



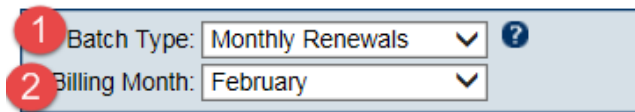
# Billing 102

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# How to run an invoice batch

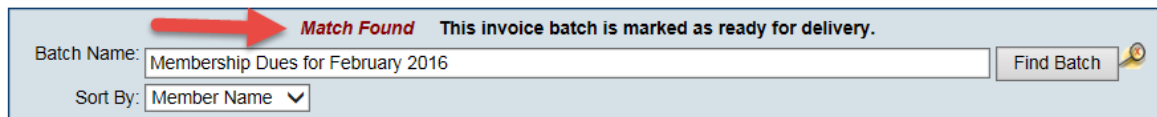
1. Click **Billing** in the left-hand menu
2. Click the **Invoices** tab
3. From the **Batch Type** drop down menu, select **Monthly Renewals**.
4. From the **Billing Month** drop down menu, select the desired month.



A screenshot of a web interface showing two dropdown menus. The first dropdown is labeled 'Batch Type' and has 'Monthly Renewals' selected. The second dropdown is labeled 'Billing Month' and has 'February' selected. Red circles with numbers 1 and 2 are overlaid on the dropdown arrows to indicate the selection steps.

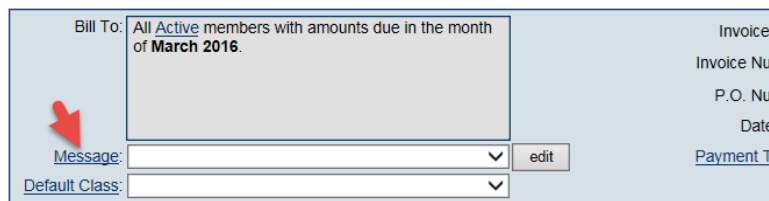
Note: If invoicing for the renewal month has been completed you will see a message that says: “Match Found”. If invoices have not been created you will see a message that says: “New Batch”.

5. If you have already created this batch and you see the message that says “Match Found”, then most likely you need to scroll down and click **New Batch**. If a match was found it means you’ve already invoiced this particular set of invoices. If there are some additional invoices that need “added to this batch”, you would want to create a new batch. Invoices that are added to the batch will update the entire batch with any new terms, dates, and payment options which changes those original invoices. Selecting **New Batch** is typically a better, safer idea.



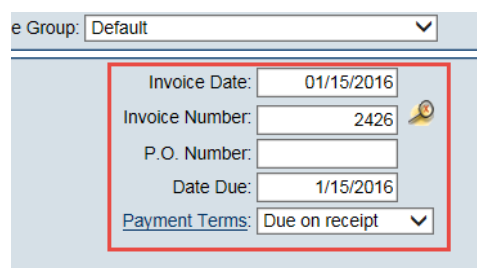
A screenshot of a web interface showing a message: "Match Found This invoice batch is marked as ready for delivery." A red arrow points to the message. Below the message is a search bar with the text "Membership Dues for February 2016" and a "Find Batch" button. There is also a "Sort By" dropdown menu set to "Member Name".

6. Once you’ve determined you are on the correct batch, if desired, select a message that will be printed on each invoice. Note: click edit to modify the message or create a one-time custom message to display on all invoices



A screenshot of a web interface showing a "Bill To" field with the text "All Active members with amounts due in the month of March 2016." Below this is a "Message" dropdown menu and a "Default Class" dropdown menu. A red arrow points to the "Message" dropdown. To the right of the "Message" dropdown is an "edit" button. To the right of the "Default Class" dropdown is a "Payment Terms" dropdown menu.

7. Complete the rest of the fields included **Invoice Date**, **Date Due**, and **Payment Terms**. If Transaction Classes have been created, an Invoice Class drop-down selection will appear on the screen. Select the desired Invoice Class for this batch of invoices.



A screenshot of a web interface showing a form with the following fields: "Invoice Date" (01/15/2016), "Invoice Number" (2426), "P.O. Number" (empty), "Date Due" (1/15/2016), and "Payment Terms" (Due on receipt). A red box highlights these fields. Above the form is a "Group" dropdown menu set to "Default".

8. Uncheck any invoices that should be excluded from this Batch. Note: Excluded invoices may be added to this batch or placed in a new batch later.

