# Billing 101

# This session includes…

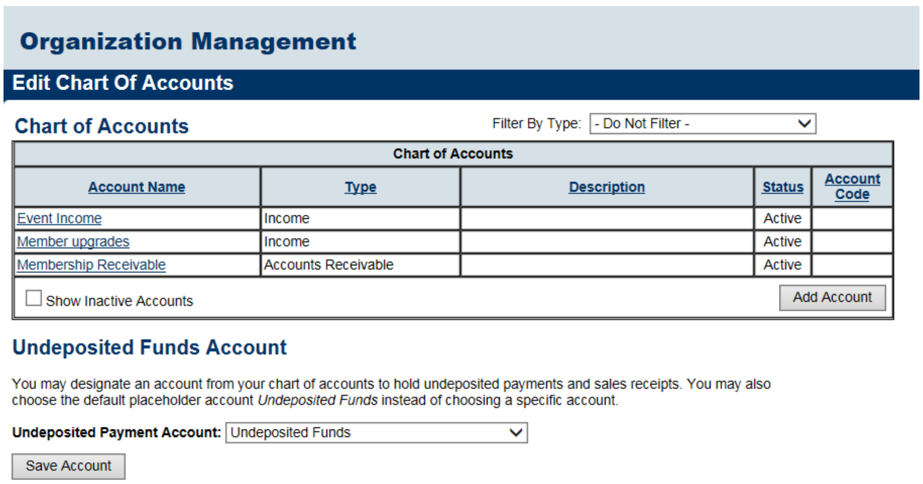
1. Setting up and managing Chart of Accounts 0:56
2. Setting up and managing fee items 3:27
3. Add a Fee Item 5:23
4. Edit a Fee Item 10:23
5. Using the Template Manager 15:07
6. Default Settings 20:17
7. Credit card default settings 23:23

# Setting up Chart of Accounts

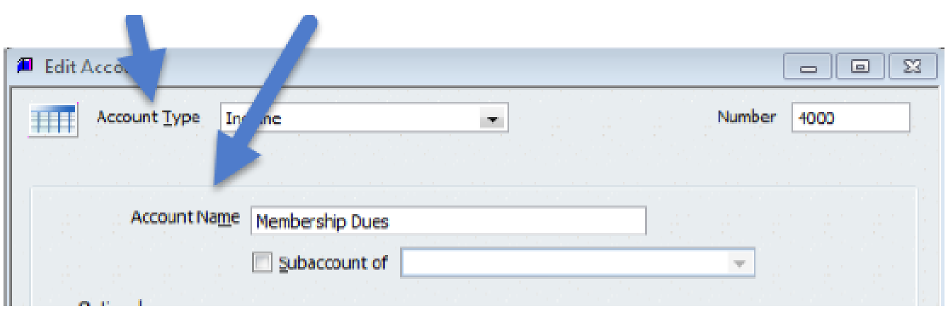
If not imported from your data, the default Chart of Accounts will include only three selections: **Accounts Receivable, Membership Dues** (income), and **Sales Tax** (liability). Create or modify these account as desired.

## Add an Account

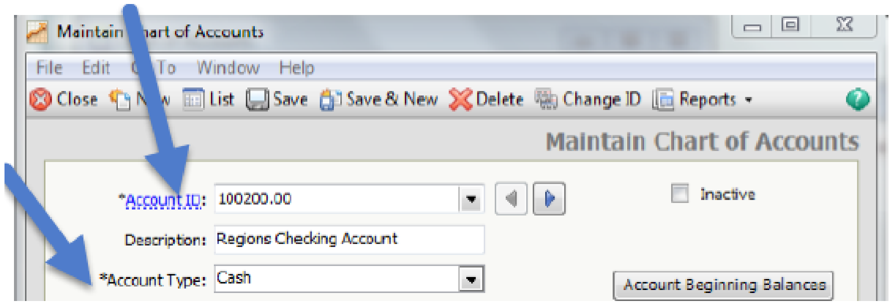
1. Click **Setup** in the left-hand menu.
2. Click **Chart of Accounts** in the “Billing” area.
3. The current Chart of Account list will display




4. To create a new account, click **Add Account** and complete the next window.
   **Note:**
   - Chart of Accounts names created by users who intend to export transactions to PeachTree should name their accounts here with the PeachTree Account ID (numeric value) instead of the Account name.
   - QuickBooks users that are using sub accounts will need to separate the account name and sub account name with a semi colon.
5. QuickBooks and Peachtree using detail Journal Entry Export
   - QuickBook users will enter the ‘Account Name’ that displays in Quickbooks – assign the same ‘Account Type’ as well



- Peachtree users will enter the ‘Account ID’ that displays in Peachtree – assign the same ‘Account Type’ as well.



