

# Billing: Understanding the Setup

Setup and maintenance of the billing area

# Why is the Setup important?

- Database transaction defaults are based on setup areas
- Allows for the use of the Journal Entry Export
- Financial reports are based off of the setup information

## Areas to look at:

- System defaults
- Chart of Accounts
- Fee Items List
- Transaction Classes (optional/QB users only)

# System Defaults

- Payment methods
- Payment terms
- Customer messages
- Templates
- Accounts
- Delivery method

# Setup->Association Options->Billing Options & Settings

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Search Help... Dashboard Members Groups Communication Events Jobs Advertising MarketSpace News Releases Info Request Billing Reports Cloud Drive Form Builder SmartMobile eCommerce Project/Task Setup Account Training Support Help/Wiki Linked Accounts

## Organization Management

### Administrative Options: Setup

#### Association Options

- Association Information
- General Options & Settings
- Events Options & Settings
- Member Login Area Options & Settings
- Hot Deal Settings
- Social Network Publishing
- MarketSpace Settings
- System Event Log
- Association Employees/Reps
- Billing Options & Settings
- Directory Control Panel
- Job Posting Settings
- Backup/Data Downloads
- News Releases
- Trip Builder Settings

#### Member Options

- Define Directory Categories
- Define Group Types
- Define Membership Packages
- Define Membership Types
- Manage Permission Sets
- Define Default Rep Preferences
- Define Locations
- Correspondence Categories
- News Release Article Types
- Member Drop Reasons
- Manage Member/Rep Logins

#### Information Request

- Consumer "Trip Purpose" Options
- Travel Lead List Contact Groups
- General Lead List Contact Groups
- Events Calendar: View/Edit Event Types
- Preview Public Information Request Pages
- Install Quick-Communication Application (Windows Vista or Greater)
- Consumer "Referred By" Options
- Consumer "Interest" Options
- Association Publications
- Publication Distribution/Delivery Methods
- eReferral Settings/Options
- Install Quick-Communication Application (Windows XP)

#### Billing

Task List 6 Mbr Signups 5 Hot Deals 1 MarketSpace 3 News Releases 1 New Events 1 Job Postings 1 Pub. Requests

- These defaults should be set based on the majority of the activity that is done within the database.
- These defaults can be changed on a case-by-case basis
- Setting defaults is not a requirement of using the system, it provides for consistency/efficiency

## Organization Management

### Chamber Management: Billing Options & Settings

#### + Billing Solution

#### - Appearance

**eCommerce:**

☐ Use product name only on line item descriptions ?

**Invoice Defaults:**

A/R Account: Accounts Receivable Edit Accounts

Payment Terms: Net 30 Edit Payment Terms

Customer Message: Thank you Edit Messages

Delivery Method: Print-Only

☐ Display the Invoice Discount Memo as the line item description for Invoice Discounts on member Bill Pay screens and invoices/statements ?

Default Template: without voluntary fee preview edit

Email Cover Letter: Edit Cover Letter

**Payment/Receipt Defaults:**

Credit Card Pmt Method: CreditCard (Applicable for sales receipts or payments)

Cash/Check Pmt Method: Check (Applicable for sales receipts)

**Statement Defaults:**

Default Template: Test Statement preview edit

If using multiple Accounts Receivable accounts, which AR Account should automated transaction activity report under?

# Chart of Accounts

- List of every account in the accounting system
- Drives the financial reports
- Used to provide an overall picture of financial activity
- Database focuses primarily on accounts receivable and income accounts



# Setup->Billing->Chart of Accounts

Advertising

MarketSpace

News Releases

Info Request

Billing

Reports

Cloud Drive

Form Builder

SmartMobile

eCommerce

Project/Task

Setup

Account

Training

Support Help/Wiki



Linked Accounts

Task List

6 Mbr Signups

5 Hot Deals

1 MarketSpace

3 News

Releases

1 New Events

1 Job Postings

1 Pub. Requests

6 Reminders

8 Mbr Payments

61 Invoices

1 Web Leads

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General Options & Settings

Events Options & Settings

Member Login Area Options & Settings

Hot Deal Settings

Social Network Publishing

MarketSpace Settings

System Event Log

Billing Options & Settings

Directory Control Panel

Job Posting Settings

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Consumer "Interest" Options

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Chart Of Accounts

Customer Messages

Define Sales Tax Rates

Template Manager - Cover Letters

Advanced Mass Fee Editor using Excel



Search Help...

