

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 -

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
- WIKI: [Setup/Modify Chart of Accounts](#)

Edit Chart Of Accounts

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

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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	
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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”

Create a New Account

Account Name:

Account Type:

Account Code : Add/Edit ?

Account Status:

Description:

Save
Cancel

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

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

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](#)

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.*

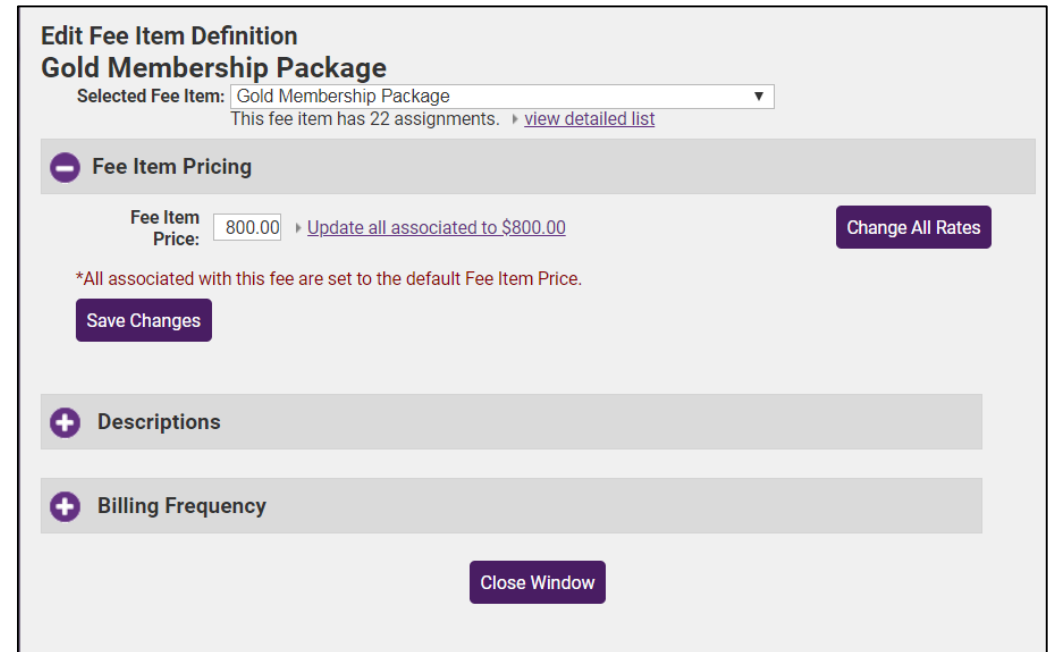
Batch Invoice Group: ?

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 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](#)



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

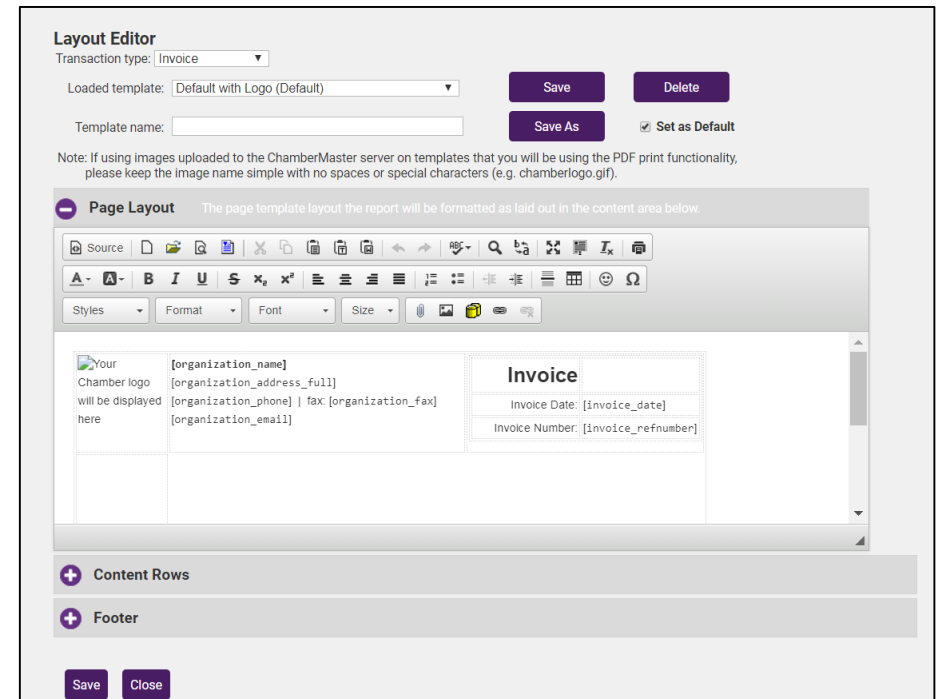
+ Descriptions

+ Billing Frequency

Close Window

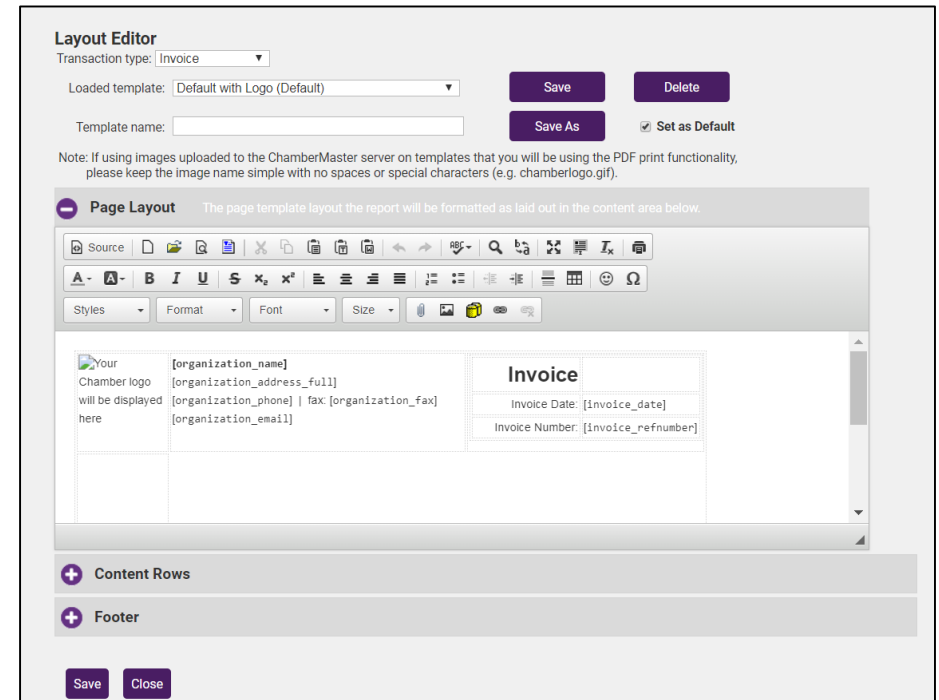
Using the Invoice Template Manager

- 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.



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](#)

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.

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