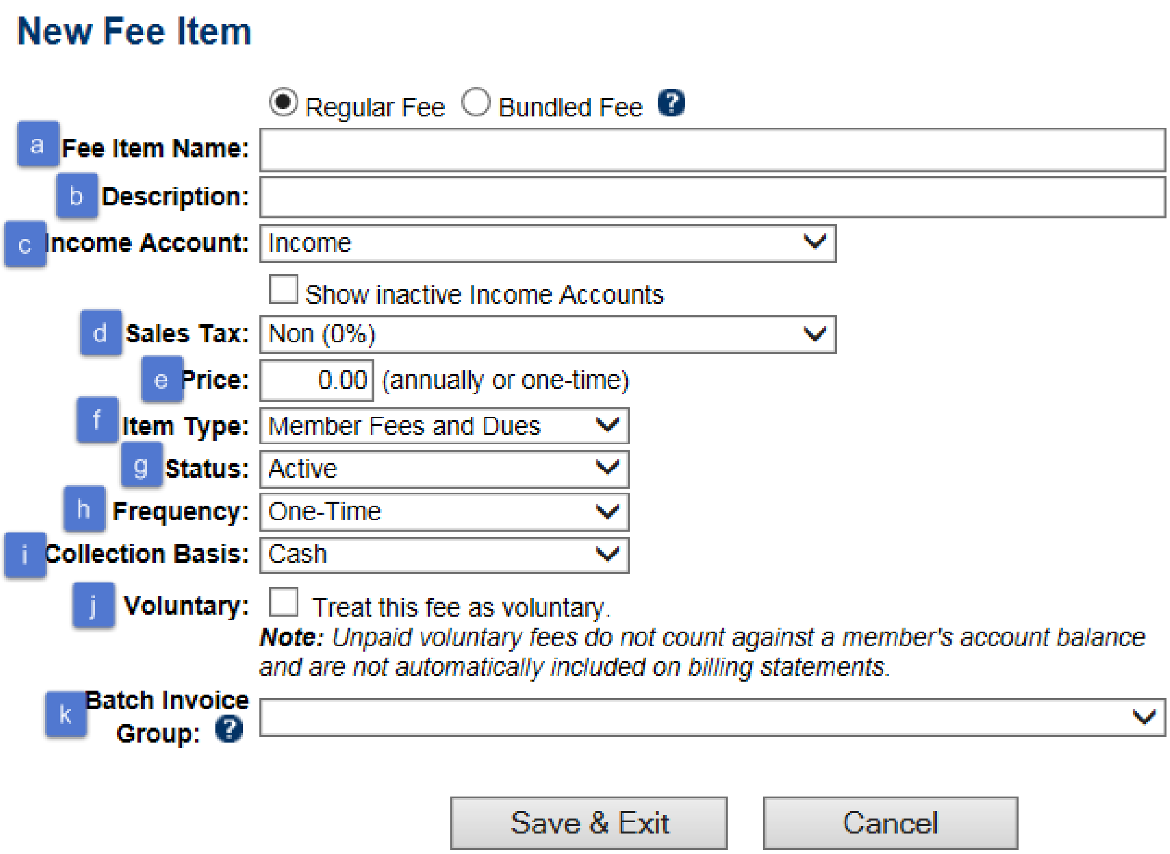

6. To remove an account, click the title of the Account in the **Account Name** column and then click **Delete.**
7. To modify an account, click the title of the Account in the **Account Name** column; make desired changes and then click **Save.**

