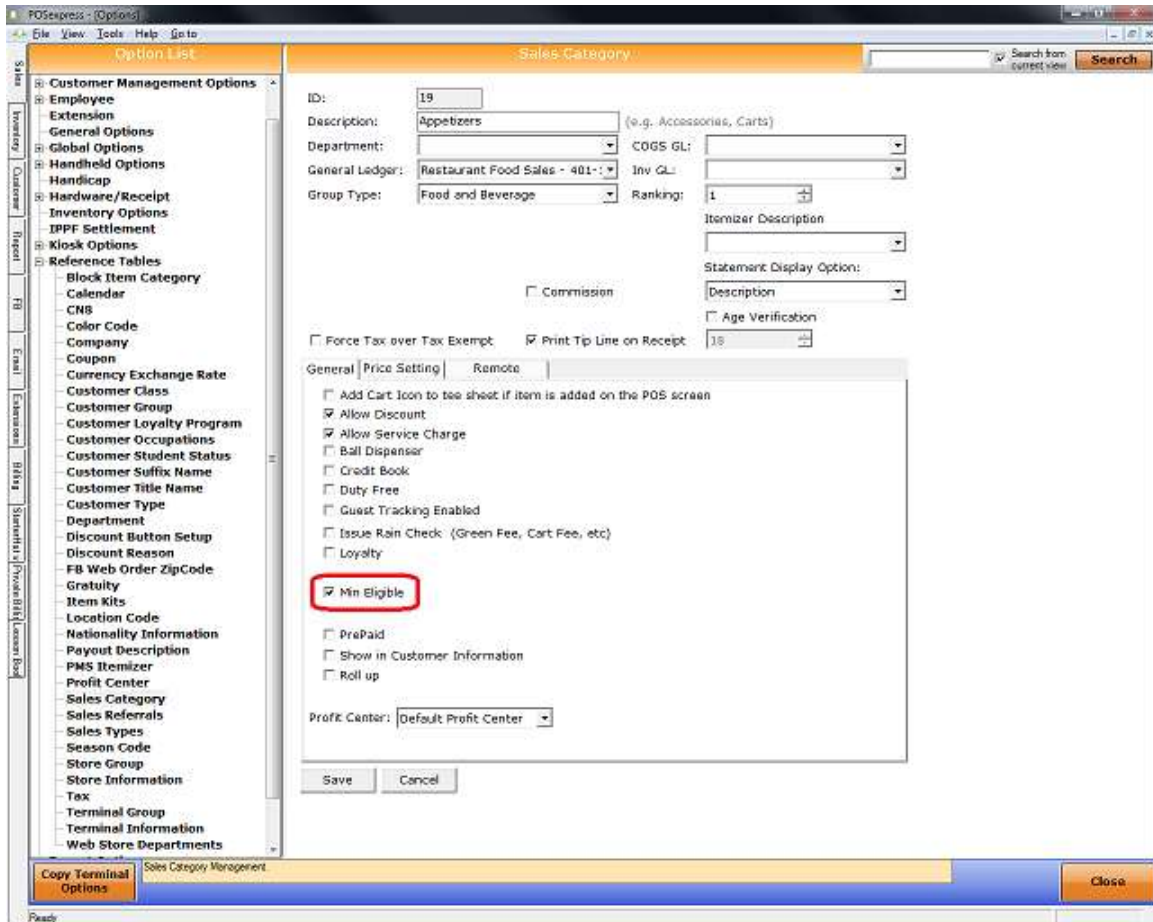# Private Billing Module

Backend Setup:
1. Sales Categories for Minimums, Dues, Assessments, etc
2. Creation of inventory items to be charged – Food Minimums, Food Minimums Credit, Dues, Assessments, etc (all items should have retail price of $0.00)
3. Need to set the sales categories that are calculated for food minimums. This is done by going to **Tools>Option>Reference Tables>Sales Category**. Then open sales category, under General tab, choose the option for **Min Eligible**.

