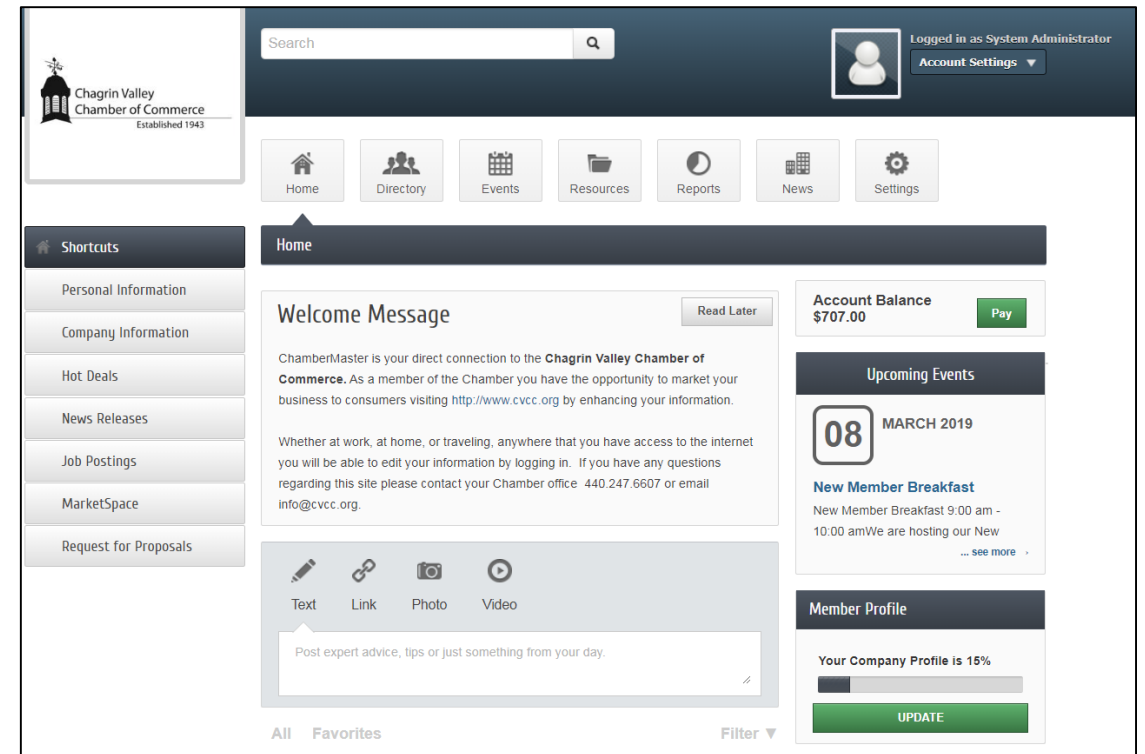


# ChamberMaster/MemberZone Daily Billing Activities



# Agenda

- Make your Profile Pop
- Get Noticed with Hot Deals, Job Postings, Marketspace & Banner Ads
- Stay Connected using the Community Feed



## Billing Center Overview

### Daily Activities

- Creating Invoices/Sales Receipts
- Accepting Payments
- Issuing Credits
- Write-offs
- Refunds

### Batch Billing

### Billing Reports

### Journal Entry Export Process

# The Billing Center

## Billing

[Billing Center](#) [Invoices](#) [Sales Receipts](#) [Payments](#) [Credits](#) [Statements](#) [Reports](#) [Deposits](#)

## Billing Center

View: Transaction List - Invoices

Transaction Date: 5/1/2017 to 5/1/2018 [more...](#)

☐ Include **voluntary fee items** in balance.

Invoice Status: All Invoices

[Refresh](#)

### Member Invoices (213 total invoices)

Member Name	Invoice #	Invoice Date	Due Date	Aging	Subtotal	Balance
A Place for Dogs	<a href="#">2</a>	8/16/2017	9/15/2017		1000.00	0.00
Monets Landscaping	<a href="#">1</a>	8/16/2017	9/15/2017		1500.00	0.00
Lilies of the Valley	<a href="#">3</a>	9/19/2017	9/19/2017		100.00	0.00
ABC Construction	<a href="#">6</a>	11/30/2017	12/30/2017		1500.00	0.00
ABC Construction	<a href="#">7</a>	11/30/2017	12/30/2017		1500.00	0.00
Beyer's Ace Hardware	<a href="#">8</a>	11/30/2017	12/30/2017	122	250.00	<b>100.00</b>
CreativChristie	<a href="#">17</a>	12/12/2017	1/11/2018		1000.00	0.00
CrossRiver Media Group	<a href="#">16</a>	12/12/2017	1/11/2018		0.00	0.00
Gretna Example	<a href="#">14</a>	12/12/2017	12/12/2017		1000.00	0.00
Rin Tin Tin Boarding	<a href="#">9</a>	12/12/2017	12/12/2017		1100.00	0.00
SCCDP	<a href="#">13</a>	12/12/2017	12/12/2017		1000.00	0.00
Awesome Events	<a href="#">10</a>	12/12/2017	12/12/2017	139	1000.00	<b>1000.00</b>

# Basics of Billing – Creating an Invoice

1. Billing Center tab
2. Select Member
3. Click New Invoice

**Billing**

**Billing Center**

View: Member List Membership Status: Active Membership Type:

☐ Include voluntary fee items in balance.

Member Name	Balance
A Place for Dogs	0.00
Addams and Associates	1000.00
Be Fit	0.00
Del'cious	1250.00
Escargots	0.00
Fabulous Ferns	0.00
Henry's	1050.00
<b>Jasons Plumbing</b>	<b>1075.00</b>
Lake Loire Resort	0.00
Lakeshore Marina	1650.00
Pelican Place Marina	0.00
Remingtons	50.00
Ruperts Accounting	0.00
The Bait Shop	0.00
The Lodge at Pelican Lake	0.00
The Ritz	1000.00
The Taj	550.00

**Member Information**

Company Name: **Jasons Plumbing**  
Primary Phone: Mbr Status: Active  
Fax Number: Join Date: 3/7/2017  
Email Address: Drop Date: 3/7/2017  
Chamber Rep: Full-Time: 0  
Member Type: Part-Time: 0  
Billing Contact: **Jason**  
jjones@mailinator.com

Transaction Date: 3/15/2016 to  [more...](#)

☐ Don't filter dates

Type	Ref #	Invoice #	Date	Amount	Balance
INVOICE	33	33	3/15/2017	50.00	50.00
INVOICE	20	20	3/14/2017	1000.00	1000.00
INVOICE	2	2	3/7/2017	25.00	25.00
PAYMENT	unnamed	2	3/7/2017	0.00	0.00

# Basics of Billing – Creating an Invoice

4. Select Item (s)
5. Enter Price, Quantity
6. Save Invoice

Batch Type: Individual Member ? A/R Account: Default Accounts Receivable Events

Bill To: Addams and Associates  
Mark Addams  
MN edit

Invoice Date: 3/15/2017  
Invoice Number: 38 ?  
P.O. Number:  
Date Due: 04/14/2017  
Payment Terms: 1% 10 Net 30

