



Billing II: Day to Day Activity



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Daily activity

- ❖ Managing Members
- ❖ Invoicing
 - ✓ Individual Invoices
 - ✓ Batch Invoices
 - Membership
 - Events
 - Groups
- ❖ Payments/Receipts
- ❖ Credits/Discounts/Write-offs
- ❖ Statements
- ❖ Deposits
- ❖ Reports

Managing Members

❖ Members->Account

- ✓ Set renewal month
 - Renewal month = month that member is up for renewal
- ✓ Specify billing contact
- ✓ Assign fee items
 - Plus only features
 - Different billing month than renewal month
 - Active within date range
 - ACH/Non-ACH fee item designation

Member Management

General Repts Web Communication Account Stats Advanced Marketing Files

3 Angels Clothing [Login as this Member](#)

Save Cancel

General Information

Current Balance: **\$3742.20**

Available Credit: **\$85.23**

Billing Contact: **Not Found** [select a billing rep](#)

Billing Notes:

Renewal Month: August

Billing Preference: Print

Tax Exempt: Yes

Account Name/ID: [Use Member ID](#)

ACH: Auto Deposit ON [edit ACH information for this member](#)

Membership Fees & Dues

Recurring Membership Dues & Fees						
Name	Description	Qty	Frequency	Next Billed	Amount*	
ACH Member Dues		1	Monthly (ACH)	Dec 2013	\$335.00	<input type="checkbox"/>
Dues	Dues	1	Annually	Aug 2014	\$429.00	<input type="checkbox"/>
Dues	New Membership Investment - test	1	Annually	Aug 2014	\$429.00	<input type="checkbox"/>
Dues	Dues	1	Quarterly	Feb 2014	\$429.00	<input type="checkbox"/>
Gold Bundle	Gold Bundle	1	Annually	Aug 2014	\$875.00	<input type="checkbox"/>
Gold Bundle	Gold Bundle	1	Annually	Jan 2014	\$225.00	<input type="checkbox"/>
Relocation Guide Ad	Relocation Guide Advertising Contract	1	Quarterly	Feb 2014	\$500.00	<input type="checkbox"/>

[Assign Fee Items](#) [Bundled Fee Tracking](#) [Remove Selected Items](#)

*The annual amount due is listed in the Amount column for recurring dues and fee items.



Watch a short video for more details

Invoicing

- Individual invoices
 - ✓ Billing->Billing Center->New Invoice
 - Select member
 - Choose 'New Invoice'
 - Set invoice information
 - Select line item
 - Choose delivery method
 - Save

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

Bill To: Thomas J. Longman CPA, PA
Tom Longman
11098 Boyayne BVD, #304
Miami, FL 33161 edit

Invoice Date: 12/11/2013
Invoice Number: 2014003
P.O. Number:
Date Due: 12/11/2013
Payment Terms: Due on receipt

Message: Thank you edit

Sales Tax:
Notes/Memo:
Default Class:

Invoice Line Items						
Item Name	Description	Class	Price Each	Qty	Tax	Amount
			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
						Subtotal: 0.00
						Sales Tax: 0.00
						Total Amount: 0.00

Invoice is marked to be Printed Print Now Apply Credits

Invoice is marked to be Emailed Email Now

Save Close



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Invoicing

- [Batch Invoicing](#)-Monthly Renewals/Monthly ACH
 - ✓ Billing->Invoices
 - Select correct batch type
 - Select month
 - Set as 'NEW BATCH' if needed
 - Set invoice information
 - Verify the records within the batch list
 - Choose output option
 - Save or Deliver



Batch Type: Monthly Renewals | A/R Account: Membership Receivable
 Billing Month: February

Bill To: All Active members with amounts due in the month of February 2014.
 Invoice Date: 12/11/2013
 Invoice Number: 12823
 P.O. Number:
 Date Due: 12/11/2013
 Payment Terms: Due on receipt

Message: Thank you | edit
 Default Class: Administrative

New Batch This invoice batch has not yet been saved.
 Batch Name: Membership Dues for February 2014 | Find Batch
 Sort By: Member Nam

Invoices in Batch						
✓	Output	Member Name	Invoice Items	Status	Tax	Amount
✓	Print	3 Angels Clothing	\$99.75 Dues \$125.00 Relocation Guide Advertising Contract \$50.00 Golf Tournament Registration (voluntary)	Last Ref #: 12567 Date: 01/01/14	Non	274.75
✓	Print	test	\$399.00 Dues \$50.00 Golf Tournament Registration (voluntary)	Last Ref #: 12559 Date: 11/13/13	Non	449.00

