

GrowthZone - Setting up Your Billing



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

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

System Default Income Account (Revenue) ▼

Default Accounts Receivable Account

System Default Accounts Receivable Account (Current Asset) ▼

Default Discount Account

System Default Discount Account (Revenue) ▼

Default Invoice Template

Invoice.docx ▼

Default Deposit Account

System Default Deposit Account (Current Asset) ▼

Default Deferred Revenue Account

System Default Deferred Revenue Account (Current Liability) ▼

Default Deferred Discount Account

System Default Deferred Discount Account (Current Liability) ▼

Default Invoice Term

Due on Receipt ▼

Save

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 GrowthZone Pay – 1/2 Step process

Step 1 – Fill Basic Information for GrowthZone Pay

Add Payment Gateway  

Note
GrowthZone Pay is not available while in Trial or Demo mode

Type
GrowthZone Pay

Default Gateway Create stored payment profiles by default

Register New Account

Internal Name
GrowthZone Pay Account

Country
-- Select a Country --

Cancel Done

To setup GrowthZone Pay – 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.

Business Name
Marcy's Association Demo

Statement Descriptor (Maximum 22 characters) ⓘ
MARCYS ASSOCIATION DEM

Product Description ⓘ

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 ⓘ

To setup GrowthZone Pay – 2/2 Step process



Business Name
Marcy's Association Demo

Statement Descriptor (Maximum 22 characters) ⓘ
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CVC Failure

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Bank Accounts ⓘ

[+ Add](#)

If any of your goods/services are taxable, to setup your taxes you will need to configure:

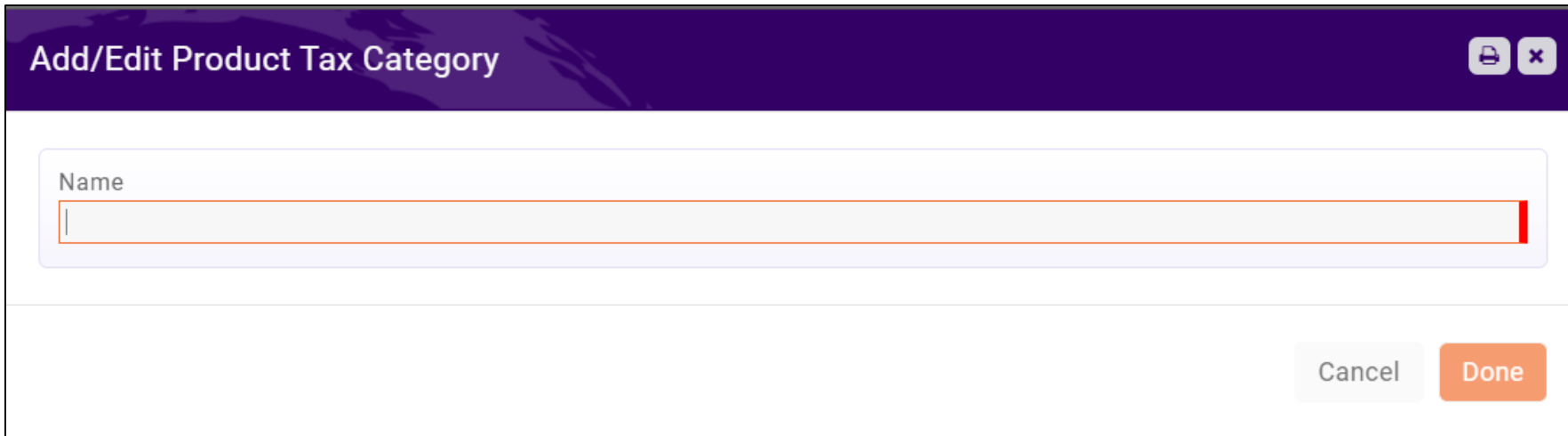
- Product Tax Categories
- Tax Regions
- Tax Rules
- Tax Rates
- Tax Sets

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.)