Message: edit  
Sales Tax:  
Notes/Memo:

☒ Allow member to pay this invoice online

**4**

**5** ? at Revenue Recognition

Item Name	Description	Price Each	Qty	Amount
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00

☒ Invoice is marked to be **Printed** Save and Print  
☐ Invoice is marked to be **Emailed** Save and Email

Apply Credits

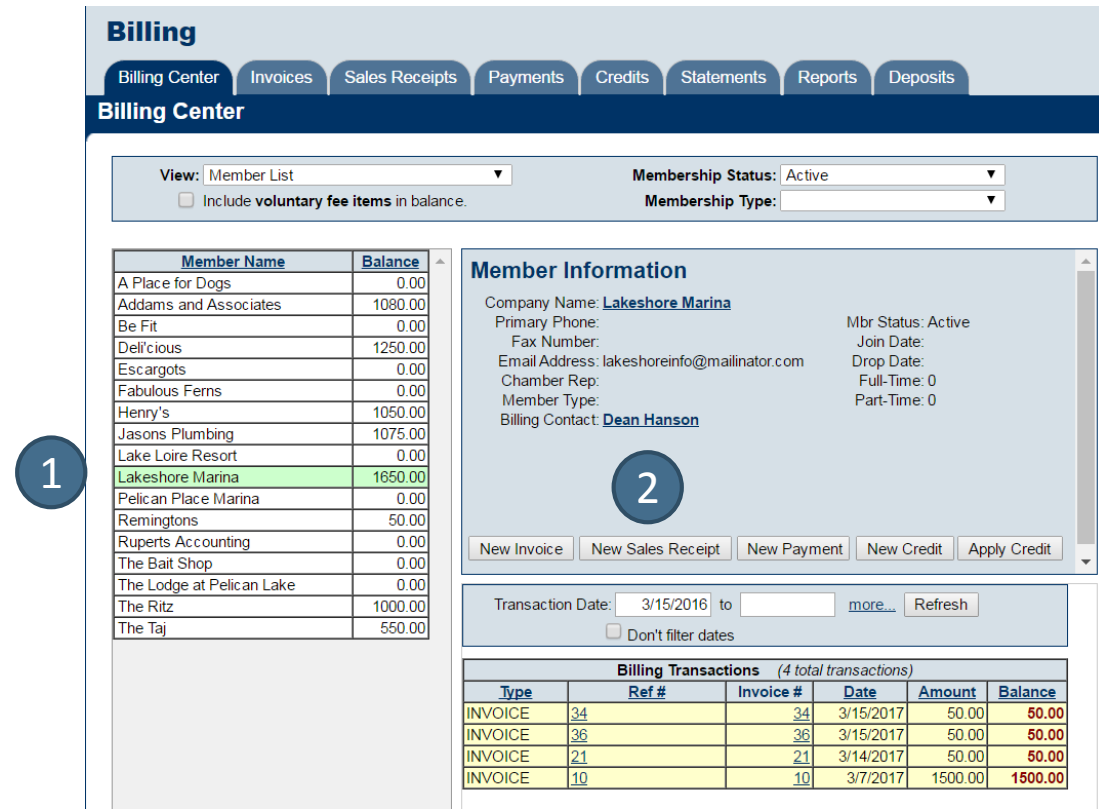
Subtotal: 0.00  
Sales Tax: 0.00  
Total Amount: 0.00

**6** Save Close

# Basics of Billing – Creating a Sales Receipt

*Sales receipts should only be created for items that have not been previously invoiced*

1. Select a Member
2. Click New Sales Receipt



**Billing**

Billing Center Invoices Sales Receipts Payments Credits Statements Reports Deposits

**Billing Center**

View: Member List Membership Status: Active  
☐ Include voluntary fee items in balance. Membership Type:

Member Name	Balance
A Place for Dogs	0.00
Addams and Associates	1080.00
Be Fit	0.00
Del'cious	1250.00
Escargots	0.00
Fabulous Ferns	0.00
Henry's	1050.00
Jasons Plumbing	1075.00
Lake Loire Resort	0.00
Lakeshore Marina	1650.00
Pelican Place Marina	0.00
Remingtons	50.00
Ruperts Accounting	0.00
The Bait Shop	0.00
The Lodge at Pelican Lake	0.00
The Ritz	1000.00
The Taj	550.00

**Member Information**

Company Name: Lakeshore Marina  
Primary Phone: Mbr Status: Active  
Fax Number: Join Date:  
Email Address: lakeshoreinfo@mailinator.com Drop Date:  
Chamber Rep: Full-Time: 0  
Member Type: Part-Time: 0  
Billing Contact: Dean Hanson

New Invoice New Sales Receipt New Payment New Credit Apply Credit

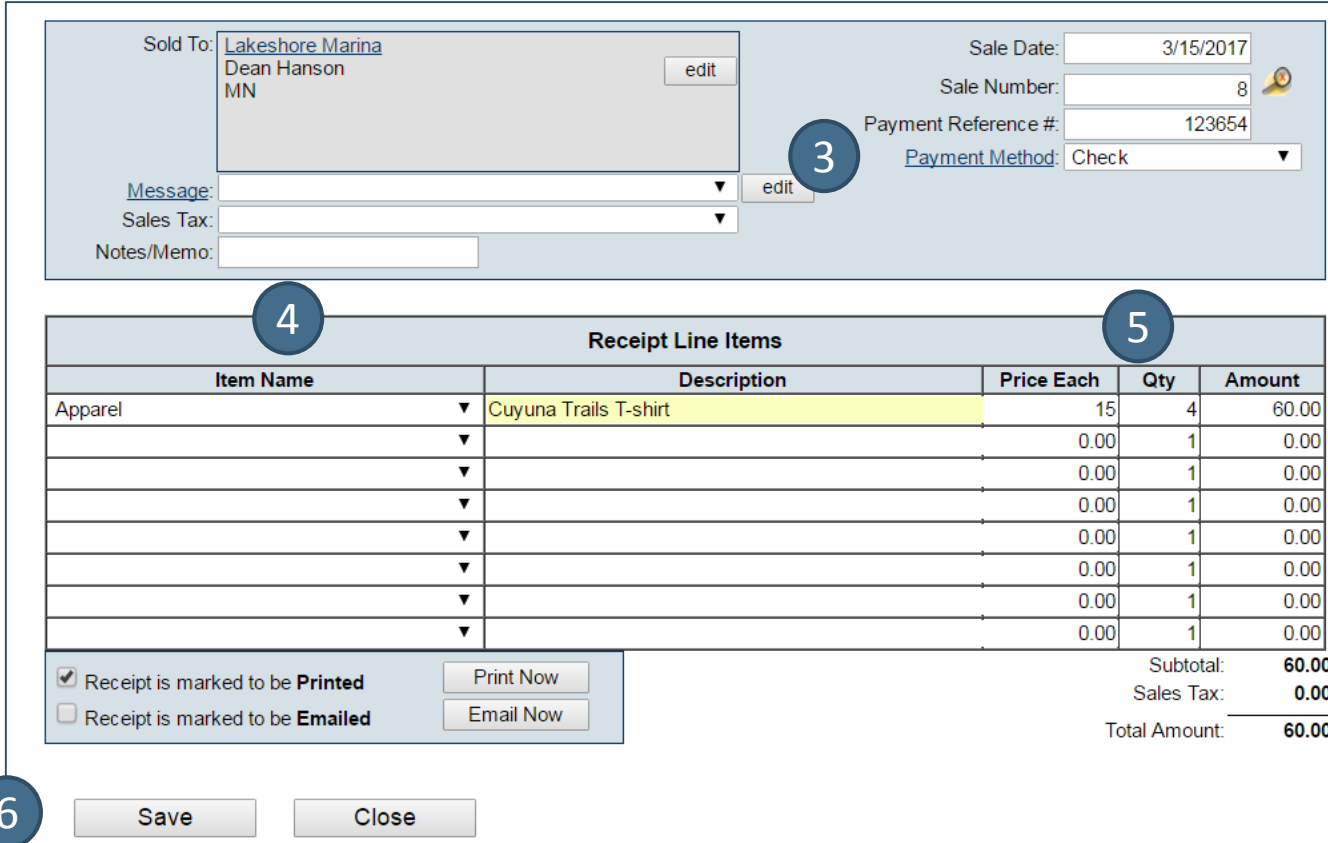
Transaction Date: 3/15/2016 to more... Refresh  
☐ Don't filter dates