Set all output options to: | Set all sales tax options to: | 2 Invoices Selected | Print List | Download List | Subtotal: 723.75 | Sales Tax: 0.00 | Total Amount: 723.75

Save Batch | Deliver Invoices | New Batch



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Invoicing

- [Event Invoicing](#)

✓ REFER TO TASK LIST FOR PENDING INVOICES

- Click 'Create Invoices'
- Set as a 'NEW BATCH' if needed
- Set invoice information
- Select the records within the batch list that you want to create
- Choose output option
- Save **or** Deliver


NOTE: IF BATCH IS NOT SET AS A NEW BATCH, THE PREVIOUSLY CREATED INVOICES WILL BE CHANGED



Task List
0 Mbr Signups
0 Hot Deals
0 MarketSpace
0 News Releases
0 New Events
0 Job Postings
0 Pub. Requests
0 Reminders
0 Mbr Payments
1 Event Invoice

Event List					
Event Title	Start Date	Created	Pending	Clear	Action
Golf Tournament	12/31/2013	0	1	clear invoices	create invoices

*Only unpaid invoices are included in the tally numbers above.



Batch Type: A/R Account:

Event Name: [Golf Tournament \(Dec 31 2013\)](#)

Bill To:
 Address To:
 Line Item:
 Display uninvoiced registrations only.

Invoice Date:
 Invoice Number:
 P.O. Number:
 Date Due:
 Payment Terms:

Message:
 Default Class:

New Batch This invoice batch has not yet been saved.

Batch Name:

Invoices in Batch						
<input type="checkbox"/>	Output	Registrant	Invoice Items	Status	Tax	Amount
<input checked="" type="checkbox"/>	Print	Kellogg Realty Inc.	100.00 Golf Tournament	New		100.00

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

1 Invoices Selected

Subtotal: 100.00
 Sales Tax: 0.00
 Total Amount: 100.00



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Entering Payments

- Billing->Billing Center->New Payment
 - ✓ Select Member
 - ✓ Choose 'New Payment'
 - ✓ Enter payment information
 - ✓ Select the invoice that the payment is for
 - ✓ Save

Deposit To: (Undeposited Funds) ▼

Received From: [Anchor Building Inspections](#) edit
 Louis de Thomas
 12884 Bis'ayne BLVD, #183
 Miami, FL 33181

Member Balance: 1240.00

Payment Amount:

Payment Date:

Reference #:

Payment Method: ▼

Notes / Memo:

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

	Date	Ref #	Line Items	Orig. Amt	Amt Due	Payment
<input type="checkbox"/>	08/01/2012	287	Corporate Membership Renewal	1030.00	1030.00	0.00
			Dues	115.00	115.00	0.00
<input type="checkbox"/>	01/01/2014	12579	Golf Tournament Registration	50.00	50.00	0.00
			Voluntary Contribution (voluntary)	35.00	35.00	0.00
<input checked="" type="checkbox"/>	Hide 1 invoices with only unpaid voluntary-fees			Total	1230.00	1230.00

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



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Entering Sales Receipts

- Billing->Billing Center->New Sales Receipt
 - ✓ Select Member
 - ✓ Choose 'New Sales Receipt'
 - ✓ Enter information
 - ✓ Select the fee item that the money received is for
 - ✓ Save

Default Class:

Sold To: Anchor Building Inspections
 Louis de Thomas
 12864 Bis'ayne BLVD, #183
 Miami, FL 33181

Message:

Sales Tax:

Notes/Memo:

Sale Date: 12/13/2013

Sale Number: 40

Payment Reference #:

Payment Method: Check/Cash

Deposit To: (Undeposited Fund)

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



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Entering Credits

- Billing->Billing Center->New Credit
 - ✓ Select Member
 - ✓ Choose 'New Credit'
 - ✓ Enter information
 - ✓ Select the fee item that the credit is for
 - ✓ Save

A/R Account: 102001.00 Class: [dropdown]

Sold To: **Anchor Building Inspections**
 Louis de Thomas edit
 12864 Bis'ayne BLVD, #183
 Miami, FL 33181

Credit Amount: 0.00
 Credit Date: 12/13/2013
 Credit Number: 20
 P.O. Number: [input]

