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

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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

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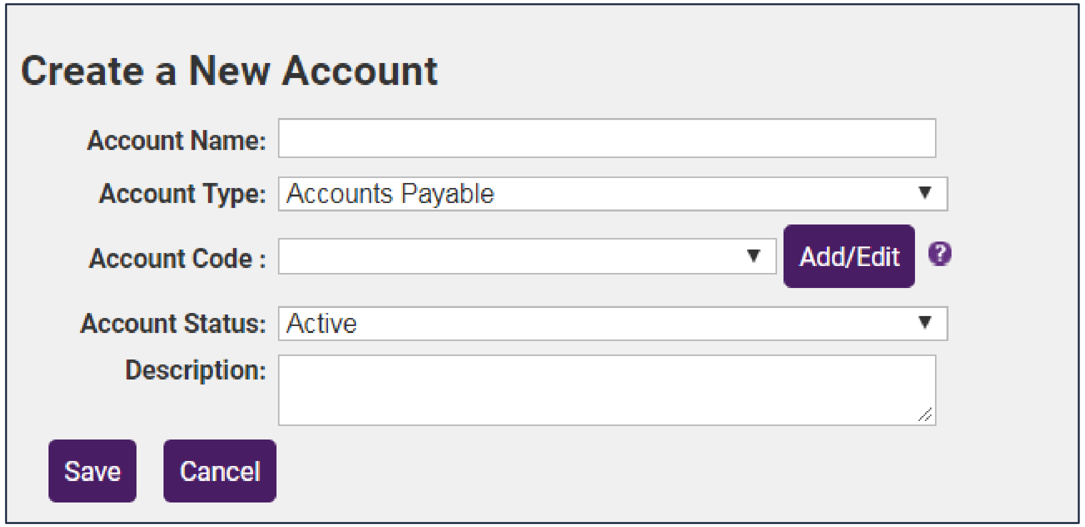
Setting up and Managing Chart of Accounts

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"



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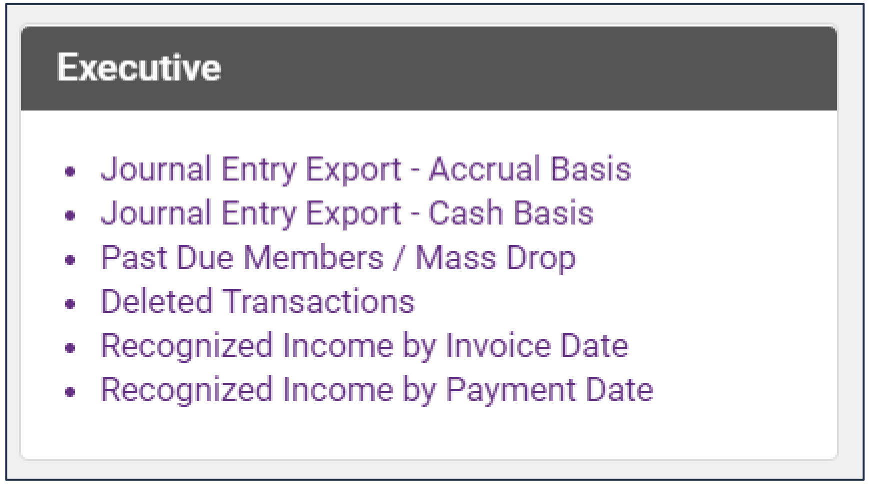
Setting up and Managing Chart of Accounts

