

Billing: Invoicing and Collections

Batch invoicing and collection reporting

Create all of your renewal invoices in one location

- Invoices are created in a Batch format based on the assignment of fees to members

Two options for accessing the batch invoice area

- Billing->Invoices
 - ✓ Batch Type=Monthly Renewals
- Task List->Invoices
 - ✓ Batch Group=Default

chambermaster PRO Find + Add Michelle's Chamber / ID:1528

Billing

Billing Center **Invoices** Sales Receipts Payments Credits Statements Reports Deposits

Create Invoices

Batch Type: **Monthly Renewals**
Billing Month: February

Bill To: All **Active** members with amount due for **February 2018**.

Message: Thank you
Default Class:

Batch Name: Membership Dues for February 2018
Sort By: Member Name

Output	Member Name
<input checked="" type="checkbox"/>	50 State Security Service, Inc
<input checked="" type="checkbox"/>	Atlanta Group

Billing

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 included 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: February, 2018 Refresh

Recurring Fees Batches			
Batch Group	epayments	Pending	Action
EVENT	No	1	create invoices
Quarterly Membership	No	1	create invoices
Pledge	No	3	create invoices
Default	No	6	create invoices
Rent	No	21	create invoices

One-Time Fees			
Batch Group	epayment	Pending	Action
Pledge	No	1	create invoices
Default	No	3	create invoices

Group Invoice Batches			
Group	Pending	Action	
2017 Young Professionals	10	create invoices	
Young Professionals	10	create invoices	

Event List						
Event Title	Start Date	Created	Pending	Clear	Action	
Christmas Extravaganza	12/27/2017	21	6	clear invoices	create invoices	
Fishing Extravaganza	7/31/2017	21	2	clear invoices	create invoices	
2017 Chamber Annual Dinner and Showcase	5/4/2018	0	1	clear invoices	create invoices	

*Only unpaid invoices are included in the tally numbers above.

Task List

- 6 Mbr Signups
- 5 Hot Deals
- 1 MarketSpace
- 3 News Releases
- 1 New Events
- 1 Job Postings
- 1 Pub. Requests
- 6 Reminders
- 8 Mbr Payments
- 65 Invoices**
- 1 Web Leads

- Select appropriate Billing Month

NOTE: Once the Billing Month has been chosen, verify that the batch is a NEW BATCH before going any further. If it does not state 'New Batch', click New Batch at the bottom of the screen

Billing

Billing Center Invoices Sales Receipts Payments Credits Statements Reports Deposits

Create Invoices

Batch Type: Monthly Renewals ? AVR Account: Accounts Receivable

Billing Month: February Invoice Group: Default

Bill To: All **Active** members with amounts due in the month of **February 2018**. Invoice Date: 12/29/2017

Invoice Number: 30082

P.O. Number: Date Due: 01/28/2018

Message: Thank you edit Payment Terms: Net 30

Default Class:

New Batch This invoice batch has not yet been saved.

Batch Name: Membership Dues for February 2018 Find Batch

Sort By: Member Name

<input checked="" type="checkbox"/>	Output	Member Name	
<input checked="" type="checkbox"/>	Print	50 State Security Service, Inc.	\$
<input checked="" type="checkbox"/>	None	Atlanta Group	\$

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

Batch Name: Membership Dues for January 2018 Find Batch

Sort By: Member Name

This saved batch excludes **3 members** eligible for invoicing in this month. hide

Invoices in Batch

<input type="checkbox"/>	Output	Member Name	Invoice Items	Status	Tax	Amount
<input type="checkbox"/>	Email	Jake's Taxidermy	\$150.00 Membership Dues-2017 Renewal	Ref #: 10237 Date: 12/1/2016	Non	750.00
<input type="checkbox"/>	Print	A Plus Painting	\$300.00 Membership Dues 2018	Last Ref #: 30058 Date: 11/27/2017	Non	300.00
<input type="checkbox"/>	Print	AT&T	\$150.00 Membership Dues 2018 - Semi-Annual Billing	Last Ref #: 30062 Date: 11/27/2017	Non	150.00
<input type="checkbox"/>	Print	Michelle's BBQ	\$83.33 2018 Membership Dues - Monthly billing	Last Ref #: 10111 Date: 2/15/2017	Non	83.33

