



ChamberMaster/MemberZone Classroom Training Day 2

Billing (This session is NOT intended for CQI users)

- Setting Up Your Billing:
 - Billing Options & Setting
 - Review Chart of Accounts
 - Review Fee Setup
- Daily Billing Activities
 - Managing Batch Invoicing
 - Managing Payments, Refunds, Credits, Write-offs
 - Billing Reports
 - Journal Entry Exports

Successful Event Management

- Initial Event Setup Options
 - Calendar Search Options
 - Registration & Billing Preferences
- Adding & Customizing Your Events
- Managing Attendees and Sponsors
- Billing for Events

Class runs from 9am – 4:30pm, with a ½ hour for lunch. Please bring your laptop to each training session to participate in hands on exercises.





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