ChamberMaster/MemberZone – Billing 101

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
  - General
  - Credit Card Settings

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

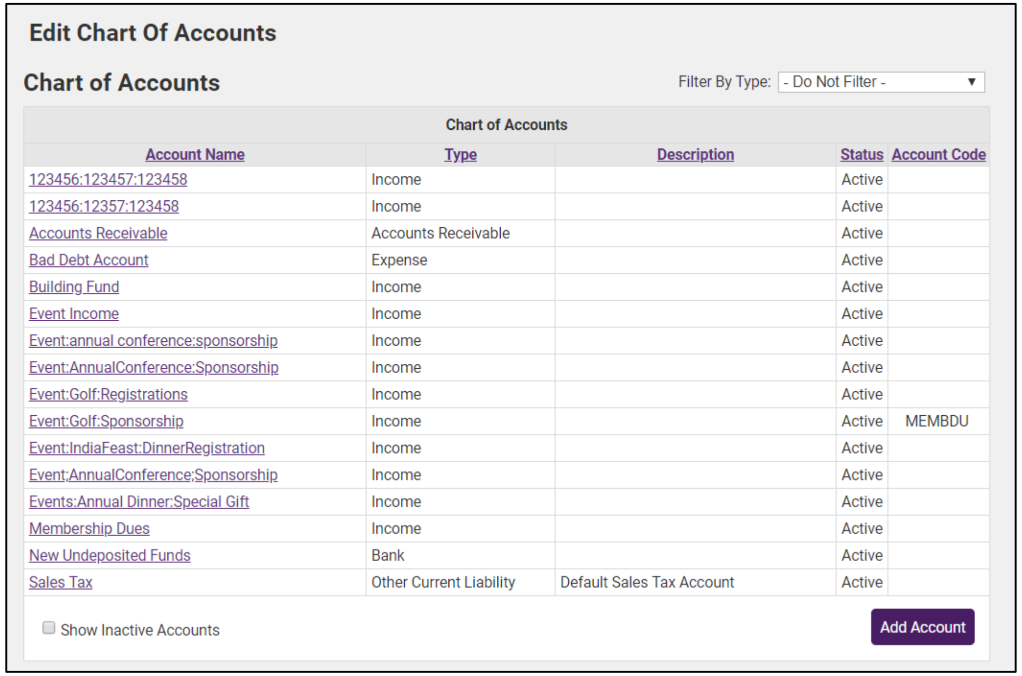
Edit Chart Of Accounts

Chart of Accounts

Filter By Type: - Do Not Filter -

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
- WIKI: [Setup/Modify Chart of Accounts]

Edit Chart Of Accounts

Chart of Accounts

Filter By Type: - Do Not Filter -

Chart of Accounts

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Event:Golf:Sponsorship	Income		Active	MEMBDU
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Event;AnnualConference;Sponsorship	Income		Active	
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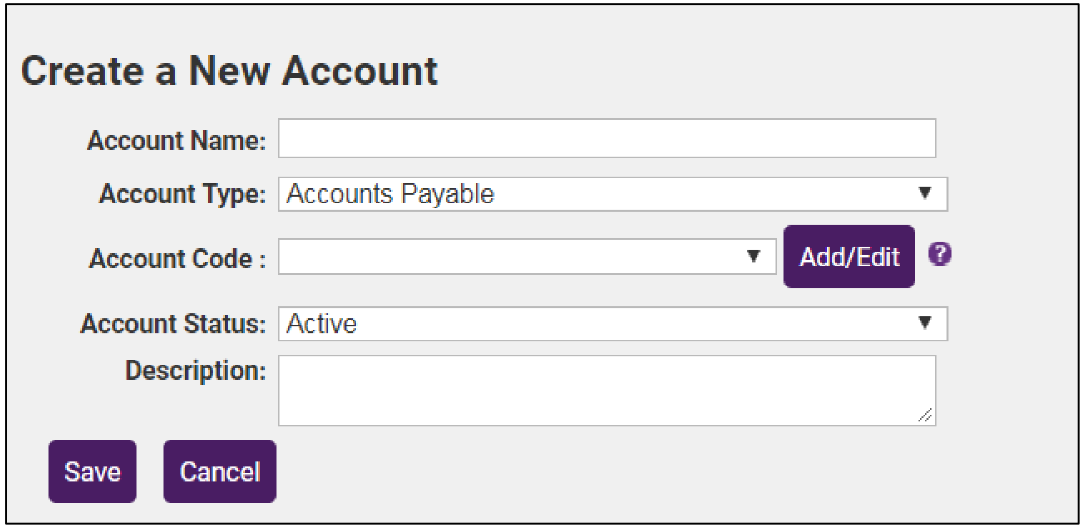
☐ Show Inactive Accounts

