



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](#)

Search... Show only... Customize Results... ShowActive x [Clear All] Add

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

Review Invoice and Statement Templates

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

| «Company» «Address1» «Address2» Tel «Telephone» E-Mail «Email» | | «Logo» | |
|--|-------------------------------|--------------------------------|-------------------------------------|
| INVOICE «NO» | | «SELECTDATE» | |
| BILL TO «BillToName» «BillToAddress» «BillToCity» | SHIP TO Same as recipient | INSTRUCTIONS «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 «ARCurrent» | 31-60 DAYS PAST DUE «AR30» | 61-90 DAYS PAST DUE «AR60» | OVER 90 DAYS PAST DUE «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](#)

[Back to Setup](#)

Invoice Terms

[+ Add](#)

| Name | Display Text | Default Due Days |
|----------------------------------|------------------|------------------|
| Due upon receipt | Due upon receipt | 0 |

Set System Defaults for COA

- Setup -> Finance -> General Settings
- WIKI: [Setup General Finance Settings](#)

Finance Settings

Logo for Invoices and Statements

Upload logo only if different than organization logo

Default Income Account

Default Deposit Account

Default Accounts Receivable Account

Default Deferred Revenue Account

Default Discount Account

Default Deferred Discount Account

Default Invoice Template

Default Invoice Term

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

Add Payment Gateway  

Type
Integrated Payment Processing

Default Gateway

Register New Account

Internal Name
Integrated payment Processing Account

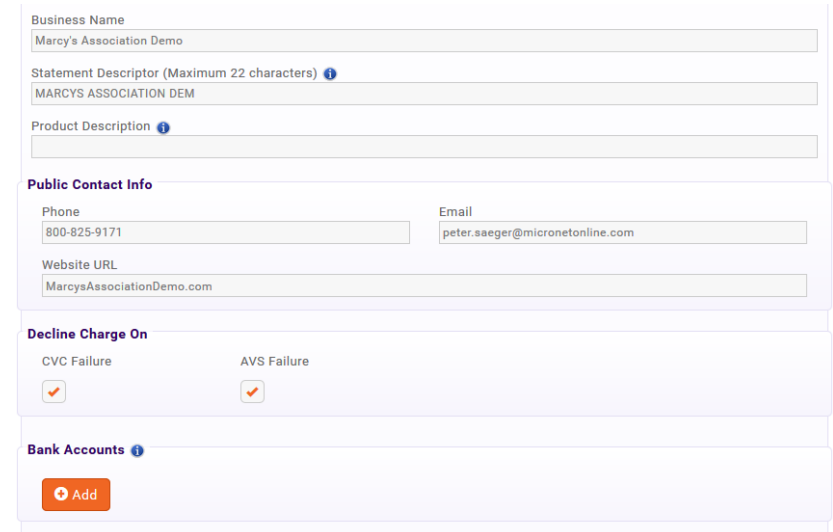
Country
-- select a Country --

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.



The screenshot shows a web form for setting up an IPP (Interim Payment Plan) in two steps. This is Step 2, where additional information is provided for verification. The form includes the following sections:

- Business Name:** Marcys Association Demo
- Statement Descriptor (Maximum 22 characters):** MARCYS ASSOCIATION DEM
- Product Description:** (Empty field)
- Public Contact Info:**
 - Phone:** 800-825-9171
 - Email:** peter.saeger@micronetonline.com
 - Website URL:** MarcysAssociationDemo.com
- Decline Charge On:**
 - CVC Failure:**
 - AVS Failure:**
- Bank Accounts:** [Add](#) (button)