# Add a Fee Item

1. Click **Setup** in the left-hand menu.
2. Click **Fee Item List** in the "Billing" area
3. The current list of fee items display under the **List Options** filter.
4. To add a new item, click **Add Fee Item** (this option is found either in the **List Options** area or at the bottom of the **Fee Items List.**) Complete the fields in the **New Fee Items** window, selecting to create either a Regular Fee Item or a Bundled Fee Item.
5. Fee item fields (see image below)
    a. **Fee Item Name:** Title for the fee item; will be used by default to identify the fee item on a member's account.
    b. **Description:** Further description of the fee item that displays on the invoice by default (may be modified on each member account)
    c. **Income Account:** Select the desired account from your list of Chart of Accounts. (Not available when creating a Bundled Fee.)
    d. **Sales Tax:** Select whether this item should be taxed or not; if proper tax amounts are not displayed, modify this item by selecting Sales Tax from the Setup module. (Not available when creating a Bundled Fee.)
    e. **Price:** Type the desired fee item amount – the annual amount or one – time price. The price on a Bundled Fee will be determined by the combined price of the individual items.
    f. **Item Type:** Select
        i. Member Fees and Dues
        ii. Event Fees – available in the **Events** module (not available when creating a Bundled Fee)
        iii. Group Fee – available in the **Groups** module
    g. **Status:** Select Active or Inactive (only Active items may be billed). Fee items, when set to inactive, will present options to either remove the fee from the member or remain on the member account. Inactive fees on a member account will not be billed.
    h. **Frequency:** Select desired default frequency (available only if Member Fees and Dues item type is selected). Annual, Semi-annual, Quarterly, Monthly, One-Time. This selection may be changed on each members' account as desired.
    i. **Collection Basis:** Select Cash or Accrual (Not available when creating a Bundled Fee)
    j. **Voluntary:** If desired, click "Treat this fee as voluntary". (Not available when creating a Bundled Fee.) Note: Unpaid voluntary fees do not count

against a member's account balance and are not automatically included on billing statements.

k. **Batch Invoice Group:** If you ever need to bill your member on separate invoices but have them billed in the same month, then create a new Batch Invoice Group, using any desired name, and assign the fee to that group. Any members that have this fee assigned will then show in a separate batch than their traditional membership fees. To bill this batch, select invoices in the Task List. Fees that are in a separate Batch Invoice Group will be listed in a separate group allowing you to create separate invoices for these items.

