

5 Ways to Manage Year-End Billing



- Review your Chart of Accounts
- Review your Fee Items
- Update your Membership Application
- Review Member Data for Billing Completeness
- Generate Your Invoice Batch



The Chart of Accounts ensures that your financial data is aligned to any existing accounting records and processes

- To ensure that your records between ChamberMaster/MemberZone & your accounting software will easily match up – the names or account numbers in ChamberMaster/MemberZone must match exactly to those in your accounting software – at year end, do an audit of your accounts and ensure names/numbers match.
- Your list of accounts may become unwieldy over time, at year end it is recommended that you deactivate any accounts that you will not be using in the coming year. DO NOT DELETE OBSOLETE ACCOUNTS!

WIKI: [Chart of Accounts](#)

Review Your Chart of Accounts

WIKI: [Chart of Accounts](#)

Find

Add

Logged in to:
ID:3035, ChamberMaster Mem...

Lightbulb

Envelope

Print

Globe

Pencil

Eraser

MIC

Refresh

Organization Management

Edit Chart Of Accounts

Chart of Accounts

Filter By Type: - Do Not Filter -

Account Name	Type	Description	Status	Account Code
1000987	Other Current Liability		Active	
101200:123456	Income		Active	MEMBDU
10200:10201	Income		Active	
323111:151615:156161	Income			
5643322	Income			
67890:68791:98792	Income			
Andrea's Event	Income			
Bad Debt Account	Other Current Liability			
Chamber Checking	Income			
chart event	Income			
Default Accounts Receivable	Accounts Receivable			
Deposit Account	Bank			
Event: Golf Tournament	Income			
Event: Annual Banquet: Registration Fees	Income			
Event: Annual Conference: Registration Fee	Income			
Event: Business After Hours	Income	Event: Business After Hours		
Event: Car Sponsors	Income			
Event: Dog Park Grand Opening	Income			
Event: Fall Banquet: Registration	Income			
Event: Golf Tournament: Add on Items	Income			

Edit Account - Google Chrome

secure2.chambermaster.com/directory/jsp/billing/dlg/EditAccount.jsp?acctid=6

Edit Account: 1000987

Account Name: 1000987

Account Type: Other Current Liability

Account Code: Add/Edit ?

Account Status: Active

Description: Active

Save Cancel Inactive

Review your Fee Items

Do you need to update membership fees/dues for next year?

Do you need to update fee descriptions?

Are there fee items that you will no longer be using?

Administrative Options: Edit Fee Items

List Options

Item Type: Member Fees & Dues ▼

Collection Basis: ▼

☒ Hide inactive fee items.

☒ Count only active members/approved events.

Refresh List

Print List

Add Fee Items

Reset Options

Type	Basis	Fee Item Name	Fee Amount	Description	Account	Associations
DUES	CASH	Emerald Membership Dues	\$800.00 Edit Pricing	2019 Emerald Membership Dues	Membership Fees and Dues	6 Members <input type="checkbox"/>
DUES	CASH	Gold Membership	\$400.00 Edit Pricing	2019 Gold Membership Dues	Membership Fees and Dues	12 Members <input type="checkbox"/>
DUES	CASH	Membership Fee Item	\$300.00 Edit Pricing	2019 Membership Dues	Membership Fees and Dues	49 Members <input type="checkbox"/>
DUES	CASH	Membership Setup	\$25.00 Edit Pricing		Membership Dues	0 Members <input type="checkbox"/>

Add Fee Items

Print List

Review your Fee Items

You can easily edit fee Items for next year's fee increases

WIKI: [Increase Membership Dues](#)

Edit Fee Item Definition

Emerald Membership Dues

Selected Fee Item: Emerald Membership Dues
This fee item has 6 assignments. [view detailed list](#)

Fee Item Pricing

Fee Item Price: [Update all associated to \\$800.00](#)

*All associated with this fee are set to the default Fee Item Price.

[Save Changes](#)

Descriptions

Billing Frequency

[Close Window](#)

Fee Item Member Associations

Emerald Membership Dues

☒ Show only active members.

