GrowthZone - Setting Up Billing – The Basics

Agenda

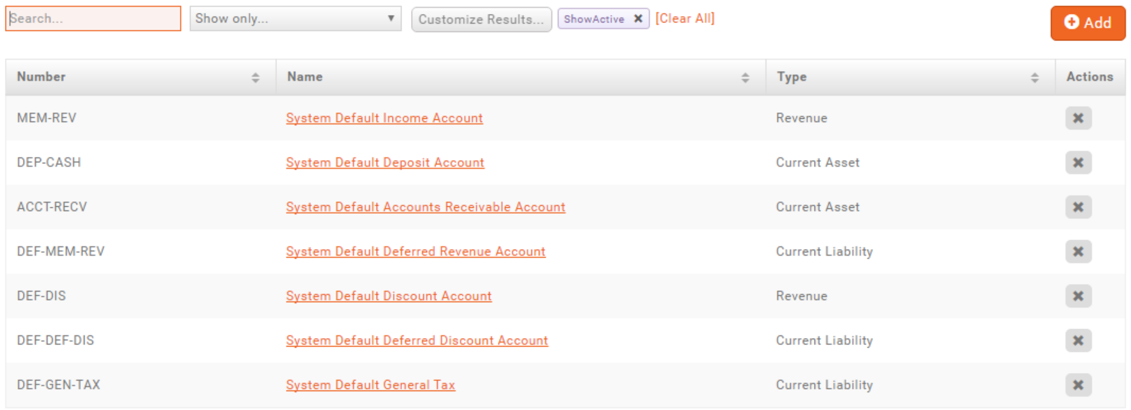
- Setup Chart of Accounts
- Review Invoice/Statement templates
- Setting Up Invoice Terms
- Setting Up System Defaults
- Setting Up Payment Processing
- Setting Up Taxes
- Define Goods/Service items

Overview

- With your GrowthZone software, we have integrated the entire invoicing process into the software to ensure no double entry and save you time.
- An Accounting Summary report allows you to post summary financial information from GrowthZone to QuickBooks, PeachTree and other accounting systems to ensure they are sync

Update Chart of Accounts (COA)

- Billing -> Overview Tab: Chart of Accounts link
- A sample chart of accounts is provided as a starting point
- WIKI: Chart of Accounts



Number	Name	Type	Actions
MEM-REV	System Default Income Account	Revenue	
DEP-CASH	System Default Deposit Account	Current Asset	
ACCT-RECV	System Default Accounts Receivable Account	Current Asset	
DEF-MEM-REV	System Default Deferred Revenue Account	Current Liability	
DEF-DIS	System Default Discount Account	Revenue	
DEF-DEF-DIS	System Default Deferred Discount Account	Current Liability	
DEF-GEN-TAX	System Default General Tax	Current Liability	

Review Invoice and Statement Templates

- Setup > Document Generation > Document Generation Templates
- Click to make a copy of the default template and the to open/view/edit
- WIKI: [Setup your Invoice Template]()

«Company» «Address1» «Address2» Tel «Telephone» E-Mail «Email»	«Logo»
INVOICE «NO»	«SELECTDATE»

BILL TO	SHIP TO	INSTRUCTIONS
«BillToName» «BillToAddress» «BillToCity»	Same as recipient	«Instructions»

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
«RangeStart:Item»«Quantity»	«Description»	«UnitPrice»	«Total»«RangeEnd:Item»
«RangeStart:PaymentItem»	«Description»	(«Amount»)	(«Amount»)«RangeEnd:PaymentItem»
		SUBTOTAL	«Subtotal»
		SALES TAX	«SalesTax»
		SHIPPING & HANDLING	«Shipping»
		TOTAL	«Total»
		PAYMENT/CREDIT APPLIED	«PaymentTotal»
		TOTAL DUE BY «DUEDATE»	«TotalDue»
		Thank you for your business!	

