



Billing 101

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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

Organization Management

Edit Chart Of Accounts

Chart of Accounts Filter By Type:

Account Name	Type	Description	Status	Account Code
Event Income	Income		Active	
Member upgrades	Income		Active	
Membership Receivable	Accounts Receivable		Active	

Show Inactive Accounts Add Account

Undeposited Funds Account

You may designate an account from your chart of accounts to hold undeposited payments and sales receipts. You may also choose the default placeholder account *Undeposited Funds* instead of choosing a specific account.

Undeposited Payment Account:

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 Code 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

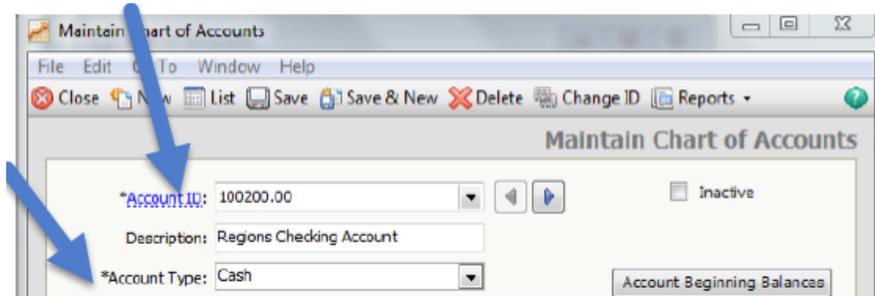
Edit Account

Account Type: Number:

Account Name:

subaccount of

- 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.

New Fee Item

Regular Fee Bundled Fee [?](#)

a Fee Item Name:

b Description:

c Income Account: [v](#)

Show inactive Income Accounts

d Sales Tax: [v](#)

e Price: (annually or one-time)

f Item Type: [v](#)

g Status: [v](#)

h Frequency: [v](#)

i Collection Basis: [v](#)

j 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.

k Batch Invoice Group: [?](#) [v](#)

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 these 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.

Edit Fee Item Definition 1-10 FT EMP

Selected Fee Item: 1-10 FT EMP
 564 members are currently associated with this fee item. [view detailed member list](#) a

Fee Item Pricing

Fee Item Price: \$ 225.00 [Update all associated members to \\$225.00](#) b Change All Rates

Fee Item Pricing: Variation Breakdown		
Price	Assignments	Action
125.25	1 members are currently associated with this fee at a price of \$125.25 annually.	Update Members
150.25	1 members are currently associated with this fee at a price of \$150.25 annually.	Update Members
195.00	1 members are currently associated with this fee at a price of \$195.00 annually.	Update Members
225.00	282 members are currently associated with this fee at a price of \$225.00 annually.	Update Members
225.25	279 members are currently associated with this fee at a price of \$225.25 annually.	Update Members

[Save Changes](#)

Descriptions

Fee Item Description: 1-10 Full Time Employees Dues for 2015 [Update all to have this Description](#)

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

[Save Changes](#) d

Billing Frequency

Billing Frequency: Annually [Update all associated members to be billed Annually](#)

Fee Item Billing Frequency: Variation Breakdown		
Frequency	Assignments	Action
Annually	562 members are currently associated with this fee to be billed Annually.	Update Members
Quarterly	1 members are currently associated with this fee to be billed Quarterly.	Update Members
Monthly	1 members are currently associated with this fee to be billed Monthly.	Update Members

e

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.

Billing Solution

Member record where **non-member** invoices/receipts will be assigned for eCommerce purchases: [▶ Select a Member](#)

of months to look ahead for task list invoice count: **a**

Sales Tax Rate: 0.0% Sales Tax

Payment Deposit Account: (Undeposited Funds) (used when receiving Payments and Sales Receipts)

Bank Deposit Account: (used when making Deposits)

QuickBooks Online **b**

Click the icon to connect to your QuickBooks Online Account.



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.

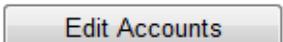
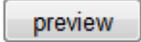
- f. **Email Cover Letter:** Create and save your default cover letter for emailing invoices.