Dashboard

Members

Groups

Communication

Events

Jobs

Advertising

MarketSpace

News Releases

Info Request

Billing

Reports

Cloud Drive

Form Builder

SmartMobile

eCommerce

Project/Task

Setup

Account

Training

Support Help/Wiki



Linked Accounts

Task List



6 Mbr Signups

## Organization Management

### Edit Chart Of Accounts

#### Chart of Accounts

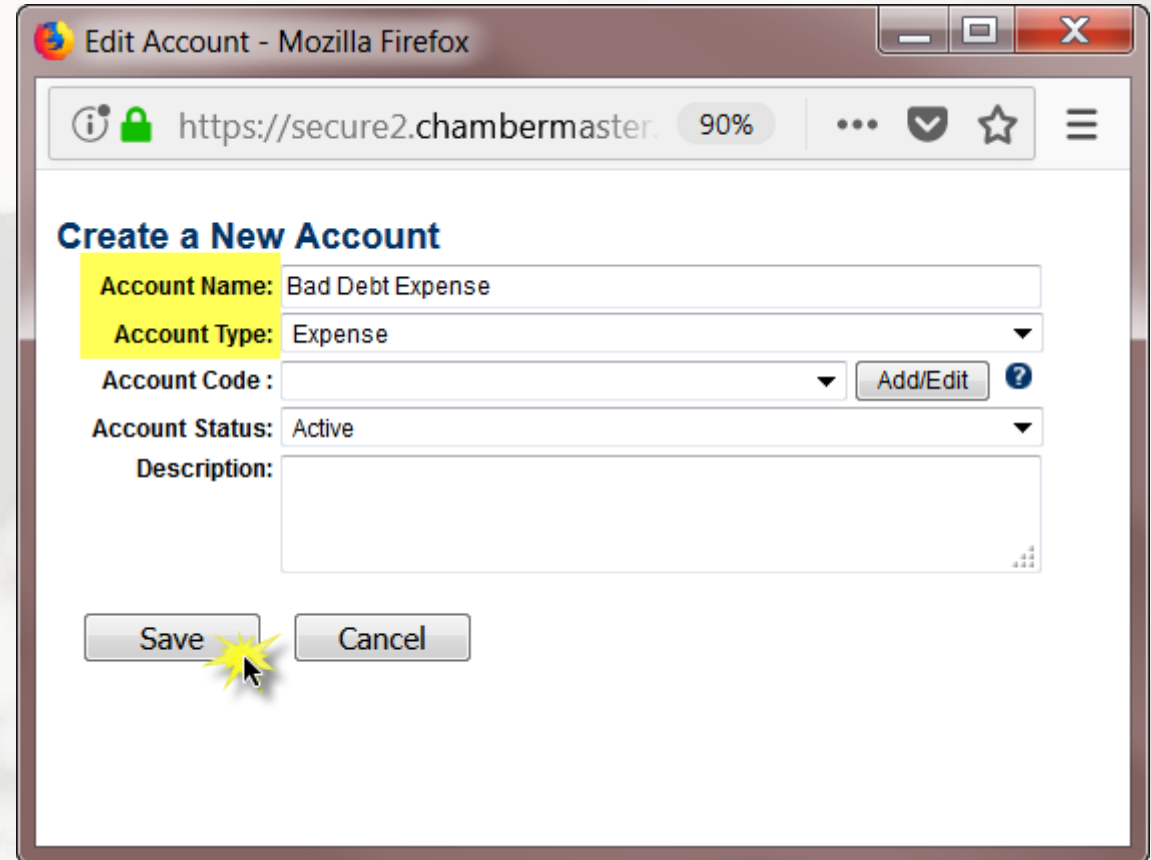
Filter By Type: - Do Not Filter -

Chart of Accounts				
Account Name	Type	Description	Status	Account Code
<a href="#">Accounts Payable</a>	Accounts Payable		Active	
<a href="#">Accounts Receivable</a>	Accounts Receivable		Active	
<a href="#">Membership Receivable</a>	Accounts Receivable		Active	
<a href="#">CC Checking</a>	Bank		Active	
<a href="#">Checking</a>	Bank		Active	
<a href="#">Savings</a>	Bank		Active	
<a href="#">Office Supplies</a>	Expense		Active	
<a href="#">Event Income:Fishing Extravaganza</a>	Income		Active	
<a href="#">Events:Annual Dinner</a>	Income		Active	
<a href="#">Events:Golf Tournament</a>	Income		Active	
<a href="#">Membership Revenue:Renewal Dues</a>	Income		Active	DUES
<a href="#">Monthly Events Income:Breakfasts &amp; Luncheons</a>	Income		Active	
<a href="#">Programs:Young Professionals</a>	Income		Active	
<a href="#">Special Events:BE Awards Income</a>	Income		Active	
<a href="#">Deferred Income</a>	Other Current Liability		Active	
<a href="#">GST/HST Payable</a>	Other Current Liability		Active	
<a href="#">HST Payable</a>	Other Current Liability		Active	
<a href="#">Sales Tax Payable</a>	Other Current Liability		Active	