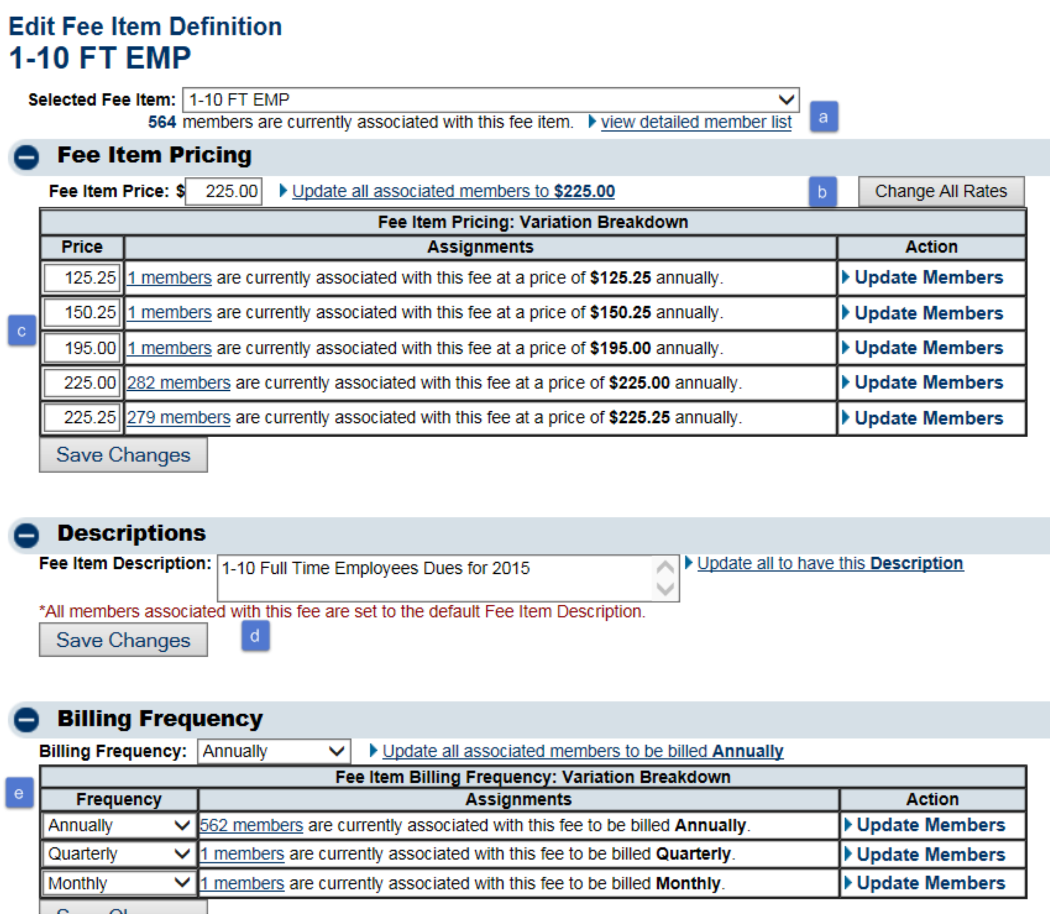



**Note:**

Accounts Receivable and Accounts Payable should never be assigned as the Income account when setting up a fee item. Doing this will cause reporting and importing errors. If you are unsure as to the account that should be selected please check with your accountant.

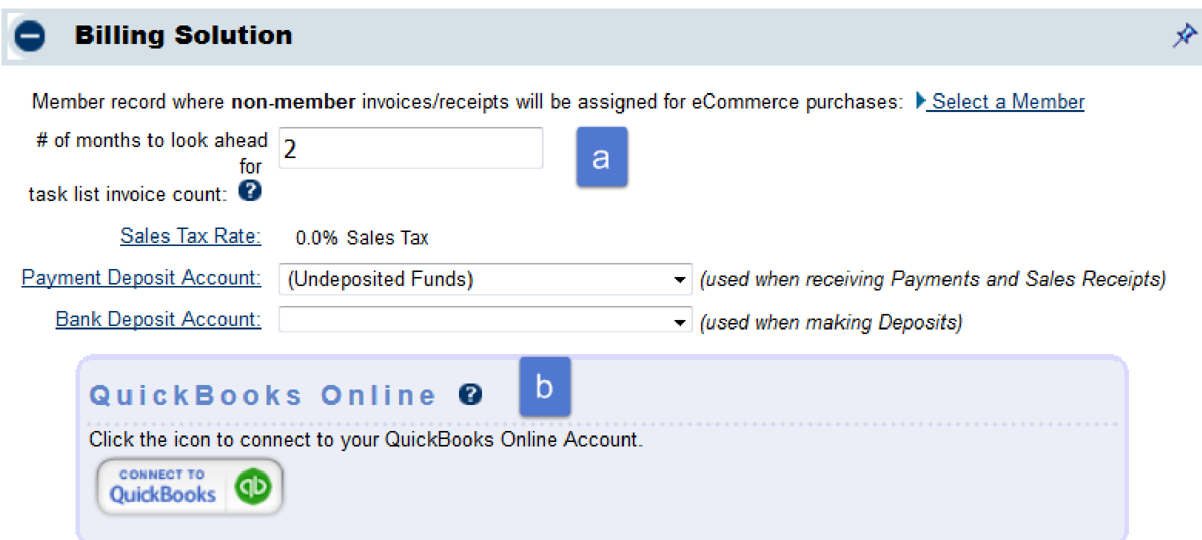
# Update existing fee items associated with a record.

