GrowthZone
Setting Up Billing

Agenda

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

Overview

- 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

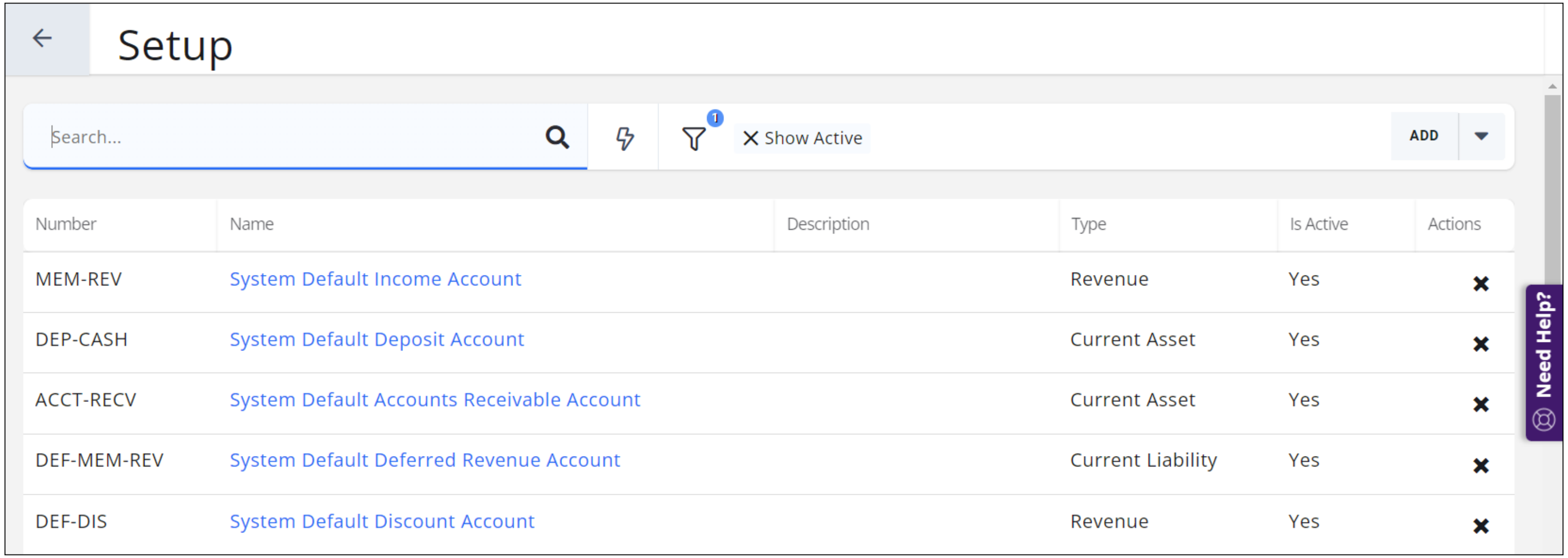
Chart of Accounts

- The Chart of Accounts ensures that your financial data is aligned to any existing accounting records and processes
- The COA must be set up in order to utilize billing reports – including the Journal Entry Export feature
- Best Practice: Names/Numbers must be an exact match to Peachtree or Quickbooks. If using the Journal Export process for QuickBooks, use numbers

Update Chart of Accounts (COA)

A sample chart of accounts is provided as a starting point

KB: Chart of Accounts



Number	Name	Description	Type	Is Active	Actions
MEM-REV	System Default Income Account		Revenue	Yes	✖
DEP-CASH	System Default Deposit Account		Current Asset	Yes	✖
ACCT-RECV	System Default Accounts Receivable Account		Current Asset	Yes	✖
DEF-MEM-REV	System Default Deferred Revenue Account		Current Liability	Yes	✖
DEF-DIS	System Default Discount Account		Revenue	Yes	✖

