

# GrowthZone - Setting up Your Billing



# Agenda

- Setup Chart of Accounts
- Review Invoice/Statement templates
- Setting Up Invoice Terms
- Setting Up System Defaults
- Setting Up Payment Processing
- Define Goods/Service items

With your GrowthZone software, we have integrated the entire invoicing process into the software to ensure no double entry and save you time.

An Accounting Summary report allows you to post summary financial information from GrowthZone to QuickBooks, PeachTree and other accounting systems to ensure they are sync

# Update Chart of Accounts (COA)

Billing -> Overview Tab: Chart of Accounts link

A sample chart of accounts is provided as a starting point

WIKI: [Chart of Accounts](#)

Search... Show only... Customize Results... ShowActive x [Clear All] Add

Number	Name	Type	Actions
MEM-REV	<a href="#">System Default Income Account</a>	Revenue	x
DEP-CASH	<a href="#">System Default Deposit Account</a>	Current Asset	x
ACCT-RECV	<a href="#">System Default Accounts Receivable Account</a>	Current Asset	x
DEF-MEM-REV	<a href="#">System Default Deferred Revenue Account</a>	Current Liability	x
DEF-DIS	<a href="#">System Default Discount Account</a>	Revenue	x
DEF-DEF-DIS	<a href="#">System Default Deferred Discount Account</a>	Current Liability	x
DEF-GEN-TAX	<a href="#">System Default General Tax</a>	Current Liability	x

# Review Invoice and Statement Templates



Setup > Document Generation >  
Document Generation Templates

Click to make a copy of the default  
template and then to open/view/edit

WIKI: [Setup your Invoice Template](#)

«Company» «Address1» «Address2» Tel «Telephone» E-Mail «Email»		«Logo»	
INVOICE «NO»		«SELECTDATE»	
BILL TO «BillToName» «BillToAddress» «BillToCity»	SHIP TO Same as recipient	INSTRUCTIONS «Instructions»	
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
«RangeStart:Item»«Quantity»	«Description»	«UnitPrice»	«Total»«RangeEnd:Item»
«RangeStart:PaymentItem»	«Description»	(«Amount»)	(«Amount»)«RangeEnd:PaymentItem»
SUBTOTAL			«Subtotal»
SALES TAX			«SalesTax»
SHIPPING & HANDLING			«Shipping»
TOTAL			«Total»
PAYMENT/CREDIT APPLIED			«PaymentTotal»
TOTAL DUE BY «DUEDATE»			«TotalDue»
Thank you for your business!			
CURRENT «ARCurrent»	31-60 DAYS PAST DUE «AR30»	61-90 DAYS PAST DUE «AR60»	OVER 90 DAYS PAST DUE «AR90Plus»
«PaymentHyperlink»			

# Invoice Terms

By default, the setting will be “due upon receipt.” If you would like to modify the terms, you can set your own custom invoice terms (access from link on Getting Started tab)

WIKI: [Setup Invoice Terms](#)

[Back to Setup](#)

## Invoice Terms + Add

Name	Display Text	Default Due Days
<a href="#">Due upon receipt</a>	Due upon receipt	0

# Set System Defaults for COA

Setup -> Finance -> General Settings

WIKI: [Setup General Finance Settings](#)

## Finance Settings

Logo for Invoices and Statements

Upload logo only if different than organization logo

Default Income Account

System Default Income Account (Revenue) ▼

Default Accounts Receivable Account

System Default Accounts Receivable Account (Current Asset) ▼

Default Discount Account

System Default Discount Account (Revenue) ▼

Default Invoice Template

Invoice.docx ▼

Default Deposit Account

System Default Deposit Account (Current Asset) ▼

Default Deferred Revenue Account

System Default Deferred Revenue Account (Current Liability) ▼

Default Deferred Discount Account

System Default Deferred Discount Account (Current Liability) ▼

Default Invoice Term

Due on Receipt ▼

Save

# Set Default for Deleting transactions

Setup -> Finance -> General Settings

Transaction Deletion – if staff have delete permission levels, how long to allow delete option to show.

Deleted transactions/numbers do not show in billing history.