Add Account

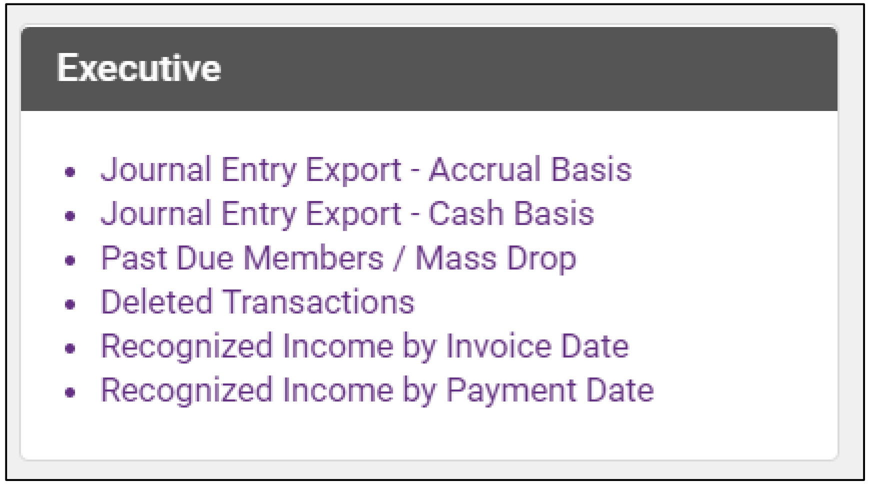
Setting up and Managing Chart of Accounts

- 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”



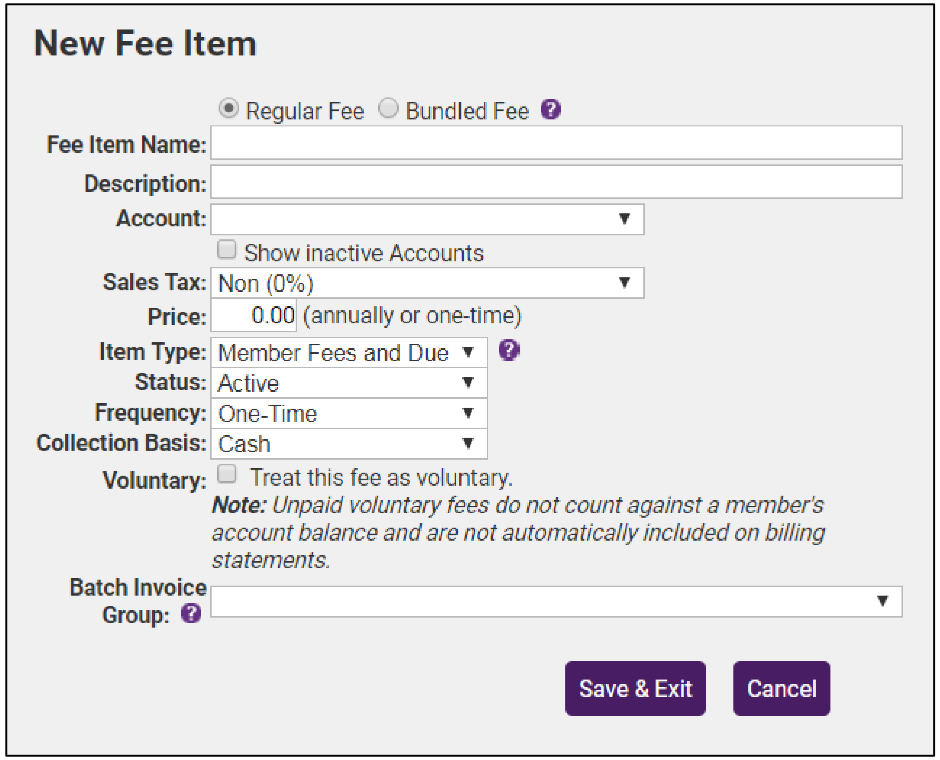
Setting up and Managing Chart of Accounts

- 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
- WIKI: [Working with Fee Items]