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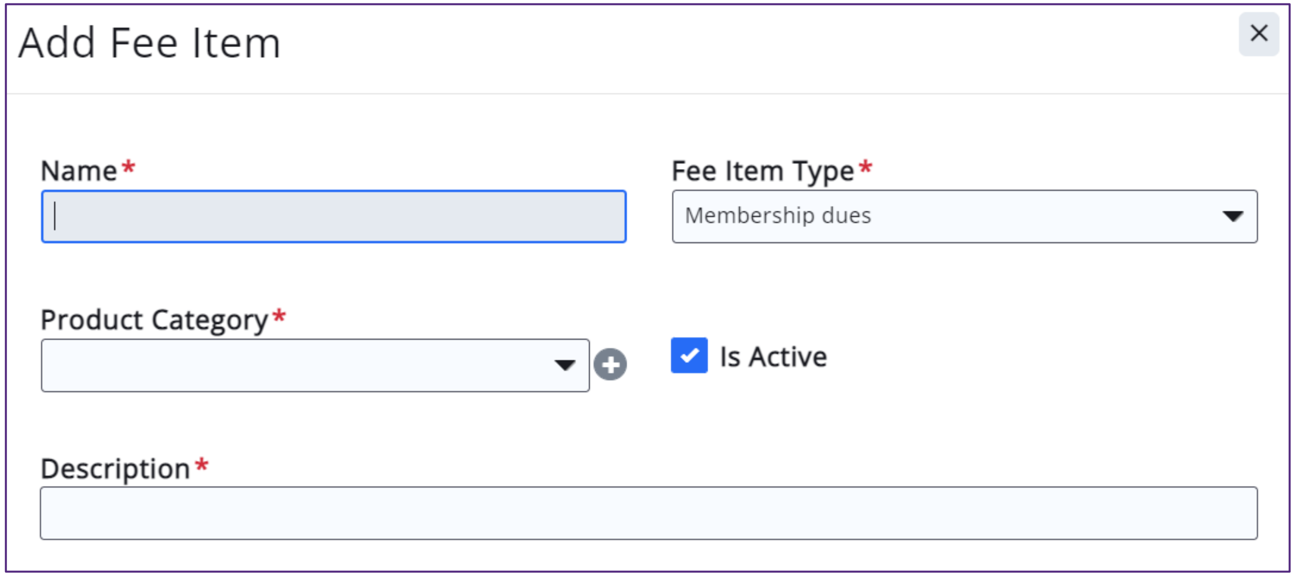
Fee Items

Fee Items allow you to define the "products" for the memberships, services and products you provide



Fee Items

Tips..

- Item Types: Indicates where the fee item is assignable within your database. Be sure to select the appropriate type
- Cash vs. Accrual Basis - Check with your Accountant
- Map to appropriate Chart of Account Item: Choose the Accounts that the goods/service item should report to on Financial Statements

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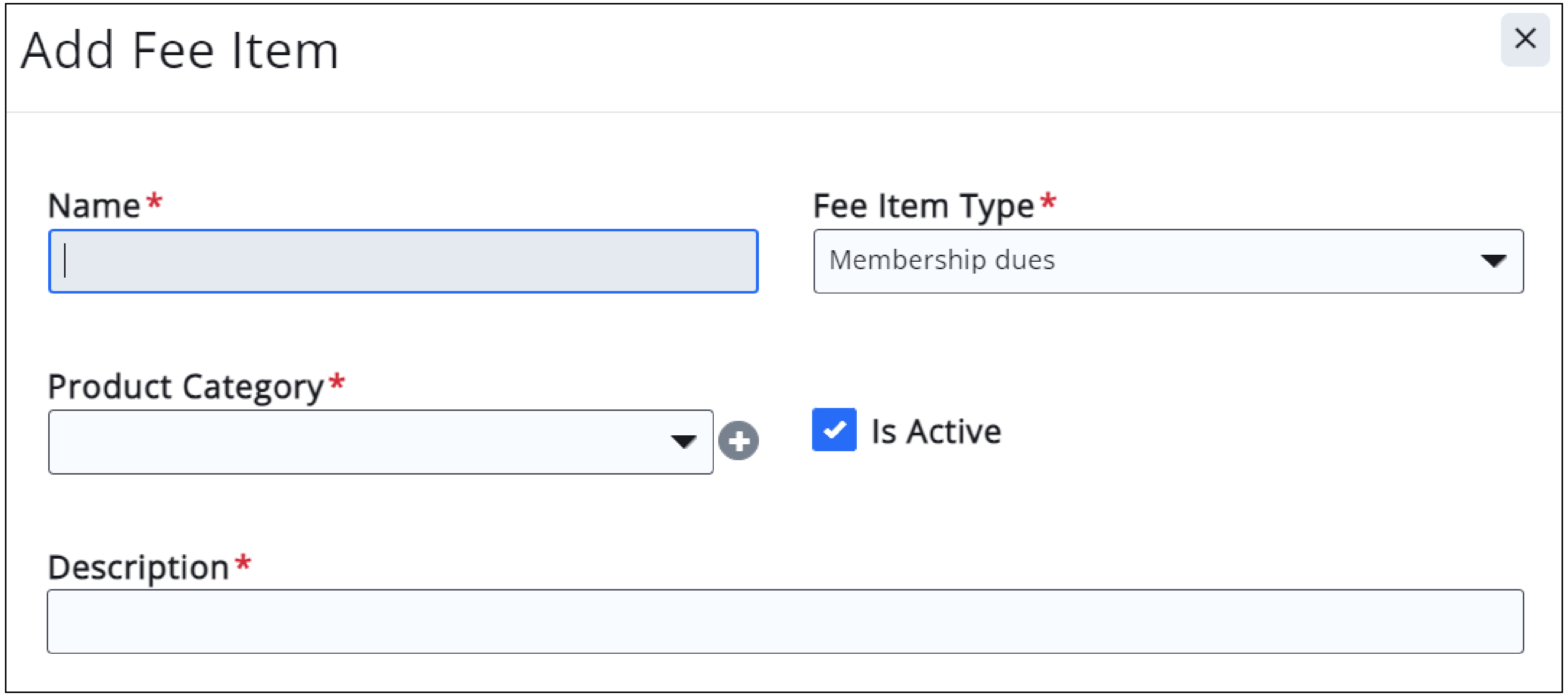
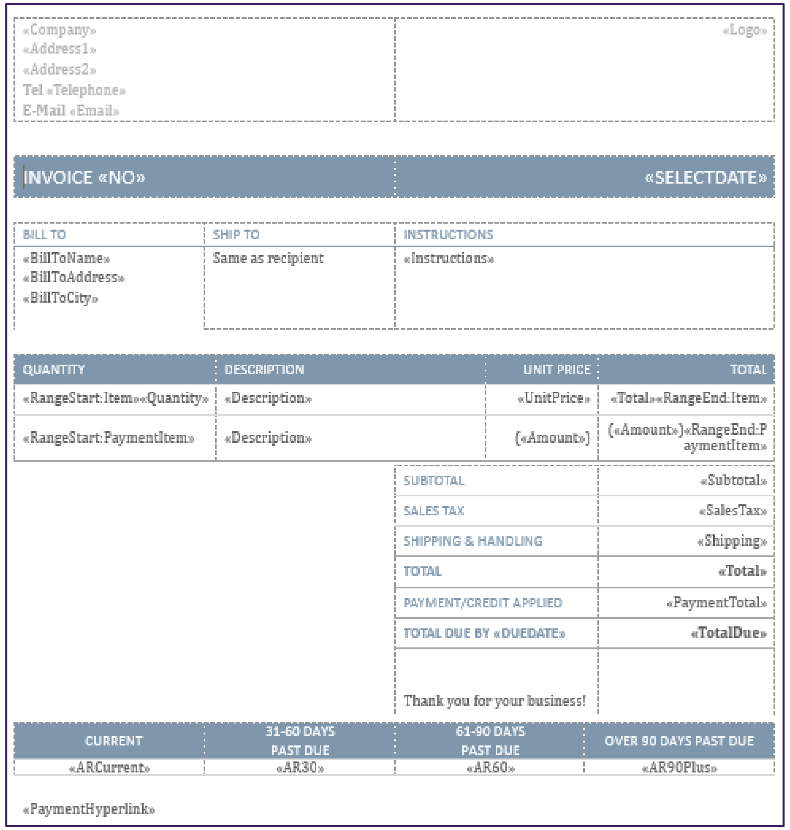
Fee items

