



Billing I: Getting Started-Setup



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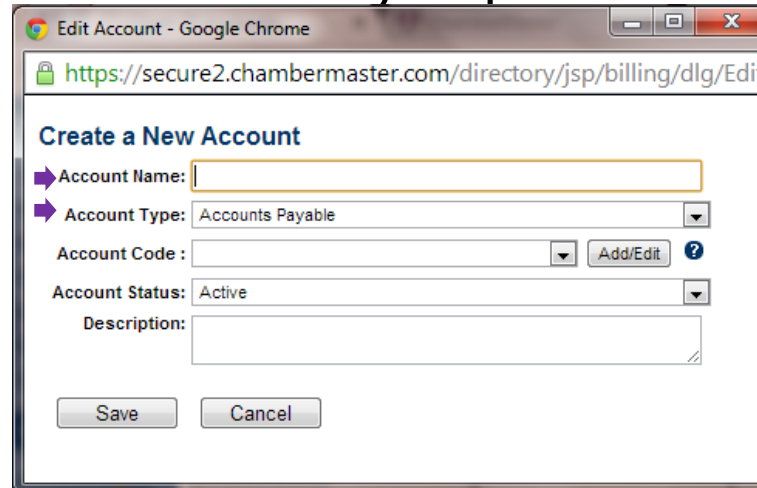
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Setting up the Billing Module.....

- ❖ 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

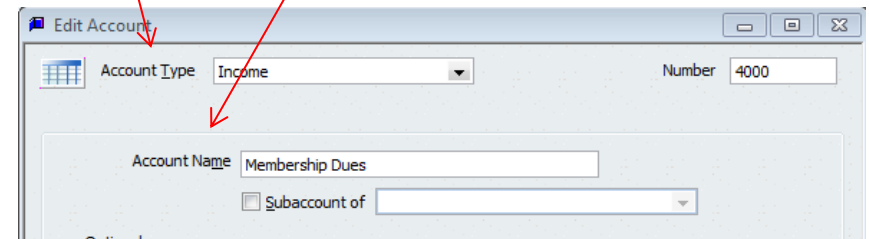
Chart of Accounts

- [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

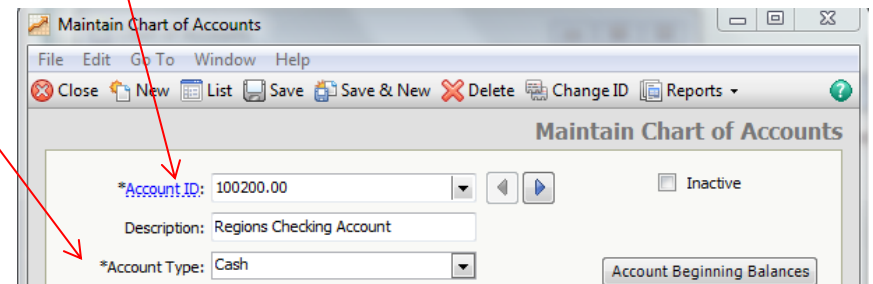
A screenshot of a web browser window titled 'Edit Account - Google Chrome'. The address bar shows the URL 'https://secure2.chambermaster.com/directory/jsp/billing/dlg/Edit'. The main content area is titled 'Create a New Account' and contains several form fields: 'Account Name' (a text input field), 'Account Type' (a dropdown menu with 'Accounts Payable' selected), 'Account Code' (a dropdown menu with an 'Add/Edit' button and a help icon), 'Account Status' (a dropdown menu with 'Active' selected), and 'Description' (a text area). At the bottom of the form are 'Save' and 'Cancel' buttons.

Watch a short video for more details

- 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.

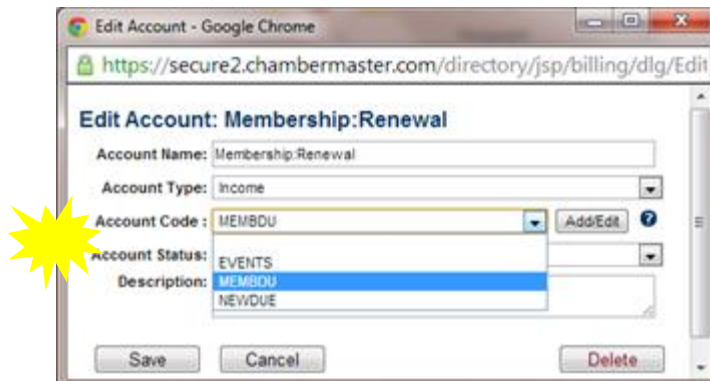


- Peachtree users will enter the 'Account ID' that displays in Peachtree – assign the same 'Account Type' as well.