Invoices in Batch			
<input checked="" type="checkbox"/>	Output	Member Name	Invoice Items
<input checked="" type="checkbox"/>	Print ▼	50 State Security Service, Inc.	\$20.86 1-10 Full Time Employees Dues hello
<input checked="" type="checkbox"/>	Print ▼	American Cancer Society	\$20.85 1-10 Full Time Employees Dues

9. Click **Save Batch** or **Deliver Invoices**. If clicking **Save Batch**, you can return to a batch of invoices at any time to deliver them (email or print them). If clicking **Deliver Invoices**, continue to the next step.
  - a. Either choice, **Save Batch** or **Deliver Invoices**, will create the batch of invoices. **Deliver Invoices** will create the invoices and immediately open a window with options to print and/or email the invoices.

Set all output options to:  ▼  
 Set all sales tax options to:  ▼

**18 Invoices**

10. The **Deliver Customer Invoices** window will appear. The **Delivery Method** of **Print Invoices** is already selected. Those invoices with an Output selection (from the previous window) of **Print** or **Both** will be selected. Those invoices with an Output selection of Email or None will not be selected. Also, any invoice that does not have complete mailing address information will not be selected.
  - a. Changes made to the Contact Name or address on the **Deliver Customer Invoices** window does not modify the Member's Account information. Permanent Billing Rep or address changes must be made in the Members module.

## Deliver Customer Invoices

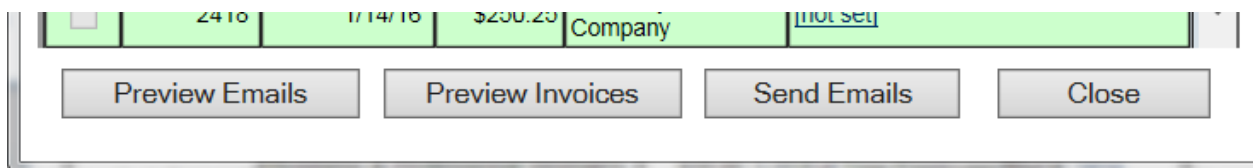
**Delivery Method**

Email Invoices
  Print Invoices
  Mark invoices as *Delivered* after printing
  Save invoices to members communication log
 Print Style:  ▼

Invoice Template:  ▼

Print Mailing Labels
  Mark invoices as *Delivered* after printing labels

11. Complete the Delivery Method selections as desired.
  - a. Note: A default Invoice Template may be selected as desired by clicking ""Setup"" > ""Billing Options"" and ""Settings"". Open the ""Appearance"" area and select a new ""Default Template"". The templates may also be edited at this location. See ""Invoice Templates"" for more information.
12. When ready, click Preview Invoices or Print Invoices.
  - a. Suggestion: Click Mark invoices as Delivered after printing when printing the labels. (if not printing labels, click Mark invoices as Delivered after printing when printing the invoices). This will make it easier to determine later if the invoices in that batch have been printed or not. Later, the selection Print/Email Invoices on the Reports tab will easily identify any outstanding invoices that have not been ""delivered"", regardless of which batch they belong to. See ""Print/Email All Undelivered Invoices""
13. If mailing labels are desired, click Print Mailing Labels in the Delivery Method section.
  - a. **Note:** When viewing the Member's Account tab after billing: The Next Billed column in the Membership Fees and Dues area reflects the name of the monthly batch that this fee/due will be included in or already has been included in. This column will automatically display the next billing month when the current date passes that month. For instance, if the current date is February 2015 and a fee/due is set to be billed in February 2015, the Next Billed column will display February 2015 until March 1, 2015; then it will automatically switch and display February 2016. To see if a particular fee/due has been billed, refer to the transactions displayed in the Transaction History area.
14. Make the desired selections.
15. Click **Print Labels**.
16. If any invoices need to be emailed, click **Email Invoices** in the Delivery Method section.
17. Click Preview Email and look over the email, click Preview Invoice to look over the invoice, when ready click Send Emails.