☐ Show Inactive Accounts

Add Account

- Enter Account Name (if using detail journal entry export this name must match accounting software exactly)
- Select appropriate Account Type
- Click 'Save'



Edit Account - Mozilla Firefox

https://secure2.chambermaster. 90%

### Create a New Account

Account Name: Bad Debt Expense

Account Type: Expense

Account Code : Add/Edit ?

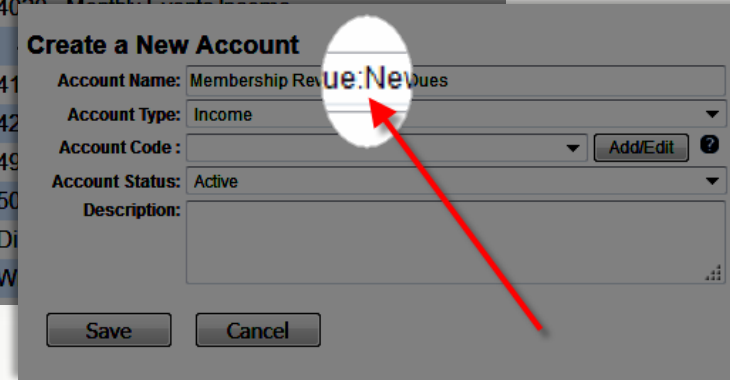
Account Status: Active

Description:

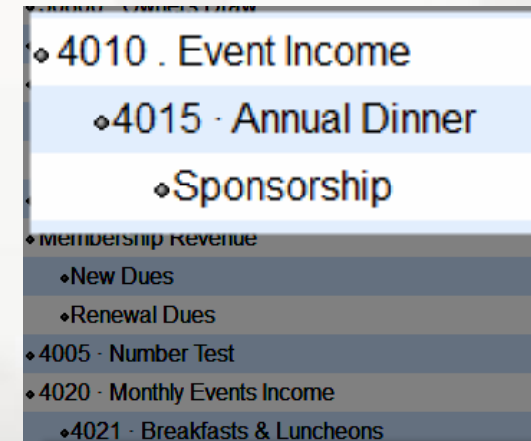
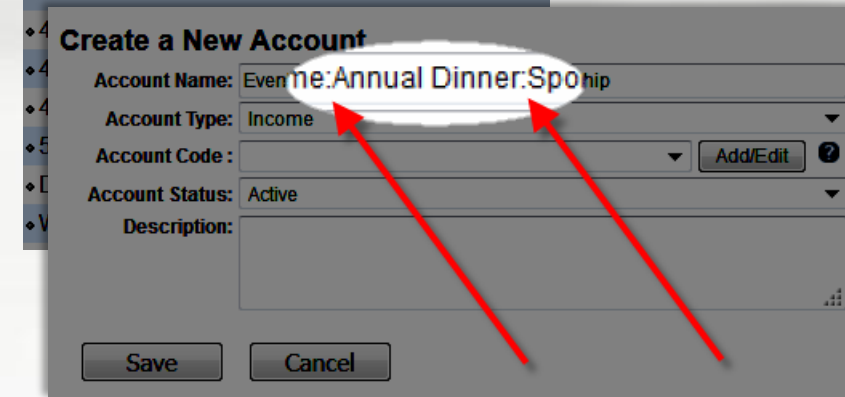
Save Cancel

## QuickBooks Users

- Sub-Accounts must be set up in a specific way
  - ✓ A colon is placed directly between account names as needed