# Setup Payment Gateway



**Integrated Payment Processing (IPP)** allows your contacts to enter their credit card or bank account information into a secured page to pay invoices, event registration, donations, etc... online

By checking to save this account, users can apply this automatically to recurring fees (e.g. membership) or other one-time purchases

WIKI: [Setup Payment Gateways](#)

# To setup GrowthZone Pay – 1/2 Step process

## Step 1 – Fill Basic Information for GrowthZone Pay

**Add Payment Gateway**  

Note  
GrowthZone Pay is not available while in Trial or Demo mode

Type  
GrowthZone Pay

Default Gateway  Create stored payment profiles by default

**Register New Account**

Internal Name  
GrowthZone Pay Account

Country  
-- Select a Country --

Cancel Done

# To setup GrowthZone Pay – 2/2 Step process



## Step 2

Fill in additional information about you and your organization to verify your identity

You must complete this section and receive authorization before payments will be deposited into your bank account.

Business Name  
Marcy's Association Demo

Statement Descriptor (Maximum 22 characters) ⓘ  
MARCYS ASSOCIATION DEM

Product Description ⓘ

**Public Contact Info**

Phone  
800-825-9171

Email  
peter.saeger@micronetonline.com

Website URL  
MarcysAssociationDemo.com

**Decline Charge On**

CVC Failure

AVS Failure

**Bank Accounts** ⓘ

[+ Add](#)

# To setup GrowthZone Pay – 2/2 Step process



**Business Name**  
Marcy's Association Demo

**Statement Descriptor (Maximum 22 characters)** ⓘ  
MARCYS ASSOCIATION DEM

**Product Description** ⓘ

**Public Contact Info**

**Phone**  
800-825-9171

**Email**  
peter.saeger@micronetonline.com

**Website URL**  
MarcysAssociationDemo.com

**Decline Charge On**

CVC Failure

AVS Failure

**Bank Accounts** ⓘ

[+ Add](#)

If any of your goods/services are taxable, to setup your taxes you will need to configure:

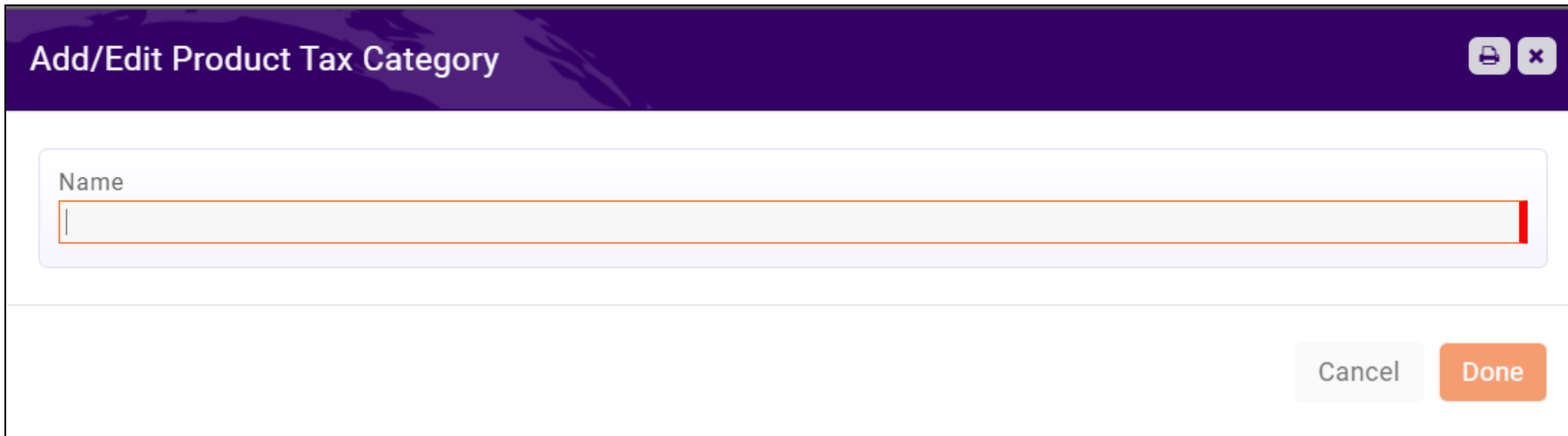
- Product Tax Categories
- Tax Regions
- Tax Rules
- Tax Rates
- Tax Sets

WIKI: [Setting up Taxes](#)

# Product Tax Categories

Under **Product Tax Categories** you will define the categories of products that are taxable

- For example, if you are using the store module and are required to collect tax on certain products, you could set up the tax categories based on your store product categories (i.e. apparel, gifts, etc.)



