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

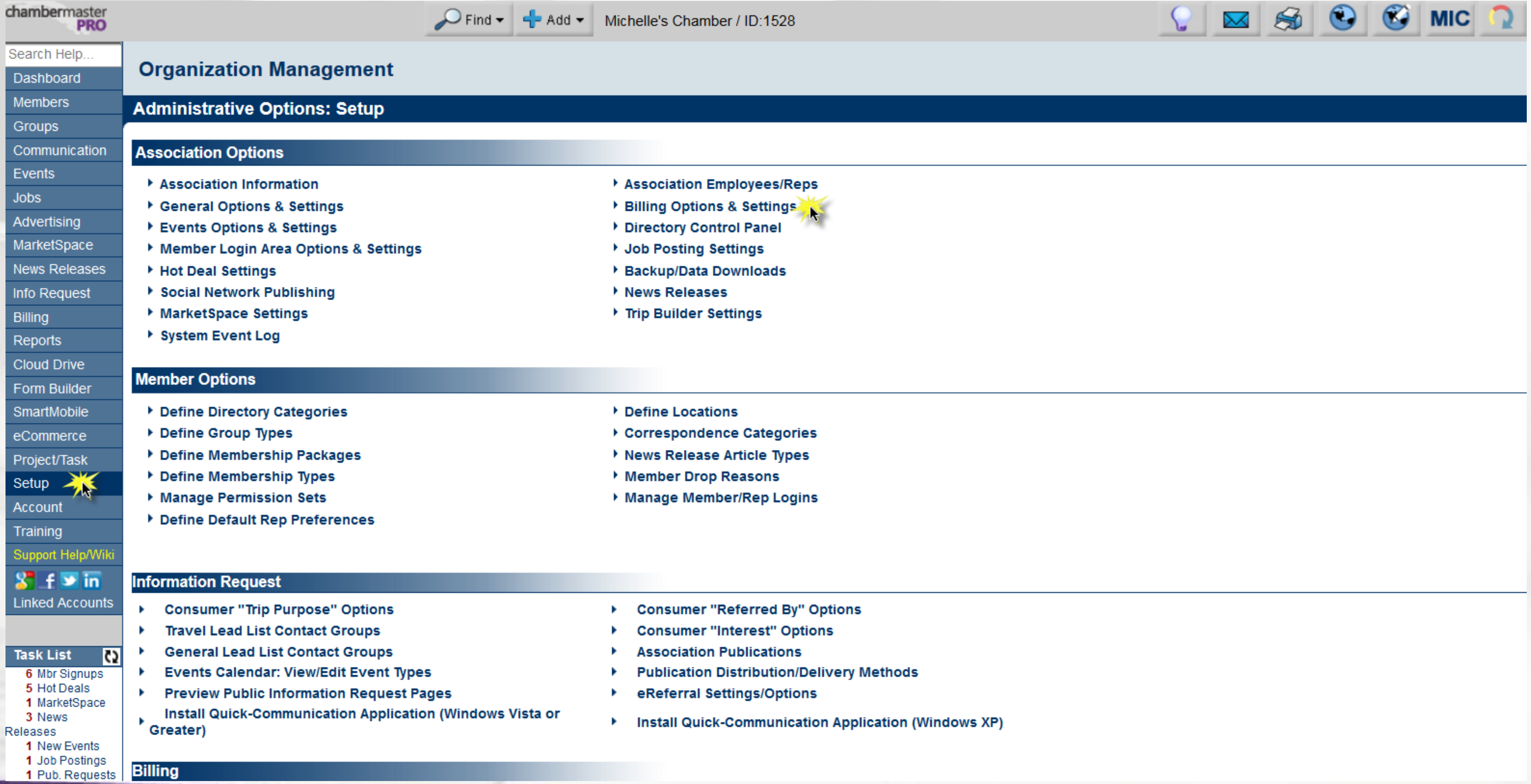
Areas to look at:

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

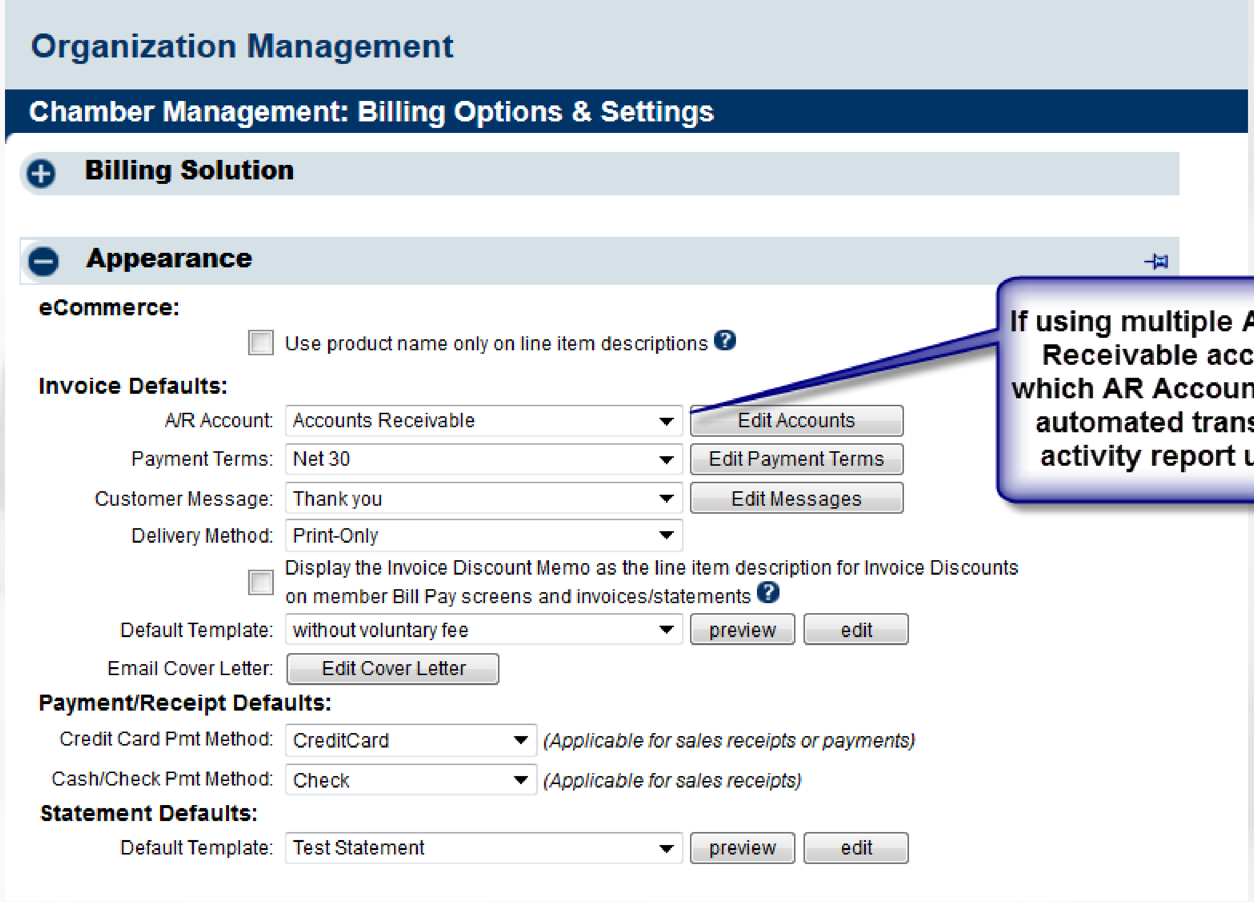
System Defaults

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

Setup->Association Options->Billing Options & Settings



- 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



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

memberzone
chambermaster

chambermaster PRO

Find | Add | Michelle's Chamber / ID:1528

Search Help...

- Dashboard
- Members
- Groups
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- Events
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- News Releases
- Info Request
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- Cloud Drive
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- 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
Accounts Payable	Accounts Payable		Active	
Accounts Receivable	Accounts Receivable		Active	
Membership Receivable	Accounts Receivable		Active	
CC Checking	Bank		Active	
Checking	Bank		Active	
Savings	Bank		Active	
Office Supplies	Expense		Active	
Event Income:Fishing Extravaganza	Income		Active	
Events:Annual Dinner	Income		Active	
Events:Golf Tournament	Income		Active	
Membership Revenue:Renewal Dues	Income		Active	DUES
Monthly Events Income:Breakfasts & Luncheons	Income		Active	
Programs:Young Professionals	Income		Active	
Special Events:BE Awards Income	Income		Active	
Deferred Income	Other Current Liability		Active	
GST/HST Payable	Other Current Liability		Active	
HST Payable	Other Current Liability		Active	
Sales Tax Payable	Other Current Liability		Active	