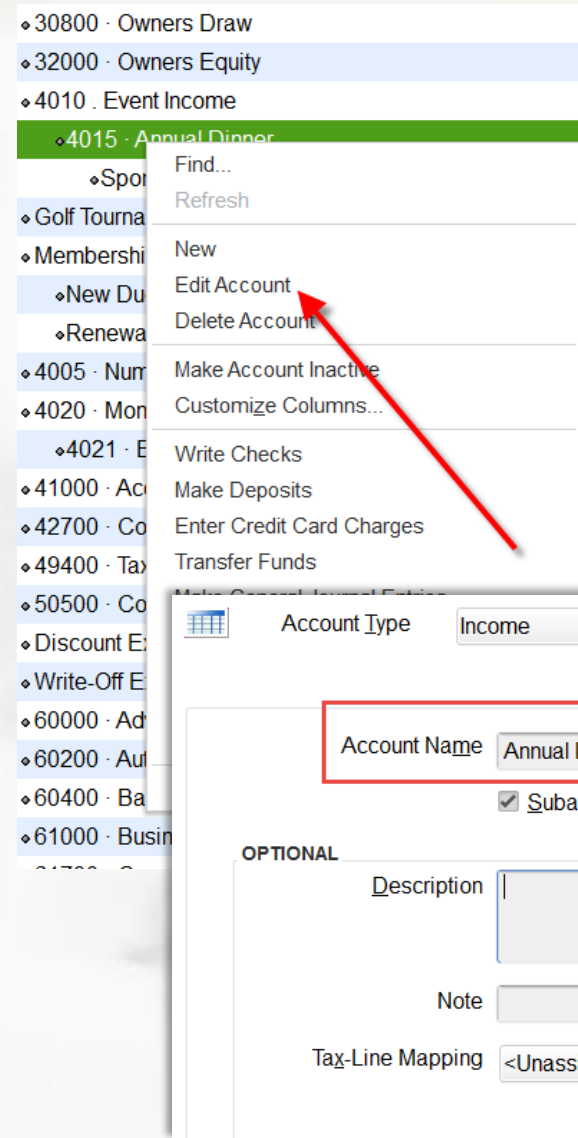
A screenshot of the 'Create a New Account' dialog box. The 'Account Name' field contains 'Membership Revenue: New Dues'. A red circle highlights the colon between 'Revenue' and 'New Dues', with a red arrow pointing to it. The 'Account Type' is set to 'Income', 'Account Status' is 'Active', and there are 'Save' and 'Cancel' buttons at the bottom.

A screenshot of the 'Create a New Account' dialog box. The 'Account Name' field contains 'Event Income: Annual Dinner: Sponsorship'. Two red circles highlight the colons between 'Event Income' and 'Annual Dinner', and between 'Annual Dinner' and 'Sponsorship', with red arrows pointing to them. The 'Account Type' is set to 'Income', 'Account Status' is 'Active', and there are 'Save' and 'Cancel' buttons at the bottom.

## QuickBooks Users (cont'd)

- If Account Number and Account Name are separate fields in QB, do not use both in CM/MZ
  - ✓ In QB, right-click on the account and choose Edit Account to verify



The screenshot shows the QuickBooks account list on the left with '4015 - Annual Dinner' selected. A right-click context menu is open over this account, with 'Edit Account' highlighted by a red arrow. On the right, the 'Edit Account' dialog box is displayed. The 'Account Type' is set to 'Income'. The 'Number' field is set to '4015'. The 'Account Name' field is set to 'Annual Dinner'. The 'Subaccount of' checkbox is checked, and the dropdown shows '4010 - Event Income'. The 'OPTIONAL' section includes a 'Description' field, a 'Note' field, and a 'Tax-Line Mapping' dropdown set to '<Unassigned>'. A link 'How do I choose the right tax line?' is visible next to the dropdown.

# Fee Items List

- List of products/services sold
- Each item is mapped to an account from the Chart of Accounts
- Primarily set up to track income

# Setup->Billing->Fee Items List

Advertising

MarketSpace

News Releases

Info Request

Billing

Reports

Cloud Drive

Form Builder

SmartMobile

eCommerce

Project/Task

Setup

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Linked Accounts

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61 Invoices

1 Web Leads

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General Options & Settings

Events Options & Settings

Member Login Area Options & Settings

Hot Deal Settings

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Chart Of Accounts

Customer Messages

Define Sales Tax Rates

Template Manager - Cover Letters

Advanced Mass Fee Editor using Excel



## Organization Management

### Administrative Options: Edit Fee Items

#### list options

Item Type:  ☒ Hide inactive fee items.  
 Collection Basis:  ☒ Count only active members/approved events.