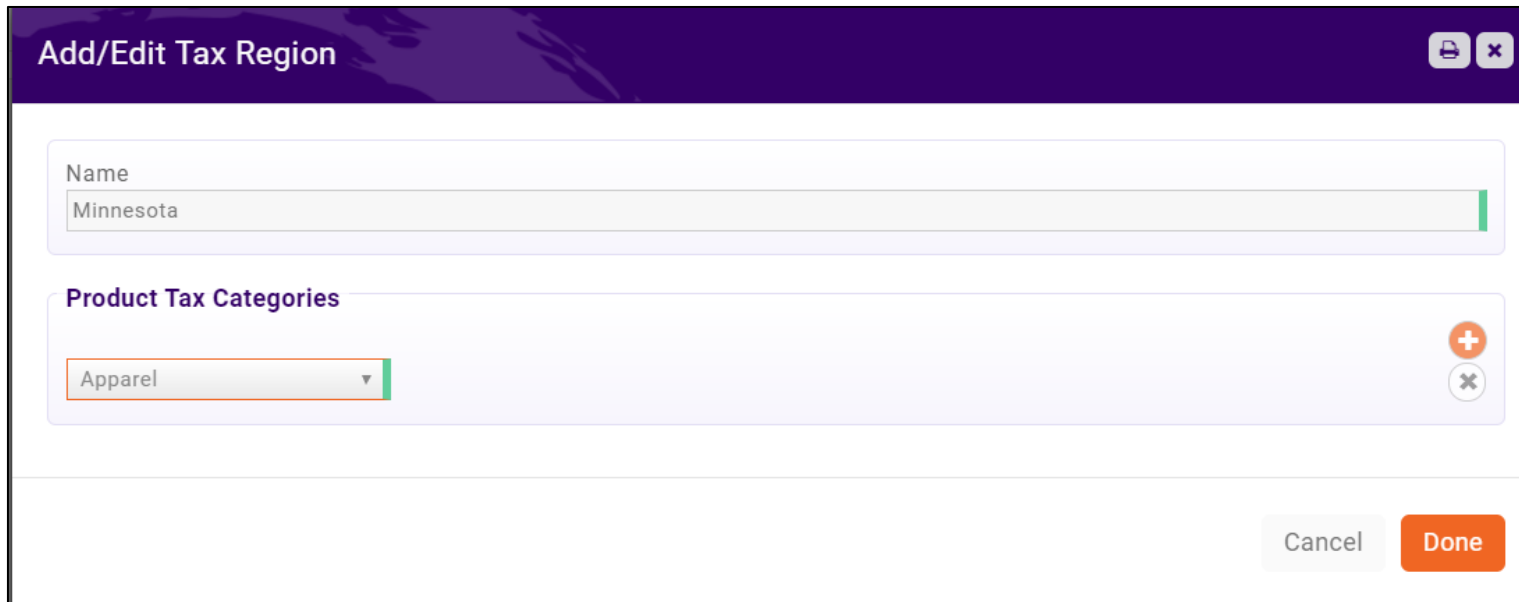
Add/Edit Product Tax Category

Name

Cancel Done

# Tax Regions

Tax regions are the region for which you must collect taxes. For example, if you must collect state taxes, you could name the region after the state