Member Name	Annual Fee	Quantity	Billing Frequency	Fee Item Description	
Lois Shoes	<input type="text" value="800.00"/>	<input type="text" value="1"/>	Annually	<input type="text" value="2019 Emerald Membership Dues"/>	<input type="checkbox"/>
Lyons Store	<input type="text" value="800.00"/>	<input type="text" value="1"/>	Annually	<input type="text" value="2019 Emerald Membership Dues"/>	<input type="checkbox"/>
UP NORTH RESORT	<input type="text" value="800.00"/>	<input type="text" value="1"/>	Annually	<input type="text" value="2019 Emerald Membership Dues"/>	<input type="checkbox"/>
Upcycled Art Furniture Studio	<input type="text" value="800.00"/>	<input type="text" value="1"/>	Annually	<input type="text" value="2019 Emerald Membership Dues"/>	<input type="checkbox"/>
Vannity	<input type="text" value="800.00"/>	<input type="text" value="1"/>	Annually	<input type="text" value="2019 Emerald Membership Dues"/>	<input type="checkbox"/>
Vero Image	<input type="text" value="800.00"/>	<input type="text" value="1"/>	Annually	<input type="text" value="2019 Emerald Membership Dues"/>	<input type="checkbox"/>

[Assign Item to Additional Members](#) [Print List](#) [Download List](#) [Remove Selected Items](#)

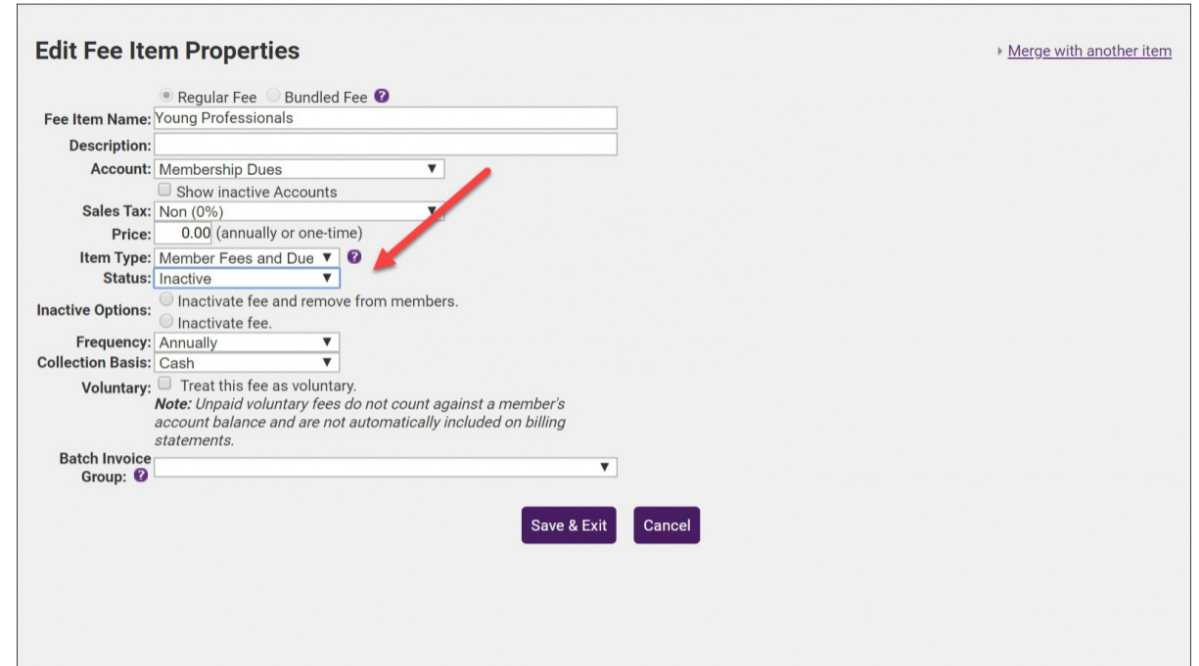
[Save Changes](#) [Close Window](#)

Review your Fee Items

If you are no longer using a fee item, best practice is to de-activate the fee item

This will retain all historical information about the fee, but remove it as an option to select when creating invoices, preventing human error

WIKI: [Deactivate Fee Item](#)



Edit Fee Item Properties [Merge with another item](#)

☒ Regular Fee ☐ Bundled Fee ?

Fee Item Name: Young Professionals

Description:

Account: Membership Dues

☐ Show inactive Accounts

Sales Tax: Non (0%)

Price: 0.00 (annually or one-time)

Item Type: Member Fees and Due ?

Status: Inactive

Inactive Options:

☐ Inactivate fee and remove from members.

☐ Inactivate fee.

Frequency: Annually

Collection Basis: Cash

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: ?

