Details

Contact Name	Purchase Date	Invoice Number	Purchase Total
Edibles	<input type="text" value="7/10/2018"/>	492	\$100.00

Write Off Items

Item Description	Debit Account	Item Total	Item Balance	Write Off Amount
Special Olympics	<input type="text" value="-- Select a Debit Account --"/>	\$50.00	\$50.00	<input type="text" value="50"/>
Special Olympics	<input type="text" value="-- Select a Debit Account --"/>	\$50.00	\$50.00	<input type="text" value="50"/>
				\$100.00

Deposits

- You may view previous deposits, and the payments associated to those deposits on the Billing module Deposits tab
- To create a deposit, you will do this on the Payments tab

Edit Deposit Payments

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Payments

Reference Number	Payment Date	Contact	Type	Entered By	Amount
	11/22/2017	Anderson's Plumbing	Cash	Matt Anakkala	\$3,200.00
12345	11/22/2017	Anderson's Plumbing	Check	Matt Anakkala	\$225.00
7337	11/22/2017	Jones Shoes	Check	Matt Anakkala	\$1,750.00
45264	11/28/2017	Edibles	Check	Matt Anakkala	\$50.01
456464	11/28/2017	Alan Brown	Check	Matt Anakkala	\$26.88
797564	11/28/2017	April Conway	Check	Matt Anakkala	\$134.38
					\$5,386.27

Cancel
Done



Questions?