**Billing Transactions** (4 total transactions)

Type	Ref #	Invoice #	Date	Amount	Balance
INVOICE	34	34	3/15/2017	50.00	50.00
INVOICE	36	36	3/15/2017	50.00	50.00
INVOICE	21	21	3/14/2017	50.00	50.00
INVOICE	10	10	3/7/2017	1500.00	1500.00

# Basics of Billing – Creating a Sales Receipt

3. Select Payment Method – if paying by check enter Check # as Payment Reference #
4. Select an Item
5. Enter Description, Price Each & Quantity
6. Click Save



Sold To: Lakeshore Marina  
Dean Hanson  
MN edit

Sale Date: 3/15/2017

Sale Number: 8 edit

Payment Reference #: 123654

Payment Method: Check

Message: edit

Sales Tax: edit

Notes/Memo:

Receipt Line Items					
Item Name	Description	Price Each	Qty	Amount	
Apparel	Cuyuna Trails T-shirt	15	4	60.00	
		0.00	1	0.00	
		0.00	1	0.00	
		0.00	1	0.00	
		0.00	1	0.00	
		0.00	1	0.00	
		0.00	1	0.00	
		0.00	1	0.00	

☒ Receipt is marked to be **Printed** Print Now

☐ Receipt is marked to be **Emailed** Email Now

Subtotal: 60.00

Sales Tax: 0.00

Total Amount: 60.00

Save Close



# Basics of Billing – Accepting Payments

1. Billing Center tab
2. Select Member
3. Click New Payment

**1**

**Billing Center**

View: Member List Membership Status: Active Membership Type:

☐ Include voluntary fee items in balance.

**2**

Member Name	Balance
A Place for Dogs	0.00
Addams and Associates	1000.00
Be Fit	1025.00
Deli'cious	250.00
Escargots	50.00
Fabulous Ferns	1025.00
Henry's	1065.00
Jasons Plumbing	1075.00
Lake Loire Resort	25.00
Lakeshore Marina	1650.00
Pelican Place Marina	1025.00
Remingtons	50.00
Ruperts Accounting	0.00
The Bait Shop	0.00
The Lodge at Pelican Lake	525.00
The Ritz	1000.00
The Taj	0.00

**3**

**Member Information**

Company Name: **Be Fit**  
Primary Phone:   
Fax Number:   
Email Address: [cjacobi@mailinator.com](mailto:cjacobi@mailinator.com)  
Chamber Rep: Sheryl Rassler  
Member Type: Silver  
Billing Contact: **Calla Jacobs**  
123 Walnut Avenue  
Crosslake, MN 56442

Mbr Status: Active  
Join Date: 3/14/2017  
Drop Date:   
Full-Time: 0  
Part-Time: 0

**3**

New Invoice New Sales Receipt **New Payment** New Credit Apply Credit

Transaction Date: 3/15/2016 to  [more...](#) Refresh

☐ Don't filter dates

**Billing Transactions** (3 total transactions)

Type	Ref #	Invoice #	Date	Amount	Balance
INVOICE	<a href="#">42</a>	<a href="#">42</a>	4/1/2017	1000.00	1000.00
INVOICE	<a href="#">47</a>	<a href="#">47</a>	3/15/2017	25.00	25.00
RECEIPT	<a href="#">6</a>		3/15/2017	50.00	0.00

# Basics of Billing – Accepting Payments

4. Enter Payment Amount
5. Select Payment method, if using check enter the check number as Reference #
6. Select the checkbox for the invoices to be paid
7. Click Save

Secure | <https://secure2.chambermaster.com/directory/jsp/billing/payments/PaymentCenter.jsp?memid=20&view=popup>

Received From: Be Fit  
Calla Jacobs  
123 Walnut Avenue  
Crosslake, MN 56442

**Member Balance: 1025.00**

Notes / Memo:

4 Payment Amount:

Payment Date:

Reference #:

Payment Method:

6 **Outstanding Invoices:** Select the invoice(s) to which the payment applies.

	Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
<input type="checkbox"/>	3/15/2017	<a href="#">47</a>	Membership Setup	25.00	25.00	0.00
<input type="checkbox"/>	4/1/2017	<a href="#">42</a>	General Membership	1000.00	1000.00	0.00
<b>Total</b>				<b>1025.00</b>	<b>1025.00</b>	<b>0.00</b>

Payment Total: 0.00

Payment Applied: 0.00

Available Amount: 0.00

Credits/Discounts: 0.00

7

Save Close

# Basics of Billing - Credit

1. Select a Member
2. Click New Credit

View: Member List

Membership Status: Active

☐ Include voluntary fee items in balance.

Membership Type:

Member Name	Balance
A Place for Dogs	0.00
Addams and Associates	1000.00
Be Fit	0.00
Delicious	250.00
Escargots	50.00
Fabulous Ferns	1025.00
Henry's	1065.00
Jasons Plumbing	1075.00
Lake Loire Resort	25.00
Lakeshore Marina	1650.00
Monet's Landscaping	0.00
O's Cooking School	0.00
Pelican Place Marina	1025.00
Remingtons	50.00
Ruperts Accounting	0.00
The Bait Shop	0.00
The Lighthouse	0.00
The Lodge at Pelican Lake	525.00
The Ritz	1000.00
The Taj	0.00

Member Information

Company Name: Lakeshore Marina

Primary Phone:

Fax Number:

Email Address: lakeshoreinfo@mailinator.com

Chamber Rep:

Member Type:

Billing Contact: Dean Hanson

Mbr Status: Active

Join Date:

Drop Date:

Full-Time: 0

Part-Time: 0

New Invoice

New Sales Receipt

New Payment

New Credit

Apply Credit

Transaction Date: 3/21/2016 to  [more...](#) [Refresh](#)