Refresh List

Print List

Add Fee Items

Reset Options

Type	Basis	Fee Item Name	Fee Amount	Description	Account	Associations	
EVENT	CASH	<a href="#">Annual Dinner</a>	\$0.00 <a href="#">Edit Pricing</a>	Annual Dinner	Events:Annual Dinner	<a href="#">11 Events</a>	<input type="checkbox"/>
EVENT	CASH	<a href="#">Annual Dinner Prepay</a>	\$0.00 <a href="#">Edit Pricing</a>	Annual Dinner	Deferred Income	<a href="#">0 Events</a>	<input type="checkbox"/>
EVENT	ACCRUAL	<a href="#">Annual Dinner Sponsorship</a>	\$0.00 <a href="#">Edit Pricing</a>		Events:Annual Dinner	<a href="#">1 Events</a>	<input type="checkbox"/>
NONDUES	CASH	<a href="#">Annual Dinner Sponsorship</a>	\$0.00 <a href="#">Edit Pricing</a>		Events:Annual Dinner	<a href="#">0 Members</a>	<input type="checkbox"/>
DUES	CASH	<a href="#">Canadian Online Test Item</a>	\$100.00 <a href="#">Edit Pricing</a>	Canadian Online Test Item	Event Income:Fishing Extravaganza	<a href="#">0 Members</a>	<input type="checkbox"/>
DUES	CASH	<a href="#">Capital Fund Voluntary Contribution</a>	\$0.00 <a href="#">Edit Pricing</a>	Capital Fund Voluntary Contribution (voluntary)	Membership Revenue:Renewal Dues	<a href="#">25 Members</a>	<input type="checkbox"/>
EVENT	CASH	<a href="#">Event Tax Test</a>	\$90.4762 <a href="#">Edit Pricing</a>	Event Tax Test	Event Income:Fishing Extravaganza	<a href="#">1 Events</a>	<input type="checkbox"/>
EVENT	CASH	<a href="#">Fishing Extravaganza</a>	\$0.00 <a href="#">Edit Pricing</a>	Fishing Extravaganza	Event Income:Fishing Extravaganza	<a href="#">21 Events</a>	<input type="checkbox"/>
EVENT	ACCRUAL	<a href="#">Fishing Extravaganza Sponsorship</a>	\$0.00 <a href="#">Edit Pricing</a>		Event Income:Fishing Extravaganza	<a href="#">6 Events</a>	<input type="checkbox"/>
		<a href="#">Fishing Tournament</a>	\$0.00		Event		



- Enter Item Name
- Enter default description
- Select correct Account (most important for reporting)
- Taxable?
- Enter default price
- Select proper item type
- Select default billing frequency
- Select collection basis (filter option in reports)
- Voluntary?

Fee Item Properties - Mozilla Firefox

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### New Fee Item

☒ Regular Fee ☐ Bundled Fee ?

Fee Item Name:

Description:

Account:

☐ Show inactive Accounts

Sales Tax: Non (0%)

Price: 0.00 (annually or one-time)

Item Type: Member Fees and Dues ?

Status: Active

Frequency: One-Time

Collection Basis: Cash

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: ?

Save & Exit Cancel

# Transaction Classes

- OPTIONAL QuickBooks feature that allows for separating transactions that relate to different departments, locations, etc.
- Not relevant to non-QuickBooks users

# Setup->Billing->Transaction Classes

<a href="#">Advertising</a>	<ul style="list-style-type: none"> <li>▸ General Options &amp; Settings</li> <li>▸ Billing Options &amp; Settings</li> </ul>
<a href="#">MarketSpace</a>	<ul style="list-style-type: none"> <li>▸ Events Options &amp; Settings</li> <li>▸ Directory Control Panel</li> </ul>
<a href="#">News Releases</a>	<ul style="list-style-type: none"> <li>▸ Member Login Area Options &amp; Settings</li> <li>▸ Job Posting Settings</li> </ul>
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<a href="#">Reports</a>	<ul style="list-style-type: none"> <li>▸ MarketSpace Settings</li> <li>▸ Trip Builder Settings</li> </ul>
<a href="#">Cloud Drive</a>	<ul style="list-style-type: none"> <li>▸ System Event Log</li> </ul>
<a href="#">Form Builder</a>	
<a href="#">SmartMobile</a>	
<a href="#">eCommerce</a>	
<a href="#">Project/Task</a>	
<a href="#">Setup</a>	
<a href="#">Account</a>	
<a href="#">Training</a>	
<a href="#">Support Help/Wiki</a>	
<a href="#"> </a>	
<a href="#">Linked Accounts</a>	
<a href="#">Task List</a>	
6 Mbr Signups 5 Hot Deals 1 MarketSpace 3 News Releases 1 New Events 1 Job Postings 1 Pub. Requests 6 Reminders 8 Mbr Payments 61 Invoices 1 Web Leads	
<a href="#">Download Staff App</a>  <a href="#">Click Here</a>	