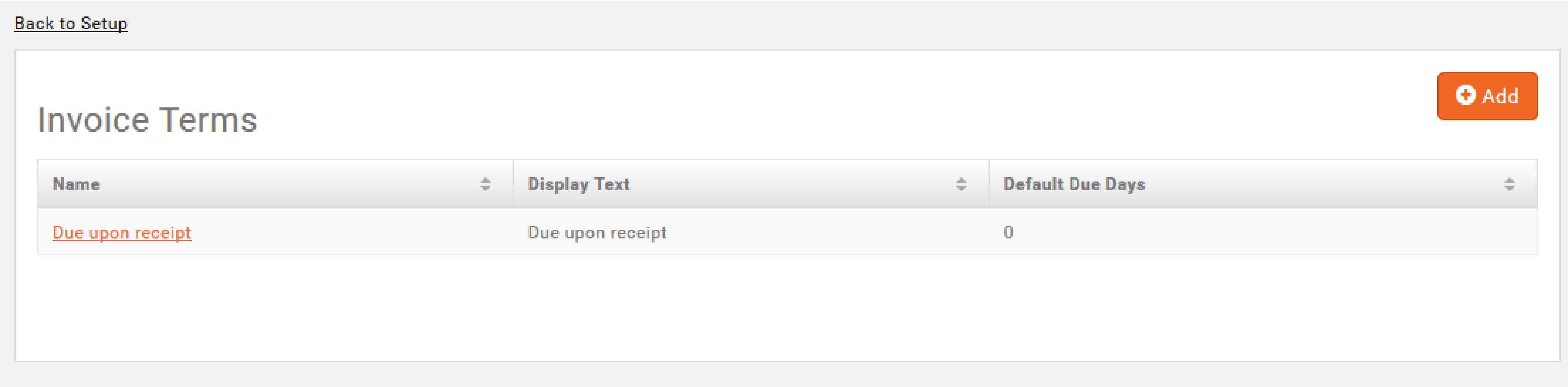
CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE
«ARCurrent»	«AR30»	«AR60»	«AR90Plus»

«PaymentHyperlink»

Invoice Terms

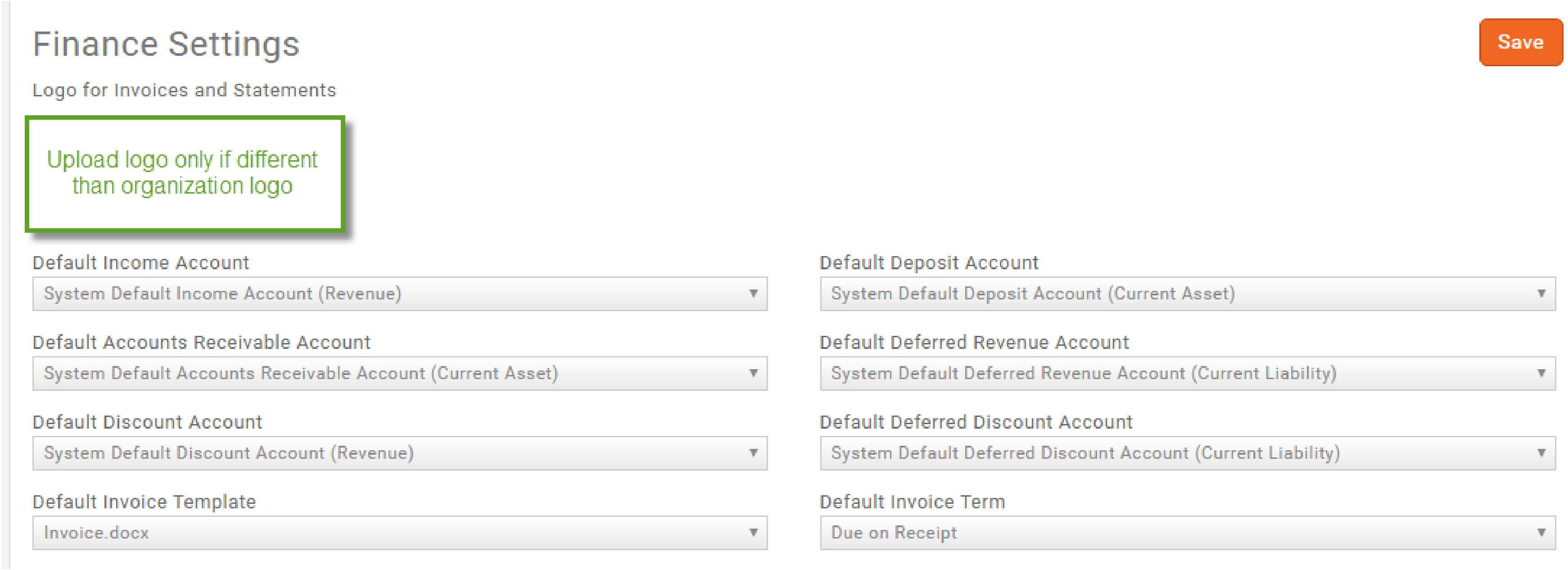
By default, the setting will be “due upon receipt.” If you would like to modify the terms, you can set your own custom invoice terms (access from link on Getting Started tab)