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



Billing

Billing Center Invoices Sales Receipts Payments Credits Statements Reports

Billing Reports

receivables

- Print / Email Invoices
- Print / Email Sales Receipts
- Print / Email Credit Memos
- Print / Email Statements
- Accounts Receivable Aging Summary
- Accounts Receivable Aging Detail
- Member Balance Summary
- Open Invoices
- Collections Report

transactions

- Member Transaction Summary
- Invoice Summary
- Sales Receipt Summary
- Payment Summary
- Credit Memo Summary
- Writeoff Summary
- Batch Summary
- Statement Batch Summary

sales

- Sales By Account
- Sales By Account Representative
- Sales By Item
- Sales By Member
- Payment Received By Item
- Scheduled Item Sales By Month
- Recognized Income Detail
- Recognized Income Summary

banking

- Deposit Summary
- Check Listing
- Credit Card Listing
- Membership ACH Summary
- Sales Tax Summary

executive

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.



Watch a short video for
more details

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



Modifying Fee Items

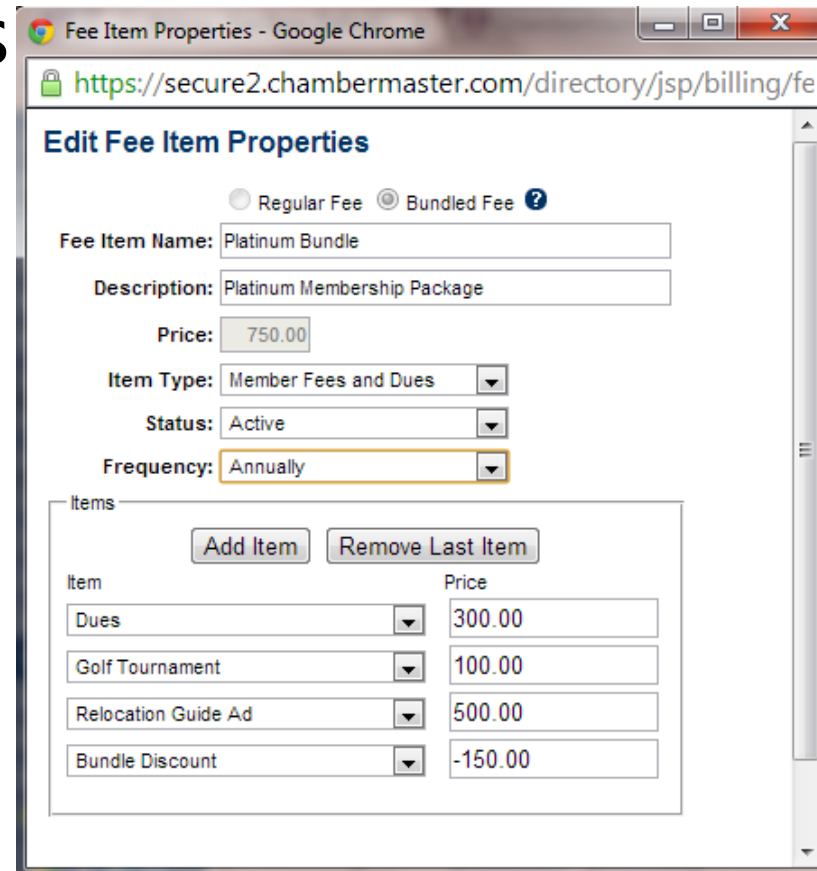
- [Setup->Billing->Fee Items List->Edit Pricing](#)
- 2 Step bump up
 - ✓ Modify the displayed fields (for all new members assigned)
 - ✓ Click Update Associated.....(for all existing members)
- View Detailed Member List to modify individual accounts manually
- Click **Change All Rates** to modify existing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



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more details

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.



Fee Item Properties - Google Chrome

<https://secure2.chambermaster.com/directory/jsp/billing/fe>

Edit Fee Item Properties

Regular Fee Bundled Fee ?

Fee Item Name: Platinum Bundle

Description: Platinum Membership Package

Price: 750.00

Item Type: Member Fees and Dues

Status: Active

Frequency: Annually

Items

Item	Price
Dues	300.00
Golf Tournament	100.00
Relocation Guide Ad	500.00
Bundle Discount	-150.00



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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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more details

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.