☐ Don't filter dates

Billing Transactions (5 total transactions)

Type	Ref #	Invoice #	Date	Amount	Balance
INVOICE	<u>34</u>	<u>34</u>	3/15/2017	50.00	50.00
INVOICE	<u>36</u>	<u>36</u>	3/15/2017	50.00	50.00
RECEIPT	<u>8</u>		3/15/2017	60.00	0.00
INVOICE	<u>21</u>	<u>21</u>	3/14/2017	50.00	50.00
INVOICE	<u>10</u>	<u>10</u>	3/7/2017	1500.00	1500.00

# Basics of Billing - Credit

4. Enter Credit Amount
5. Select the Invoice to which Cred available for future use
6. Optional – Select Print or Email
7. Click Save

Billing: Create Credit Memos - Google Chrome

Secure | <https://secure2.chambermaster.com/directory/jsp/billing/credits/CreditCenter.jsp?memid=11&view=popup>

A/R Account: Default Accounts Receivable

Sold To: Lakeshore Marina  
Dean Hanson  
MN

Message:

Notes:

Credit Amount: 0.00

Credit Date: 3/21/2017

Credit Number: 4

P.O. Number:

**Outstanding Invoices:** Select the invoice(s) to which the credit applies.

	Date	Ref #	Line Items	Orig. Amt	Amt Due	Credit
<input type="checkbox"/>	3/7/2017	10	General Membership	1500.00	1500.00	0.00
<input type="checkbox"/>	3/14/2017	21	Enhanced Membership Setup Fee	50.00	50.00	0.00
<input type="checkbox"/>	3/15/2017	34	Cuyuna Trails Sweat Shirt	50.00	50.00	0.00
<input type="checkbox"/>	3/15/2017	36	Cuyuna Trails Sweat Shirt	50.00	50.00	0.00
Total				1650.00	1650.00	0.00

Available Amount: 0.00

Assigned Item:

Member Balance: 1650.00

Credit Applied: 0.00

☐ Credit is marked to be **Printed**

☐ Credit is marked to be **Emailed**

# Basics of Billing – Write Off Balance

1. Select a Member
2. Click on the Invoice to Write Off

View: Member List ▼

Membership Status: Active ▼

☐ Include voluntary fee items in balance.

Membership Type:  ▼

Member Name	Balance
A Place for Dogs	0.00
Addams and Associates	1000.00
Be Fit	0.00
Del'cious	250.00
Escargots	50.00
Fabulous Ferns	1025.00
Henry's	1065.00
Jasons Plumbing	1075.00
Lake Loire Resort	25.00
Lakeshore Marina	1650.00
Monet's Landscaping	0.00
O's Cooking School	0.00
Pelican Place Marina	1025.00
Remingtons	50.00
Ruperts Accounting	0.00
The Bait Shop	0.00
The Lighthouse	0.00
The Lodge at Pelican Lake	525.00
The Ritz	1000.00
The Taj	0.00

**Member Information**

Company Name: Lakeshore Marina

Primary Phone:

Fax Number:

Email Address: lakeshoreinfo@mailinator.com

Chamber Rep:

Member Type:

Billing Contact: Dean Hanson

Mbr Status: Active

Join Date:

Drop Date:

Full-Time: 0

Part-Time: 0

New Invoice New Sales Receipt New Payment New Credit Apply Credit

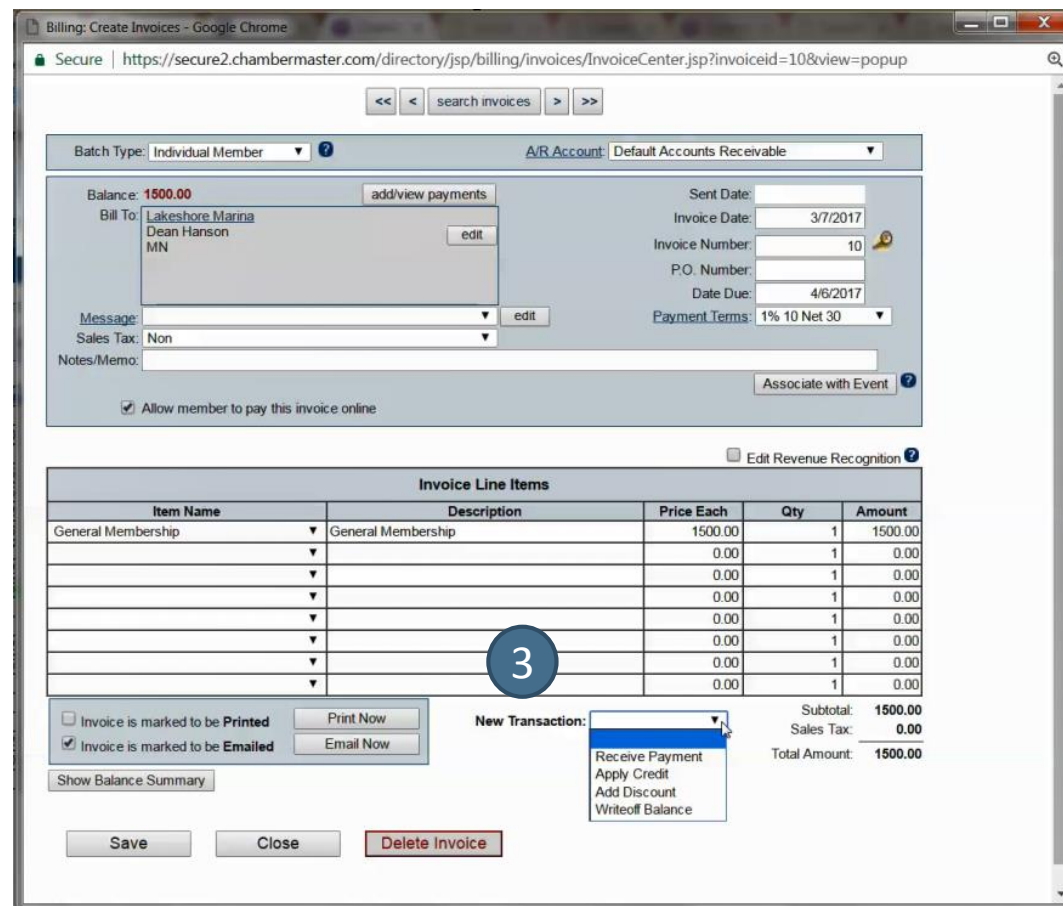
Transaction Date: 3/21/2016 to  more... Refresh

☐ Don't filter dates

Billing Transactions (5 total transactions)					
Type	Ref #	Invoice #	Date	Amount	Balance
INVOICE	<u>34</u>	<u>34</u>	3/15/2017	50.00	50.00
INVOICE	<u>36</u>	<u>36</u>	3/15/2017	50.00	50.00
RECEIPT	<u>8</u>		3/15/2017	60.00	0.00
INVOICE	<u>21</u>	<u>21</u>	3/14/2017	50.00	50.00
INVOICE	<u>10</u>	<u>10</u>	3/7/2017	1500.00	1500.00