Set all output options to: 0 Invoices Selected Print List Download List Subtotal: 0.00

Set all sales tax options to: Per Fee Item Sales Tax: 0.00

Exclude Voluntary Fees Total Amount: 0.00

Save Batch Deliver Invoices New Batch Delete Batch

- As with individual invoices, go through and set the dates and messages
- Verify all of the invoices listed in the Batch are ready to be created
 - ✓ uncheck any that should not be created
- Set the Output option transaction by transaction or for all invoices based on selection at the bottom
- Click ‘Deliver Invoices’

Billing

Billing Center | Invoices | Sales Receipts | Payments | Credits | Statements | Reports | Deposits

Create Invoices

Batch Type: Monthly Renewals | A/R Account: Accounts Receivable
 Billing Month: February | Invoice Group: Default

Bill To: All Active members with amounts due in the month of February 2018.
 Invoice Date: 12/29/2017
 Invoice Number: 30082
 P.O. Number:
 Date Due: 01/28/2018
 Payment Terms: Net 30

Message: Thank you | edit
 Default Class:

New Batch This invoice batch has not yet been saved.
 Batch Name: Membership Dues for February 2018 | Find Batch
 Sort By: Member Nam

Invoices in Batch						
<input checked="" type="checkbox"/>	Output	Member Name	Invoice Items	Status	Tax	Amount
<input checked="" type="checkbox"/>	Print	50 State Security Service, Inc.	\$100.00 TEST	Last Ref #: 30059 Date: 11/27/2017	Non	100.00
<input checked="" type="checkbox"/>	None	Atlanta Group	\$250.00 Membership Dues \$25.00 Capital Fund Voluntary Contribution (voluntary)	Last Ref #: 10103 Date: 2/9/2017	Per Fee Item	275.00
<input type="checkbox"/>	Print	Michelle's BBQ	\$83.34 2018 Membership Dues - Monthly billing	Last Ref #: 10111 Date: 2/15/2017	Non	83.34
<input checked="" type="checkbox"/>	None	Michelle's Company	\$350.00 2017 Membership Renewal \$0.00 Capital Fund Voluntary Contribution (voluntary)	Last Ref #: 30039 Date: 12/15/2017	Per Fee Item	350.00
<input checked="" type="checkbox"/>	Print	Michelle's Pets and More	\$350.00 2017 Membership Renewal \$0.00 Capital Fund Voluntary Contribution (voluntary)	Last Ref #: 30038 Date: 12/15/2017	Per Fee Item	350.00
<input checked="" type="checkbox"/>	None	TESTTEST	\$750.00 Membership Dues	Last Ref #: 10137 Date: 2/16/2017	Non	750.00

Set all output options to: | Set all sales tax options to: Per Fee Item

5 Invoices Selected | Print List | Download List | Subtotal: 1825.00 | Sales Tax: 0.00 | Total Amount: 1825.00

Save Batch | Deliver Invoices | New Batch

- At the Deliver Customer Invoices screen, for Email delivery:
 - ✓ Set the general email options
 - ✓ If set up with CC Processing, choose to enable the online bill pay link, or not
 - ✓ Attach invoice as PDF or embed in email body

- When ready, click ‘Send Emails’