## How to create a sales receipt

1. Click **Billing** on the left-hand menu
2. Go to the **Billing Center** tab
3. Use the find feature with your browser CTRL+F to find the member record you would like to create a receipt for.
4. In the Member Information box click **New Sales Receipt**
5. Complete the sales receipt information fields as needed
  - a. **Sales Date** defaults to the current date.
  - b. The **Sales Number** automatically displays the next available **Sales Receipt Number**.
  - c. Optional: Enter a **Payment Reference #** this displays on the transaction, often the check number or some other unique identifier. If capturing a credit card payment, this will be filled in automatically after processing the card.
  - d. Select a **Message** if desired.
  - e. **Sales Tax:** Choose the desired **Tax Set**
  - f. **Notes/Memo:** is available for miscellaneous notes displayed on the credit. If capturing a credit card payment, this will be filled in automatically after processing the card.
    - i. **Note:** If **Transaction Classes** have been created, a **Receipt Class** drop-down selection will appear on the screen. Select the desired Class for this transaction. If needed, select a different Class assignment on each line item.
  - g. Ensure that the **Deposit To:** drop-down selection is the desired account for funds to initially be deposited.
    - i. **Note:** See “Selecting Payment and Receipt “Deposit To Account” for more information.
  - h. Select the desired **Item Name** from the Item Name drop-down list
    - i. Optional: If **Transaction Classes** have been created, you may choose a Class assignment for each line item if needed
    - ii. Continue adding desired line items until the receipt total is correct.
  - i. **Payment Method:** If selecting the “Credit Card” payment method, then you may actually process the card right now if you have credit card information. Click **Capture Payment** and complete the credit card information screen. The credit card will be process with the total of the line items.
    - i. **Note:** Capture payment button is only available for Plus users that have Authorize.net, Beanstream, or PayPal Website Payments Pro processing.
  - j. Click **Save** and then **Close**.
  - k. If desired, click **Print Now** and follow prompt on-screen to print the sales receipt

Default Class:

Sold To:

Message:

Sales Tax:

Notes/Memo:

a Sale Date:

b Sale Number:

c Payment Reference #:

Payment Method:

Receipt Line Items						
Item Name	Description	Class	Price Each	Qty	Tax	Amount
<input type="button" value="h"/>			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00
			0.00	1		0.00

Receipt is marked to be **Printed**

Receipt is marked to be **Emailed**

Subtotal: **0.00**

Sales Tax: **0.00**

Total Amount: **0.00**

# Receive a Payment

1. Click **Billing** in the left-hand menu
2. Click the **Billing Center** tab
3. Click the desired member on the member list
  - a. Note: if you press CTRL+F on your keyboard you can use the find feature of your browser to easily find the desired member record.
4. In the **Member Information** box click **New Payment**
5. Enter in the desired payment details
  - a. **Payment Amount**
  - b. **Payment Date**
  - c. **Reference Number:** this will identify the payment information
  - d. **Payment Method:** If selecting the "Credit Card" payment method, then you may actually process the card right now if you have credit card information. Click **Capture Payment** and complete the credit card information screen. The credit card will be process with the total of the line items.
  - e. Check the invoice(s) you would like to apply the payment to
  - f. Click **Save**.

Received From:	David Traupman Creative, Inc. David Traupman 440 NE 91st. Street Miami Shores, FL 33138	edit	Payment Amount:	<input type="text" value="0.00"/>	a
	Member Balance: 1361.00		Payment Date:	<input type="text" value="01/15/2016"/>	b
Notes / Memo:	<input type="text"/>		Reference #:	<input type="text"/>	c
			Payment Method:	<input type="text" value="Check"/>	d

Outstanding Invoices: Select the invoice(s) to which the payment applies.						
	Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
<input type="checkbox"/>	12/30/2015	<a href="#">2315</a>	1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<input type="checkbox"/>			1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<input type="checkbox"/>			1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<input type="checkbox"/>			1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<b>Total</b>				<b>1361.00</b>	<b>1361.00</b>	<b>0.00</b>

Payment Total: 0.00  
 Payment Applied: 0.00  
 Available Amount: 0.00  
 Credits/Discounts: 0.00



## How to enter a credit

1. Click **Billing** in the left-hand menu.
2. Click on the **Billing Center** tab
3. Click the desired member on the member list
  - a. Note: if you press CTRL+F on your keyboard you can use the find feature of your browser to easily find the desired member record.
4. In the **Member Information** box click **New Credit**
5. Enter the appropriate fields **Credit Amount, Credit Date, Credit Number**
6. If you would like to apply the credit to any open invoices check boxes of the invoices. If you want the credit to be on the account to use for another item uncheck all the boxes for the invoices.
7. Make sure to **Assign to an item.**
8. Click **Save and Close.**

