

ChamberMaster and MemberZone: Initial Billing Setup

Agenda

Setting up and Managing Chart of Accounts

Setting up and managing fee items

- Add a Fee Item
- Edit a Fee Item

Using the Template Manager

Default Settings

Overview

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

A journal entry export allows you to post summary financial information from ChamberMaster/MemberZone to QuickBooks, PeachTree and other accounting systems to ensure they are sync.

Setting up and Managing 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
- Names/Numbers must be an exact match to Peachtree or Quickbooks if using the Journal Entry Export-detail option

Edit Chart Of Accounts

Chart of Accounts Filter By Type: - Do Not Filter -

Chart of Accounts				
Account Name	Type	Description	Status	Account Code
123456:123457:123458	Income		Active	
123456:12357:123458	Income		Active	
Accounts Receivable	Accounts Receivable		Active	
Bad Debt Account	Expense		Active	
Building Fund	Income		Active	
Event Income	Income		Active	
Event:annual conference:sponsorship	Income		Active	
Event:AnnualConference:Sponsorship	Income		Active	
Event:Golf:Registrations	Income		Active	
Event:Golf:Sponsorship	Income		Active	MEMBDU
Event:IndiaFeast:DinnerRegistration	Income		Active	
Event:AnnualConference:Sponsorship	Income		Active	
Events:Annual Dinner:Special Gift	Income		Active	
Membership Dues	Income		Active	
New Undeposited Funds	Bank		Active	
Sales Tax	Other Current Liability	Default Sales Tax Account	Active	

Show Inactive Accounts **Add Account**

Setting up and Managing Chart of Accounts

On installation of the software, a sample chart of accounts is provided as a starting point.

Edit and add to this list to ensure your database chart of accounts matches your current structure

Knowledge Base: [Setup/Modify Chart of Accounts](#)

Edit Chart Of Accounts

Chart of Accounts Filter By Type: - Do Not Filter -

Chart of Accounts				
Account Name	Type	Description	Status	Account Code
123456:123457:123458	Income		Active	
123456:12357:123458	Income		Active	
Accounts Receivable	Accounts Receivable		Active	
Bad Debt Account	Expense		Active	
Building Fund	Income		Active	
Event Income	Income		Active	
Event:annual conference:sponsorship	Income		Active	
Event:AnnualConference:Sponsorship	Income		Active	
Event:Golf.Registrations	Income		Active	
Event:Golf:Sponsorship	Income		Active	MEMBDU
Event:IndiaFeast:DinnerRegistration	Income		Active	
Event:AnnualConference:Sponsorship	Income		Active	
Events:Annual Dinner:Special Gift	Income		Active	
Membership Dues	Income		Active	
New Undeposited Funds	Bank		Active	
Sales Tax	Other Current Liability	Default Sales Tax Account	Active	

Show Inactive Accounts **Add Account**

Setting up and Managing Chart of Accounts

Tips...

- QuickBooks and Peachtree using detail Journal Entry Export:
 - Quickbooks users will enter the “Account Name” that displays in Quickbooks and assign the same “Account Type”
 - Peachtree users will enter the ‘Account ID’ that displays in Peachtree and assign the same “Account Type”

Create a New Account

Account Name:

Account Type:

Account Code :

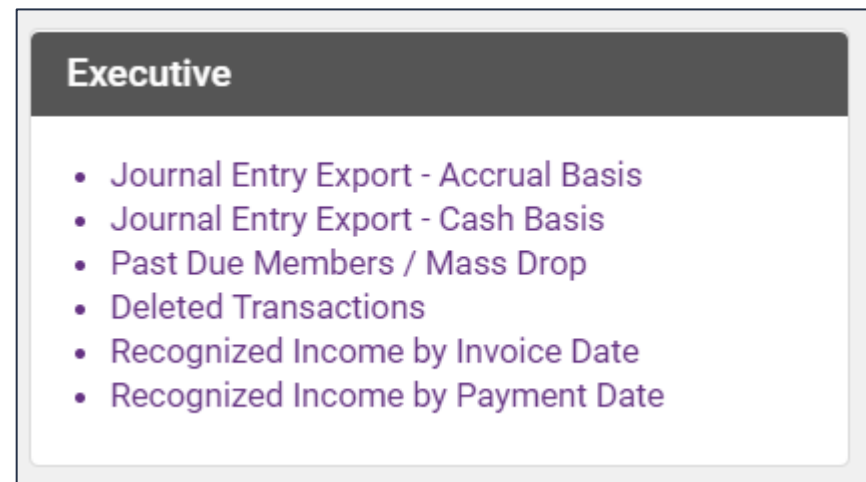
Account Status:

Description:

Setting up and Managing Chart of Accounts

Tips...