Deliver Customer Invoices

Delivery Method

Email Invoices

Email From: Michelle Diamon (michelle.diamon@growthzone.com) ▼

Subject Line: Invoice from Michelle's Chamber

Invoice Template: without voluntary fee ▼

Cover Letter: Michelle's Signature ▼

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 Style: PDF ▼

Print Mailing Labels Mark invoices as Delivered after printing labels

Invoices To Be Emailed					
<input type="checkbox"/>	Invoice #	Invoice Date	Amount	Member	Contact
<input checked="" type="checkbox"/>	30082	12/29/17	\$100.00	50 State Security Service, Inc.	john@mailinator.com
<input checked="" type="checkbox"/>	30085	12/29/17	\$275.00	Atlanta Group	test@mailinator.com
<input type="checkbox"/>	30084	12/29/17	\$350.00	Michelle's Company	[not set]
<input checked="" type="checkbox"/>	30083	12/29/17	\$350.00	Michelle's Pets and More	test@mailinator.com
<input type="checkbox"/>	30088	12/29/17	\$750.00	TESTTEST	[not set]

- At the Deliver Customer Invoices screen, for Print delivery:
 - ✓ If not printing mailing labels, place checkmark next to 'Mark Invoices as Delivered after printing. This clears the print queue. If printing mailing labels as well, select that option at the time of printing labels.
 - ✓ OPTIONAL: record communication record to member account by selecting that option.
 - ✓ Change invoice template, if needed
- When ready click 'Print Invoices'

Deliver Customer Invoices

Delivery Method

Email Invoices
 Print Invoices
 Print Mailing Labels

Mark invoices as Delivered after printing
 Save invoices to members communication log
 Mark invoices as Delivered after printing labels

Invoice Template: without voluntary fee Edit
 Print Style: PDF Download Labels

Invoices To Be Printed					
<input type="checkbox"/>	Invoice #	Invoice Date	Amount	Member	Contact
<input checked="" type="checkbox"/>	30082	12/29/17	\$100.00	50 State Security Service, Inc.	John Williams 1125 NE 125th ST. North Miami, FL 33181
<input type="checkbox"/>	30085	12/29/17	\$275.00	Atlanta Group	Jason Diamon 123 mDSUG oi Brainerd, mn 56401
<input type="checkbox"/>	30084	12/29/17	\$350.00	Michelle's Company	Michelle Schave [not set]
<input checked="" type="checkbox"/>	30083	12/29/17	\$350.00	Michelle's Pets and More	Michelle Smith 123 Blueberry Lane Menahga, MN 56464
<input type="checkbox"/>	30088	12/29/17	\$750.00	TESTTEST	test test [not set]