# Basics of Billing – Write Off Balance

## 3. Select Write Off Balance in the New Transaction Drop-down



Billing: Create Invoices - Google Chrome

Secure | https://secure2.chambermaster.com/directory/jsp/billing/invoices/InvoiceCenter.jsp?invoiceid=10&view=popup

Batch Type: Individual Member A/R Account: Default Accounts Receivable

Balance: 1500.00 add/view payments

Bill To: Lakeshore Marina  
Dean Hanson  
MN edit

Message: edit

Sales Tax: Non

Notes/Memo:

Sent Date: Invoice Date: 3/7/2017  
Invoice Number: 10  
P.O. Number:  
Date Due: 4/6/2017  
Payment Terms: 1% 10 Net 30

Associate with Event

☒ Allow member to pay this invoice online

Edit Revenue Recognition

Item Name	Description	Price Each	Qty	Amount
General Membership	General Membership	1500.00	1	1500.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00
		0.00	1	0.00

3

☐ Invoice is marked to be Printed Print Now  
☒ Invoice is marked to be Emailed Email Now

Show Balance Summary

Save Close Delete Invoice

New Transaction: Receive Payment Apply Credit Add Discount Writeoff Balance

Subtotal: 1500.00  
Sales Tax: 0.00  
Total Amount: 1500.00

# Basics of Billing – Write Off Balance

## 4. Click Finish

Secure | <https://secure2.chambermaster.com/directory/jsp/billing/credits/WriteoffInvoice.jsp?>

### Invoice Writeoff

#### Lakeshore Marina

Invoices Being Written Off					
Date	Ref #	Line Items	Original Amount	Current Balance	Writeoff Amount
3/7/2017	<a href="#">10</a>	\$1500.00 General Membership	1500.00	1500.00	1500.00
Total			1500.00	1500.00	1500.00

Writeoff Date:

Expense Account:

Notes / Memo:

4

# Basics of Billing - Refunds

1. Click on Member
2. Click on invoice to refund

**Billing**

Billing Center Invoices Sales Receipts Payments Credits Statements Reports Deposits

**Billing Center**

View: Member List Membership Status: Active  
☐ Include voluntary fee items in balance. Membership Type:

Member Name	Balance
A Place for Dogs	0.00
Addams and Associates	1000.00
Be Fit	0.00
Deli'cious	250.00
Escargots	50.00
Fabulous Ferns	1025.00
Henry's	1065.00
Jasons Plumbing	1075.00
Lake Loire Resort	25.00
Lakeshore Marina	1650.00
Monet's Landscaping	0.00
O's Cooking School	0.00
Pelican Place Marina	1025.00
Remingtons	50.00
Ruperts Accounting	0.00
The Bait Shop	0.00
The Lighthouse	0.00
The Lodge at Pelican Lake	525.00
The Ritz	1000.00
The Taj	0.00

**Member Information**

Company Name: [The Lodge at Pelican Lake](#)  
Primary Phone: Mbr Status: Active  
Fax Number: Join Date:  
Email Address: Drop Date:  
Chamber Rep: Full-Time: 0  
Member Type: Part-Time: 0  
Billing Contact: [Naomi Brock](#)  
123 Pelican  
Crosby, MN 56441

New Invoice New Sales Receipt New Payment New Credit Apply Credit

Transaction Date: 3/21/2016 to more... Refresh  
☐ Don't filter dates

**Billing Transactions** (3 total transactions)

Type	Ref #	Invoice #	Date	Amount	Balance
INVOICE	<a href="#">39</a>	39	4/1/2017	1000.00	500.00
INVOICE	<a href="#">44</a>	44	3/15/2017	25.00	25.00
PAYMENT	<a href="#">54778</a>	39	3/15/2017	500.00	0.00



# Basics of Billing - Refunds

## 3. Click Refund Payment

[<<](#) [<](#)  [>](#) [>>](#)

Deposited: [3/16/2017](#)

Received From: 

The Lodge at Pelican Lake  
Naomi Brock  
123 Pelican  
Crosby, MN 56441


[edit](#)

**Member Balance: 525.00**

Notes / Memo:

Payment Amount:  [unapply](#)

Payment Date:

Reference #:  

Payment Method:  ▼

**Payment Amounts Applied to Invoices**

Application Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
3/15/2017	<a href="#">39</a>	\$1000.00 General Membership	1000.00	500.00	500.00
<b>Total</b>			<b>1000.00</b>	<b>500.00</b>	<b>500.00</b>

Payment Total: **500.00**

Payment Applied: **500.00**

[Print Now](#)  
[Email Now](#)

3

[Save](#)[Close](#)[Refund Payment](#)[Delete Payment](#)

# Basics of Billing - Refunds

## 4. Click Save

Sold To: The Lodge at Pelican Lake  
Naomi Brock  
123 Pelican  
Crosby, MN 56441

edit

Message:

edit

Sales Tax:

Notes/Memo: Refund for payment applied to

Sale Date: 3/21/2017

Sale Number: 11

Payment Reference #: Refund for ID#13

Payment Method: Check

Deposit To: Chamber Checking

☐ Refund is marked to be **Printed**

Print Now

☐ Refund is marked to be **Emailed**

Email Now

Subtotal: -500.00

Sales Tax: 0.00

Total Amount: -500.00

Save

Close

# Creating Batches

Monthly Renewals

New Batches

Matched Batches

Emailing/Printing Batches

**Billing**

Billing CenterInvoicesSales ReceiptsPaymentsCreditsStatementsReportsDeposits

**Create Invoices**

Batch Type: Group ?  
Billing Month: April

A/R Account: Default Accounts Receivable

Bill To: All April 2017 fees for the group  
Committee - Business Development

Invoice Date: 3/21/2017  
Invoice Number: 54  
P.O. Number:  
Date Due: 04/20/2017  
Payment Terms: 1% 10 Net 30

Message: edit

**New Batch** This invoice batch has not yet been saved.

Batch Name: Committee - Business Development group fees for April 2017 Find Batch

Invoices in Batch					
<input type="checkbox"/>	Output	Member Name	Invoice Items	Status	Amount
<input type="checkbox"/>	Print	Dell'cious	\$2.50 Monthly Lunch	Ref #: 27 Date: 3/14/2017	2.50
<input type="checkbox"/>	Print	Lake Loire Resort	\$2.50 Monthly Lunch	Ref #: 48 Date: 3/15/2017	2.50

Set all output options to:  
Set all sales tax options to:

Print ListDownload List

Subtotal: 5.00  
Sales Tax: 0.00  
Total Amount: 5.00

Save BatchDeliver InvoicesNew Batch

# Creating Batches

Task List will alert to needed invoices

Billing Solution Setting: # of months to look ahead for

**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:](#)

[Payment Deposit Account:](#) (Undeposited Funds) (used when receiving Payments and Sales Receipts)

[Bank Deposit Account:](#) (used when making Deposits)

Task List	
3	Mbr Signups
0	Hot Deals
0	MarketSpace
0	News Releases
0	New Events
0	Job Postings
0	Pub. Requests
1	Reminders
0	Mbr Payments
6	Invoices
0	Web Leads

# Creating Batches

Click Invoices in Task List to view uncreated invoices

### Uncreated Invoices

Switch to a different month to see outstanding invoices for another month. Recurring and Group batches below display outstanding invoices only for the month selected. Event and One-time fees are not specific to a particular month; they will always display here until created or cleared. Note: only active members are include in the recurring invoices quantity. If you bill members with other statuses, the Task List will not include those in the count. Set your default month under Setup->Billing Options and Settings.