When using the Private Billing module (this even goes for the Elite Billing module), software needs to be setup to post by **Statement Display Option** (**Tools>Option>Sales Option>Sales**). Please keep in mind if this is an existing customer, this option can only be switched between the time they close business on the last day of their billing period and prior to them opening business on the first day of their next billing period.
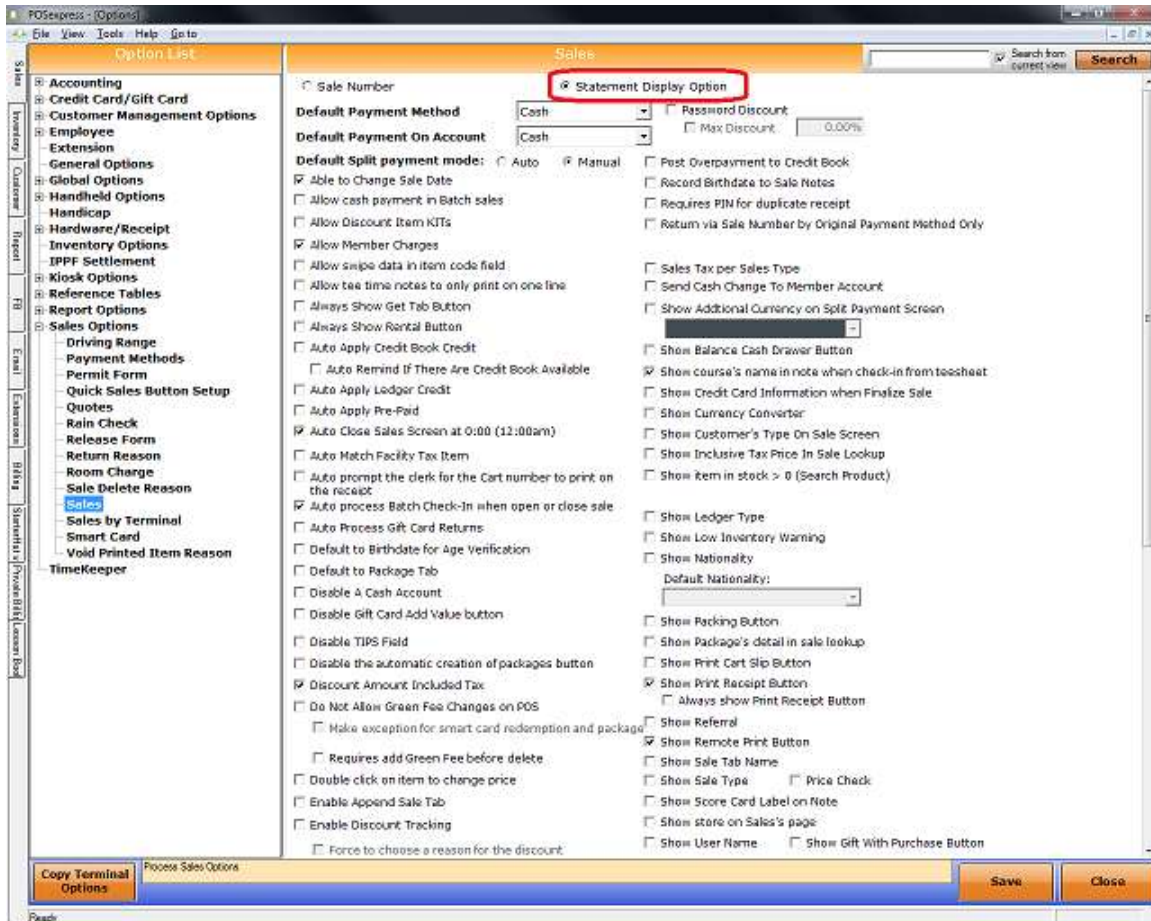
Then you will need to go to each Sales Category to choose the **Statement Display Option** choice of **Category, Location, GL Acct,** or **Description**

    A. **Category** – displays the sales category description
    B. **Location** – displays the location description of the terminal in which the sale was completed on.

