Billing I: Getting Started-Setup

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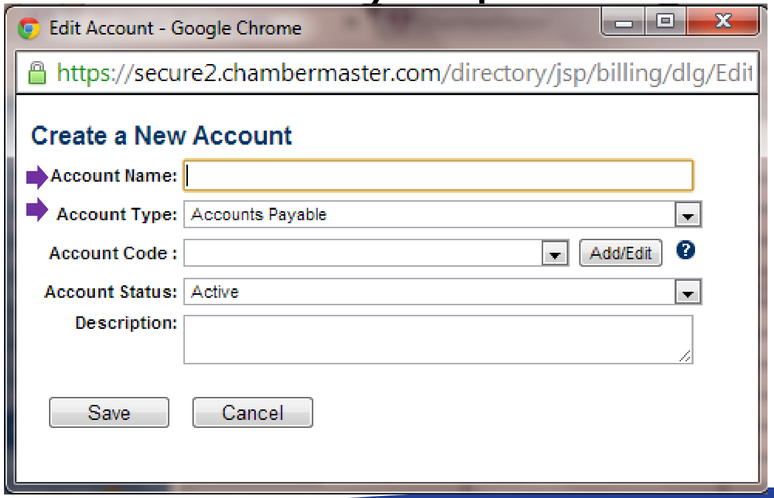
Setting up the Billing Module.....

- ❖ Administrator accessible only
- ❖ Necessary for proper reporting and integration with QuickBooks and Peachtree
  - ✓ Chart of Accounts
  - ✓ Sales Tax (optional)
  - ✓ Fee Items List
  - ✓ Transaction Classes (optional)
- ❖ Customize and set defaults
  - ✓ Customer Messages - overview
  - ✓ Payment Methods - overview
  - ✓ Payment Terms – overview
  - ✓ Upload Logo
  - ✓ Default Settings

Chart of Accounts

- Setup->Billing->Chart of Accounts
- Must be set up in order to utilize billing reports – including the Journal Entry Export feature
- Must be an exact match to Peachtree or Quickbooks if using the Journal Entry Export-detail option



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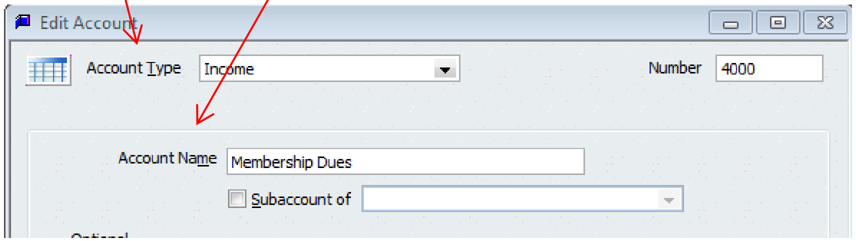
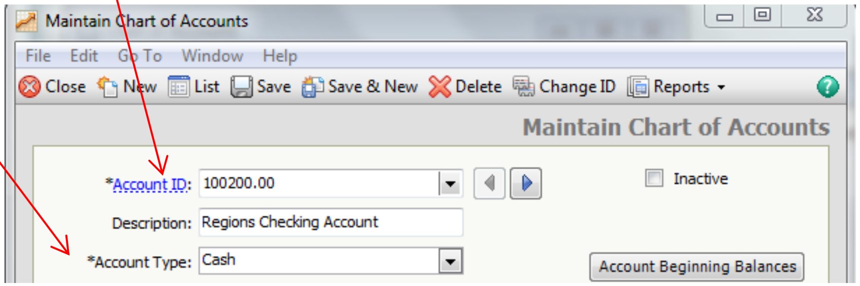
- QuickBooks and Peachtree using detail Journal Entry Export
  - Quickbooks users will enter the 'Account Name' that displays in Quickbooks – assign the same 'Account Type' as well.