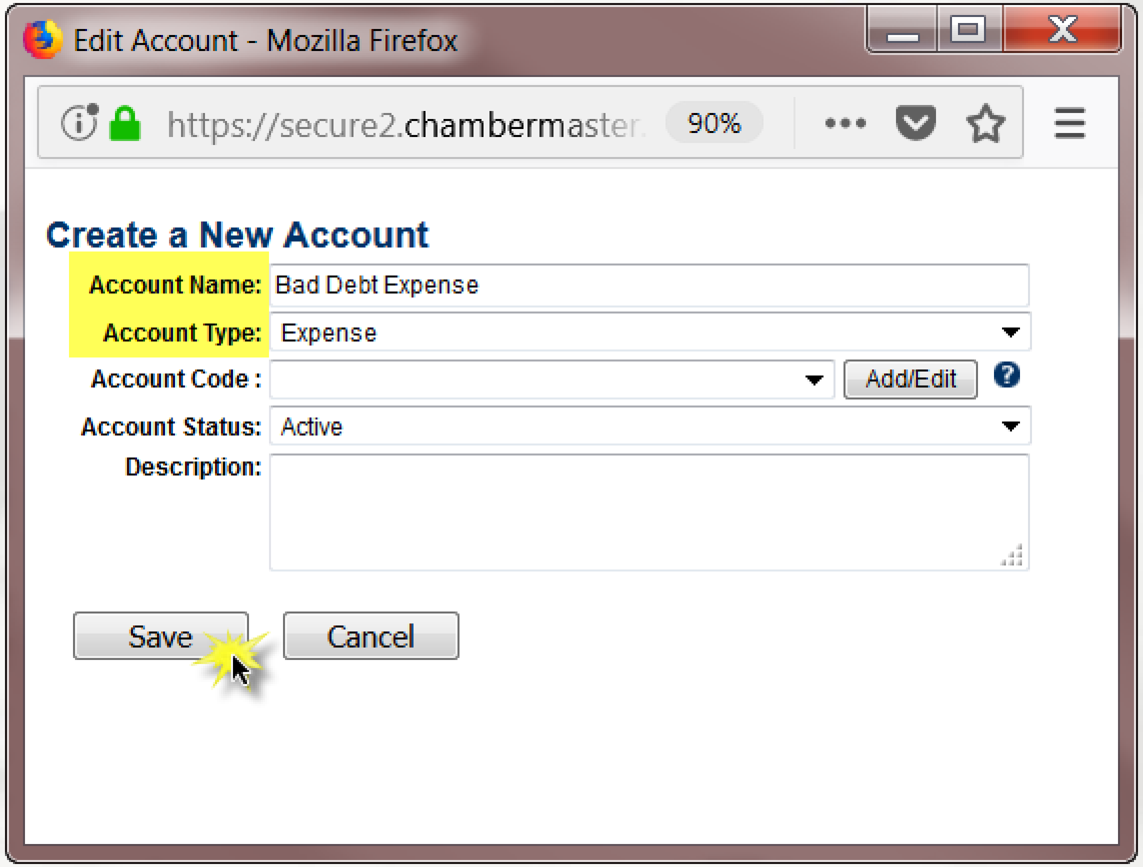
☐ Show Inactive Accounts

Add Account

- Enter Account Name (if using detail journal entry export this name must match accounting software exactly)