A/R Account: Account name 1 Class:

Sold To: David Traupman Creative, Inc.  
David Traupman  
440 NE 91st. Street  
Miami Shores, FL 33138 edit Credit Amount: 0.00 Credit Date: 01/15/2016 Credit Number: 55 P.O. Number:

Message: edit Notes:

**Outstanding Invoices:** Select the invoice(s) to which the credit applies.

	Date	Ref #	Line Items	Orig. Amt	Amt Due	Credit
<input type="checkbox"/>	12/30/2015	2315	1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<input type="checkbox"/>			1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<input type="checkbox"/>			1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<input type="checkbox"/>			1-10 Full Time Employees Dues for 2016	340.25	340.25	0.00
<b>Total</b>				<b>1361.00</b>	<b>1361.00</b>	<b>0.00</b>

Available Amount: **0.00**

Assigned Item: 7

Member Balance: **1361.00**

Credit Applied: **0.00**

Credit is marked to be **Printed** Print Now

Credit is marked to be **Emailed** Email Now

8 Save Close

## Create Statements

1. Click **Billing** in the left-hand menu.
2. Click the **Statement** tab
3. Indicate the **Statement Date**.
4. Select **Filter by Statement Period, Open Transaction as of Statement Date, or Specific Batch**
5. Make other desired selections
6. Click **Print/Email Statements**.

**Tip:** A Dunning message may be displayed on invoices that meet the criteria. Dunning is the process of methodically communicating with customers to ensure the collection of accounts receivable. Selecting to include the Dunning Message for past due customers will place a message on their statement based on how overdue they are. Different messages are available for those with no overdue items, 30, 60, 90, and over 90 days overdue. These messages may be edited when clicking into view the “dunning messages”

7. The **Deliver Statements** window will appear. The **Delivery Method of Print Statements** is already selected. Those invoices with a complete mailing address will be selected
8. Complete the **Delivery Method** selection as desired

### Deliver Statements 7

9. When ready, click **Preview Statements** or **Print Statement**

Preview Statements

Print Statements

Close

10. If mailing labels are desired, click **Print Mailing Labels** in the **Delivery Method** section

11. Make the desired selections

12. Click **Print Labels**

13. If any statements need to be emailed, click **Email Statements** in the **Delivery Method** Section

14. Make the desired selections. Those with a complete email address will be selected to be emailed

15. Click **Send Emails**

# Make a Deposit

1. Click **Billing** in left-hand menu
2. Click the **Deposit** tab
3. Complete the **Deposit** screen fields as desired

<< < search deposits > >>

Deposit Date: 01/15/2016	Deposit Account: <input type="text"/>
Deposit Memo: <input type="text"/>	
<a href="#">Payment Methods</a> : Currently showing all available payments. <a href="#">Apply Filters</a>	
Available Amount: 240 payments/receipts for \$49429.18	
<input type="button" value="New Deposit"/>	<input type="button" value="Find Deposit"/>

## Select Payments to Deposit

4. Make sure to select the desired **Deposit Account** (typically your bank account)
  - a. Optional: Click **Apply Filters** to narrow the list by payment method.
  - b. Optional: If cash back is desired complete the **Cash Back** box.
5. Click **Print Listing**, **Download Listing**, or **Print Deposit** to create desired output
6. Click **Save Deposit**. Those payments with a checkmark will be included in this deposit.

<input type="button" value="Print Listing"/> <input type="button" value="Download Listing"/> <input type="button" value="Print Deposit"/>	<table border="1"><tr><td><a href="#">Cash Back Account</a>: <input type="text"/></td></tr><tr><td>Cash Back Memo: <input type="text"/></td></tr><tr><td>Cash Back Amount: <input type="text" value="0.00"/></td></tr></table>	<a href="#">Cash Back Account</a> : <input type="text"/>	Cash Back Memo: <input type="text"/>	Cash Back Amount: <input type="text" value="0.00"/>	<table><tr><td>Payments Available:</td><td align="right"><b>49429.18</b></td></tr><tr><td>Deposit Subtotal:</td><td align="right"><b>49429.18</b></td></tr><tr><td>Cash Back Amount:</td><td align="right"><b>0.00</b></td></tr><tr><td>Deposit Total:</td><td align="right"><b>49429.18</b></td></tr></table>	Payments Available:	<b>49429.18</b>	Deposit Subtotal:	<b>49429.18</b>	Cash Back Amount:	<b>0.00</b>	Deposit Total:	<b>49429.18</b>
<a href="#">Cash Back Account</a> : <input type="text"/>													
Cash Back Memo: <input type="text"/>													
Cash Back Amount: <input type="text" value="0.00"/>													
Payments Available:	<b>49429.18</b>												
Deposit Subtotal:	<b>49429.18</b>												
Cash Back Amount:	<b>0.00</b>												
Deposit Total:	<b>49429.18</b>												
<input type="button" value="Save Deposit"/>	<input type="button" value="New Deposit"/>	<input type="button" value="Cancel"/>											