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



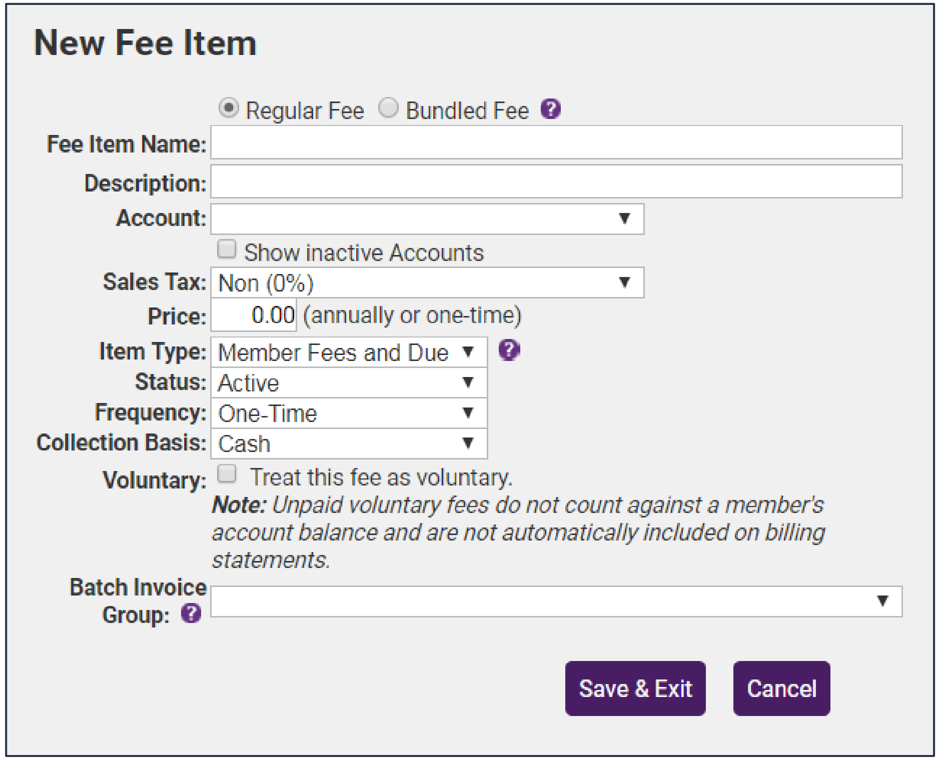
Add Fee Items

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]



Add Fee Items

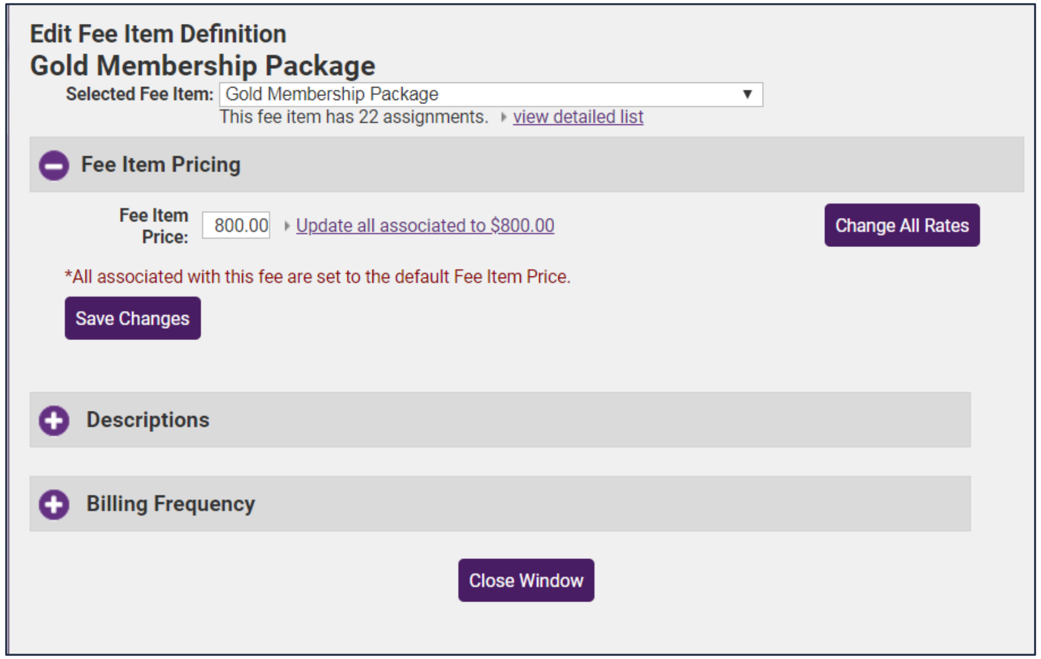
Tips..

- 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



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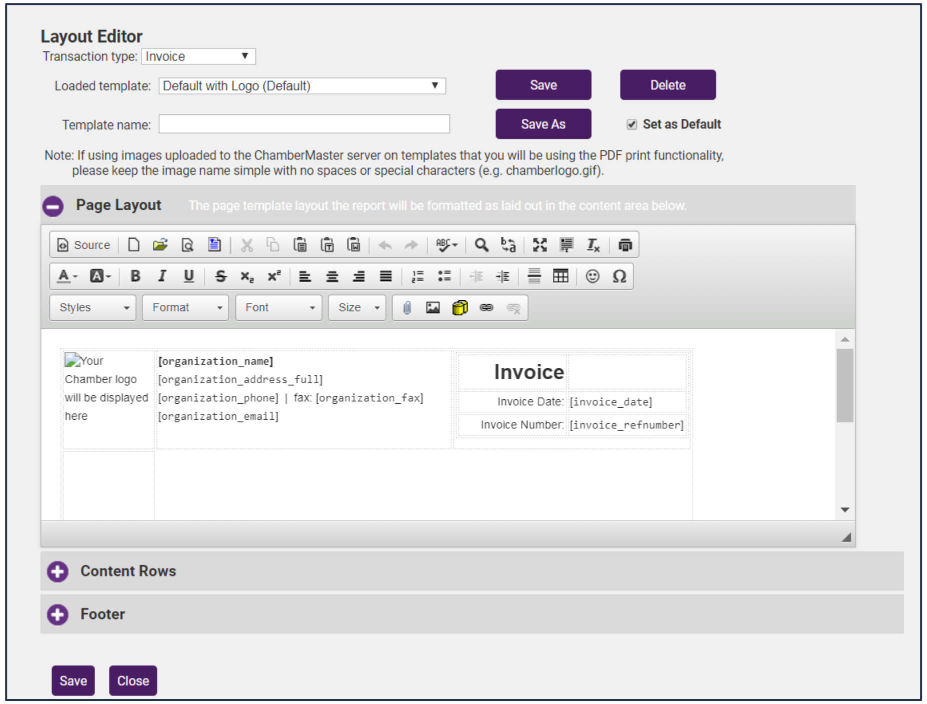
Using the Invoice Template Manager