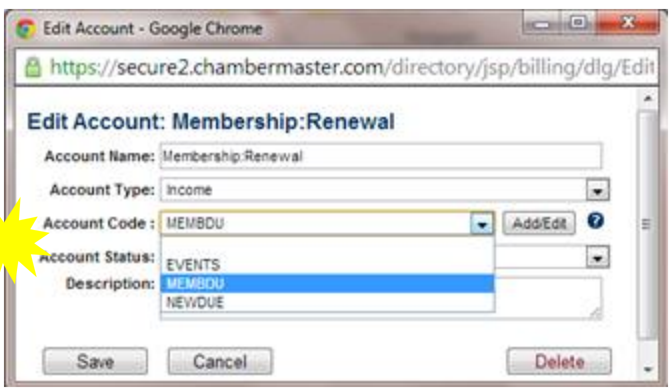


  - Peachtree users will enter the 'Account ID' that displays in Peachtree – assign the same 'Account Type' as well.



Account Code (Optional)

- Must be assigned to individual accounts in order to use Recognized Income reports
- Can customize available codes
- Multiple accounts can be assigned the same code



Sales Tax

- Setup->Billing->Sales Tax
- To create tax rates choose Manage Tax Items->New Tax Item
  - Put in rate
  - Choose Tax Account from Chart of Accounts
- To assign tax rate to a tax set click on tax set name and then place a checkmark next to the desired tax item.

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Fee Items List

- Setup->Billing->Fee Items List
- 4 Item Types – Event, Member Fees and Dues, eCommerce, Group
  - Indicates where the fee item is assignable within your database
- Cash vs. Accrual Basis
  - Check with your Accountant
- Map to appropriate Chart of Account Item
  - Choose the Account that the fee item should report to on the Financial Statements

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Modifying Fee Items

- Setup->Billing->Fee Items List->Edit Pricing
- 2 Step bump up
  - ✓ Modify the displayed fields (for all new members assigned)
  - ✓ Click Update Associated…..(for all existing members)
- View Detailed Member List to modify individual accounts manually
- Click **Change All Rates** to modify existing members with percentage or flat rate increase

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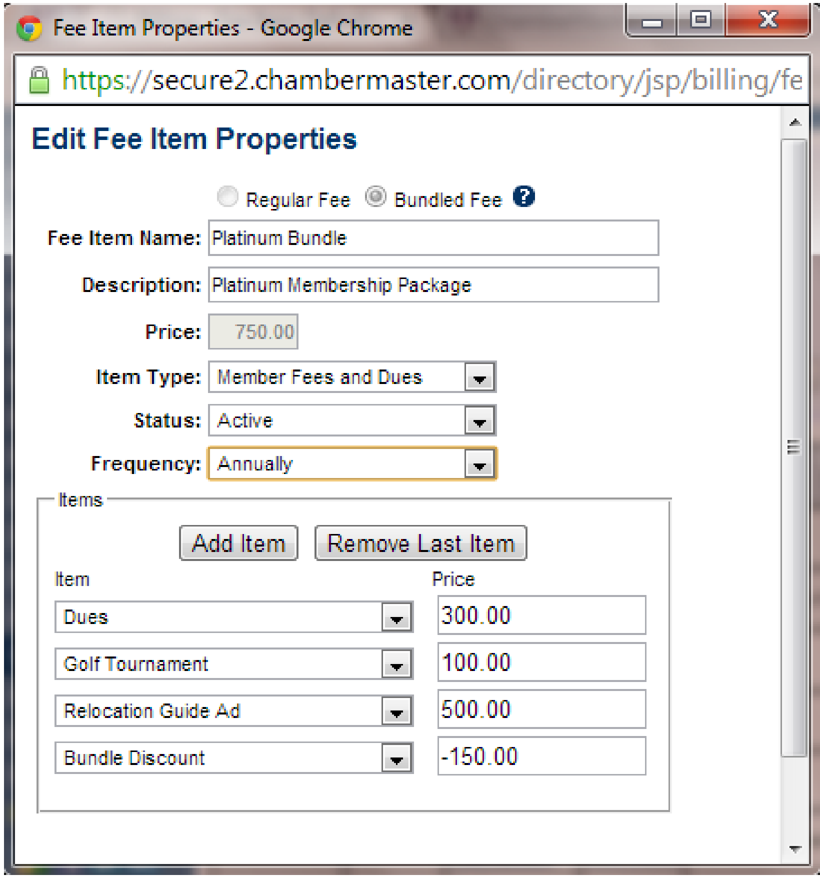
Bundled Fees/Tiered Dues