KB: [Setup Fee Items]



Review Invoice Templates

- Setup > Document Generation > Document Generation Templates
- Click to make a copy of the default template and the to open/view/edit
- KB: Setup your Invoice Template



«Company» «Address1» «Address2» Tel «Telephone» E-Mail «Email»	«Logo»
INVOICE «NO»	«SELECTDATE»

BILL TO	SHIP TO	INSTRUCTIONS
«BillToName» «BillToAddress» «BillToCity»	Same as recipient	«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	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE
«ARCurrent»	«AR30»	«AR60»	«AR90Plus»

«PaymentHyperlink»

Invoice Terms

A default term, due upon receipt, is provided in your database. You can add additional terms to suit our business needs

KB: [Setup Invoice Terms]

Setup

Invoice Terms

ADD

Name	Display Text	Default Due Days
Due on Receipt	Due on Receipt	0
30 Day Net	30 Day Net	30
60 Day Net	60 Day Net	60

Need Help?

Set System Finance Defaults for

- Setup -> Finance -> General Settings
- KB: [Setup General Finance Settings]

Finance Settings

Logo for Invoices and Statements

CHERI REALTOR BOARD
- Since 2022 -

Suggested logo size: 500px wide by 150px high (.jpg or .png) (Using this size will ensure printed invoices will properly display addresses in a standard window envelope.)

Questions to ask yourself…

- Will you use a different logo on invoices, statements, etc.?
- Do you want invoices to be left open when processing refunds?
- In which accounts do you want overpayments recorded?
- Do you wish to close out accounting periods?
- Will you allow transactions to be deleted? If so, for how many days?
- Do you wish the system to automatically generate invoices for renewals (and other scheduled billings?)
- Do you want credits to automatically be applied to renewal invoices?

Questions to ask yourself…

- If allowing for auto-pay, do you wish to generate invoices prior to auto-pay date to remind members of the auto-pay setup?
- For event registrations, do you wish invoices to be tracked to the individual or the business?
- Do you wish to allow contacts to make partial payments?
- Do you have payment terms & conditions that you wish to display on payment screens?
- Do you have payment options other than cash, check, credit card?
- Do you wish to allow certain contacts to view invoices for related contacts?

Additional Setup

- KB: Setup Taxes
- KB: Setup Discounts
- KB: Setup Transaction Classes (QB only)
- KB: Setup Invoice Terms

Questions?

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