1. Go to Setup
2. Under the billing section click Fee Item List
3. To the right of the fee item name click Edit Pricing.
4. Any changes made in the following areas will update all fee items that are tied to an existing record.
5. View the list below for explanation of each option
    a. **View detailed member list:** This area is where you can see the names of the members that are tied to this fee item.
    b. **Change All Rates button:** Once you click on the Change All Rates button you can increase all of the members tied to this fee item by a percentage or a flat rate.
    c. **Fee Item Pricing:** This is all of the different price points that are tied to the specific fee item.
    d. **Description:** This is where you can see the different descriptions each member account has and update the description. All the members tied to theses descriptions will be updated
    e. **Billing Frequency:** This area allows you to see what frequency each member is set as and what members are assigned to each frequency. All members tied to this frequency will be updated if any changes are made.



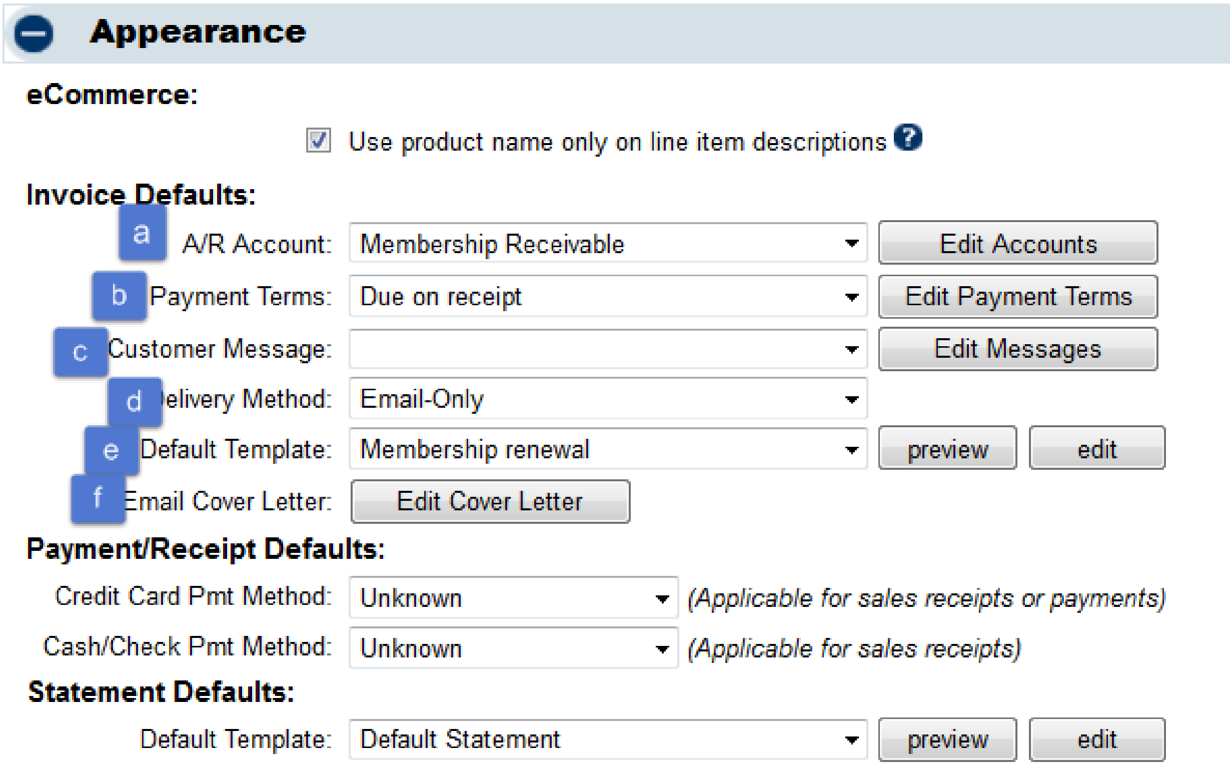
# Default Settings for Billing.

1. **Billing Solution**
    a. Enter the number of months in advance that you prepare your membership renewal invoices. This setting will then trigger the task list to display the invoices pending for that period.
    b. QuickBooks Online – Send your organization's financial transactions to QuickBooks Online using our new export option. Without purchasing a 3rd party program, users with a QuickBooks Online account can keep their financial transactions up-to-date. Once connected, exports to QuickBooks Online will require only a single click each time you wish to transfer. Click on the **QuickBooks Online Connection** button. Enter your QuickBooks online login information and say yes to the connections.