Assigned fees for:  [Refresh](#)

Recurring Fees Batches			
Batch Group	epayments	Pending	Action
Default	No	1	<a href="#">create invoices</a>
Default	Yes	1	<a href="#">create invoices</a>

One-Time Fees			
Batch Group	epayment	Pending	Action
Default	No	1	<a href="#">create invoices</a>

# Creating Batches

When creating invoices – note if *Match Found* is displayed

This indicates that some or all of the invoices have already been batched

If there are un-batched invoices – click New Batch!

Billing

Billing Center Invoices Sales Receipts Payments Credits Statements Reports Deposits

### Create Invoices

Batch Type: Monthly Renewal	A/R Account: Default Accounts Receivable
Billing Month: March	Invoice Group: Default

Bill To: All **Active** members with amounts due in the month of **March 2019**.

Message: Thank You [edit](#)

Default Class:

Invoice Date: 12/4/2018

Invoice Number: 1039

P.O. Number:

Date Due: 3/1/2019

Payment Terms: Due on Receipt

**Match Found** This invoice batch is marked as ready for delivery.

Batch Name: Membership Dues for March 2019 [Find Batch](#)

Sort By: Member Name

This saved batch excludes **1 members** eligible for invoicing in this month. [hide](#)

# Creating Batches

## Output Options

## Save Batch/Deliver Invoices

Invoices in Batch						
<input type="checkbox"/>	Output	Member Name	Invoice Items	Status	Tax	Amount
<input type="checkbox"/>	printed: 12/4/2018 emailed: 12/4/2018	Fursts	\$5.00 Test Deferred	Ref #: <a href="#">1039</a> Date: 12/4/2018	Non	5.00
<input type="checkbox"/>	<input type="button" value="Print"/> ▼ emailed: 12/4/2018	Go Bucks	\$333.34 New Membership Fee	Ref #: <a href="#">1040</a> Date: 12/4/2018	Non	333.34
<input type="checkbox"/>	<input type="button" value="Both"/> ▼	GWP Designs	\$1250.00 Gold Membership	Ref #: <a href="#">1045</a> Date: 12/4/2018	Non	1250.00
<input type="checkbox"/>	printed: 12/4/2018 emailed: 12/4/2018	International Art Gallery	\$333.33 New Membership Fee	Ref #: <a href="#">1041</a> Date: 12/4/2018	Non	333.33
<input type="checkbox"/>	<input type="button" value="Print"/> ▼ emailed: 12/4/2018	Money Money	\$100.00 Emerald Membership Fee Item	Ref #: <a href="#">1042</a> Date: 12/4/2018	Non	100.00
<input type="checkbox"/>	<input type="button" value="Email"/> ▼ printed: 12/4/2018	Sean's Beachcomber Tiki Bar	\$333.33 New Membership Fee	Ref #: <a href="#">1043</a> Date: 12/4/2018	Non	333.33
<input type="checkbox"/>	printed: 12/4/2018 emailed: 12/4/2018	Ty's Shoes	\$50.00 Membership Dues	Ref #: <a href="#">1044</a> Date: 12/4/2018	Non	50.00
<input type="checkbox"/>	<input type="button" value="Print"/> ▼	The Beauty Shop	\$120.00 12 month test	Last Ref #: 1094 Date: 2/26/2019	Non ▼	120.00

Set all output options to:

Set all sales tax options to:

☐ Exclude Voluntary Fees

0 Invoices Selected

Subtotal: 0.00

Sales Tax: 0.00

Total Amount: 0.00

# Creating Batches

## Output Options

## Save Batch/Deliver Invoices

### Deliver Customer Invoices

☐ Email Invoices

☒ Print Invoices

☐ Mark invoices as *Delivered* after printing

☐ Save invoices to members communication log

Print Style: PDF ▼

Invoice Template: Default with Logo ▼ Edit

☐ Print Mailing Labels

☐ Mark invoices as *Delivered* after printing labels

Download Labels

<input type="checkbox"/>	Invoice #	Invoice Date	Amount	Member	Contact
<input type="checkbox"/>	1100	2/26/19	\$120.00	The Beauty Shop	<a href="#">Sally Hanks</a> [not set]


Preview Invoices Print Invoices Close






# Batches & Best Practices

## Identifying Invoices Ready to Batch


- Task List notifies you of invoices that are ready to be batched
- Recurring items will display on this list based on “# of months to look ahead ” configured in your billing settings (Setup > Association Options > Billing Options & Settings)

Task List 	
3	Mbr Signups
1	Hot Deals
0	MarketSpace
1	News Releases
1	New Events
0	Job Postings
0	Pub. Requests
1	Reminders
0	Mbr Payments
53	Invoices
0	Web Leads

 **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: 

# Billing Reports

Batch Summary

Invoice Summary Report

Accounts Receivable Aging Detail

## receivables

- Print / Email Invoices
- Print / Email Sales Receipts
- Print / Email Credit Memos
- Print / Email Statements
- Accounts Receivable Aging Summary
- Accounts Receivable Aging Detail
- Member Balance Summary
- Open Invoices
- Collections Report

## transactions

- Member Transaction Summary
- Invoice Summary
- Sales Receipt Summary
- Payment Summary
- Credit Memo Summary
- Writeoff Summary
- Batch Summary
- Statement Batch Summary

## sales

- Sales By Account
- Sales By Account Representative
- Sales By Item
- Sales By Member
- Payment / Receipt by Account
- Payment / Receipt by Item
- Payment / Receipt by Member
- Scheduled Item Sales By Month
- Membership Renewals

## banking

- Deposit Summary
- Check Listing
- Payment Processing Reports / Management Tools
- ePayment Fee Assignments
- Sales Tax Summary

## executive

- Journal Entry Export - Accrual Basis
- Journal Entry Export - Cash Basis
- Past Due Members / Mass Drop
- Deleted Transactions
- Recognized Income by Invoice Date
- Recognized Income by Payment Date

## letters

- Notification Letters
- Collection Letters
- Thank you Letters

# Billing Report – Batch Summary

Allows you to review all batches (and open invoice status)

Useful if you need to resend a batch

**Batch Summary Report**  
filter options

Date From: 4/3/2017 more...