WIKI: [Setup Invoice Terms]



Set System Defaults for COA

- Setup -> Finance -> General Settings
- WIKI: [Setup General Finance Settings]



Set Default for Deleting transactions

Setup -> Finance -> General Settings

Transaction Deletion – if staff have delete permission levels, how long to allow delete option to show.

Deleted transactions/numbers do not show in billing history.

Setup Payment Gateway

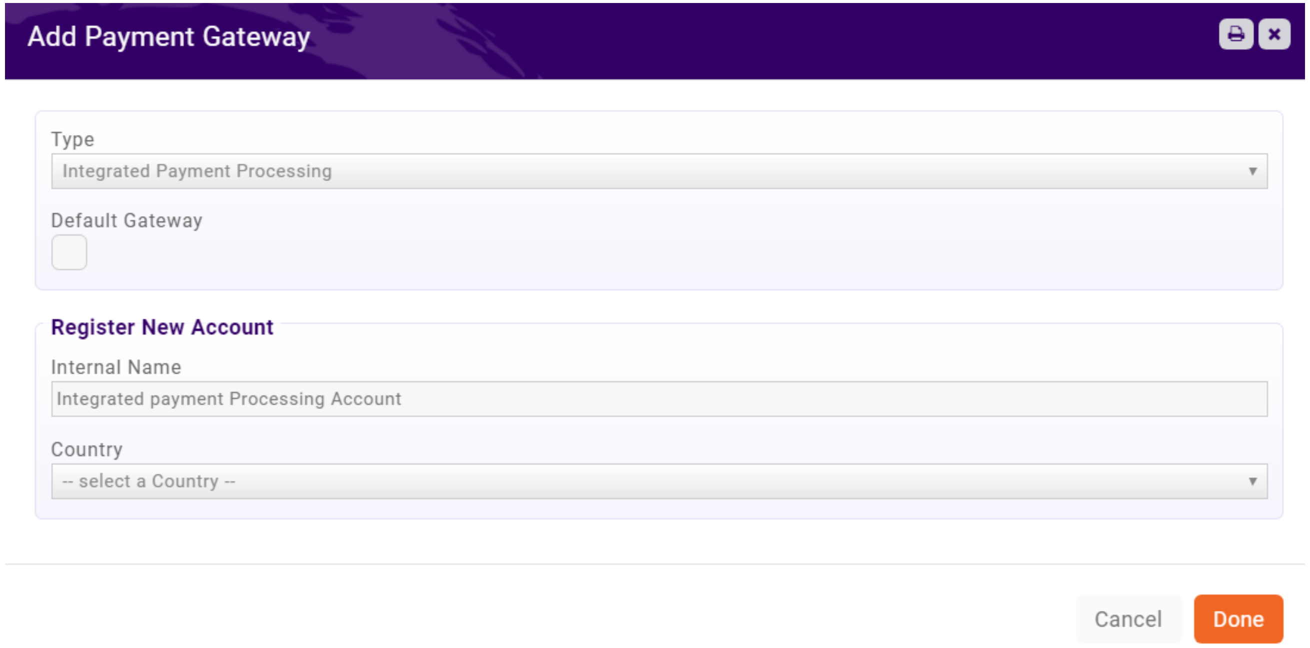
Integrated Payment Processing (IPP) allows your contacts to enter their credit card or bank account information into a secured page to pay invoices, event registration, donations, etc… online