## Track a Refund

### **Scenario #1 – If there is an unapplied PAYMENT showing that they need to refund to the customer.**

1. Look at the JEE-Accrual basis to see what Accounts Receivable the original payment was tracked under.
2. Create a new INVOICE, for the same dollar amount as what the refund is going to be, using the Accounts Receivable account determined in step 1. The fee item that would be used doesn't matter.
3. Open the unapplied PAYMENT transaction so that you can apply it to the newly created invoice.
4. Open the applied payment and select Refund Payment. The original accounts are already selected and will be reversed. Click Save.
5. Follow up by issuing a check out of the accounting system's check register debiting the necessary income account and crediting the bank account.
6. The transaction is not exported because the issuing of the check or recording of the credit card reimbursement in their accounting software, has already accounted for this. Refund transactions are hidden from the export by default.

### **Scenario #2 – If the customer's account has a zero balance.**

1. Find and open the payment that was applied and select Refund Payment. The original accounts are already selected and will be reversed. Click Save.
2. Follow up by issuing a check out of the accounting system's check register debiting the necessary income account and crediting the bank account.
3. The transaction is not exported because the issuing of the check or recording of the credit card reimbursement in their accounting software, has already accounted for this. Refund transactions are hidden from the export by default.

### **Scenario #3 – If there is an unapplied PAYMENT showing that they need to partially refund to the customer.**

1. Look at the JEE-Accrual basis to see what Accounts Receivable the original payment was tracked under.
2. Create a new INVOICE, for the same dollar amount as what the refund is going to be, using the Accounts Receivable account determined in step 1. Make note of the fee item that is being used (in description on invoice even put some note to track refund).
3. Open the unapplied PAYMENT transaction so that you can apply it to the newly created invoice.
4. Open the original PAYMENT again and select the REFUND PAYMENT option.
5. Reset any line items that are not part of the refund to a 'blank' status so that they are not part of the transaction.

6. Follow up by issuing a check out of the accounting system's check register debiting the necessary income account and crediting the bank account.
7. The transaction is not exported because the issuing of the check, or recording of the credit card reimbursement, in their accounting software, has already accounted for this. Refund transactions are hidden from the export by default.

### **Tips and information on Refunds:**

If this refund needs to be tracked due to an event and tracking is desired within the event module as well, adjust the registration fee amount within the event by decreasing it by the same amount as the refund, or by removing individual attendees.

The above procedures do not require any deletion of transactions.

The Members' Account tab will list this transaction as a Receipt but will show the description as "Refund".

At this time, this feature is only available for payments and not Sales Receipts.

Refunds will not be included by default on the journal entry export for either cash or accrual basis but could be included by selecting the "Show Refunds" checkbox. Because the reversal is often handled in your accounting software through cutting a check or other manual reversal, the refund transaction is typically omitted from the export.

Note: Ability to avoid using your virtual terminal to complete a refund directly back to Authorize.Net is available. You still need to use the Refund Payment button on the payment itself to create the refund transaction, but the actual refund can be handled through a "Refund" link on either the Credit Card Listing report on the Billing > Reports tab or from a fully applied payment. Eligible transactions are those where: It has been at least one day since the transaction was made

The transaction is not older than 120 days old and

The transaction happened around or after 4/1/2014 which was then code was implemented to record the Authori.Net AIM transaction ID.

## Explanation of common billing reports

**Account Receivable Aging Detail** – Groups open balances by aging.

**Open Invoices** – Groups open invoices by member name. This report can be used to resend open or past due invoices

**Collections Report** – Groups open balances by member name. Includes the billing contact information and can be pulled by specific Sales Rep.