        1. The **Use Location** check box needs to be selected in **Tools>Option>Sales**
        2. The **Location Codes** need to be setup in **Tools>Option>Reference Tables>Location Codes**
        3. Specify the location with the terminal in **Tools>Options>Reference Tables>Terminal Information**

C. **GL Acct** – displays the GL Acct Description. Note: GL Acct Description does not need to match the description in the accounting package used by the club.

D. **Description** – displays the description of the inventory item (similar to the Customer Statement w/Details report)
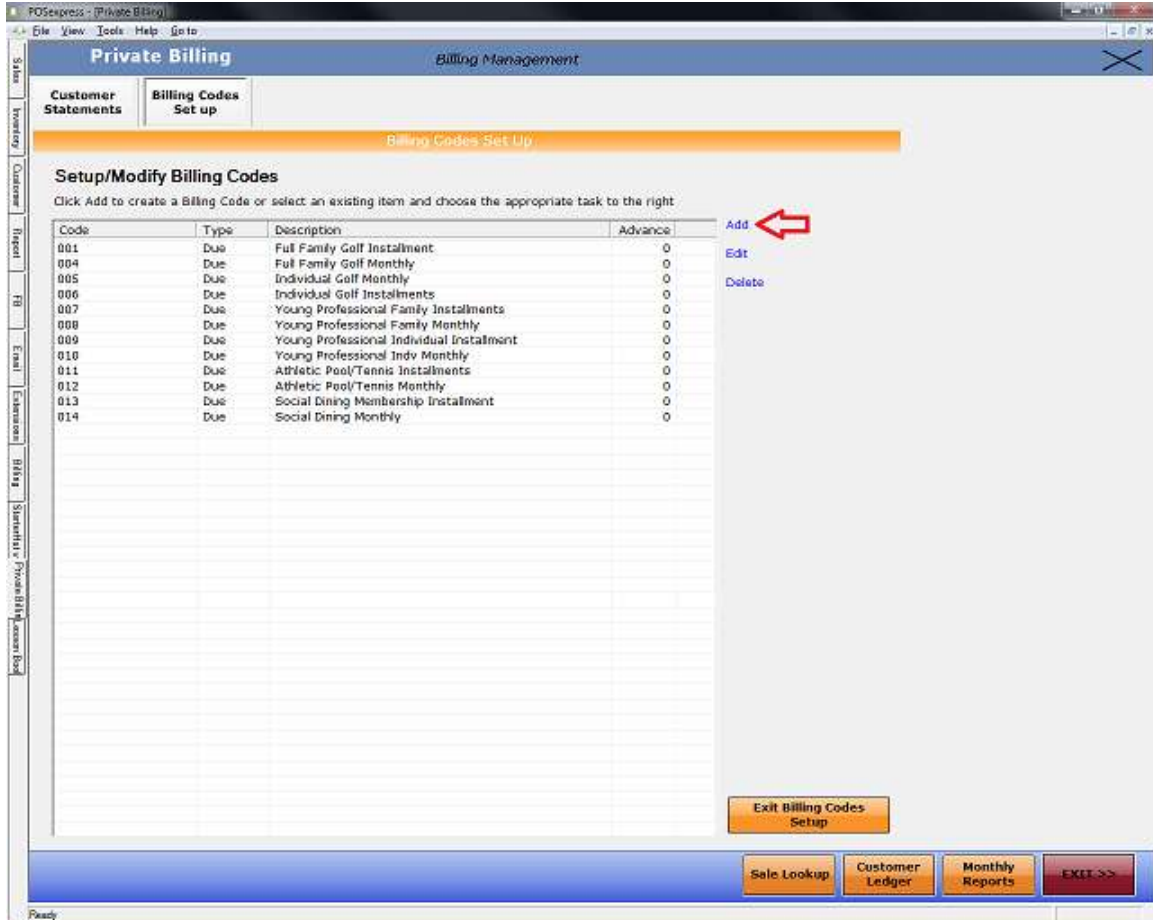
Each sales category can be different. For example, Carts can use **Category**, Sandwiches can use **Location**, and Beer can use **GL Acct**.