By checking to save this account, users can apply this automatically to recurring fees (e.g. membership) or other one-time purchases

WIKI: Setup Payment Gateways

To setup IPP – 1/2 Step process

Step 1 – Fill Basic Information for IPP

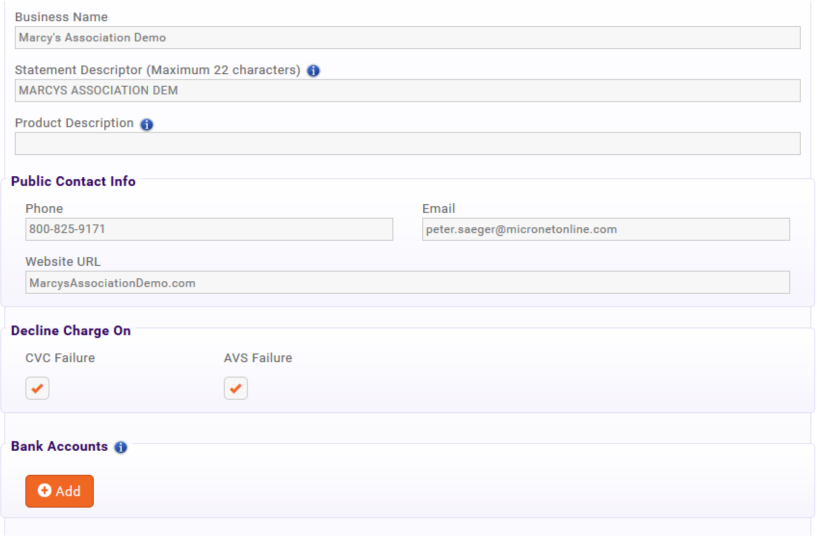


To setup IPP – 2/2 Step process

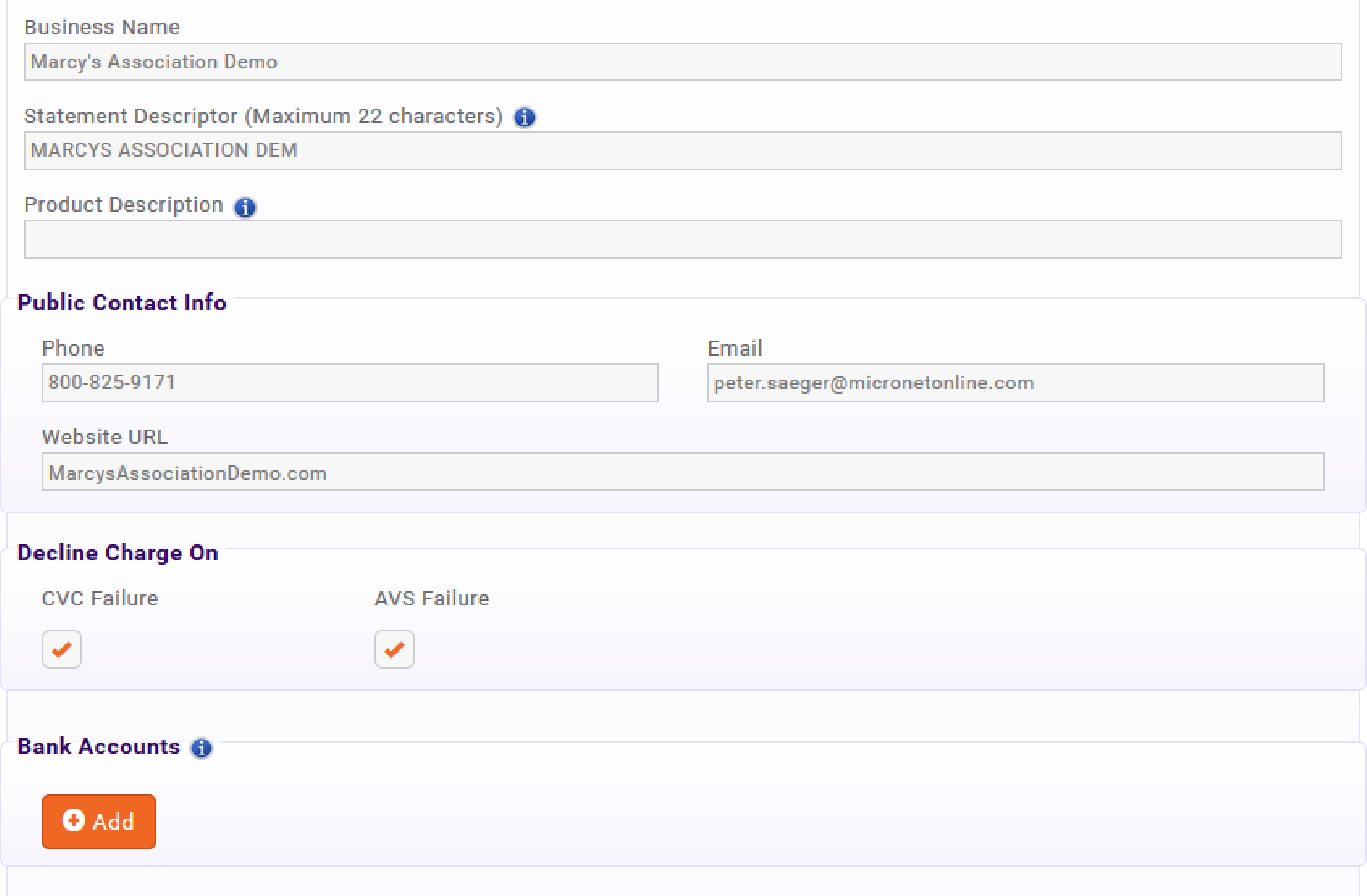
Step 2

Fill in additional information about you and your organization to verify your identity

You must complete this section and receive authorization before payments will be deposited into your bank account.