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

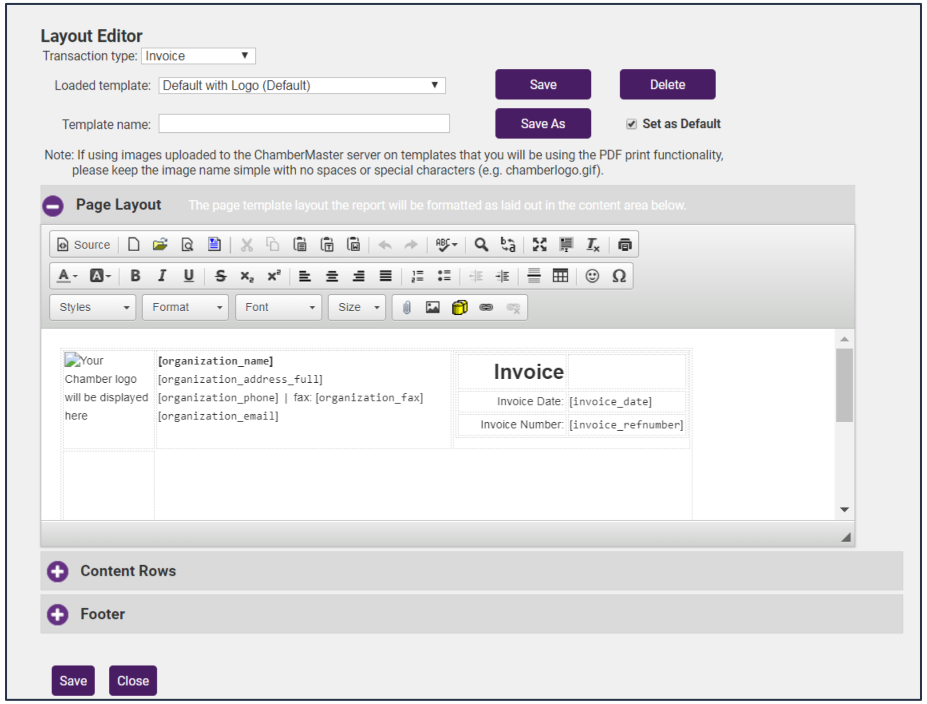
The template manager may also be used to design statements, receipts, credit memos, etc.



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

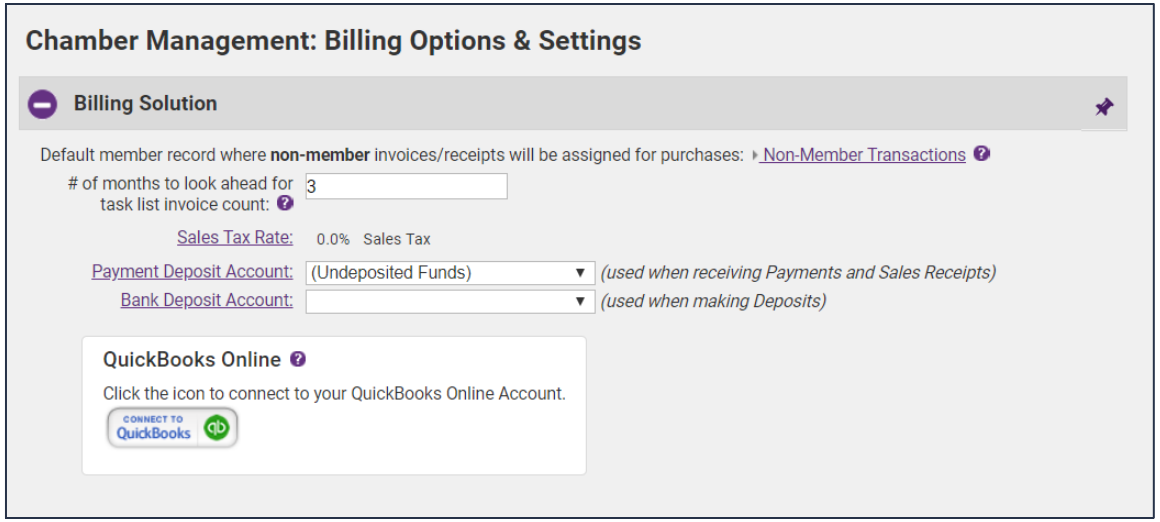


Default Billing Settings

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



Questions?

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