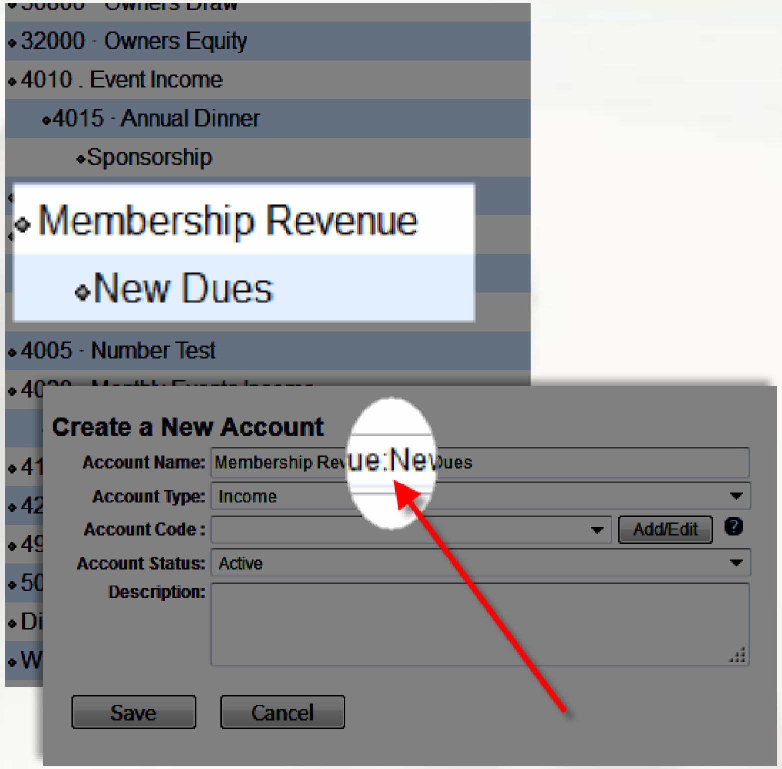
- Select appropriate Account Type

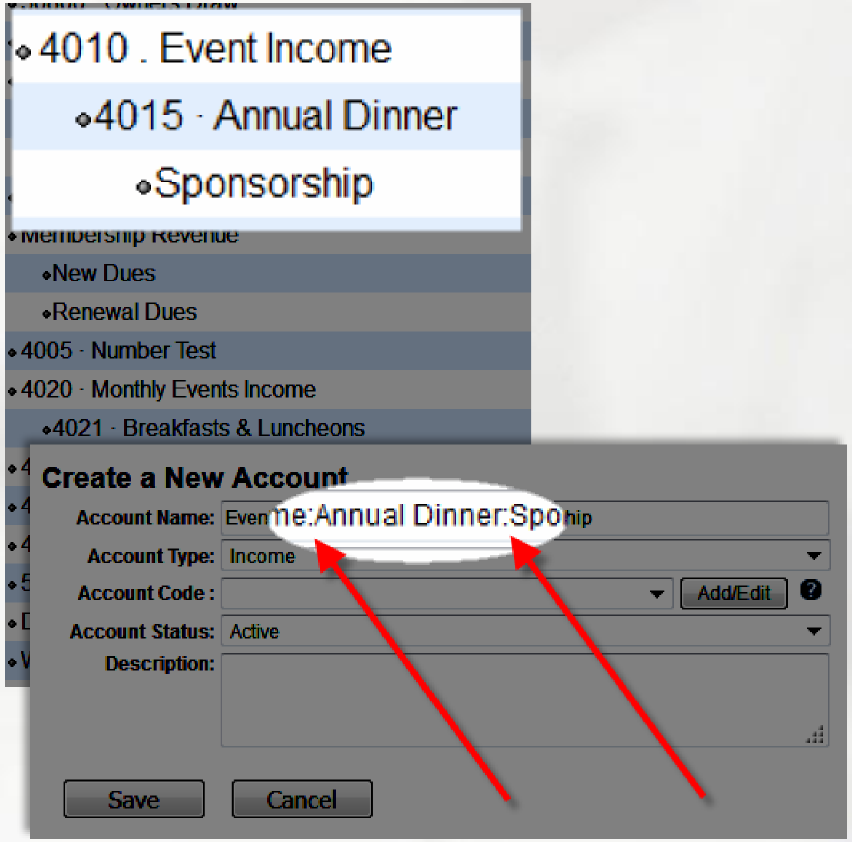
- Click ‘Save’