How to setup Billing Cycles

1. From the main screen, go to **Private Billing>Setup Billing Codes/Cycles**.
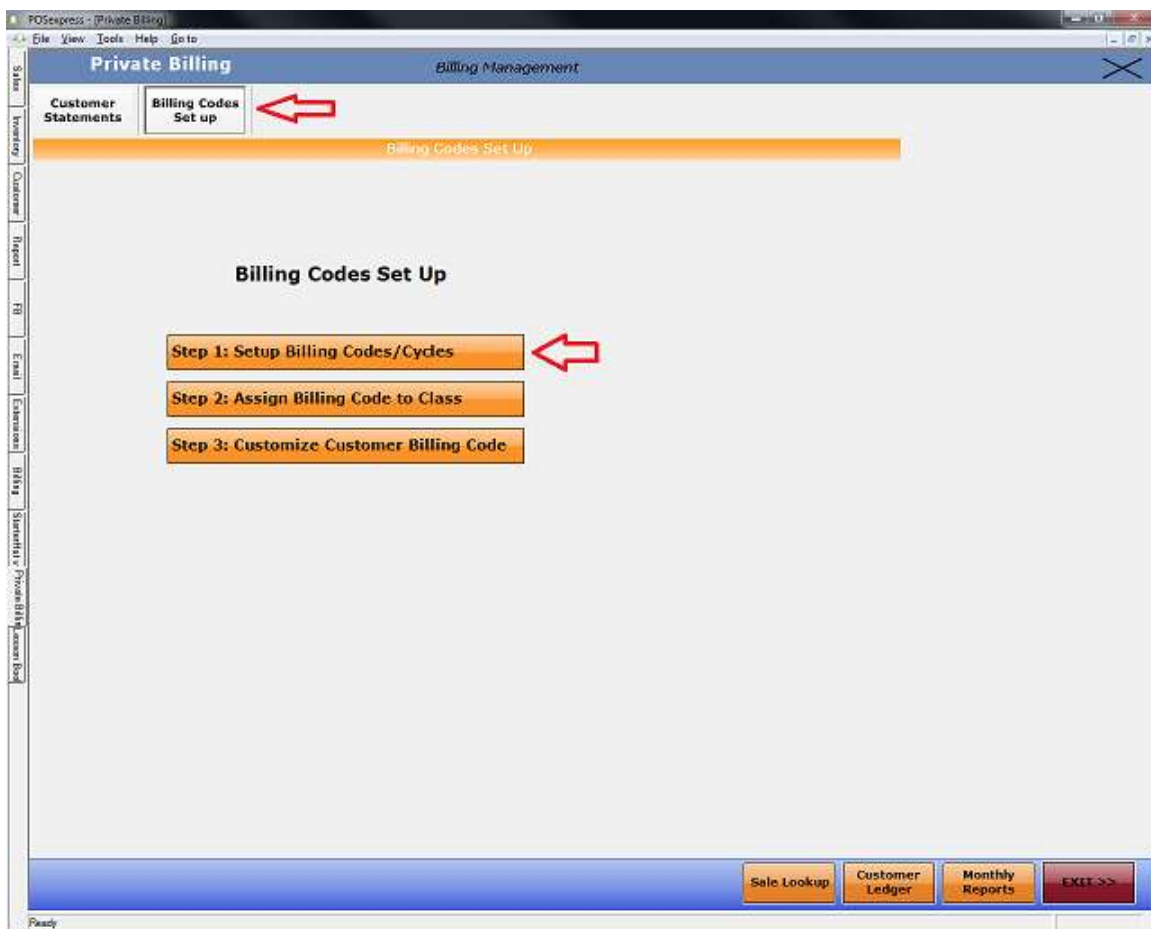
2. Click **Add**