To setup IPP – 2/2 Step process



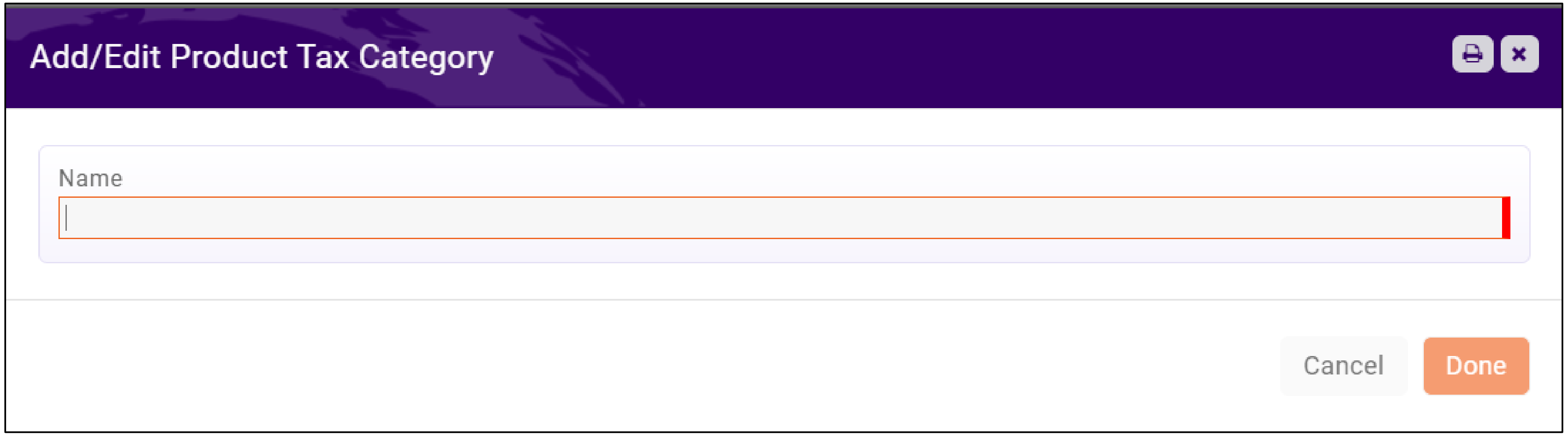
Setting Up Taxes

- If any of your goods/services are taxable, to setup your taxes you will need to configure:
  - Product Tax Categories
  - Tax Regions
  - Tax Rules
  - Tax Rates
  - Tax Sets

- WIKI: Setting up Taxes

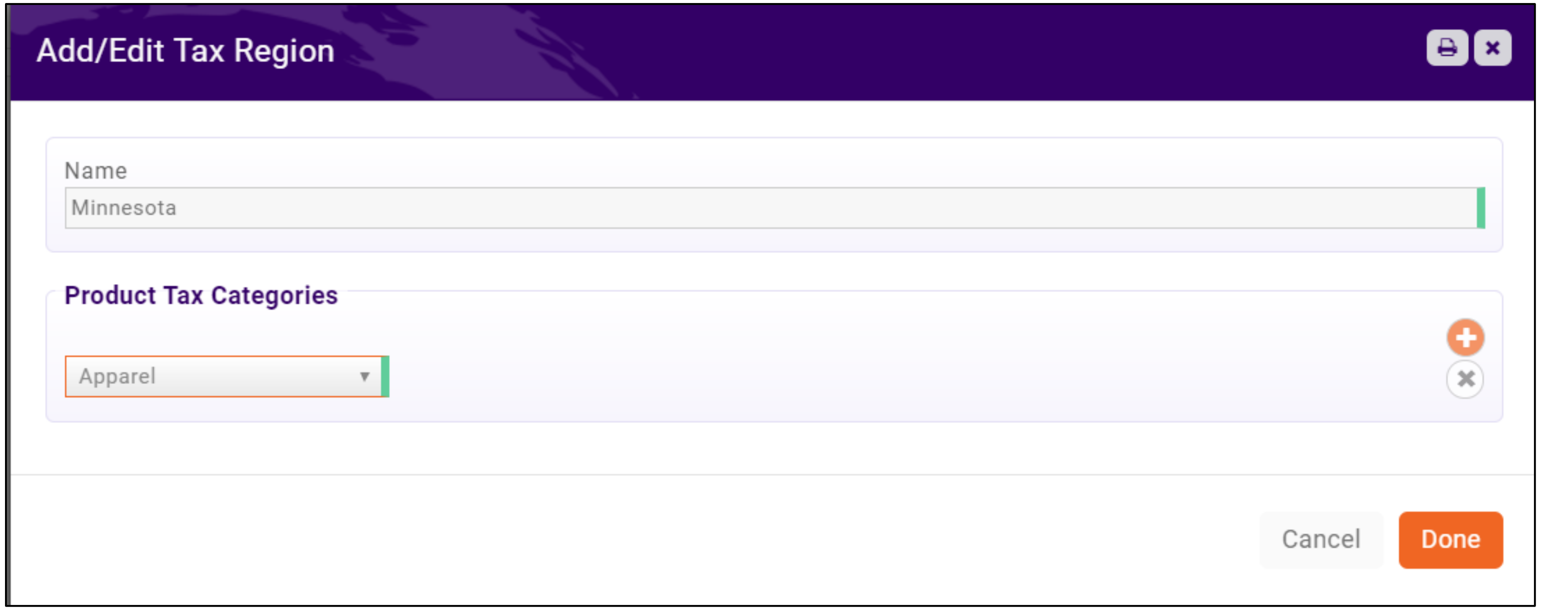
Product Tax Categories

- Under **Product Tax Categories** you will define the categories of products that are taxable
  - For example, if you are using the store module and are required to collect tax on certain products, you could set up the tax categories based on your store product categories (i.e. apparel, gifts, etc.)