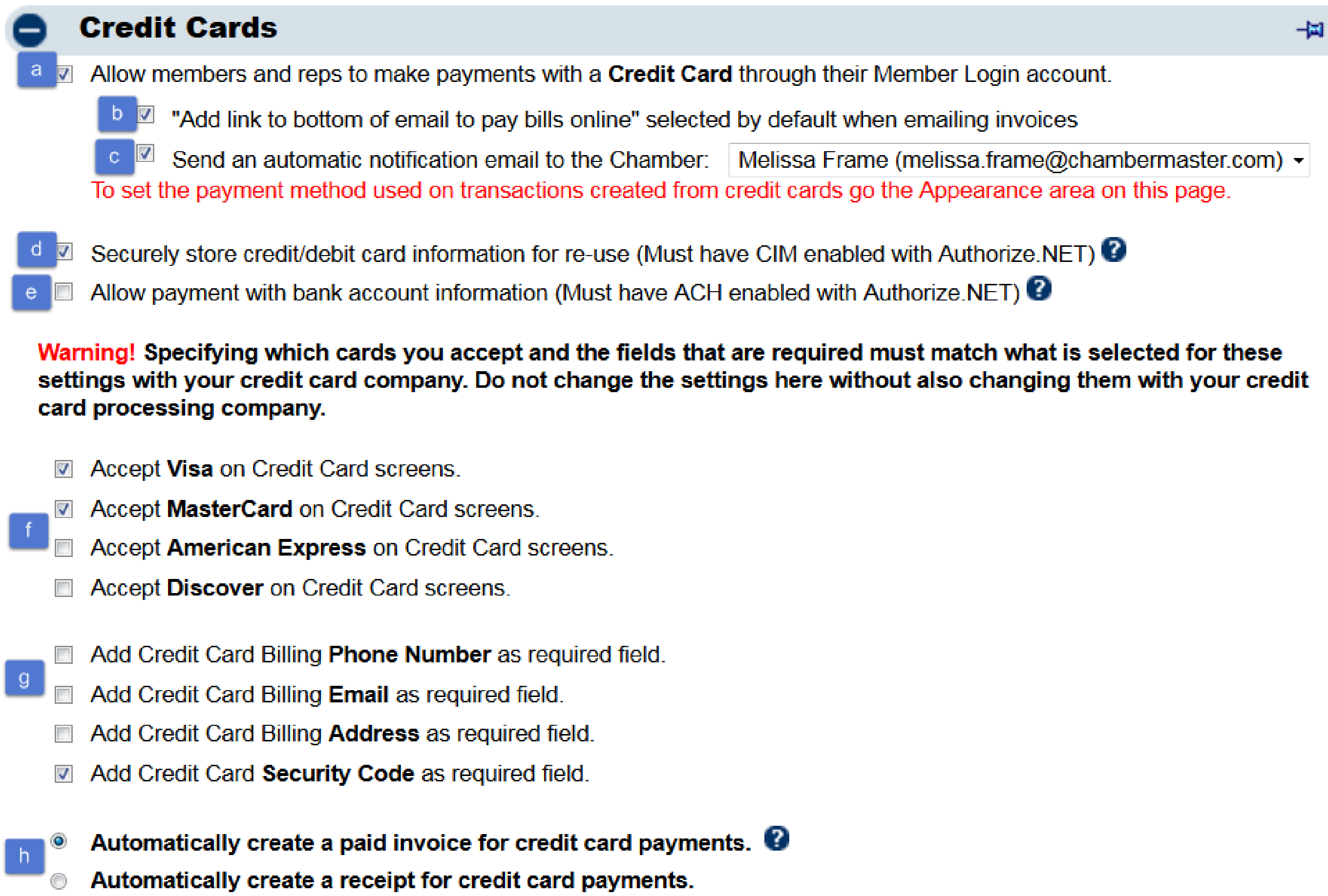

2. **Appearance**
    a. **A/R Account:** If using multiple A/R Accounts be sure to select the A/R Account that is used for event invoicing. This way, any auto-generated invoices will report to the proper A/R Account.
    b. **Payment Terms:** Select your default payment terms for your invoicing or update the terms
    c. **Customer Message:** Enter customer messages to display on your invoices. Once they are entered you can choose your default listing from the drop down.
    d. **Delivery Method:** Select your preferred delivery method for invoices
    e. **Default Template:** Select your default invoice template, you can preview and edit from this setting.

f. **Email Cover Letter:** Create and save your default cover letter for emailing invoices.