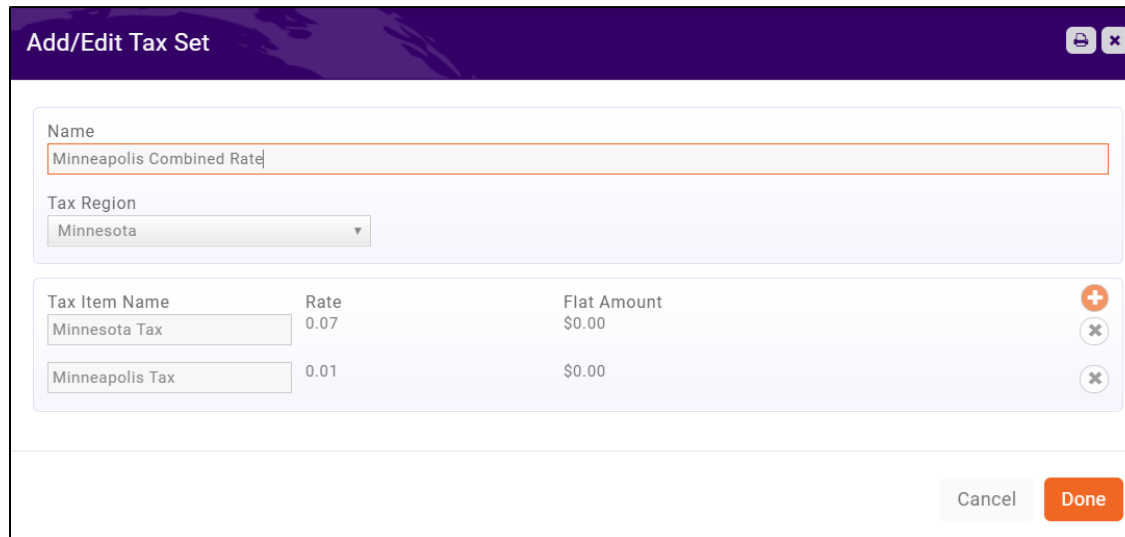
The screenshot shows a dialog box titled "Add/Edit Tax Region" with a dark purple header. In the top right corner of the header are icons for a printer and a close button. The main content area is white and contains two input fields. The first is a text box labeled "Name" with the text "Minnesota" entered. The second is a dropdown menu labeled "Product Tax Categories" with "Apparel" selected. To the right of the dropdown menu are two circular icons: a plus sign and a minus sign. At the bottom right of the dialog box are two buttons: "Cancel" and "Done".

In most cases, sales tax rates must be configured for the physical location that the chamber/association has a presence (nexus). If you operate in multiple states, you would need to enter the tax rates for each state

**NOTE: It is important to get in touch with your state's taxing authority or an experienced accounting professional should you have questions about sales tax rates**



Tax Sets allow you to combine tax rate together, for example, if are in a city where the tax rate is greater than the state rate, and you must account for the taxes separately – you can combine the two rates



The screenshot shows a software interface for managing tax sets. The title bar reads "Add/Edit Tax Set". Below the title bar, there is a text input field for "Name" containing "Minneapolis Combined Rate". Below that is a dropdown menu for "Tax Region" set to "Minnesota". At the bottom, there is a table with two columns: "Tax Item Name" and "Rate", and a "Flat Amount" column. The table contains two rows: "Minnesota Tax" with a rate of 0.07 and "Minneapolis Tax" with a rate of 0.01. Both rows have a flat amount of \$0.00. There are plus and minus icons to the right of the table for adding and removing items. At the bottom right, there are "Cancel" and "Done" buttons.