3. Populate the **Billing Code** field
4. Populate the **Billing Description** field
5. Choose the correct **Billing Type** from the drop down list
6. Choose the **Effective Date** of this Billing Cycle
7. Choose the **Item** that you setup in inventory (refer to #2 in the "Things needed to setup Billing Cycles" section above
8. Setup the schedule of the Billing Cycle – either Monthly or Yearly.
9. Insert the Amount. This will be the amount per charge. For example, if the members get charged $25/month, you will enter 25.
10. Choose the Start Day. This is when the system will start calculating the amounts for food minimums.
11. Click the **Add the monthly intervals**. This will automatically populate the table to the right with monthly dates.
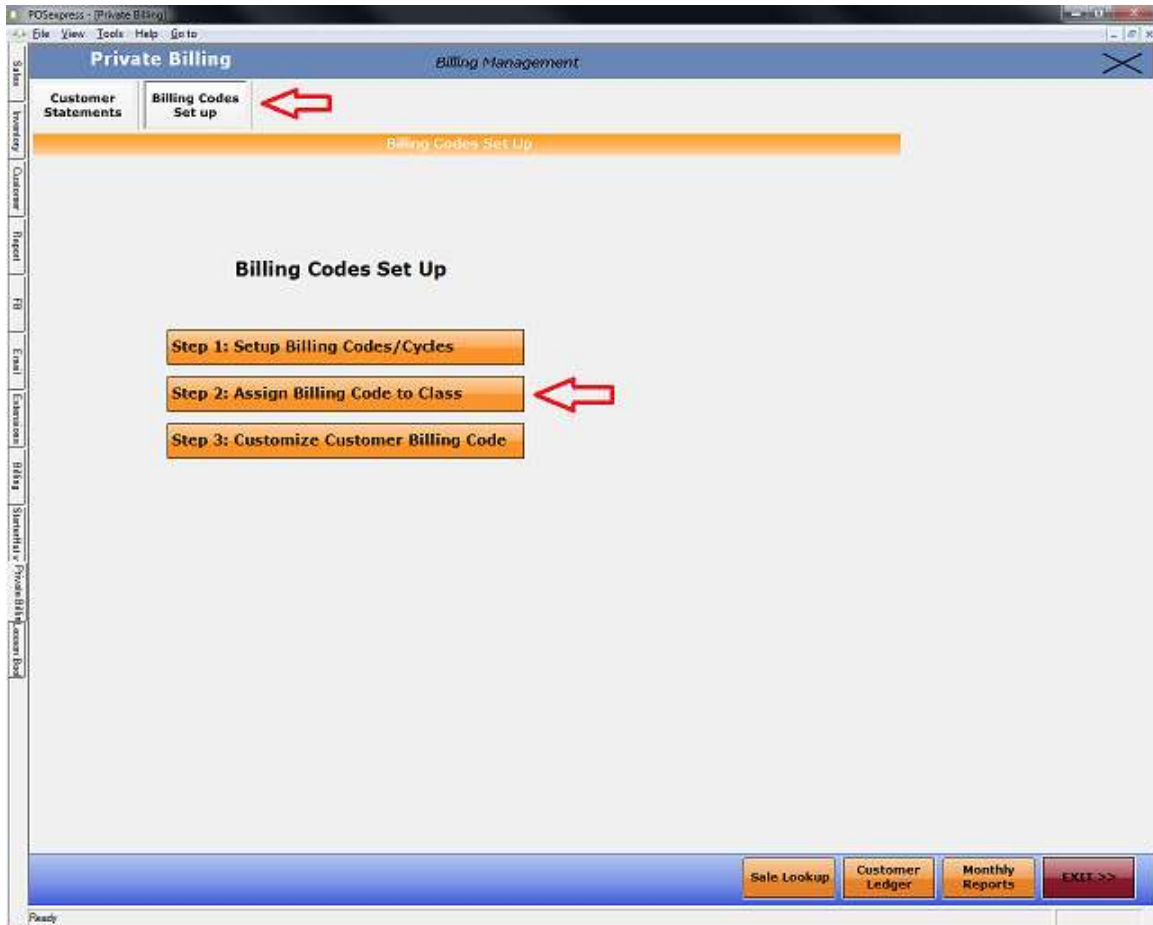12. To create Billing Cycles other than a standard monthly cycle (quarterly, annual, etc.), use the Manual Setup screen to the right.