[Save & Exit](#) [Cancel](#)

Update Your Membership Application

If you have created Membership Packages that include your fee items, updating the fee item will not automatically update the price of the package OR if you are using a Fee Schedule and the structure has changed, you will need to upload a new fee schedule

WIKI: [Setup the Online Membership Application](#)

Member Application Form SetupFeedback

General

Packages







Package Add-ons

Optional Fields

Custom Fields

Add New Package

Packages

Name	Display?	Order	Type	Fee	TaxSet	Membership Type	
General Membership Champion	Yes	0	Fee Items	800.00		Corporate	 
Gold Membership Package Gold Membership Package	Yes	0	Fee Items	250.00		Gold Membership	 
Platinum Package	Yes	0	Fee Items	0.00		(none)	 

Fee Schedule

Current Fee Schedule URL:

New Fee Schedule Filename:

Choose File

 No file chosen

Upload

Review Member Data for Billing Completeness

Use the **Custom Member Report** to ensure that for all active members you have:

- ✓ Renewal Month
- ✓ Fee Schedule
- ✓ Billing Contact
- ✓ Billing Contact Email
- ✓ Billing Contact Address

Member Listing					
Company Name	Renewal Month	Recurring Fees and Dues List	Billing Contact	Billing Email	Billing Address 1
The Bait Shop	January	Membership Fee Item: \$300.00 Annually	Johnny Jones	bjohnson@mailinator.com	
Ruperts Accounting	January			ruperts@mailinator.com	
Jasons Plumbing	January		Jason	jjones@mailinator.com	
Henry's	January		Henry LeMarc	cheri.petterson@micronetonline.com	1 Main Street
Remingtons	January		Erik Remington	eremington@mailinator.com	
The Taj	January		Frank Palla	fpalla@mailinator.com	
The Ritz	January		Tim Piepkorn	tpiepkorn@mailinator.com	12587 Main Street
Overholser's Lodge	January		Kim Over	kover@mailinator.com	
Pelican Place Marina	January		Nancy Landgraf	nlandgraf@mailinator.com	1254 Main Street
Marmalade	January		Sandy Archibald	sarchibald@mailinator.com	Archibald Road
Monet's Landscaping	January		Claude Monet	cmonet@mailinator.com	
Espresso Drive Thru	January	Membership Fee Item: \$300.00 Annually	Michelle Scanlan	mscanlan5@mailinator.com	312 Coffee Bean Dri
A Place for Dogs	January	Membership Fee Item: \$300.00 Annually	Hannah Stacey	hannah@mailinator.com	
Upcycled Art Furniture Studio	January	Emerald Membership Dues: \$800.00 Annually	DeAnna Buchmann	deannab@mailinator.com	1001 Nicollet St.
Joe Smith Construction	January	Membership Fee Item: \$300.00 Annually	Joe Smith	joe@mailinator.com	101 Sherman Street
Bruer	January	Membership Fee Item: \$300.00 Annually		bpiereson@wayzatachamber.com	2830 Kimberly Lane North
Joe's Bait Shop	January				200 Kain Street
The Wine Bar & Garden	January		Leslie Halvorson	lhalvorson@mailinator.com	1 Main Street

WIKI: [Custom Member Report](#)

Review Member Data for Billing Completeness

If using e-payment, use the Epayment Fee Assignment Report to verify credit card expiration dates

WIKI: [Epayment Fee Assignment Report](#)

Company Name	BillTo Rep	Fee Item Name	Profile Type	Profile	Fee Start Date	Fee End Date	Frequency	Months Billed	Day Charged*
Blackie's Pet Shop	Laura Black	Membership Fee Item	ePayment Profile	Laura Black - Blackie's Pet Shop - Visa:*****4242-01/2020			Annually	Jan	1
								Totals:	

9/25/2019 11:12:47 AM

You are now ready to create your invoices, and feel confident that the invoices created will reflect the appropriate fees, and be delivered to the appropriate individuals

WIKI: [Create a Batch of Recurring 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	Yes	1	view this month's pending auto-charges
Default	No	58	create invoices

www.growthzone.com/year-end

- ✓ Visit our End-of-Year Resources Page

The end of the year will be here before you know it. That's why we're providing these helpful year-end resources specifically for ChamberMaster and MemberZone software users

- ✓ Download the Year-End Checklist

Download a handy step-by-step checklist of the topics covered in today's presentation

www.growthzone.com/year-end

- ✓ Attend One of Our Year-End Webinars:

Take advantage of six additional educational opportunities specifically focused on helping you complete important year-end tasks

- ✓ Schedule a Consultation with Our Engagement Team

Sign up for a complimentary one-to-one consultation with our Engagement Manager who will provide you with the tools needed to break down your year-end tasks into practical steps

Questions?