Batch Type: <input type="text" value="Individual Member"/>	A/R Account: <input type="text" value="Accounts Receivable"/>
Bill To: <input type="text" value="TD Bank"/> <input type="text" value="Alex Pinacho"/> <input type="text" value="9005 Biscayne Boulevard"/> <input type="text" value="Miami Shores, FL 33138"/> <input type="button" value="edit"/>	Invoice Date: <input type="text" value="12/03/2013"/> <input type="button" value="calendar"/>
	Invoice Number: <input type="text" value="12821"/> <input type="button" value="magnifying glass"/>
	P.O. Number: <input type="text"/>
	Date Due: <input type="text" value="12/3/2013"/> <input type="button" value="calendar"/>
Message: <input type="text" value="Thank you"/> <input type="button" value="edit"/>	Payment Terms: <input type="text" value="Due on receipt"/>
Sales Tax: <input type="text"/>	
Notes/Memo: <input type="text"/>	
Default Class: <input type="text"/>	



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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)

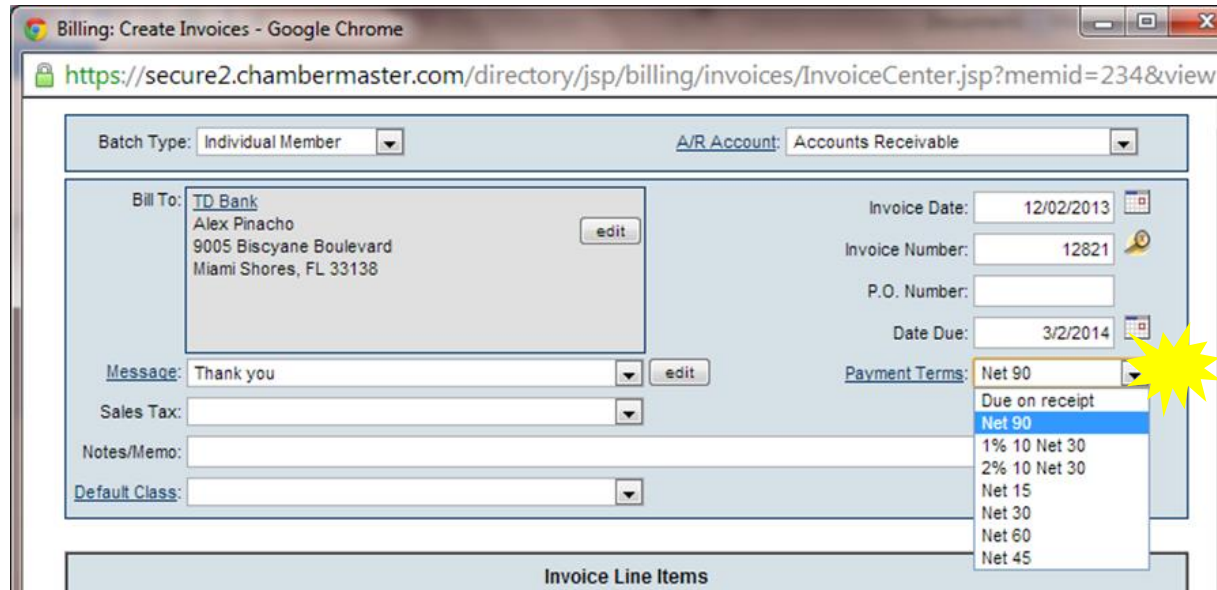
Deposit To: (Undeposited Funds) ▼	
Received From: TD Bank Alex Pinacho 9005 Biscayne Boulevard Miami Shores, FL 33138 Member Balance: 846.00 Notes / Memo:	edit Payment Amount: 0.00 Payment Date: 12/02/2013 Reference #: Payment Method: CreditCard Capture Payment



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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



Billing: Create Invoices - Google Chrome

<https://secure2.chambermaster.com/directory/jsp/billing/invoices/InvoiceCenter.jsp?memid=234&view:>

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

Bill To: [TD Bank](#)
Alex Pinacho
9005 Biscayne Boulevard
Miami Shores, FL 33138 edit

Invoice Date: 12/02/2013
Invoice Number: 12821
P.O. Number:
Date Due: 3/2/2014

Message: Thank you edit
Sales Tax:
Notes/Memo:
Default Class:

Payment Terms: Net 90
Due on receipt
Net 90
1% 10 Net 30
2% 10 Net 30
Net 15
Net 30
Net 60
Net 45

Invoice Line Items



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Upload Your Logo

- [Setup->Information->Organization Information](#)
 - This will appear on designated templates
 - Preferred size is 100x100 pixels

Business Logo:

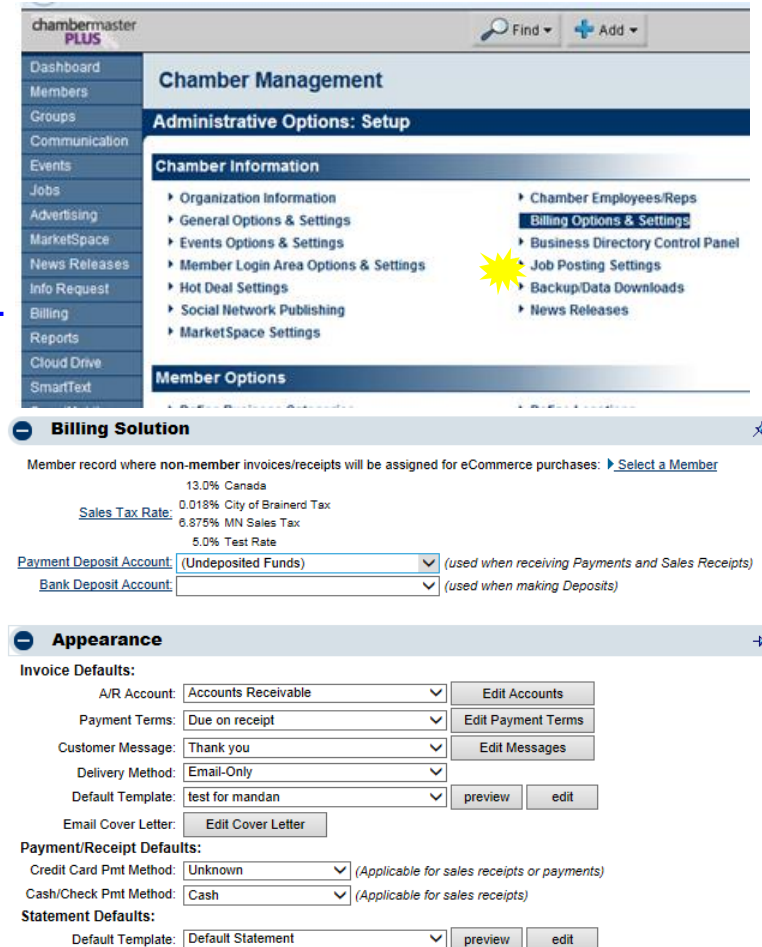
Upload Your Logo



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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.



The screenshot shows the Chambermaster PLUS web interface. The left sidebar contains a navigation menu with items like Dashboard, Members, Groups, Communication, Events, Jobs, Advertising, MarketSpace, News Releases, Info Request, Billing, Reports, Cloud Drive, and SmartText. The main content area is titled 'Chamber Management' and 'Administrative Options: Setup'. Under 'Chamber Information', there is a tree view of settings including Organization Information, General Options & Settings, Events Options & Settings, Member Login Area Options & Settings, Hot Deal Settings, Social Network Publishing, MarketSpace Settings, Chamber Employees/Reps, Billing Options & Settings (highlighted with a yellow starburst), Business Directory Control Panel, Job Posting Settings, Backup/Data Downloads, and News Releases. Below this, the 'Billing Solution' section is expanded, showing fields for 'Member record where non-member invoices/receipts will be assigned for eCommerce purchases' (set to 'Select a Member'), 'Sales Tax Rate' (13.0% Canada, 0.018% City of Brainerd Tax, 6.875% MN Sales Tax, 5.0% Test Rate), 'Payment Deposit Account' (set to 'Undeposited Funds'), and 'Bank Deposit Account'. The 'Appearance' section is also expanded, showing 'Invoice Defaults' (A/R Account: Accounts Receivable, Payment Terms: Due on receipt, Customer Message: Thank you, Delivery Method: Email-Only, Default Template: test for mandan) and 'Payment/Receipt Defaults' (Credit Card Pmt Method: Unknown, Cash/Check Pmt Method: Cash). There are 'preview' and 'edit' buttons for several of these settings.



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System Defaults - Events

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

- Invoice settings

Default Invoice Line Item Description: ▼
Default Invoice Bill-To Contact Type: ▼
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