Tax Regions

- Tax regions are the region for which you must collect taxes. For example, if you must collect state taxes, you could name the region after the state

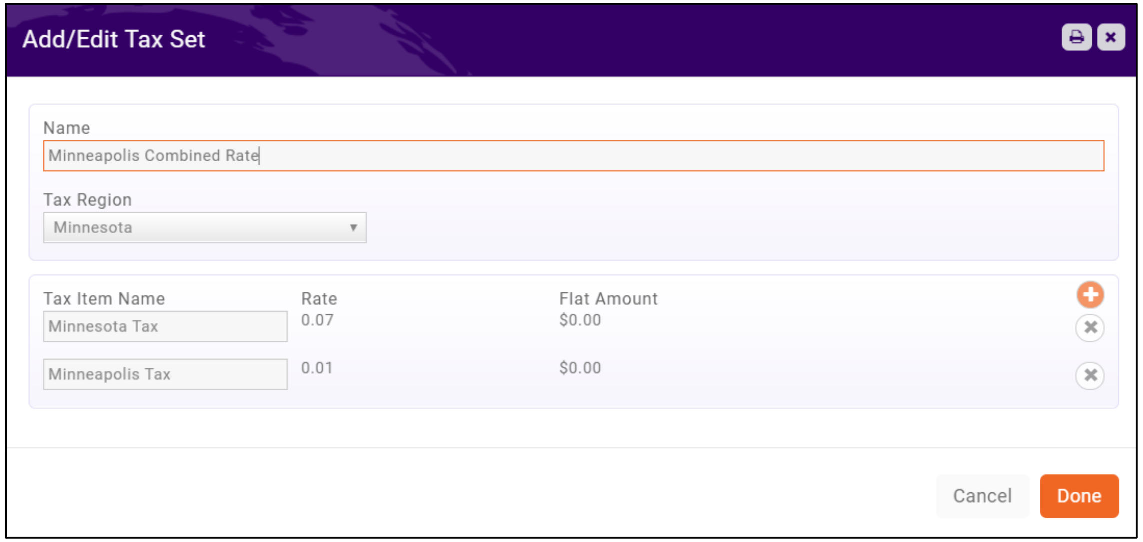


Tax Rates

- In most cases, sales tax rates must be configured for the physical location that the chamber/association has a presence (nexus). If you operate in multiple states, you would need to enter the tax rates for each state
- **NOTE: It is important to get in touch with your state's taxing authority or an experienced accounting professional should you have questions about sales tax rates**

Tax Sets

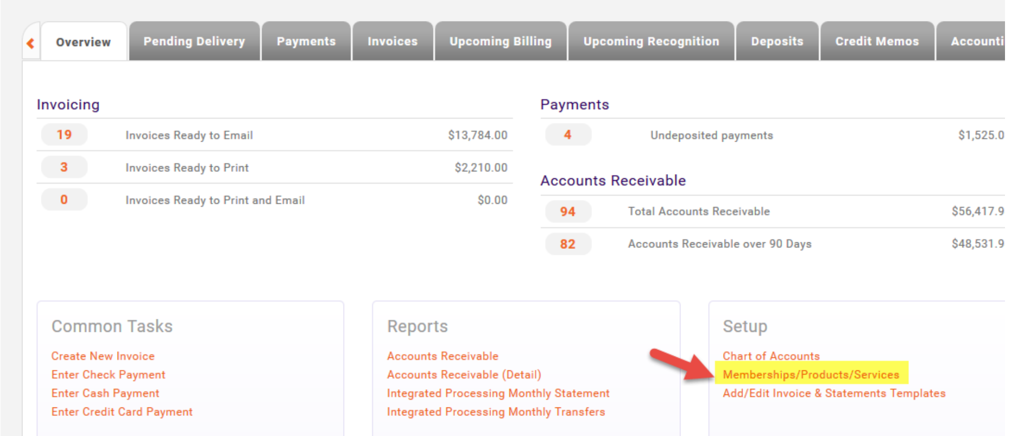
- Tax Sets allow you to combine tax rate together, for example, if are in a city where the tax rate is greater than the state rate, and you must account for the taxes separately – you can combine the two rates



Create Goods/Service items

Sample items have been setup for key items such as a general membership, membership setup and event registrations.