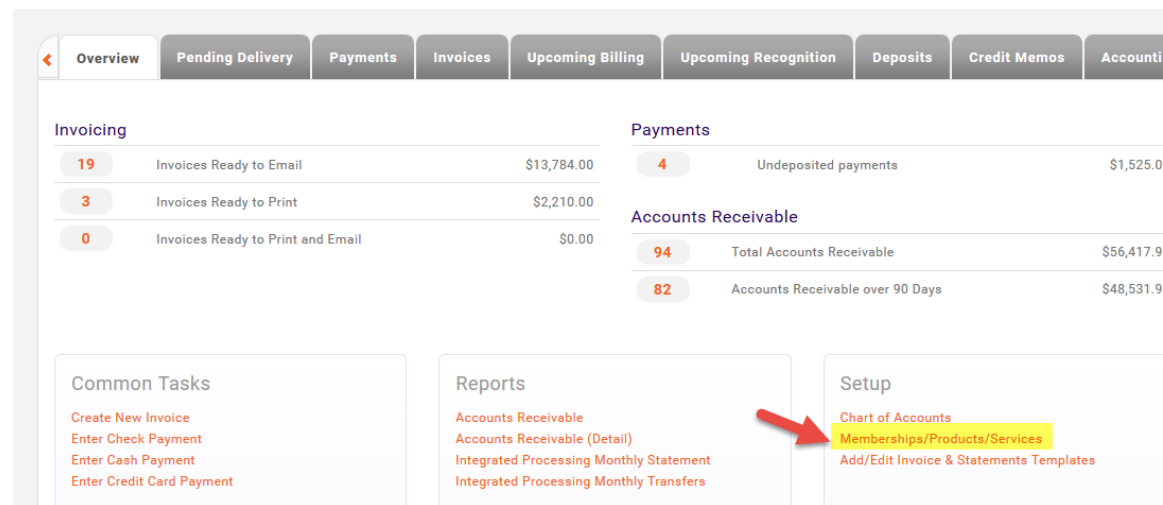
Tax Item Name	Rate	Flat Amount
Minnesota Tax	0.07	\$0.00
Minneapolis Tax	0.01	\$0.00

# Create Goods/Service items

Sample items have been setup for key items such as a general membership, membership setup and event registrations.

Go to Billing -> Overview Tab -> Memberships/Products/Services

WIKI: [Setup Goods/Services](#)



The screenshot displays the 'Billing Overview' page in the GrowthZone software. At the top, there are navigation tabs: Overview (selected), Pending Delivery, Payments, Invoices, Upcoming Billing, Upcoming Recognition, Deposits, Credit Memos, and Accounti. Below the tabs, there are three summary tables:

Invoicing		
19	Invoices Ready to Email	\$13,784.00
3	Invoices Ready to Print	\$2,210.00
0	Invoices Ready to Print and Email	\$0.00

Payments		
4	Undeposited payments	\$1,525.00

Accounts Receivable		
94	Total Accounts Receivable	\$56,417.90
82	Accounts Receivable over 90 Days	\$48,531.90

Below the tables are three main sections:

- Common Tasks:** Create New Invoice, Enter Check Payment, Enter Cash Payment, Enter Credit Card Payment.
- Reports:** Accounts Receivable, Accounts Receivable (Detail), Integrated Processing Monthly Statement, Integrated Processing Monthly Transfers.
- Setup:** Chart of Accounts, **Memberships/Products/Services** (highlighted with a red arrow), Add/Edit Invoice & Statements Templates.

Sample items have been created.

[Back to Setup](#)

## Goods/Services

Type	Category	Name	Income Account	Default Price
Membership	General	<a href="#">Membership</a>	System Default Income Account	\$1,200.00
Membership	General	<a href="#">Membership Setup</a>	System Default Income Account	\$1,000.00
Event Registration	General	<a href="#">Event Registration</a>	System Default Income Account	\$50.00

# Add/Edit Good/Service Items

**Name**  
Membership

**Good/Service Type**  
Membership

**Product Category**  
General

**Description**  
Default Membership Invoice description

**Product Description**

**Default Membership**  
Note: This text will be shown on Sales Funnel proposals

**Price Period**  
Annually

**Default Price**  
1200

**Default Quantity**  
1

**Accounting Type**  
Accrual

**Revenue Recognition Type**  
Fully on Invoice Date

**Income Account**  
System Default Income Account (Revenue)

**Receivables Account**  
System Default Accounts Receivable Account (Current Asset)

**Deferred Income Account**  
System Default Deferred Revenue Account (Current Liability)

**Deposit Account**  
System Default Deposit Account (Current Asset)

**Default Revenue Recognition Months**  
12

**Voluntary**

**Product Tax Category**  
-- select a Product Tax --

**Tax Set**

**Is Recurring Fee (vs. one-time)**

**Invoice Template**  
-- select a Invoice Template --

**Default will be used unless you select an alternative invoice**

**Is Active**  
 must be checked to show as option on invoice setup

*Used when filtering lists in other areas*

Questions?