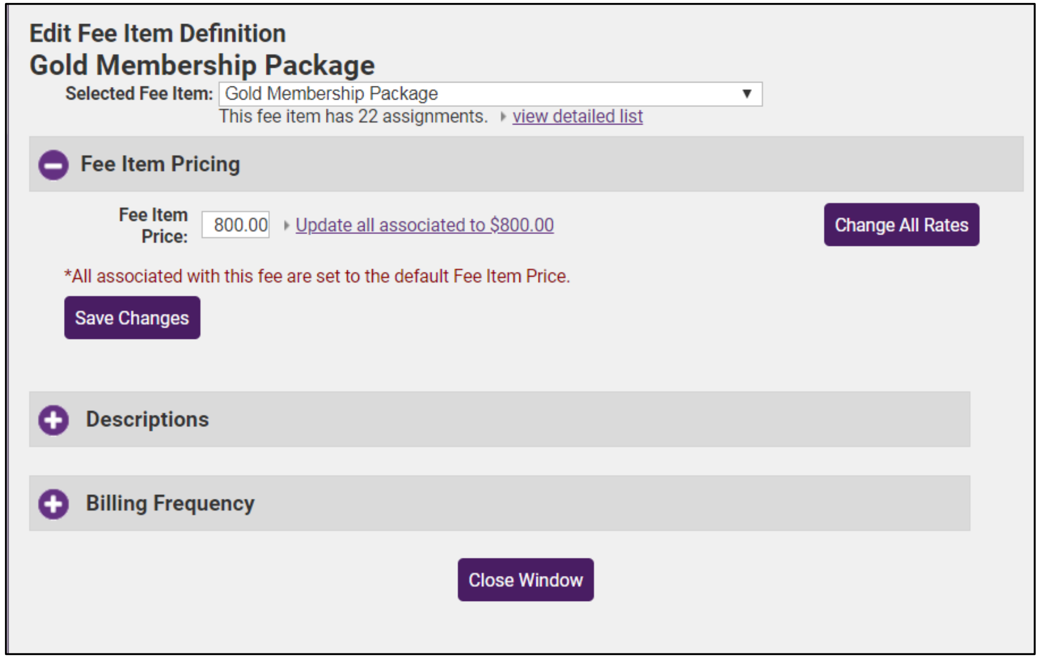


Add Fee Items

- 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

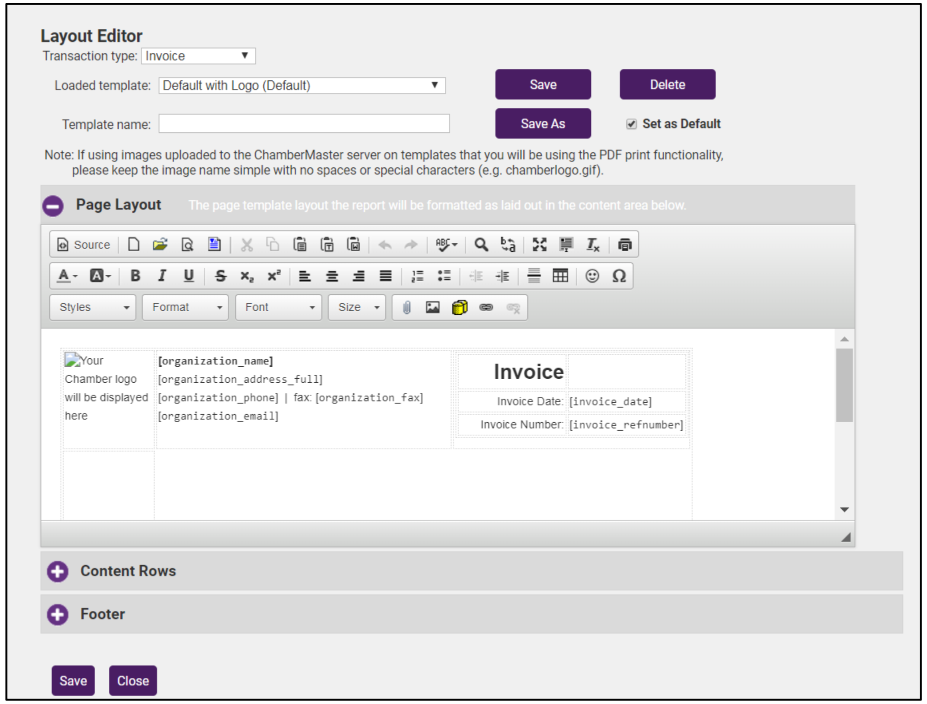
Update existing fee items associated with a record

- 2 Step bump up
  - 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
  - WIKI: [Update Existing Fee Items]()