Go to Billing -> Overview Tab –> Memberships/Products/Services



WIKI: [Setup Goods/Services]

Goods/Services

Sample items have been created.

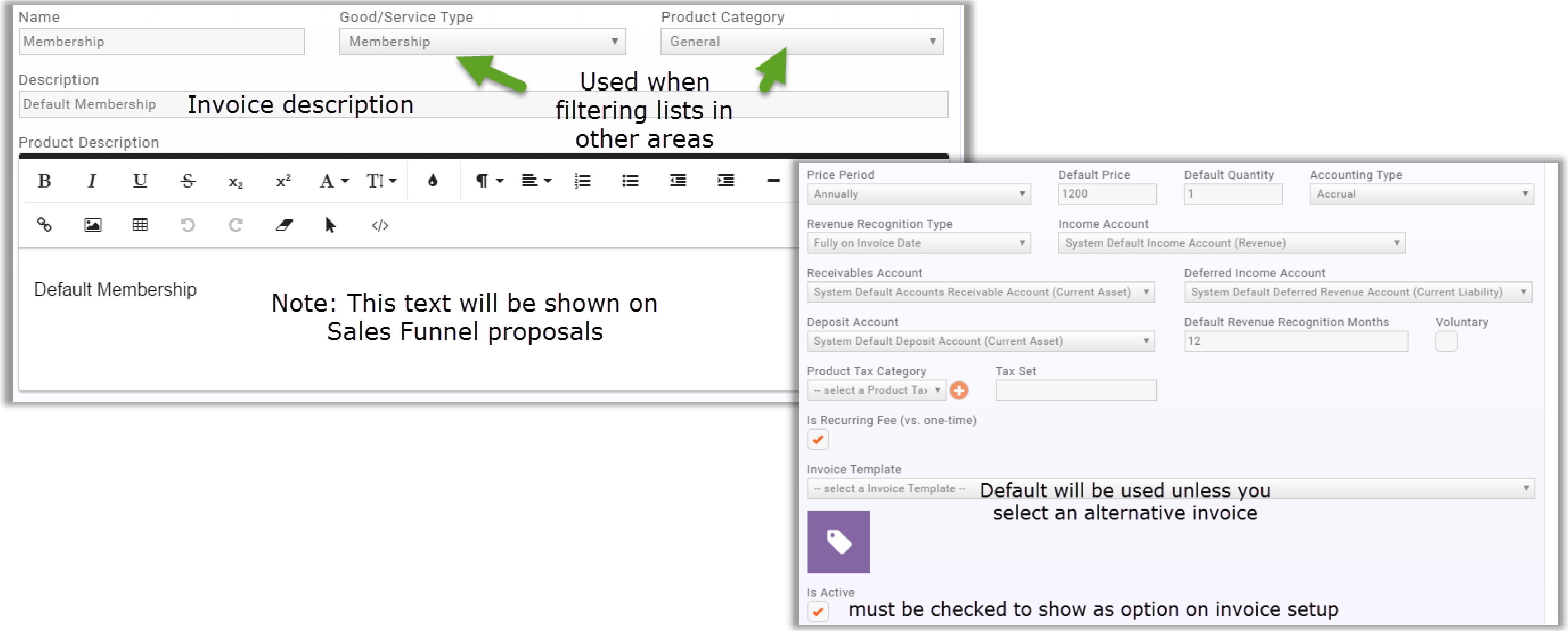
Back to Setup

Goods/Services

Search... | Show only... | Customize Results... | New

Type	Category	Name	Income Account	Default Price
Membership	General	Membership	System Default Income Account	$1,200.00
Membership	General	Membership Setup	System Default Income Account	$1,000.00
Event Registration	General	Event Registration	System Default Income Account	$50.00

Add/Edit Good/Service Items



Thank You!