# Credit Card Settings

3. Default credit card settings.
    a. Allows your reps to make payments on open invoices or make additional payments from their MIC.
    b. Add the Pay Online option to each invoice when emailing
    c. When a credit card payment is made who should receive a message from the database. At this time only 1 email address can be selected.
    d. Enable CIM through Authorize.net – This selection will allow you to take credit/debit card numbers (and also bank account information if also enabled) and securely store them so that you can setup recurring billing to their cards/accounts. There may be a small additional monthly charge from Authorize.net
    e. Enables ACH through Authorize.net for member payments
    f. Select the credit card companies you will be accepting
    g. Set any additional require fields for the credit card payment window
    h. Choose how you would like the credit card transaction recorded in the database.



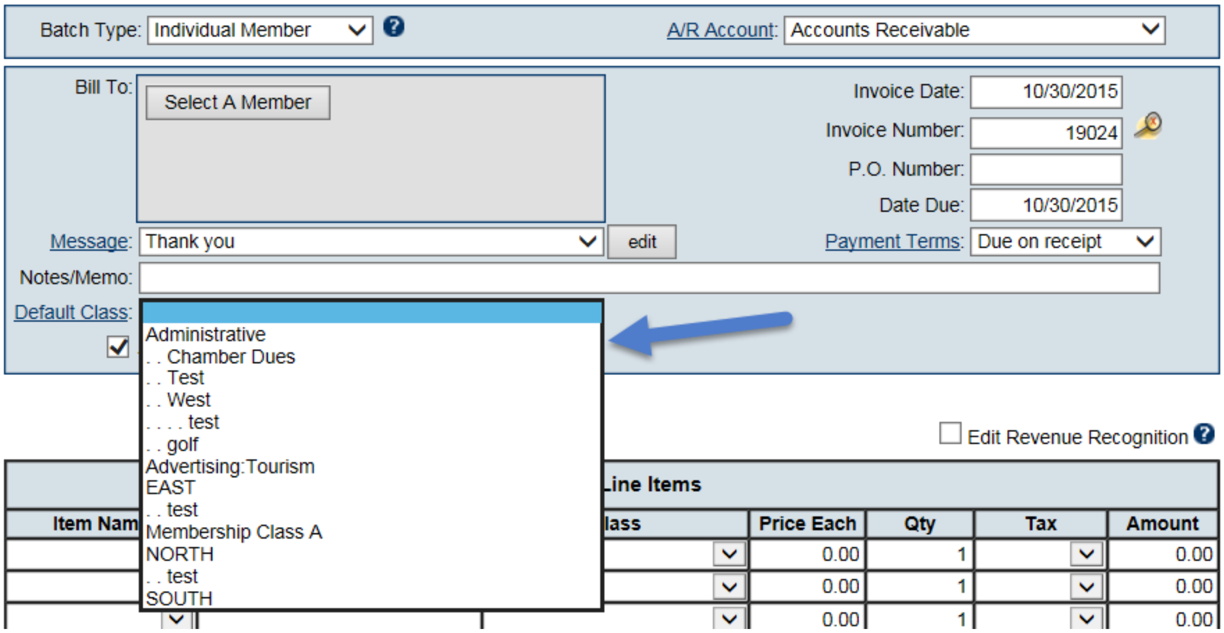

# Additional Topics

## Adding Transaction Classes

1. Setup > Billing > Transaction Classes
2. Click Add New Class