- Help/Info [Step by Step Instructions]
  - All fees that make up the bundle need to be set up first
  - Cannot assign basis to the bundled fee item
  - Can assign a negative fee amount within bundle to account for savings.



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Transaction Classes

- **OPTIONAL**: Setup->Billing->Transaction Classes
- Classify your income and expenses by department, location, event or any other meaningful breakdown of the business you do
- Available for assignment to invoices, sales receipts, credits, write-offs and discounts
- Compatible with Quickbooks classes

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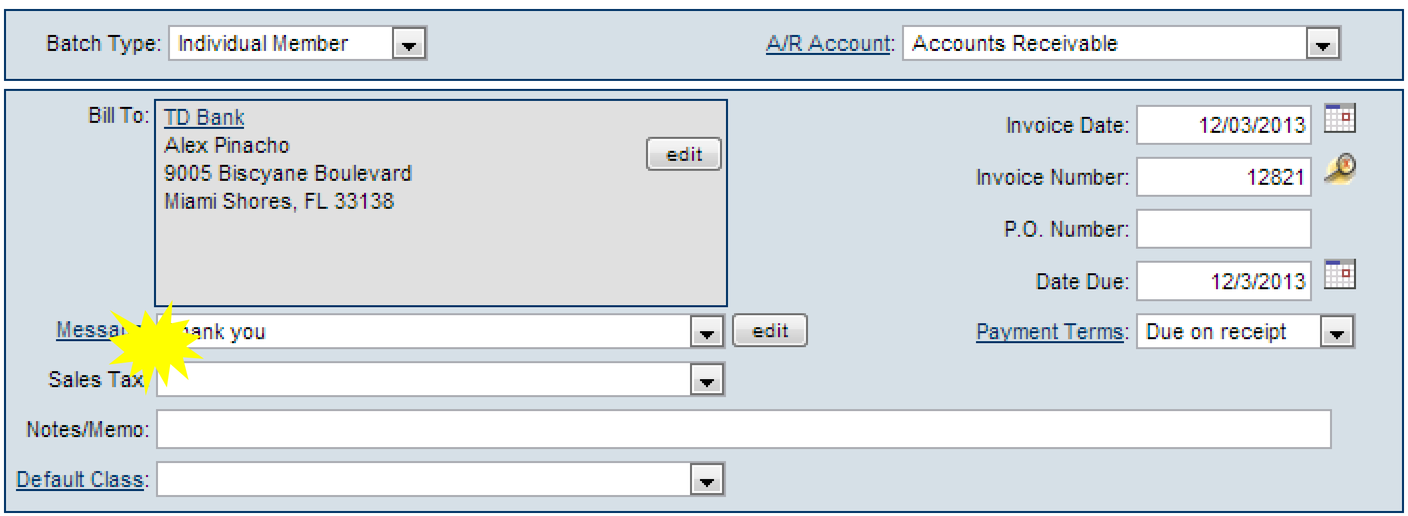
Customer Messages

- Setup->Billing->Customer Messages
  - Messages are available to use on Invoices, Statements, Credits and Sales Receipts
  - Can create them outside of Setup if needed.