Appearance

eCommerce:

Use product name only on line item descriptions 

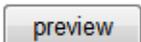
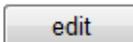
Invoice Defaults:

	A/R Account:	Membership Receivable		
	Payment Terms:	Due on receipt		
	Customer Message:			
	Delivery Method:	Email-Only		
	Default Template:	Membership renewal		 
	Email Cover Letter:			

Payment/Receipt Defaults:

Credit Card Pmt Method:	Unknown		<i>(Applicable for sales receipts or payments)</i>
Cash/Check Pmt Method:	Unknown		<i>(Applicable for sales receipts)</i>

Statement Defaults:

Default Template:	Default Statement		 
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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.



Credit Cards



- a Allow members and reps to make payments with a **Credit Card** through their Member Login account.
 - b "Add link to bottom of email to pay bills online" selected by default when emailing invoices
 - c Send an automatic notification email to the Chamber: ▼
To set the payment method used on transactions created from credit cards go the Appearance area on this page.
- d Securely store credit/debit card information for re-use (Must have CIM enabled with Authorize.NET) ?
- e Allow payment with bank account information (Must have ACH enabled with Authorize.NET) ?

Warning! Specifying which cards you accept and the fields that are required must match what is selected for these settings with your credit card company. Do not change the settings here without also changing them with your credit card processing company.

- Accept **Visa** on Credit Card screens.
- Accept **MasterCard** on Credit Card screens.
- f Accept **American Express** on Credit Card screens.
- Accept **Discover** on Credit Card screens.

- g Add Credit Card Billing **Phone Number** as required field.
- Add Credit Card Billing **Email** as required field.
- Add Credit Card Billing **Address** as required field.
- Add Credit Card **Security Code** as required field.

- h **Automatically create a paid invoice for credit card payments.** ?
- Automatically create a receipt for credit card payments.**

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

Batch Type: Individual Member ? A/R Account: Accounts Receivable

Bill To: Select A Member Invoice Date: 10/30/2015
 Invoice Number: 19024 🔑
 P.O. Number:
 Date Due: 10/30/2015
 Message: Thank you edit Payment Terms: Due on receipt

Notes/Memo:
 Default Class: Administrative ←
 Chamber Dues
 Test
 West
 test
 golf
 Advertising: Tourism
 EAST
 test
 Membership Class A
 NORTH
 test
 SOUTH

Edit Revenue Recognition ?

Item Name	Class	Price Each	Qty	Tax	Amount
	▼	0.00	1	▼	0.00
	▼	0.00	1	▼	0.00
	▼	0.00	1	▼	0.00

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

Tax Set Details: Non

Tax Set Name:
 Description:
 Status:

Included Tax Items				
	Tax Item Name	Tax Rate	Description	Tax Agency
<input type="checkbox"/>	Township Tax	3.250%		Township Agency
<input type="checkbox"/>	St. Cloud Local	0.700%	(disabled)	Dept of Revenue
<input type="checkbox"/>	Canada	13.000%	test	Canada
<input type="checkbox"/>	City of Brainerd Tax	0.018%		City of Brainerd
<input type="checkbox"/>	MN Sales Tax	6.875%	Default Sales Tax Item	MN Dept of Revenue
<input type="checkbox"/>	Test Rate	5.000%		
<input type="checkbox"/>	Brainerd Tax	0.250%	Local Tax (disabled)	City of Brainerd
<input type="checkbox"/>	State Tax	7.500%	(disabled)	MN Dept of Revenue
<input type="checkbox"/>	State Sales Tax	6.875%	(disabled)	MN Dept of Revenue

- 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
- To add a new tax item, click **New Tax Item**. Complete the fields as desired.

Administrative Options: Sales Tax Sets

list options

- Hide inactive sales tax sets.
- ▶ [Manage tax item definitions](#)

Tax Set List		
Tax Set Name	Tax Rate	Description
▶ Non	Add items using checkboxes below	Non-Taxed Item
Tax	0.000% Sales Tax	Taxable Item
GST	Add items using checkboxes below	
<input type="button" value="New Tax Set"/>		

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