**Payment Summary** – Pull a report on payments entered in the database. This report can be filtered by **Date Range, Batch, Payment Method, or Item Type.**

**Notification Letters** – These letters are generated based on the renewal month. They are intended to send out before renewals are created and sent. The letter template can be updated in the filter options.

**Collection Letters** – These letters are generated based on the invoice age. You are also able to filter by aging range.

**Thank You Letters** - These letters generate based on the payment details. This is a great way to thank your members for their membership

# Journal Entry Export

## Getting Started/Required Setup

### Check Chart of Accounts

Before performing any exports, you will want to double-check your Chart of Accounts.

1. In ChamberMaster/MemberZone, click **Setup** in the left-hand menu
2. Under **Billing** click on **Chart of Accounts**.
3. Compare this list with your Chart of Accounts in your Accounting Program
  - i. Make sure your Chart of Accounts in CM/MZ matches either the exact names or numbers given to your Chart of Accounts in Quickbooks. These need to be exactly the same. \*NOTE – if using name, sub accounts may be identified by placing a colon after the main category name and before the subcategory name. Example - Events:Luncheon

### Check Transaction Classes (If applicable)

If using classes in Quickbooks, make sure CM/MZ has matching Transaction Classes Created. The Class name should match exactly the Class Name in Quickbooks.

See Create Transaction Classes for more information.

### Check Fee Items

Make sure your **Fee Items** setup in CM/MZ are assigned to the correct Account

1. Click Setup in the left-hand menu
2. Under Billing click Fee Items List
3. Click on each Fee Item Name and verify that the Income Account listed is correct (it should match the name of an account in Quickbooks)

\*NOTE – never assign a Fee Item to Accounts Receivable. It must be assigned to an Income Account. If you are unsure of which income account to use check with an accountant.

### Check Sales Tax Items

If charging Sales Tax, make sure that each tax item is also assigned to a matching account.

1. Click Setup in the left-hand menu
2. Under Billing click on Sales Tax
3. Click Manage Tax Items at the bottom of the window
4. Click on each Sales Tax Item and verify that the Tax Account listed is correct.



## **Check Customer Names**

Check your Quickbooks customer names. Customers who exist in your CM/MZ database (under Company Name), but not in your Quickbooks company file must be added to Quickbooks exactly as they appear in your database.

For customer names you already have in QuickBooks, you will want to ensure that the QuickBooks Customer Name matches the Company Name in ChamberMaster. These two fields are the comparison fields used for making sure the transaction goes on the correct customer record. If there are any differences in spelling or punctuation, the import will fail.

Compare these two lists by viewing the QuickBooks Customer Contact List under Reports with a Custom Report in ChamberMaster where you might only need to select the Company Name. Fix any discrepancies between the two customer lists

## **Testing It Out**

It's always a good idea to test out sample transactions before importing a large number of entries. So before any other transactions are created for the day\*, go into the Billing module and create a couple of sample entries.

## **Exporting Sample Entries**

1. Create an individual invoice, a payment for that invoice, and a sales receipt in the Billing Module
2. Make sure to choose a member that exists in your Member database and also as a Quickbooks Customer. The Quickbooks Customer name needs to match the Member database name exactly – letter by letter.
3. Remember the transactions you create, because you will delete them when you are done testing.
4. In Billing go to the Reports Tab. Under Executive click on either Journal Entry Export – Accrual Basis or Journal Entry Export – Cash Basis
  - a. Accrual Basis – will display ALL possible transactions that match the selected filter options.
  - b. Cash Basis – will display ONLY Payments and Receipts that match the selected filter options.
5. You should see your transactions. If not, click the Refresh Button.
6. Note the Account Names that are being referenced. These are the general journal entries that will be made in your accounting software.
7. For the Format Option select Quickbooks IFF
8. If needed, deselect any transactions that are not part of your sample entries.
9. Click Export
10. If prompted, save the file to a location you will remember.