QuickBooks Users

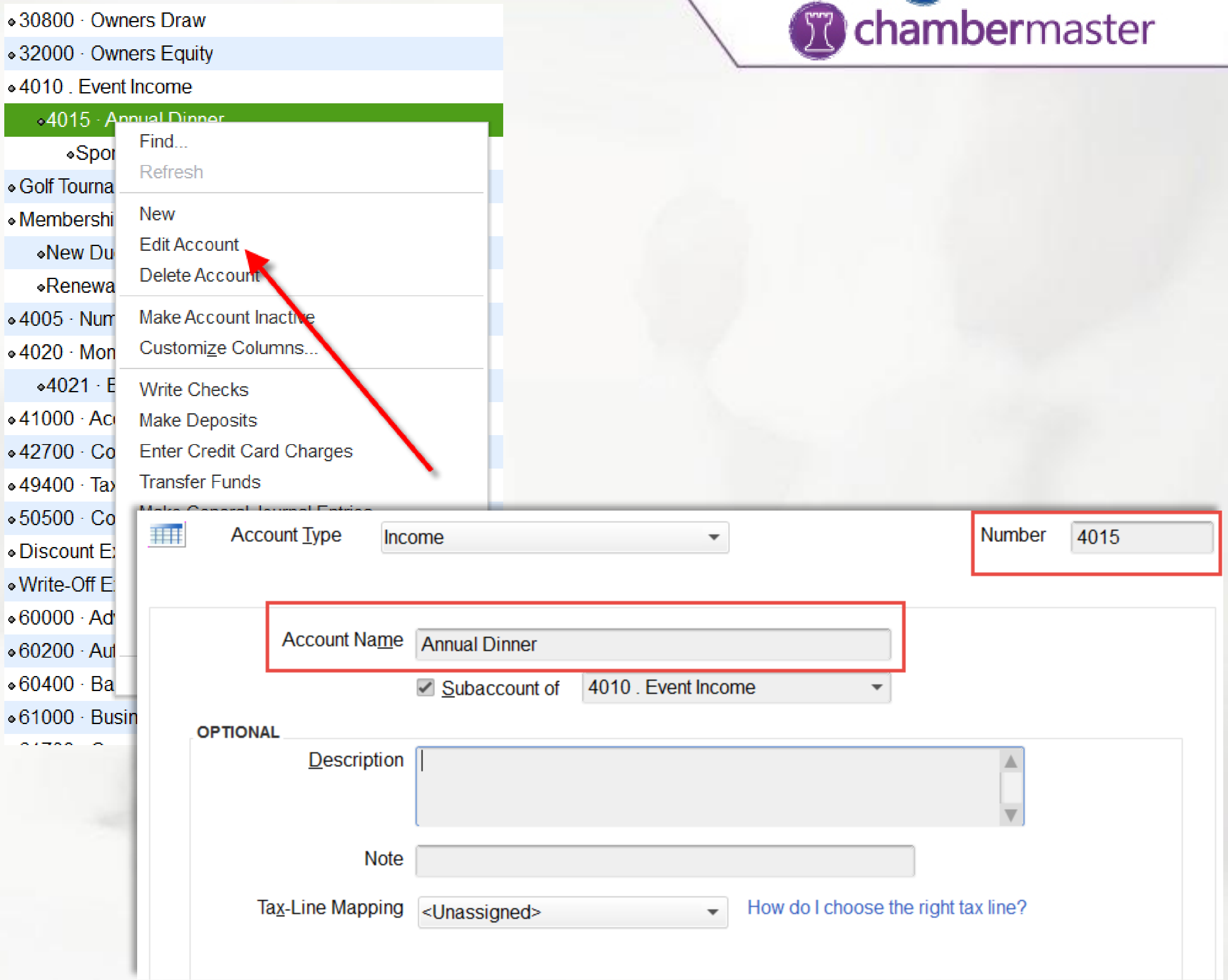
- Sub-Accounts must be set up in a specific way
  - ✓ A colon is placed directly between account names as needed





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



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

memberzone chambermaster

Organization Management

Administrative Options: Edit Fee Items

list options

Item Type:

Collection Basis:

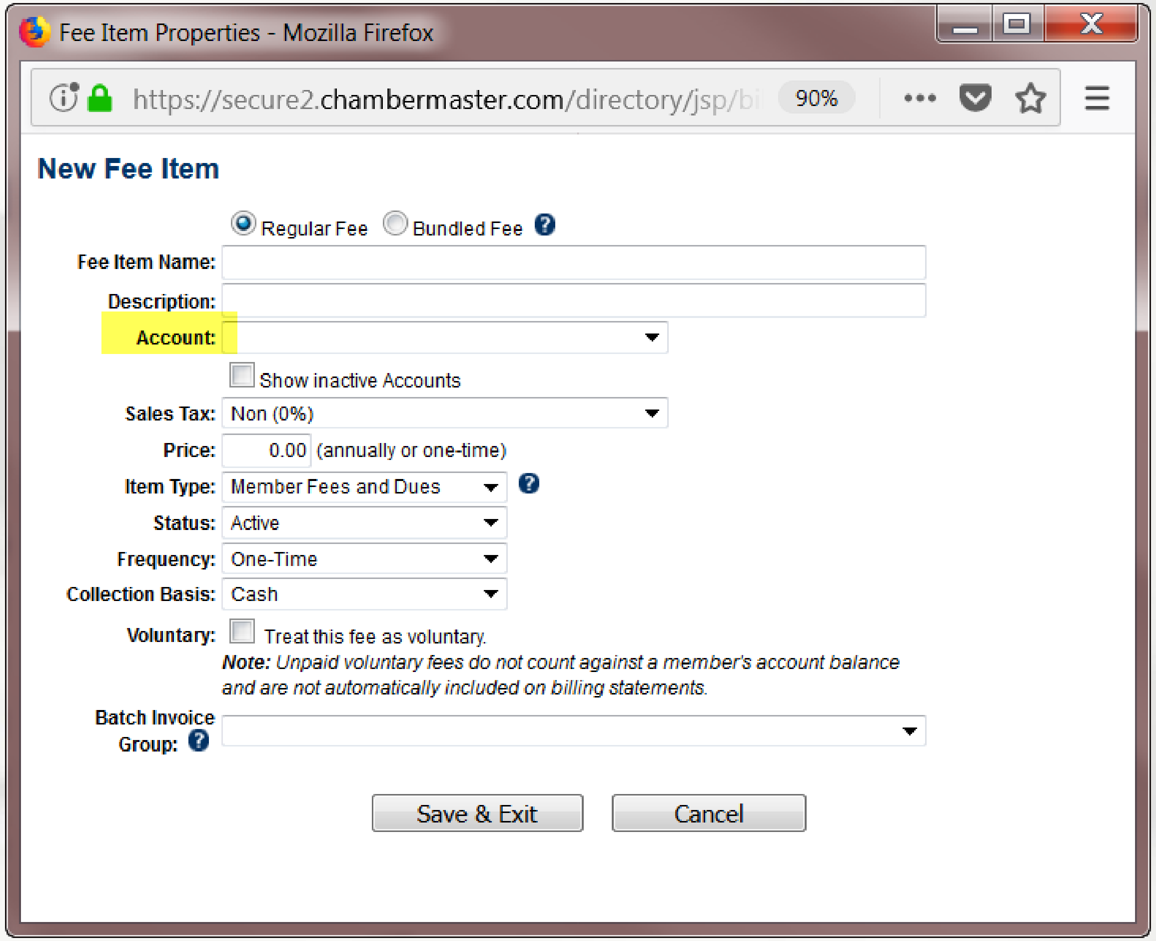
☑ Hide inactive fee items.

☑ 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	Annual Dinner	$0.00 Edit Pricing	Annual Dinner	Events:Annual Dinner	11 Events	x
EVENT	CASH	Annual Dinner Prepay	$0.00 Edit Pricing	Annual Dinner	Deferred Income	0 Events	x
EVENT	ACCRUAL	Annual Dinner Sponsorship	$0.00 Edit Pricing		Events:Annual Dinner	1 Events	x
NONDUES	CASH	Annual Dinner Sponsorship	$0.00 Edit Pricing		Events:Annual Dinner	0 Members	x
DUES	CASH	Canadian Online Test Item	$100.00 Edit Pricing	Canadian Online Test Item	Event Income:Fishing Extravaganza	0 Members	x
DUES	CASH	Capital Fund Voluntary Contribution	$0.00 Edit Pricing	Capital Fund Voluntary Contribution *(voluntary)*	Membership Revenue:Renewal Dues	25 Members	x
EVENT	CASH	Event Tax Test	$90.4762 Edit Pricing	Event Tax Test	Event Income:Fishing Extravaganza	1 Events	x
EVENT	CASH	Fishing Extravaganza	$0.00 Edit Pricing	Fishing Extravaganza	Event Income:Fishing Extravaganza	21 Events	x
EVENT	ACCRUAL	Fishing Extravaganza Sponsorship	$0.00 Edit Pricing		Event Income:Fishing Extravaganza	6 Events	x

- 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?



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

Organization Management

Edit Transaction Classes

Billing Transaction Classes	
Name	
Admin	x
Admin:Dues	x
Business Dev	x
Membership	x
Tourism	x
Add New Class	

Cancel

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