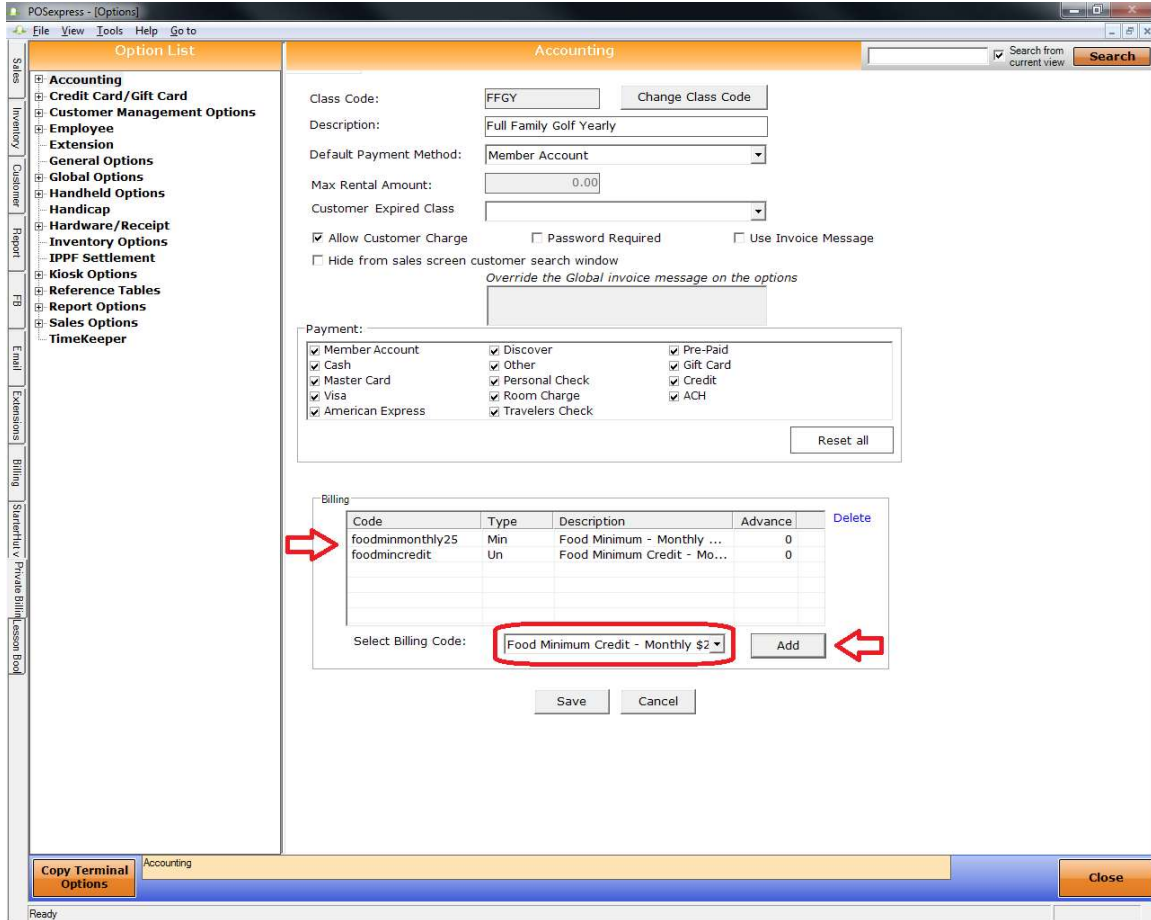13. Click **Save Billing Code** button.

How to assign Billing Codes
1. Go to **Private Billing>Billing Codes Setup>**
   a.) Step 2: Assign Billing Code to Class

b.) Choose a customer class and then select the appropriate Billing Code(s).