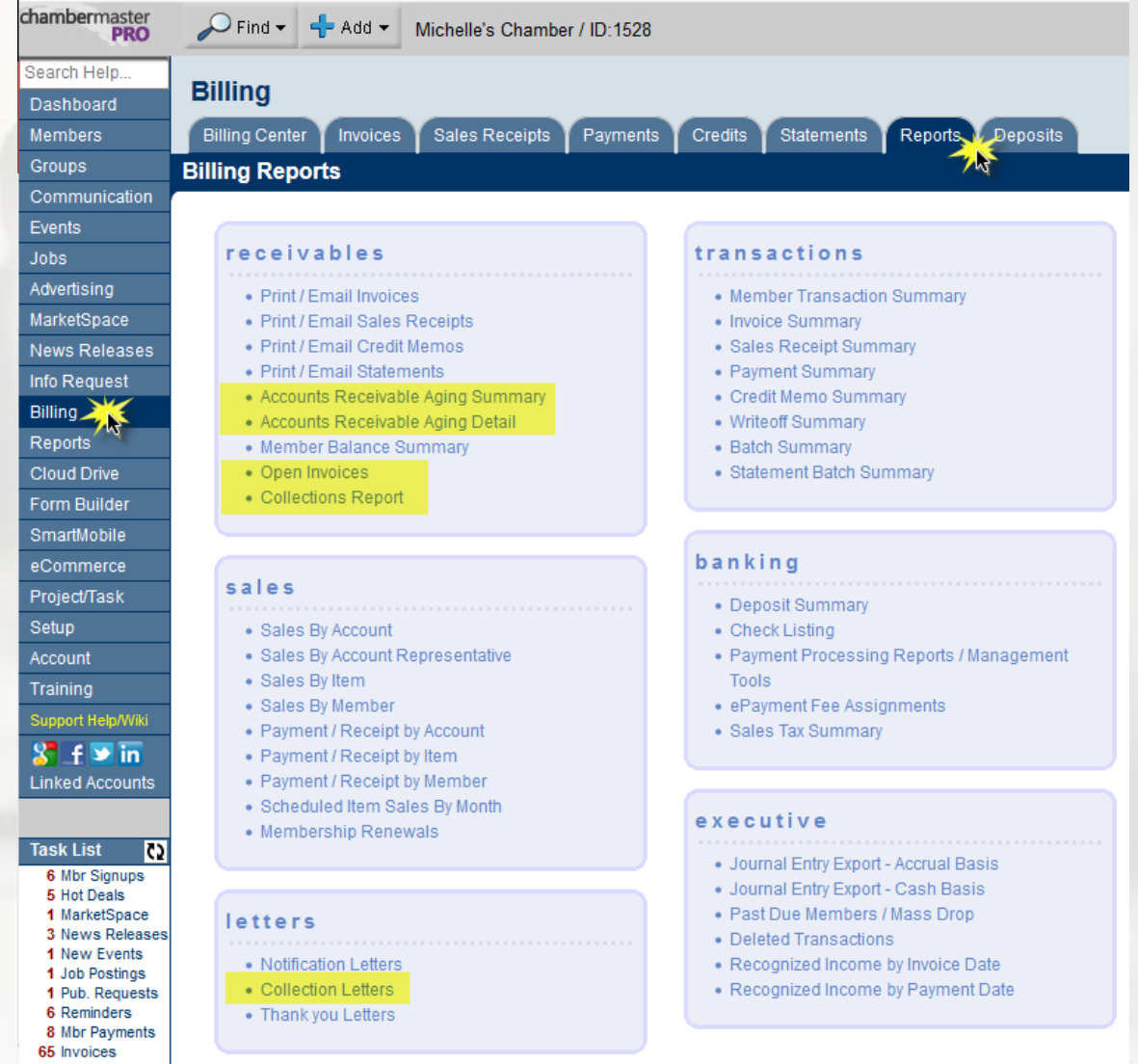
Preview Invoices Print Invoices Close

Collections

- Run reports to see past due invoices
- Resend multiple invoices easily
- Prepare collections letters based on aging range

Suggested Reports

- Billing->Reports
 - ✓ Accounts Receivable Aging (Summary or Detail)
 - ✓ Open Invoices
 - ✓ Collections Report
 - ✓ Collection Letters



The screenshot shows the 'chambermaster PRO' interface for 'Michelle's Chamber / ID:1528'. The 'Billing' menu is selected, and the 'Reports' sub-menu is active. The main content area displays several report categories:

- 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

The left sidebar contains a 'Task List' with the following items:

- 6 Mbr Signups
- 5 Hot Deals
- 1 MarketSpace
- 3 News Releases
- 1 New Events
- 1 Job Postings
- 1 Pub. Requests
- 6 Reminders
- 8 Mbr Payments
- 65 Invoices

A/R Aging Summary

Select Another Report

filter options

Report Date: 12/29/2017

Interval: 30 days

Report Through: 120 days past due

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

Include voluntary fee items in balance.

Item Type:

Item Basis:

A/R Account:

Show Active/Courtesy members only.

Don't include payments in balance.