Message: [dropdown] edit
 Notes: [text area]

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

	Date	Ref #	Line Items	Orig. Amt	Amt Due	Credit
<input type="checkbox"/>	08/01/2012	287	Corporate Membership Renewal	1030.00	1030.00	0.00
<input type="checkbox"/>	09/01/2012	314	Donation (voluntary)	10.00	10.00	0.00
<input type="checkbox"/>	01/01/2014	12578	Dues	115.00	115.00	0.00
			Golf Tournament Registration	50.00	50.00	0.00
			Voluntary Contribution (voluntary)	35.00	35.00	0.00
<input type="checkbox"/> Hide 1 invoices with only unpaid voluntary-fees				Total	1240.00	0.00

Available Amount: 0.00 Member Balance: 1240.00
 Assigned Item: [dropdown] Credit Applied: 0.00

Credit is marked to be Printed Print Now
 Credit is marked to be Emailed Email Now

Save Close



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Applying Credits and Unapplied Payments

- Billing->Billing Center->Apply Credit
 - ✓ Select Member
 - ✓ Choose 'Apply Credit'
 - ✓ Select available credit/payment
 - ✓ Enter the application date
 - ✓ Select the invoice that you want to apply it against
 - ✓ Apply Credit

Apply Credits and Payments

Bankruptcy Law Clinic

Transaction Type:

Credit #:

Date Posted:

Available Amount: 50.00

Original Amount: 50.00

Open Invoices						
<input type="checkbox"/>	Invoice #	Date	Description	Initial Amount	Current Balance	Credit Applied
<input checked="" type="checkbox"/>	12835	12/19/2013	Relocation Guide Advertising Contract	500.00	500.00	50.00
Total				500.00	500.00	50.00

Apply Credit

Close Window



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Entering Discounts

- Add Discount transaction type within invoice
 - ✓ Select Member
 - ✓ Click into the invoice that needs a discount
 - ✓ Select Add Discount from Transaction type drop-down
 - ✓ Enter information
 - ✓ Save Discount

Batch Type: Individual Member A/R Account: Membership Retainable

Balance: 165.00 add view payments Sent Date: 12/02/2013

Bill To: Anchor Building Inspections Invoice Date: 01/01/2014

Louis de Thomas Invoice Number: 12579

12884 Bayne BLVD, #103 P.O. Number: Date Due: 01/31/2014

Miami, FL 33181 Payment Terms: Net 30

Message: Thank you edit

Sales Tax: Non

Notes/Memo: Default Class: Administrative

Item Name	Description	Class	Price Each	Qty	Tax	Amount
Dues	Dues	Administrative	115.00	1	Non	115.00
Golf Tournament Reg	Golf Tournament Registration	Administrative	50.00	1	Non	50.00
Voluntary Contributor	Voluntary Contribution	Administrative	35.00	1	Non	35.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00

Invoice is marked to be Printed Print Now New Transaction: Add Discount
 Invoice is marked to be Emailed Email Now Receive Payment
 Apply Credit
 Add Discount
 Unreconcil Balance

Subtotal: 200.00
Sales Tax: 0.00
Total Amount: 200.00
Voluntary: 35.00

Type	Ref #	Date	Description	Amount	Balance
INVOICE	12579	01/01/2014	\$115.00 Dues	115.00	115.00

Invoice Discount

Anchor Building Inspections

Invoice #: 12579 Invoice Date: 01/01/2014

Original Amt: 200.00 Due Date: 01/31/2014

Balance: 165.00 Terms: Net 30

Discount Amount: 0.00

Notes / Memo: Discount Class: Discounted Item: Dues (115.00) Discount Account: 401000.00

Save Discount Cancel



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Write-off Balances

- Writeoff Balance transaction type within invoice
 - ✓ Select Member
 - ✓ Click into the invoice that needs to be written off
 - ✓ Select Writeoff Balance from Transaction type drop-down
 - ✓ Enter information
 - ✓ Finish

Batch Type: Individual Member A/R Account: Membership Receivable

Balance: 165.00 add/view payments Sent Date: 12/02/2013

Bill To: Anchor Building Inspections Invoice Date: 01/01/2014

Louis de Thomas Invoice Number: 12579

12864 Bis'ayne BLVD, #183 P.O. Number:

Miami, FL 33181 Date Due: 01/31/2014

Message: Thank you edit Payment Terms: Net 30

Sales Tax: Non

Notes/Memo:

Default Class: Administrative

Invoice Line Items						
Item Name	Description	Class	Price Each	Qty	Tax	Amount
Dues	Dues	Administrative	115.00	1	Non	115.00
Golf Tournament Reg	Golf Tournament Registration	Administrative	50.00	1	Non	50.00
Voluntary Contributor	Voluntary Contribution	Administrative	35.00	1	Non	35.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00
		Administrative	0.00	1	Non	0.00

Invoice is marked to be Printed Print Now New Transaction: Writeoff Balance Subtotal: 200.00
 Invoice is marked to be Emailed Email Now Receive Payment Sales Tax: 0.00
 Apply Credit Total Amount: 200.00
 Add Discount Voluntary: 35.00
 Writeoff Balance

Balance Summary					
Type	Ref #	Date	Description	Amount	Balance
INVOICE	12579	01/01/2014	\$115.00 Dues	115.00	115.00

Invoice Writeoff

Anchor Building Inspections

Invoices Being Written Off					
Date	Ref #	Line Items	Original Amount	Current Balance	Writeoff Amount
01/01/2014	12579	\$115.00 Dues \$50.00 Golf Tournament Registration \$35.00 Voluntary Contribution (voluntary)	200.00	200.00	200.00
Total			200.00	200.00	200.00

Writeoff Date: 12/13/2013

Expense Account: Write-Off Expense

Billing Class:

Notes / Memo:

Finish Cancel



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Running Statements

- Billing -> Statements
 - ✓ Choose reporting period
 - ✓ Select Members
 - ✓ Set preferences
 - ✓ Print/Email Statements

Billing

Billing Center | Invoices | Sales Receipts | Payments | Credits | **Statements** | Reports | Deposits

Create Statements

Statement Date: 12/13/2013

Filter by Statement Period

From: 11/14/2013

To: 12/13/2013

Open Transactions as of Statement Date

Include only transactions or more days past due.

Include only transactions containing items of type:

Specific Batch

Select Eligible Member Records

All Members

Specific Members

[add by Company Name](#)

[add by Membership Status](#)

[add by Membership Type/Class](#)

Print Options

Output: Print

Sort Order: Member Name

Message:

Include [dunning messages](#) for past due customers

Show voluntary fees on statements

Show invoice item details on statements

Show available credits on statements

Show available payments on statements

Most recent statement job: 10/29/2013 [view history](#)

Do not create statements...

with a \$0.00 balance

with a balance less than

with no account activity

with a member status other than Active



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Recording Deposits

- Billing->Deposits
 - ✓ Select items to deposit
 - ✓ Enter deposit date
 - ✓ Select appropriate bank account
 - ✓ Save Deposit
 - ✓ Print or download information

Billing

Billing Center | Invoices | Sales Receipts | Payments | Credits | Statements | Reports | Deposits

Payments To Deposit

search deposits

Deposit Date: 12/13/2013 | Deposit Account: 100230.00

Deposit Memo:

Payment Methods: Currently showing all available payments. Apply Filters

Deposit Total: 4 payments/receipts for \$1651.00

New Deposit | Find Deposit

Payments deposited to on 12/13/2013								
	Date	Type	Ref #	Sale #	Method	Member Name	Bill To	Amount
<input checked="" type="checkbox"/>	12/12/2013	PMT	Visa*8080		CreditCard	Thomas J. Longman CPA, PA	Tom Longman	115.00
<input checked="" type="checkbox"/>	12/12/2013	PMT	5464		Check/Cash	Tri-Village Realty	Betty Lasch	716.00
<input checked="" type="checkbox"/>	12/12/2013	PMT	Visa*8080		CreditCard	50 State Security Service, Inc.	John Williams	700.00
<input checked="" type="checkbox"/>	12/12/2013	PMT	unknown #		CreditCard	Non-Member Events Registrations	test test	120.00

Print Listing | Download Listing | Print Deposit

Cash Back Account: [dropdown]
 Cash Back Memo: [text box]
 Cash Back Amount: 0.00

Payments Deposited: 1651.00
 Deposit Subtotal: 1651.00
 Cash Back Amount: 0.00
 Deposit Total: 1651.00

Save Deposit | New Deposit | Cancel | Void Deposit



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Reports

- Accounts Receivable Aging reports
- Transaction Summary reports
- Sales reports
- Specialty Letters



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more details



Questions or Assistance?

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