**Please Note: You must select Food Minimums Credit if you are selecting Food Minimums.

c.) Step 3: Customize Customer Billing Code – allows you to setup Billing Codes by customer. Go to **Recurring Charges** tab>**Billing Codes** button>then select the appropriate Billing Code(s).
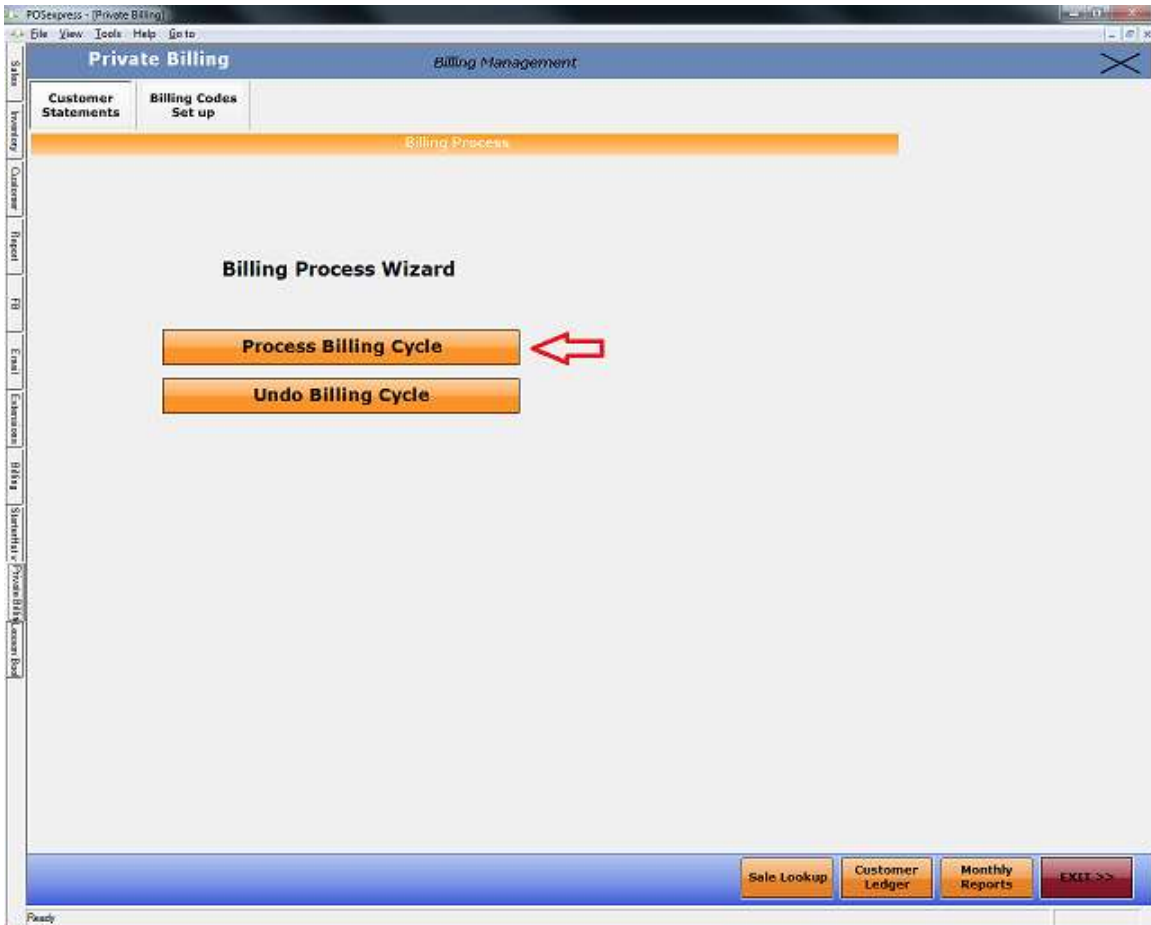
Please Note: You must select Food Minimums Credit if you are selecting Food Minimums.