Refresh Report Print Report Print PDF Download Report Reset Options

A/R Aging Summary Report
December 29, 2017

Member Name	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	Total
	0.00	0.00	0.00	0.00	0.00	100.00	100.00
2nd attempt	0.00	0.00	0.00	0.00	0.00	225.00	225.00
3 Angels Clothing	0.00	0.00	0.00	0.00	0.00	-600.00	-600.00

Thomas J. Longman CPA, PA	5.00	485.00	0.00	5.00	0.00	20.00	515.00
Tiki Hut	1005.00	0.00	100.00	0.00	0.00	0.00	1105.00
Tiny's Deli	5.00	0.00	0.00	5.00	0.00	20.00	30.00
Treece Financial Group, Inc.	805.00	485.00	0.00	1005.00	-300.00	290.00	2285.00
Tri-Village Realty	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Unnamed Test	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Yao Animal Hospital	5.00	485.00	0.00	5.00	-4980.00	0.00	-4485.00
Total	3811.26	20615.00	7350.00	10381.15	-1330.00	18178.85	59006.26

- Accounts Receivable Aging Summary
 - ✓ Easily see total outstanding balances grouped by aging for each customer and as a whole
 - ✓ Interval and Report Through dictates how the columns display
 - ✓ Uncheck the 'Show Active/Courtesy members only' option to see ALL activity

A/R Aging Detail

Select Another Report

filter options

Report Date: 12/29/2017

Item Type:

Interval: 30 days

Item Basis:

Report Through: 120 days past due

A/R Account:

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

Show Active/Courtesy members only.

Show invoices with only unpaid voluntary fee items.

Show line items in report.

Include voluntary fee items in balance.

Don't show payments in report.

Refresh Report

Print Report

Print PDF

Download Report

Reset Options

A/R Aging Detail Report

December 29, 2017

Txn Type	Txn Date	Ref #	Member	Due Date	Aging	Account	Open Balance
Current							
Invoice	12/1/2017	22271	Tiki Hut	12/31/2017	0	Accounts Receivable	1000.00
Invoice	12/8/2017	30076	Jake's Taxidermy	1/7/2018	0	Accounts Receivable	100.00
Invoice	12/29/2017	30086	TESTTEST	1/28/2018	0	Accounts Receivable	750.00
Total Current							3811.26
1 - 30							
Invoice	11/1/2017	30004	Technical Aid Convoy (TAC)	12/1/2017	28	Accounts Receivable	12000.00
Invoice	11/16/2017	30015	50 State Security Service, Inc.	12/16/2017	13	Accounts Receivable	125.00
Invoice	11/16/2017	30016	A & A Village Treasures	12/16/2017	13	Accounts Receivable	125.00
Invoice	8/23/2017	30076	Jake's Taxidermy	1/7/2018	0	Accounts Receivable	100.00
Total >120							18278.85
Accounts Receivable Total							59606.26
Total							59006.26

- Accounts Receivable Aging Detail
 - ✓ Shows each outstanding transaction grouped by aging
 - ✓ Interval and Report Through dictates how the sections display
 - ✓ Uncheck the 'Show Active/Courtesy members only' option to see ALL activity

- Open Invoices
 - ✓ Shows ALL outstanding transactions grouped by customer
 - ✓ Open Transactions option allows for filtering by transaction type
 - ✓ Uncheck the 'Show Active/Courtesy members only' option to see ALL activity
 - ✓ Additional filtering available by Item Type and Batch
 - ✓ Resend option at the bottom of report

Open Invoices

[Select Another Report](#)

filter options

Report Date: 12/29/2017

Open Transactions: Show Invoices Only

Include voluntary fee items in balance.

Show Active/Courtesy members only.

Item Type: ▼

Item Basis: ▼

Unpaid Voluntary Items: ▼

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

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

Open Invoices December 29, 2017						
Type	Date	Ref #	Description	Due Date	Aging	Balance
INVOICE	5/30/2017	10182	\$100.00 Golf Tournament	6/29/2017	184	100.00
Total :						100.00
2nd attempt						
INVOICE	2/9/2017	10104	\$300.00 Membership \$25.00 Membership	2/9/2017	323	225.00
Total 2nd attempt:						225.00
50 State Security Service, Inc.						
INVOICE	1/25/2017	10017	\$0.83 Parking Lot Rent \$4.17 Parking Lot Rent	2/24/2017	308	5.00
INVOICE	2/8/2017	10070	\$25.00 Young Professionals Luncheon	2/8/2017	324	25.00
INVOICE	2/8/2017	10076	\$0.83 Parking Lot Rent \$4.17 Parking Lot Rent	3/10/2017	294	5.00
INVOICE	2/9/2017	10108	\$240.00 Membership Dues \$750.00 Annual Dinner Sponsorship \$10.00 Parking Lot Rent	3/11/2017	293	500.00
Total Annual Hospital:						499.00
Open Invoice Balance						69249.26
Open Credits and Unapplied Payments						0.00
Total Balance						69249.26