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Member Options	
<ul style="list-style-type: none"> <li>▸ Define Directory Categories</li> <li>▸ Define Group Types</li> <li>▸ Define Membership Packages</li> <li>▸ Define Membership Types</li> <li>▸ Manage Permission Sets</li> <li>▸ Define Default Rep Preferences</li> </ul>	<ul style="list-style-type: none"> <li>▸ Define Locations</li> <li>▸ Correspondence Categories</li> <li>▸ News Release Article Types</li> <li>▸ Member Drop Reasons</li> <li>▸ Manage Member/Rep Logins</li> </ul>

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Information Request	
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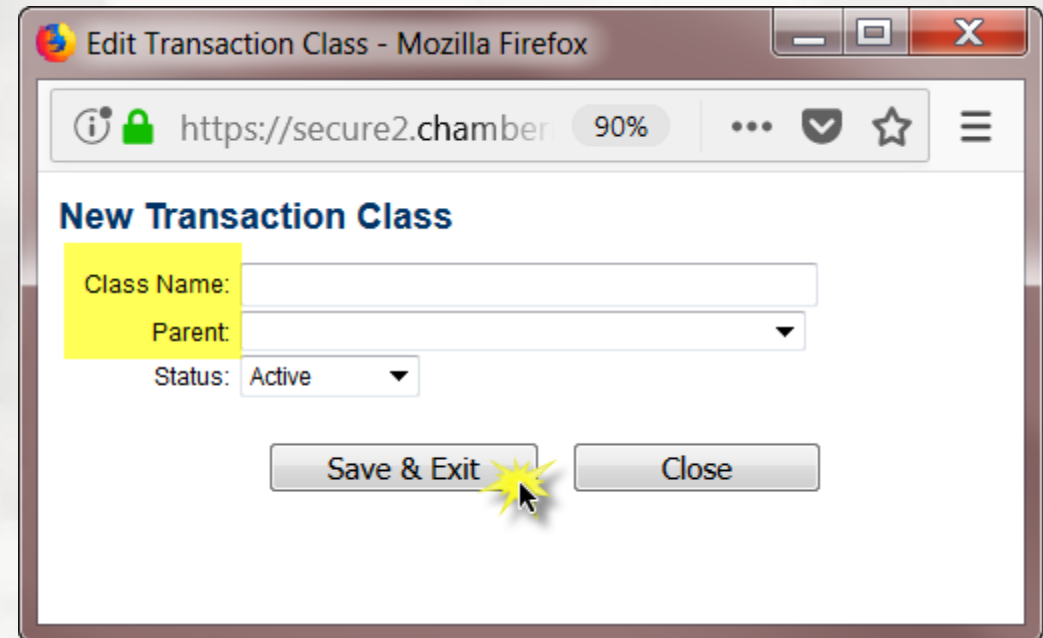
Billing	
<ul style="list-style-type: none"> <li>▸ Fee Items List</li> <li>▸ Payment Methods</li> <li>▸ Payment Terms</li> <li>▸ Template Manager</li> <li>▸ Transaction Classes</li> </ul>	<ul style="list-style-type: none"> <li>▸ Chart Of Accounts</li> <li>▸ Customer Messages</li> <li>▸ Define Sales Tax Rates</li> <li>▸ Template Manager - Cover Letters</li> <li>▸ Advanced Mass Fee Editor using Excel</li> </ul>

## Organization Management

### Edit Transaction Classes

Billing Transaction Classes	
Name	
<a href="#">Admin</a>	X
<a href="#">Admin:Dues</a>	X
<a href="#">Business Dev</a>	X
<a href="#">Membership</a>	X
<a href="#">Tourism</a>	X
<input type="button" value="Add New Class"/>	

- Enter Class Name (if using detail journal entry export this name must match accounting software exactly)
- Select Parent Class if applicable
- Click 'Save & Exit'



Edit Transaction Class - Mozilla Firefox


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### New Transaction Class

Class Name:

Parent:

Status: Active

Save & Exit  Close