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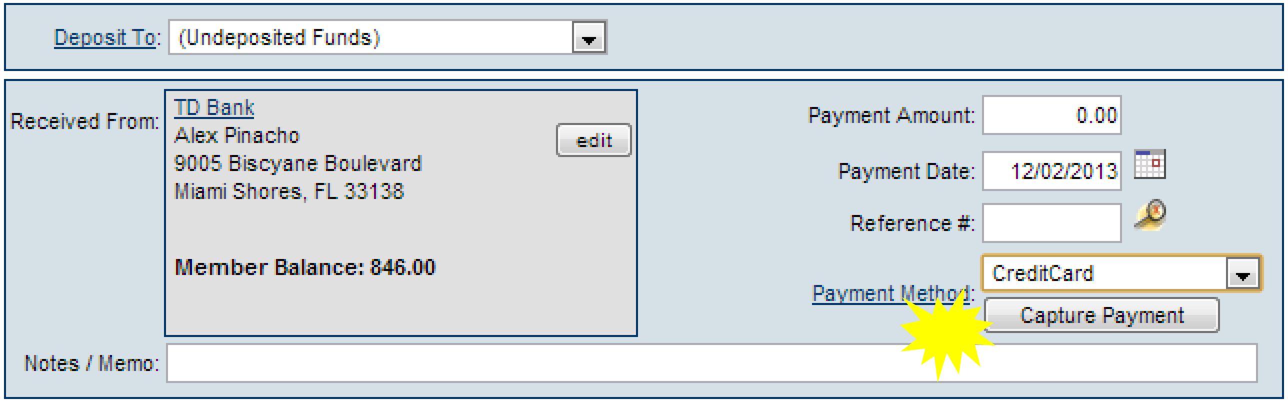
Payment Methods

- Setup->Billing->Payment Methods
  - General payment methods are already set
  - CreditCard or Credit Card payment methods will activate internal ability to process credit card transactions (if set up on Credit Card processing)



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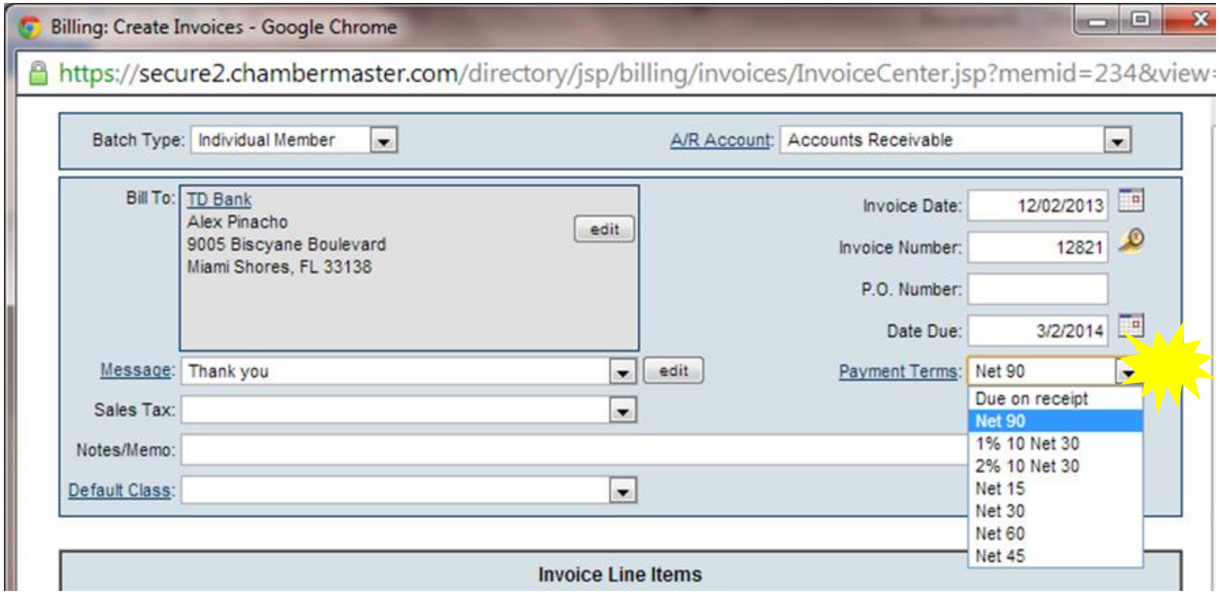
Payment Terms