Report Generated 12/29/2017 at 11:20 AM

[Resend Invoices](#)

- Collections Report
 - ✓ Shows PAST DUE outstanding transactions grouped by customer
 - ✓ Uncheck the 'Show Active/Courtesy members only' option to see ALL activity
 - ✓ Filter to specific date ranges
 - ✓ Additional filtering available by Item Type and Batch
 - ✓ Resend option at the bottom of report

Collections Report

[Select Another Report](#)

filter options

Report Date:

Transaction Date
From:

Through:

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

Sales Rep:

Item Type:

Item Basis:

Show Active/Courtesy members only.

Include voluntary fee items in balance.

Include credits in report.

Refresh Report
Print Report
Print PDF
Download Report
Reset Options

Collections Report December 29, 2017

Type	Date	Ref #	Description	Due Date	Aging	Balance
INVOICE	5/30/2017	10182	\$100.00 Golf Tournament	6/29/2017	183	100.00
2nd attempt Sales Rep: Billing Contact: f f Email: null Phone: null						
INVOICE	2/9/2017	10104	\$300.00 Membership \$25.00 Membership	2/9/2017	323	225.00
Total 2nd attempt:						225.00
50 State Security Service, Inc. Sales Rep: Billing Contact: John Williams Email: john@mailinator.com Phone: (305) 899-2508						

Open Invoice Balance	65438.00
Available Credit Balance	0.00
Total Balance	65438.00

Report Generated 12/29/2017 at 11:33 AM

[Resend Invoices](#)

- Collection Letters
 - ✓ Filter by Aging groups
 - ✓ Customize Letter Templates for each aging group
 - ✓ Filter by Item Type or Batch

SUGGESTION: Include link in templates that will log members into their MIC so they can view billing history and pay bills.

Collection Letters Select Another Report

filter options

Report Date: 12/29/2017

Aging: 1 to 30 days

Letter Template: **Reminder of Late Payment**

Output Option: Contact Preference

Sales Rep: _____

Item Type: _____

Item Basis: _____

Show All members.
 Specific Members (0 selected) Clear List
[add by Company Name](#)
[add by Membership Status](#)
[add by Membership Type/Class](#)
 Include voluntary fee items in balance.
 Specific Batch: [Choose a Batch \(optional\)](#)

Invoices					
Output	Sales Rep	Member Name	Status	Aging	Balance
Email		50 State Security Service, Inc.	Active	2 - 13	575.00
Email		A & A Village Treasures	Active	13	125.00
Print		A Plus Painting	Active	2 - 13	625.00
Email		Ackley Marketing Group, Inc.	Active	2 - 13	610.00
Email		Adams Veterinary Clinic	Active	13	125.00
Email		Archdiocese of Miami	Active	2 - 13	610.00
Email		AT&T	Active	2 - 13	995.00
Email		Law Offices of David W. Batchelder, P.A.	Active	2 - 13	610.00
Email		Miami Shores Community Church	Active	2	485.00
Email		Miami Theater Center (The PlayGround Theatre)	Active	2	485.00
Email		Primal Fit	Active	2	485.00
Print		Schloep's Schlophouse	Active	2	485.00
Email		Technical Aid Convoy (TAC)	Active	2 - 28	12485.00
Print		test	Active	2	485.00
Email		Thomas J. Longman CPA, PA	Active	2	485.00
Email		Treece Financial Group, Inc.	Active	2	485.00
Email		Yao Animal Hospital	Active	2	485.00