Batch Type: Monthly Renewals

Through: 5/2/2017

Refresh Report

Print Report

Print PDF

Download Report

Reset Options

Batch Listing April 3, 2017 - May 2, 2017									
Date	Type	Batch Name	Total Invoices	Open Invoices	Billed Amount	Paid Amount	Credit Amount	Writeoff Amount	Balance
4/6/2017	Monthly Renewals	<a href="#">Membership Dues for May 2017 Batch 2</a>	2	1	1500.00	0.00	0.00	0.00	1500.00
4/17/2017	Monthly Renewals	<a href="#">Membership Dues for March 2017 Batch 2</a>	17	14	12800.00	0.00	0.00	1600.00	11200.00
4/30/2017	Monthly Renewals	<a href="#">Membership Dues for 2018 Batch 5</a>	2	2	50.00	0.00	0.00	0.00	50.00
<b>Totals</b>			21	17	14350.00	0.00	0.00	1600.00	12750.00

Report Generated 5/2/2017 at 09:23 AM

**Invoices Transaction Summary**  
filter options

Invoice Date From: more...

Through:

Invoice Status: All Invoices

Item Type:

Item Basis:

Specific Batch: [Membership Dues for March 2017 ...](#)

☐ Show Active/Courtesy members only.

☐ Include voluntary fee items in balance.

Refresh Report

Print Report

Print PDF

Download Report

Reset Options

Invoice Listing								
Date	Ref #	Member	Description	Due Date	Paid Date	Amount	Balance	
4/17/2017	95	A & T Baseball	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	90	A Place for Dogs	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	81	ABC Remodeling	\$0.00 Gold Membership	5/6/2017		0.00	0.00	
4/17/2017	88	Bill's Knife Sharpening	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	94	Bruer	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	84	Espresso Drive Thru	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	89	Events by IMS	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	93	Free Spirit Fitness	\$800.00 Annual Membership	5/6/2017		800.00	800.00	
4/17/2017	82	Great Breakfasts	\$800.00 General Membership	5/6/2017		800.00	800.00	
4/17/2017	83	K's Kayak Adventures	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	87	Kathy's Designs	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	86	LS Quilt Shoppe	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	85	Roxie's Rascals	\$800.00 Gold Membership	5/6/2017		800.00	800.00	
4/17/2017	92	Soul Strings	\$800.00 General Membership	5/6/2017		800.00	800.00	
4/17/2017	80	The Lighthouse	\$800.00 General Membership	5/6/2017		800.00	800.00	
4/17/2017	96	The Wine Bar & Garden	\$800.00 Gold Membership	5/6/2017	4/25/2017	800.00	0.00	
4/17/2017	91	Upcycled Art Furniture Studio	\$800.00 General Membership	5/6/2017	4/25/2017	800.00	0.00	
<b>Totals</b>						12800.00	11200.00	

Report Generated 5/2/2017 at 09:23 AM

Resend Invoices

# Billing Reports – Invoice Summary Report

Generate a list of all invoices, or filtered by invoice status i.e. Past Due Invoices  
From this report, you will be able to resend overdue invoices

**Invoices Transaction Summary** [Select Another Report](#)

**filter options**

Invoice Date ▼ From: 3/1/2017 [more...](#)  
Through: 3/14/2017

Invoice Status: Past-Due Invoices ▼  
Item Type: ▼  
Item Basis: ▼  
Specific Batch: [Choose a Batch \(optional\)](#)

☒ Show [Active/Courtesy](#) members only.  
☐ Include **voluntary fee items** in balance.

[Refresh Report](#) [Print Report](#) [Print PDF](#) [Download Report](#) [Reset Options](#)

Invoice Listing							
March 1, 2017 - March 14, 2017							
Date	Ref #	Member	Description	Due Date	Paid Date	Amount	Balance
3/7/2017	<a href="#">7</a>	Henry's	\$10.00 Business After Hours	4/6/2017		10.00	10.00
3/7/2017	<a href="#">8</a>	Henry's	\$10.00 Business After Hours	4/6/2017		10.00	10.00
3/7/2017	<a href="#">17</a>	The Ritz	\$1000.00 General Membership	3/20/2017		1000.00	950.00
3/7/2017	<a href="#">4</a>	Henry's	\$1000.00 General Membership	3/7/2017		1000.00	1000.00
3/14/2017	<a href="#">21</a>	Lakeshore Marina	\$50.00 Enhanced Membership Setup Fee	3/20/2017		50.00	50.00
3/14/2017	<a href="#">30</a>	Remingtons	\$50.00 Cuyuna Trails Sweat Shirt	4/13/2017		50.00	50.00
<b>Totals</b>						2120.00	2070.00

Report Generated 4/30/2017 at 01:37 PM

[Resend Invoices](#)

# Billing Reports – Invoice Summary Report

## Resend Invoices

Invoices		
Output	Member Name	Invoice Items
Email ▼	Henry's	\$1000.00 General Membership
Email ▼	Henry's	\$10.00 Business After Hours
Email ▼	Henry's	\$10.00 Business After Hours
Email ▼	Lakeshore Marina	\$50.00 Enhanced Membership Setup Fee
Email ▼	Remingtons	\$50.00 Cuyuna Trails Sweat Shirt
Email ▼	The Ritz	\$1000.00 General Membership

Set all output options to: ▼

☐ Exclude Voluntary Fees

6 Invoices Selected  
Open Balance: 2070.00

**Deliver Invoices** **Close**

### Deliver Customer Invoices

**Delivery Method**

☒ Email Invoices

Email From: Training Training (No Email) ▼

Subject Line: Invoice from V9 Training DB

Invoice Template: Default with Logo ▼ **Edit**

Cover Letter: Customized Cover Letter ▼ **Edit**

Email CC:

Email BCC:

☒ Add link to bottom of email to pay bills online.

☒ Attach invoice as a PDF

☐ Embed invoice in the email body

☐ Print Invoices ☐ Mark invoices as *Delivered* after printing

☐ Print Mailing Labels ☐ Mark invoices as *Delivered* after printing labels

Print Style: PDF ▼ **Download Labels**

Invoices To Be Emailed					
<input type="checkbox"/>	Invoice #	Invoice Date	Amount	Member	Contact
<input checked="" type="checkbox"/>	4	3/7/17	\$1000.00	Henry's	henry@mailinator.com
<input checked="" type="checkbox"/>	7	3/7/17	\$10.00	Henry's	henry@mailinator.com
<input checked="" type="checkbox"/>	8	3/7/17	\$10.00	Henry's	henry@mailinator.com
<input checked="" type="checkbox"/>	21	3/14/17	\$50.00	Lakeshore Marina	deanh@mailinator.com
<input checked="" type="checkbox"/>	30	3/14/17	\$50.00	Remingtons	eremington@mailinator.com
<input checked="" type="checkbox"/>	17	3/7/17	\$1000.00	The Ritz	tpiepkorn@mailinator.com

# Accounts Receivable Aging Detail

This report will group open balances by aging  
Interval sets the display interval

**A/R Aging Detail**Select Another Report  
**filter options**

Report Date: 5/2/2017

Interval: 60 days

Report Through: 120 days past due

Specific Batch: [Choose a Batch \(optional\)](#)

☐ Show invoices with only unpaid **voluntary fee items**.

☐ Include **voluntary fee items** in balance.

Item Type: ▼

Item Basis: ▼

A/R Account: ▼

☒ Show [Active/Courtesy](#) members only.

☐ Show **line items** in report.

☐ Don't show **payments** in report.