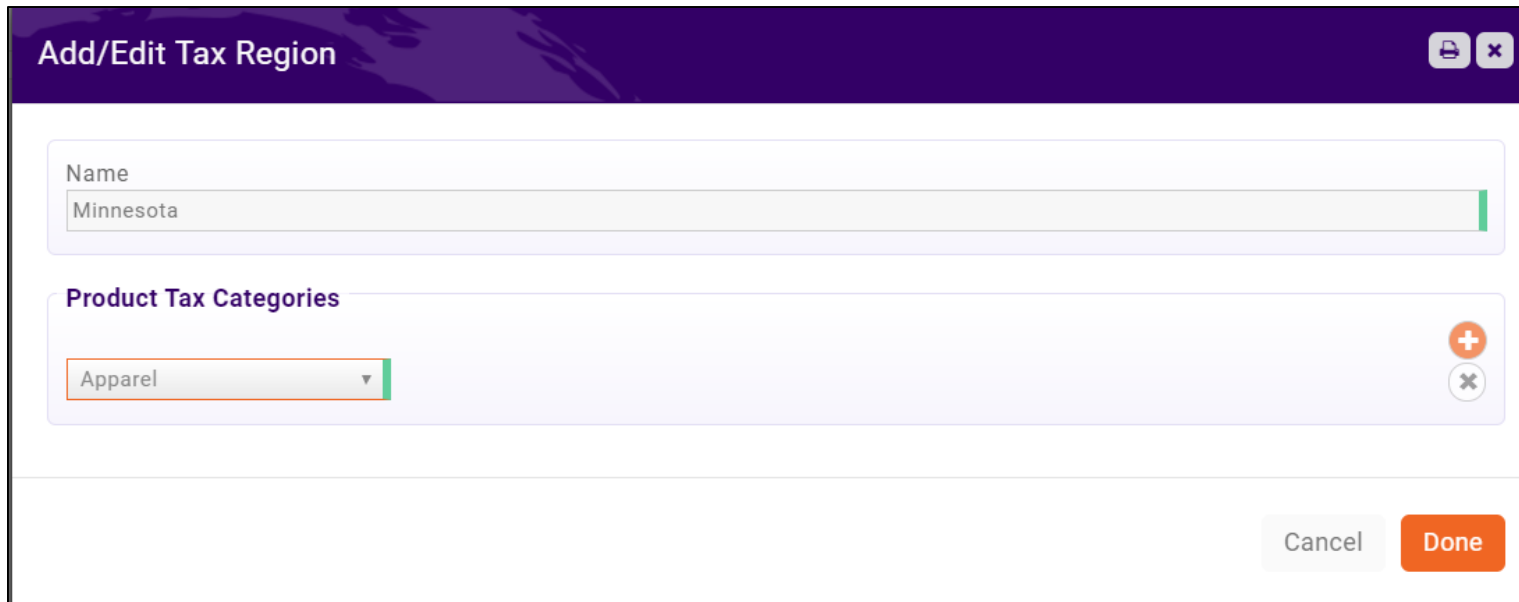
Add/Edit Product Tax Category

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 title "Product Tax Categories" and a dropdown menu showing "Apparel". To the right of the dropdown are two circular icons: a plus sign (+) and a minus sign (-).
- Buttons:** At the bottom right, there are two buttons: "Cancel" (light gray) and "Done" (orange).

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 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	x

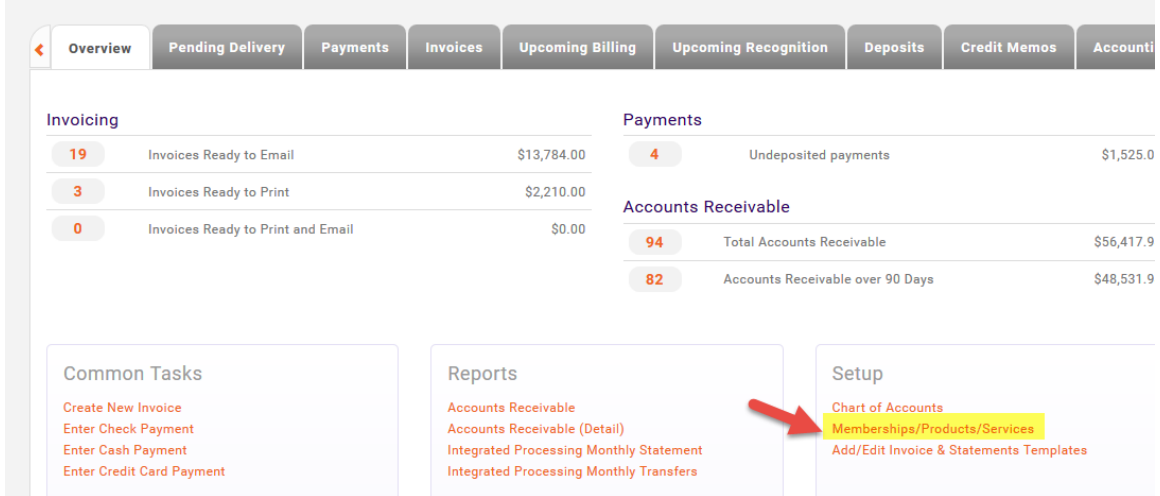
Cancel Done

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 'Billing Overview' page in the GrowthZone software. At the top, there are navigation tabs: Overview (selected), Pending Delivery, Payments, Invoices, Upcoming Billing, Upcoming Recognition, Deposits, Credit Memos, and Accounti. Below the tabs, there are three summary tables:

Invoicing		
19	Invoices Ready to Email	\$13,784.00
3	Invoices Ready to Print	\$2,210.00
0	Invoices Ready to Print and Email	\$0.00

Payments		
4	Undeposited payments	\$1,525.00

Accounts Receivable		
94	Total Accounts Receivable	\$56,417.90
82	Accounts Receivable over 90 Days	\$48,531.90

Below the tables are three main sections:

- Common Tasks:** Create New Invoice, Enter Check Payment, Enter Cash Payment, Enter Credit Card Payment.
- Reports:** Accounts Receivable, Accounts Receivable (Detail), Integrated Processing Monthly Statement, Integrated Processing Monthly Transfers.
- Setup:** Chart of Accounts, **Memberships/Products/Services** (highlighted with a red arrow), 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
Membership

Good/Service Type
Membership

Product Category
General

Description
Default Membership Invoice description

Product Description

Default Membership
Note: This text will be shown on Sales Funnel proposals

Price Period
Annually

Default Price
1200

Default Quantity
1

Accounting Type
Accrual

Revenue Recognition Type
Fully on Invoice Date

Income Account
System Default Income Account (Revenue)

Receivables Account
System Default Accounts Receivable Account (Current Asset)

Deferred Income Account
System Default Deferred Revenue Account (Current Liability)

Deposit Account
System Default Deposit Account (Current Asset)

Default Revenue Recognition Months
12

Voluntary

Product Tax Category
-- select a Product Tax --

Tax Set

Is Recurring Fee (vs. one-time)

Invoice Template
-- select a Invoice Template --

Default will be used unless you select an alternative invoice

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

Used when filtering lists in other areas

Questions?