- Setup->Billing->Payment Terms
  - General payment terms are already set
  - Due dates automatically calculate when using payment terms but can be manually entered



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Upload Your Logo

- Setup->Information->Organization Information
  - This will appear on designated templates
  - Preferred size is 100x100 pixels

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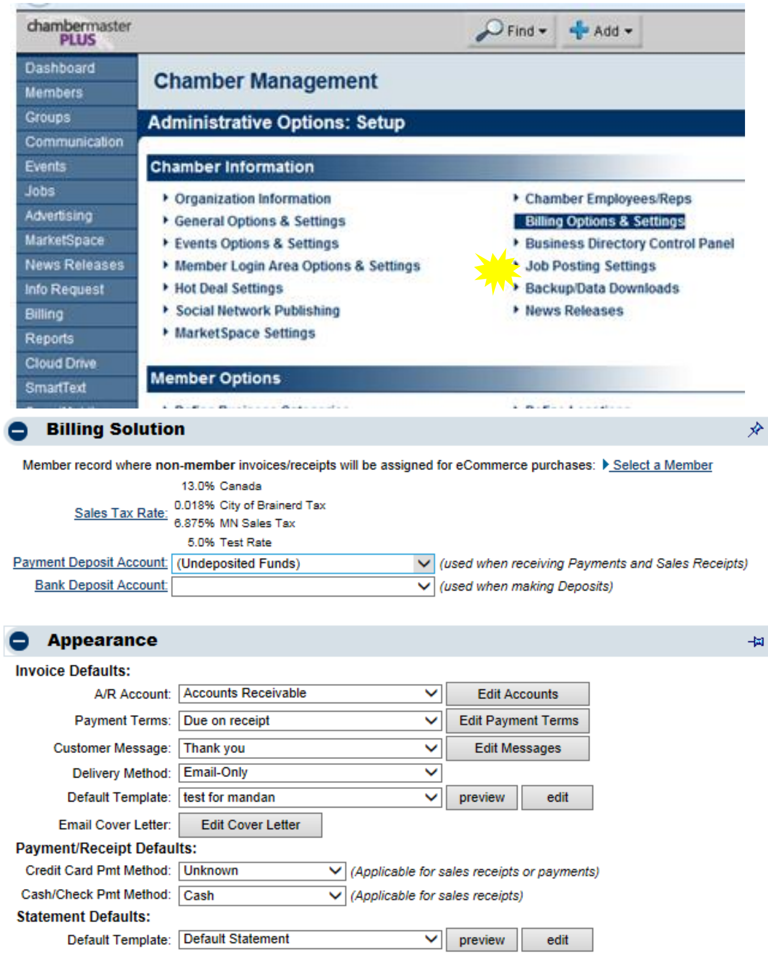
System Defaults

- [Setup->Information->Billing Options & Settings]()
  - Set default templates, A/R accounts, messages, terms, etc.
  - Default items may be changed on an ‘as need’ basis outside of the setup area.



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System Defaults - Events

- Setup->Information->Events Options & Settings->Registration and Billing Preferences
  - Invoice settings

Default Invoice Line Item Description: Event Name + Attendee Name

Default Invoice Bill-To Contact Type: Registrant

Default Transaction Class:

Invoice/Receipt Options

- (•) Assign only non-member invoices/receipts to a single Member: Select a Member
- ( ) Create a new Member for each non-member participant that pays by credit card to assign the invoice/receipt to.

  - Credit Card tracking

Credit Card Payment Tracking Options

- ( ) Create a new Invoice and Payment for each Credit Card Payment
- ( ) Create a new Sales Receipt for each Credit Card Payment
- (•) Do not create Credit Card Payment records

  - These settings can be changed on an 'as need' basis outside of the setup area.

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Questions or Assistance?

Click Request Support

1-800-825-9171

support@micronetonline.com