Refresh Report

Print Report

Print PDF

Download Report

Reset Options

A/R Aging Detail Report May 2, 2017							
<a href="#">Txn Type</a>	<a href="#">Txn Date</a>	<a href="#">Ref #</a>	<a href="#">Member</a>	<a href="#">Due Date</a>	<a href="#">Aging</a>	<a href="#">Account</a>	<a href="#">Open Balance</a>
Current							
Invoice	4/30/2017	<a href="#">118</a>	A Place for Dogs	5/30/2017	0	Default Accounts Receivable	0.42
Invoice	4/30/2017	<a href="#">129</a>	A Place for Dogs	5/30/2017	0	Default Accounts Receivable	0.42
Invoice	4/30/2017	<a href="#">125</a>	bbb	5/30/2017	0	Default Accounts Receivable	0.42
Invoice	4/30/2017	<a href="#">109</a>	bbb	5/30/2017	0	Default Accounts Receivable	25.00

# Journal Entry Export Process

## Best Practices

1. Review your current Chart of Accounts (COA)
2. Review a list of Member Changes
3. Compare these with the COA and Member names in your accounting software
4. Fix discrepancies

# Journal Entry Export

## Review Chart of Accounts

Chart of Accounts				
		Filter By Type: - Do Not Filter -		
Account Name	Type	Description	Status	Account Code
<a href="#">Chamber Checking</a>	Bank		Active	
<a href="#">Default Accounts Receivable</a>	Accounts Receivable		Active	
<a href="#">Event Income</a>	Income	Income from events	Active	
<a href="#">Event Ice Fishing Contest</a>	Income		Active	
<a href="#">Golf Tournament Income</a>	Income	Annual Golf Tournament	Active	
<a href="#">Membership Dues</a>	Income		Active	
<a href="#">Misc. Income</a>	Income		Active	
<a href="#">Sales Tax</a>	Other Current Liability	Default Sales Tax Account	Active	
<a href="#">Winer Dinner Account</a>	Other Income		Active	
<input type="checkbox"/> Show Inactive Accounts				
				<a href="#">Add Account</a>
<a href="#">Close Window</a>				

Chart of Accounts		
Name	Type	Attach
↳ 64220 • Computer Repairs	Expense	
↳ 64230 • Equipment Repairs	Expense	
↳ 64500 • Taxes	Expense	
↳ 64510 • Federal	Expense	
↳ 64520 • State	Expense	
↳ 64530 • Property	Expense	
↳ 64540 • Local	Expense	
↳ 64800 • Tools and Machinery	Expense	
↳ 65100 • Utilities	Expense	
↳ 65110 • Gas and Electric	Expense	
↳ 65120 • Telephone	Expense	
↳ 65130 • Water	Expense	
↳ 69000 • Miscellaneous	Expense	
↳ 70100 • Other Income	Other Income	
↳ 70200 • Interest Income	Other Income	
Account	Activities	Reports
Attach	<input type="checkbox"/> Include inactive	



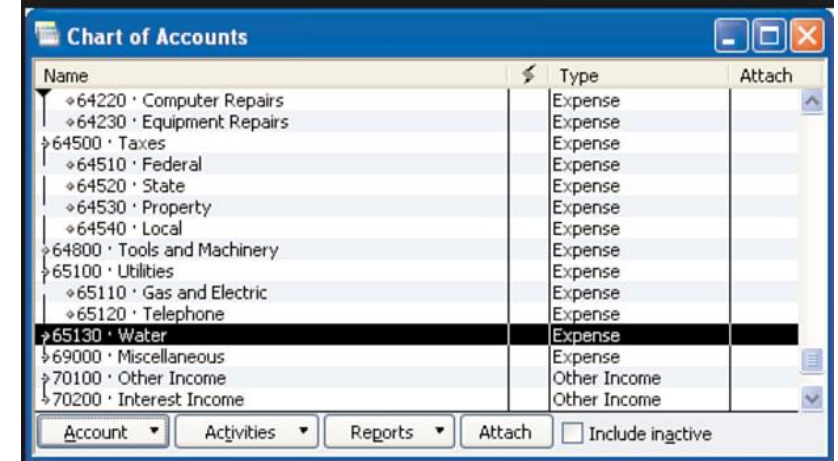
# Chart of Accounts

Chart of Accounts in CM/GZ must match EXACTLY either the exact names or numbers given to your Chart of Accounts in Quickbooks

Account Types must also be exact match

If using name, sub accounts may be identified by placing a colon after the main category name and before the subcategory name.

Example: Events:Luncheon



Name	Type	Attach
↳ 64220 · Computer Repairs	Expense	
↳ 64230 · Equipment Repairs	Expense	
↳ 64500 · Taxes	Expense	
↳ 64510 · Federal	Expense	
↳ 64520 · State	Expense	
↳ 64530 · Property	Expense	
↳ 64540 · Local	Expense	
↳ 64800 · Tools and Machinery	Expense	
↳ 65100 · Utilities	Expense	
↳ 65110 · Gas and Electric	Expense	
↳ 65120 · Telephone	Expense	
↳ 65130 · Water	Expense	
↳ 69000 · Miscellaneous	Expense	
↳ 70100 · Other Income	Other Income	
↳ 70200 · Interest Income	Other Income	

Account ▾ Activities ▾ Reports ▾ Attach ☐ Include inactive

# Member Update Activity Report

Review a list of Member changes

**Member Update Activity**

Filter Options

Member: [Select a Member](#)

From:

To:

Change Type:

Changed by:

Refresh Listing

Dates listed below are based on the date recorded on the Central time zone server (GMT-06:00).

entries 1 - 4 of 4 Display  results per page.

Member Name	Field Changed	Old Value	New Value	Date Changed	Changed By
<a href="#">The Wine Bar &amp; Garden</a>	MemCustomField	Would you like to serve on the board?	Would you like to serve on the board? 0	04/28/17 - 03:22PM	Training Training
<a href="#">The Wine Bar &amp; Garden</a>	MemFileByName	The Vine Wine Bar & Garden	The Wine Bar & Garden	04/28/17 - 03:22PM	Training Training
<a href="#">The Wine Bar &amp; Garden</a>	MemCompanyName	The Vine Wine Bar & Garden	The Wine Bar & Garden	04/28/17 - 03:22PM	Training Training
<a href="#">The Wine Bar &amp; Garden</a>	MemDispName	The Vine Wine Bar & Garden	The Wine Bar & Garden	04/28/17 - 03:22PM	Training Training

Print

Download

# Journal Entry Export

Review the Journal Entry Detail Report for errors

Journal Entry Detail Report March 31, 2017 - April 28, 2017					
<input type="checkbox"/>	Transaction	Memo	Account	Debit	Credit
<input type="checkbox"/>	<b>Invoice</b> Ref #: <a href="#">38</a> 4/1/2017  Created: 3/15/2017 11:45am Exported: [Not Exported] This transaction has a missing fee item. Please click the Ref # and assign a fee item.	Addams and Associates	Default Accounts Receivable	50.00	0.00
		Cuyuna Trails Sweat Shirt [Fee Not Found: item #10]	[account missing: id=0]	0.00	50.00

# Questions?