## Importing Sample Entries

You must be logged into Quickbooks as an Admin and using single-user mode

1. Open Quickbooks
2. Select File, Utilities, Import, IIF Files
3. Locate the saved export and select.
4. Your import will take place

## Viewing Sample Entries

1. Look at the general journal entries that were created in Quickbooks by clicking Company, Make General Journal Entries.
2. Click Previous to view the imported entries
3. View the customer that were affected by going to the Customer Center. You can see the entry by the associated invoice #, sales receipt #, or payment reference #
4. The payments will display in the Quickbooks Deposits (unless you created a deposit in CM/MZ and included that in the export)
5. If viewing an Open Invoices report in Quickbooks, the general journal payments will not directly be applied to the open invoice amount. If you will be relying on the Quickbooks open invoice report in addition to the CM/MZ Open Invoices report, make sure to apply the general journal entry payments to the appropriate customer open balance amount (invoice or general journal entry amount)

## Removing Sample Entries

If desired, double check any reports and accounts to see how they are affected by these journal entries. Now that you've seen how it works, go ahead and delete each of the 3 general journal entries.

1. In Quickbooks, select Company, Make General Journal Entries.
2. Click Previous to return to your sample entry.
3. Select Delete General Journal Entry from the Edit menu.
4. Do this for each of your sample entries.
5. The transactions are now cleared from your journal, the customer account, and your deposits screen.
6. Log into CM/MZ and delete the sample payment, invoice, and sales receipt.
7. You should be ready to export now on a regular basis

## Exporting

Exporting should typically be done for the previous day(s) – not the current day. This will ensure that all transactions are included for the date or date range specified.

1. Run a Member Update Activity report to reconcile any name changes (compare this report to your Quickbooks to make sure company names have not been changed and they match customer names)
  - a. Go to Reports on the left hand side.
  - b. In the Report Finder type in the search box “Update”.
  - c. Click on the Member Record Updates Report on the right.
2. Click Billing in the left hand menu.
3. Click on the Reports Tab.
4. Under Executive click on either Journal Entry Export – Accrual Basis or Journal Entry Export Cash Basis
  - a. Accrual Basis – will display ALL possible transactions that match the selected filter options.
  - b. Cash Basis – will display ONLY Payments and Receipts that match the selected filter options.
5. Specify the proper date (or date range) and click Refresh Report
6. Make any desired filter option selections.
  - a. Deposit Options: 1. Exclude Deposit Transactions: If you received funds into Undeposited Funds, and then made a deposit in CM/MZ, select Exclude Deposit Transactions if you want to perform the deposit in QuickBooks. Your payments and receipts will then display in the QuickBooks Banking, Make Deposits menu so you can create a lump sum deposit in QuickBooks and include other monies as well, if desired.
  - b. Show Deposit Transactions Individually: If you received funds into Undeposited Funds, and then made a deposit in CM/MZ, select Show Deposit Transactions Individually if you want this deposit brought through to QuickBooks. Your total deposit amount will be posted as a journal entry on your bank account in QuickBooks. \*note - Follow-up in QuickBooks by clearing out the “in and out” transactions in the deposits screen. Select Banking, Make Deposits and create a \$0.00 deposit that includes both the positive payment amount and the negative deposit amount displayed.
  - c. Route Directly to Deposit Accounts: If you received funds into Undeposited Funds, and then made a deposit in CM/MZ, select Route Directly to Deposit Accounts if you’d like to bypass the Undeposited Funds account and deposit directly in your bank account in QuickBooks. You will not be able to perform a deposit in QuickBooks, instead the individual payment amounts will be posted as a journal entry on your bank account in QuickBooks and on the appropriate customer account in Accounts Receivable.

7. To ensure you don't export a transaction multiple times, make sure the check box "Save Export Batch" is selected.
8. Browse the transactions for any missing account assignments or anything unusual. If any transaction does not look right do not import until the transactions has been corrected in the billing module.
9. For the Format Option select Quickbooks IFF
10. Click Export
11. Save the file to a location you will remember.

### Importing

1. Login in to Quickbooks as an Administrator and make sure you are in Single-User Mode.
  - a. Quickbooks Administrator – person who sets up the company file and assigns passwords/access privileges to other users. If there is an Administrator setup, it appears in the User List as either Admin or User Name (admin). To view your user list go to Company Menu, click Set Up Users and Passwords, then click Set Up Users.
  - b. Single-User Mode – Quickbooks must be in single-user mode in order to import. To place Quickbooks in single-user mode, if others are working with the company file, as them to either close the file or exit Quickbooks. Then go to File and click Switch to Single-User Mode.
2. Select File, Utilities, Import, IIF Files
3. Locate the saved export and select.
4. Your Import will take place
5. View Imported Journal Entries by selecting Company, Make General Journal Entries.