3. Enter in the details of the class
4. Save & Exit.

## Assign Transaction Classes

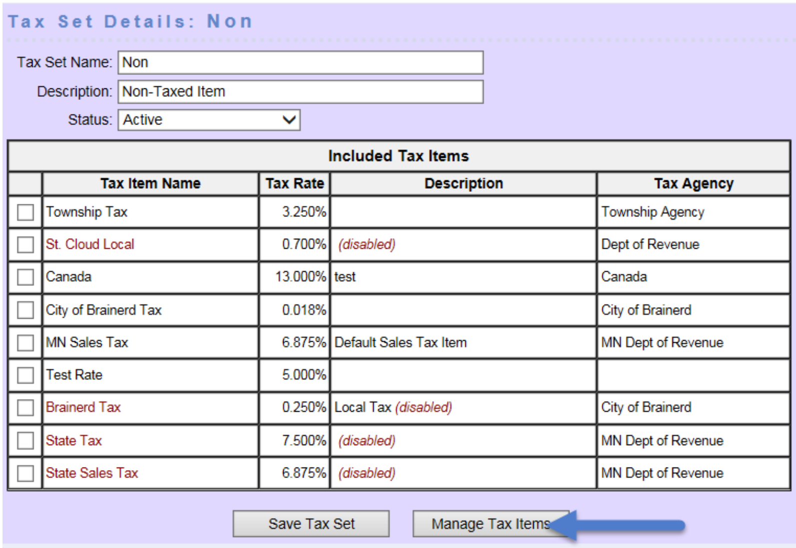
1. Access the desired transaction screen for creating invoices, receipts, credits, write-offs, or invoice discounts.
2. Select the desired transaction class that should be assigned to this transaction



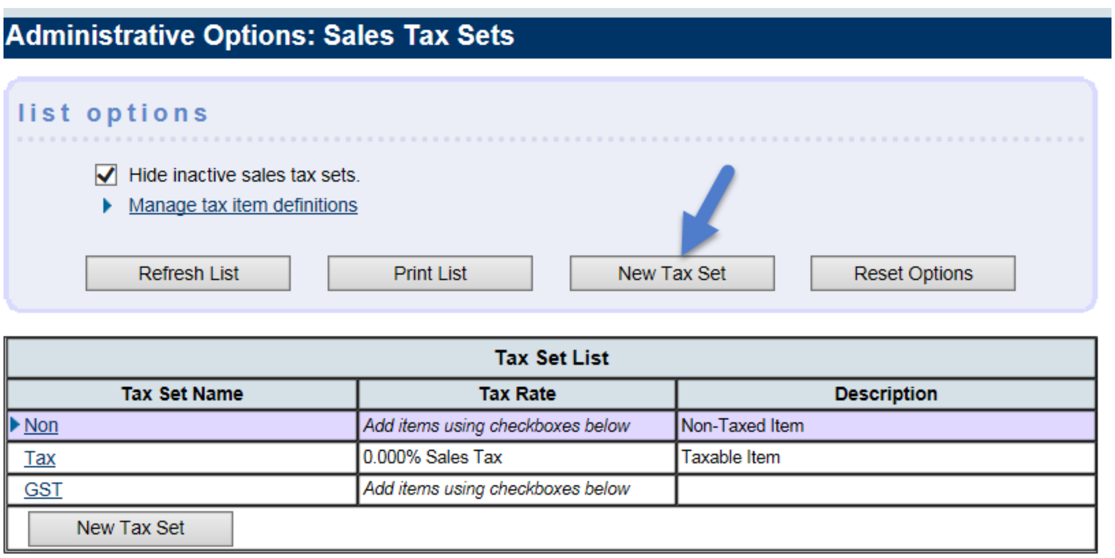

3. Save the transaction
4. The transaction class is now assigned to this transaction and is available to view on associated reports and will be included in the Journal Entry Export report.

# Sales Tax

1. Create Individual Tax Items
2. Click **Sales Tax** in the **Billing** area.
3. All Tax Sets and all individual Tax Items will display
4. Click **Manage Tax Items** at the bottom of the window




5. To simply add a single tax rate to the existing default Sales Tax item, click **Sales Tax** in the **Tax Item Name** column. Type the desired **Tax Rate** and modify any other desired fields
6. To add a new tax item, click **New Tax Item.** Complete the fields as desired.




7. Click **Save & Exit** or click **Manage tax items sets** to return to the initial Sales Tax window.