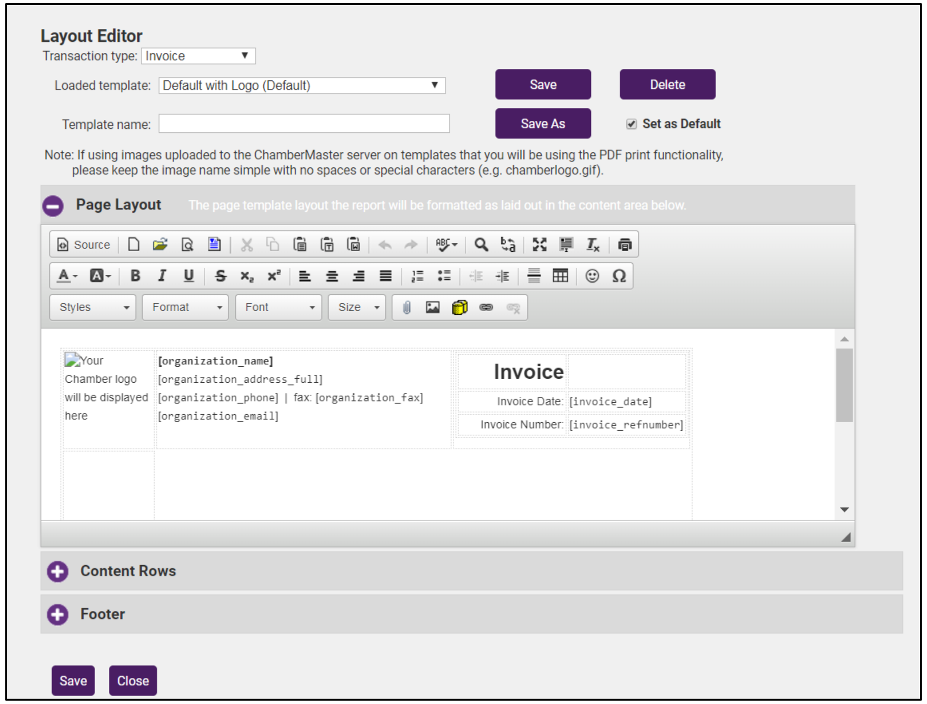
Using the Invoice Template Manager

- 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.



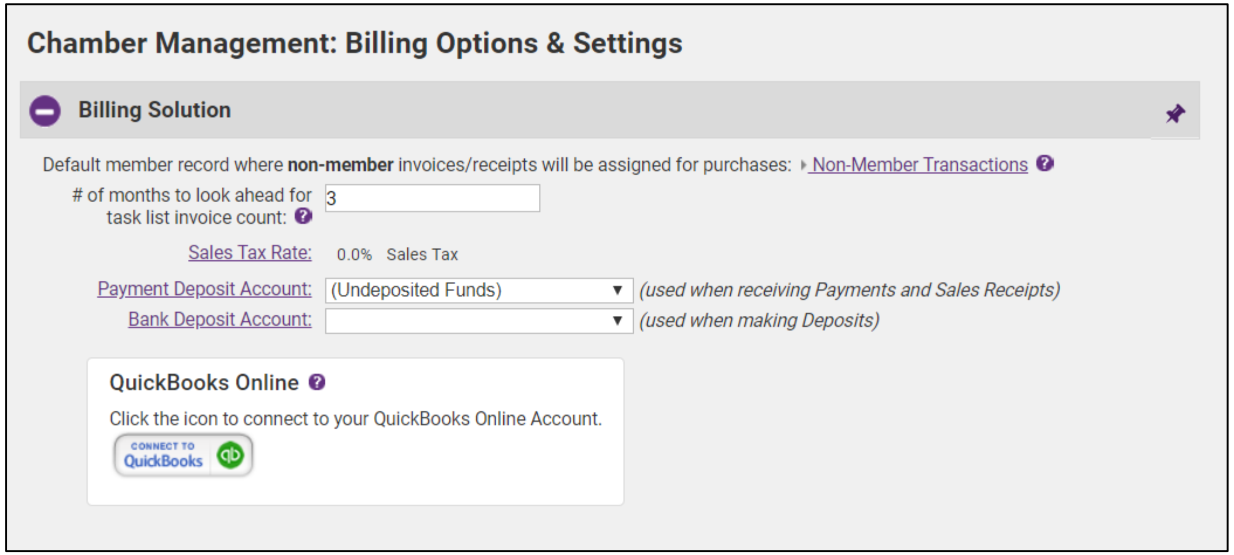
Using the Invoice Template Manager

- If the Template Manager is not enabled in your database, contact customer support to receive instruction about enabling this feature.
- WIKI: 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
- WIKI: [Billing Options & Settings]



Thank You!

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