To setup IPP – 2/2 Step process

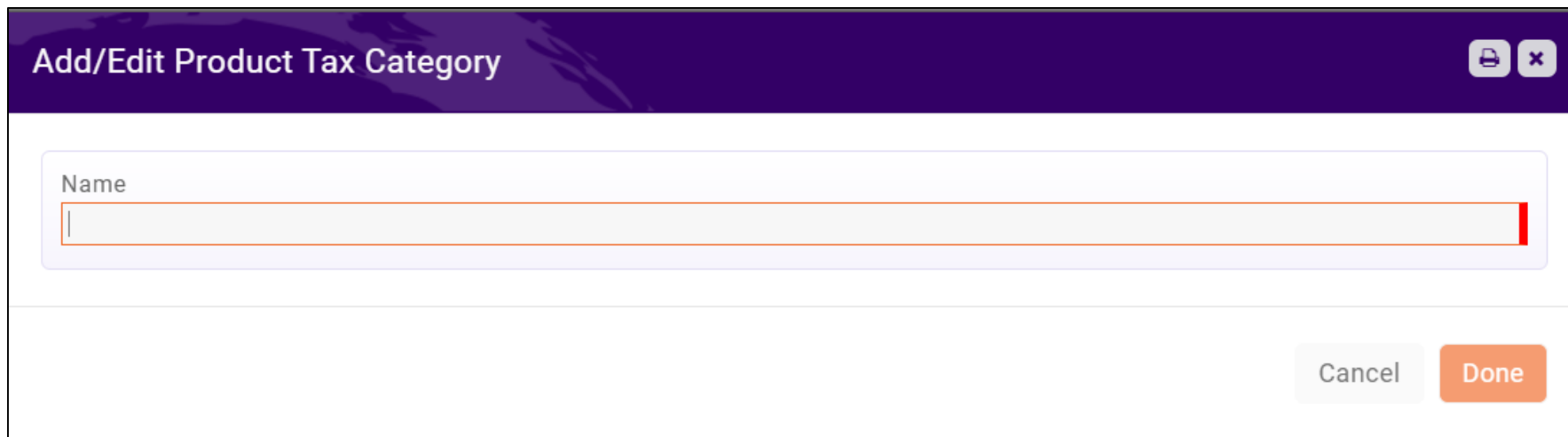
| | |
|--|--|
| Business Name | |
| <input type="text" value="Marcy's Association Demo"/> | |
| Statement Descriptor (Maximum 22 characters) ⓘ | |
| <input type="text" value="MARCYS ASSOCIATION DEM"/> | |
| Product Description ⓘ | |
| <input type="text"/> | |
| Public Contact Info | |
| Phone | Email |
| <input type="text" value="800-825-9171"/> | <input type="text" value="peter.saeger@micronetonline.com"/> |
| Website URL | |
| <input type="text" value="MarcysAssociationDemo.com"/> | |
| Decline Charge On | |
| CVC Failure | AVS Failure |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Bank Accounts ⓘ | |
| <input type="button" value="+ Add"/> | |

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.)



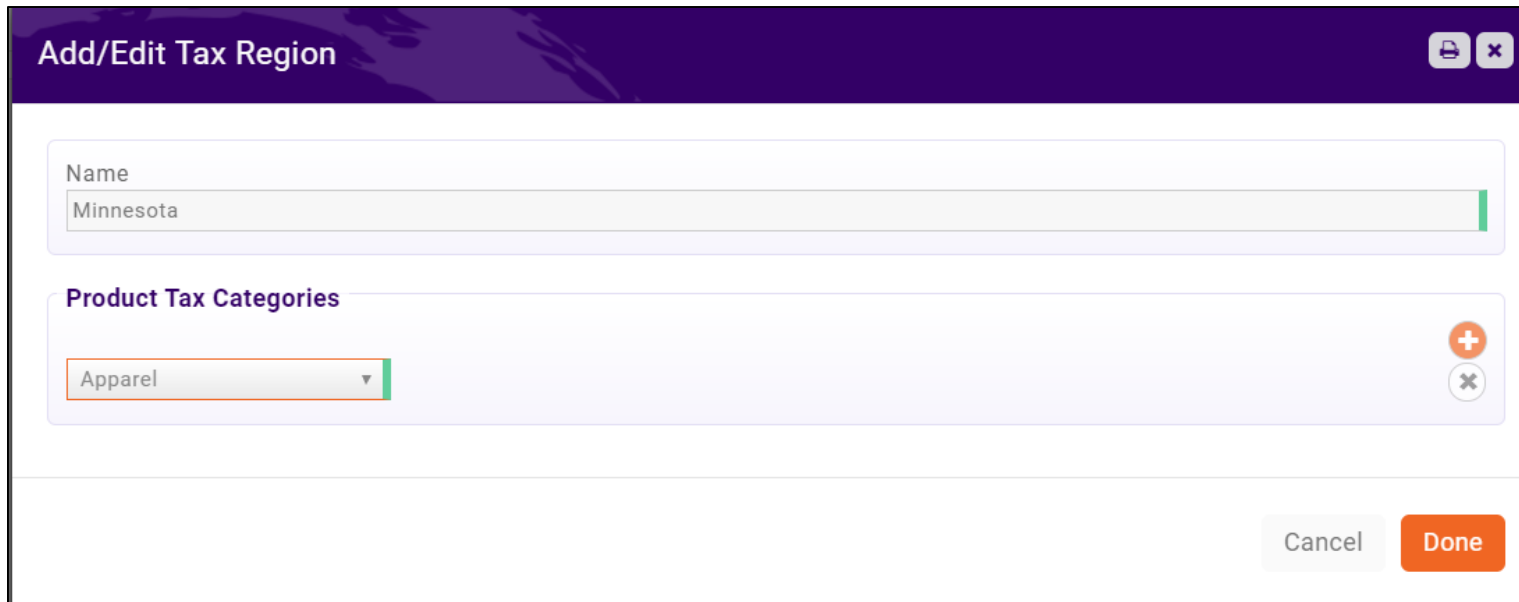
Add/Edit Product Tax Category

Name

Cancel Done

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



The screenshot shows a dialog box titled "Add/Edit Tax Region" with a dark purple header. The dialog contains the following elements:

- Name:** A text input field containing "Minnesota".
- Product Tax Categories:** A section with a purple header containing a dropdown menu with "Apparel" selected. To the right of the dropdown are a plus sign (+) and a minus sign (-) icon.
- Buttons:** "Cancel" and "Done" buttons are located at the bottom right of the dialog.

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

Add/Edit Tax Set

Name
Minneapolis Combined Rate

Tax Region
Minnesota

| Tax Item Name | Rate | Flat Amount | |
|-----------------|------|-------------|--------|
| Minnesota Tax | 0.07 | \$0.00 | + × |
| Minneapolis Tax | 0.01 | \$0.00 | × |

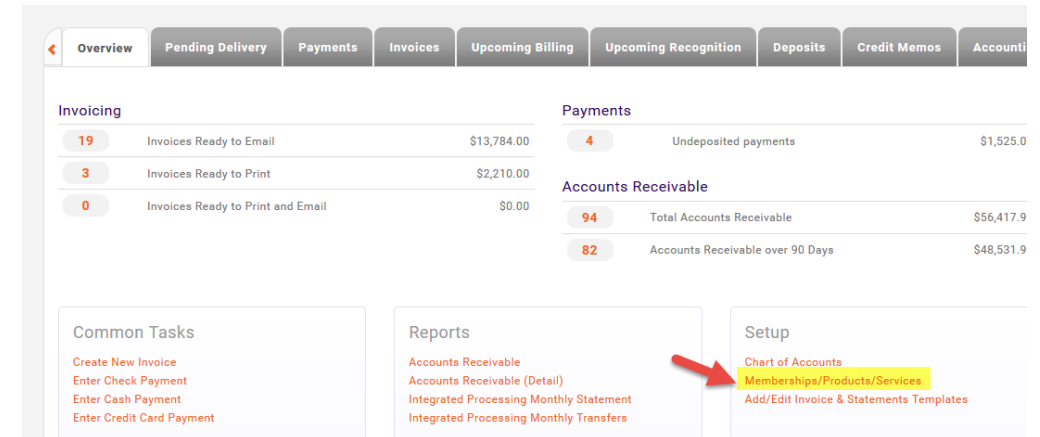
Cancel Done

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](#)



The screenshot displays the 'Overview' tab of the GrowthZone software. The interface is divided into several sections:

- Invoicing:** A table showing the status of invoices. It includes three rows: 'Invoices Ready to Email' (19 items, \$13,784.00), 'Invoices Ready to Print' (3 items, \$2,210.00), and 'Invoices Ready to Print and Email' (0 items, \$0.00).
- Payments:** A table showing payment status. It includes one row: 'Undeposited payments' (4 items, \$1,525.00).
- Accounts Receivable:** A table showing the status of accounts receivable. It includes two rows: 'Total Accounts Receivable' (94 items, \$56,417.9) and 'Accounts Receivable over 90 Days' (82 items, \$48,531.9).
- Common Tasks:** A list of tasks including 'Create New Invoice', 'Enter Check Payment', 'Enter Cash Payment', and 'Enter Credit Card Payment'.
- Reports:** A list of reports including 'Accounts Receivable', 'Accounts Receivable (Detail)', 'Integrated Processing Monthly Statement', and 'Integrated Processing Monthly Transfers'.
- Setup:** A list of setup options including 'Chart of Accounts', 'Memberships/Products/Services' (highlighted with a yellow background and a red arrow), and 'Add/Edit Invoice & Statements Templates'.

Goods/Services

Sample items have been created.

[Back to Setup](#)

Goods/Services

| 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

Name:

Good/Service Type: ← Used when filtering lists in other areas

Product Category: ←

Description:

Product Description: **Note: This text will be shown on Sales Funnel proposals**

Price Period:

Default Price:

Default Quantity:

Accounting Type:

Revenue Recognition Type:

Income Account:

Receivables Account:

Deferred Income Account:

Deposit Account:

Default Revenue Recognition Months:

Voluntary:

Product Tax Category: +

Tax Set:

Is Recurring Fee (vs. one-time):

Invoice Template: **Default will be used unless you select an alternative invoice**

Is Active: **must be checked to show as option on invoice setup**



Thank You!