- Account Code (Optional)
 - Must be assigned to individual accounts in order to use **Recognized Income** reports
 - Can customize available codes (these are driven by CM not the accounting software)
 - Multiple accounts can be assigned the same code



Add Fee Items

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

Upon initial setup of the system you will add high level categories of the items that you offer

Additional Fee Items may be added as your business requires

Knowledge Base: [Working with Fee Items](#)

New Fee Item

Regular Fee Bundled Fee [?](#)

Fee Item Name:

Description:

Account:

Show inactive Accounts

Sales Tax:

Price: (annually or one-time)

Item Type: [?](#)

Status:

Frequency:

Collection Basis:

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: [?](#)

Add Fee Items

Tips..

- Item Types –Indicates where the fee item is assignable within your database
- Cash vs. Accrual Basis - Check with your Accountant
- Map to appropriate Chart of Account Item
 - Choose the Account that the fee item should report to on the Financial Statements

Update existing fee items associated with a record

2 Step process:

- Modify the displayed fields (for all new members assigned)
- Click Update Associated....(for all existing members)
- View Detailed Member List to modify individual accounts manually
- Click Change All Rates to modify existing members with percentage or flat rate increase
- Knowledge Base: [Increase Membership Dues](#)

Edit Fee Item Definition

Gold Membership Package

Selected Fee Item: Gold Membership Package
This fee item has 22 assignments. [view detailed list](#)

- Fee Item Pricing

Fee Item Price: 800.00 [Update all associated to \\$800.00](#) **Change All Rates**

*All associated with this fee are set to the default Fee Item Price.

Save Changes

+ Descriptions

+ Billing Frequency

Close Window

Using the Invoice Template Manager

Your system comes populated with several invoice templates that you can use as designed or customize to meet your needs

The template manager may also be used to design statements, receipts, credit memos, etc.

The screenshot displays the 'Layout Editor' interface for an invoice template. At the top, it shows 'Transaction type: Invoice' and 'Loaded template: Default with Logo (Default)'. There are buttons for 'Save', 'Delete', 'Save As', and 'Set as Default'. A note below states: 'Note: If using images uploaded to the ChamberMaster server on templates that you will be using the PDF print functionality, please keep the image name simple with no spaces or special characters (e.g. chamberlogo.gif)'. The main area is titled 'Page Layout' and contains a rich text editor with a toolbar. The editor shows a preview of an invoice layout with fields for organization information and invoice details. Below the editor are sections for 'Content Rows' and 'Footer', and 'Save' and 'Close' buttons at the bottom.

Layout Editor
Transaction type: Invoice
Loaded template: Default with Logo (Default) [Save] [Delete]
Template name: [Save As] Set as Default
Note: If using images uploaded to the ChamberMaster server on templates that you will be using the PDF print functionality, please keep the image name simple with no spaces or special characters (e.g. chamberlogo.gif).

Page Layout The page template layout the report will be formatted as laid out in the content area below.

Source [Rich Text Editor]
Styles [Format] [Font] [Size]

Your Chamber logo will be displayed here [organization_name] [organization_address_full] [organization_phone] | fax: [organization_fax] [organization_email]

Invoice
Invoice Date: [invoice_date]
Invoice Number: [invoice_refnumber]

+ Content Rows
+ Footer
[Save] [Close]

Using the Invoice Template Manager

If the Template Manager is not enabled in your database, contact [customer support](#) to receive instruction about enabling this feature.

Knowledge Base: [Working with Invoice Templates](#)

The screenshot displays the 'Layout Editor' interface for an invoice template. At the top, it shows 'Transaction type: Invoice' and 'Loaded template: Default with Logo (Default)'. There are buttons for 'Save', 'Delete', 'Save As', and a checkbox for 'Set as Default'. A note below states: 'Note: If using images uploaded to the ChamberMaster server on templates that you will be using the PDF print functionality, please keep the image name simple with no spaces or special characters (e.g. chamberlogo.gif)'. The main area is titled 'Page Layout' and contains a rich text editor with a toolbar. The editor content shows a placeholder for a logo and several fields for organization information: [organization_name], [organization_address_full], [organization_phone] | fax: [organization_fax], and [organization_email]. To the right, there is an 'Invoice' header and two fields: 'Invoice Date: [Invoice_date]' and 'Invoice Number: [Invoice_refnumber]'. At the bottom, there are sections for 'Content Rows' and 'Footer', and 'Save' and 'Close' buttons.

Default Billing Settings

The Billing Options & Settings allow you to define defaults for:

- Notification in task list of invoices that need to be created
- Invoice/Payment receipt defaults
- Credit Card & Manual E-payment options

Knowledge Base: [Billing Options & Settings](#)

Chamber Management: Billing Options & Settings

Billing Solution

Default member record where **non-member** invoices/receipts will be assigned for purchases: [Non-Member Transactions](#)

of months to look ahead for task list invoice count:


Sales Tax Rate: 0.0% Sales Tax

Payment Deposit Account: (used when receiving Payments and Sales Receipts)

Bank Deposit Account: (used when making Deposits)

QuickBooks Online

Click the icon to connect to your QuickBooks Online Account.



Questions?