How to run Billing Cycles

1. Go to **Private Billing>Process Billing Cycle**

2. Select the ending date of the period
   a) Please note, you will need to run a billing cycle for the prior period end date to setup the "buckets" or billing periods.
   b) When running this billing cycle, no items should be charged and Finance Charge needs to be disabled.
3. Click Run Billing Charges
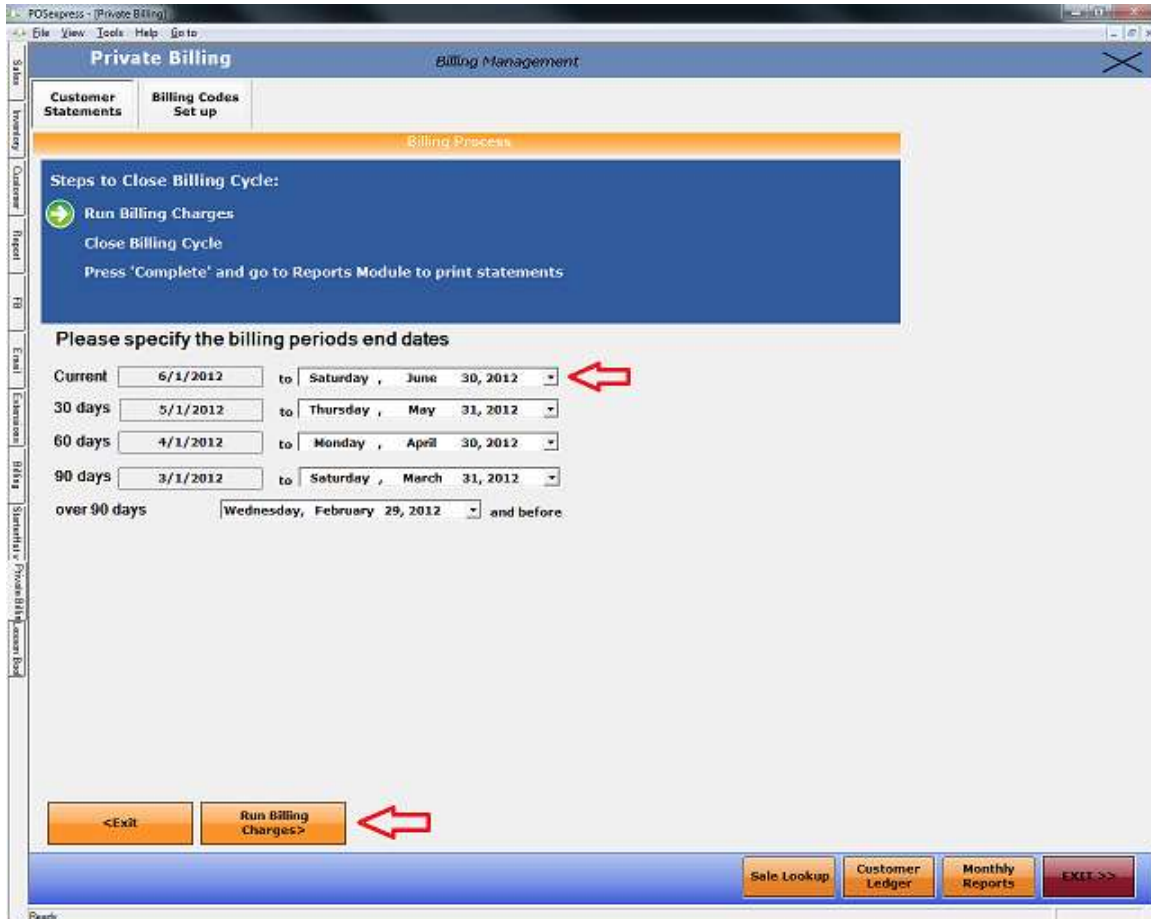
4. Notice at the top, when Run Billing Charges step completes, a green check mark will appear
5. A white arrow in a green circle will tell you what step you are currently on.
6. It will list all Dues, Food Minimums, Food Minimum Credits and Assessments that were charged for the Billing Period you selected in the prior step.
7. If there are any discrepancies or issues, you have the ability to delete all billing charges by clicking on the Delete Billing Charges button in the bottom left hand corner.
8. To continue to the next step, simply click the Close Billing Cycle.
   a) This will lock down the system and will not allow changes to be made, back dated sales, delete sales, etc.
   b) This is now our "Hard Close" within our software.

c) Any changes/adjustments that need to be completed without reopening or deleting out the Billing Cycle, will need to be completed in the next Billing Cycle.
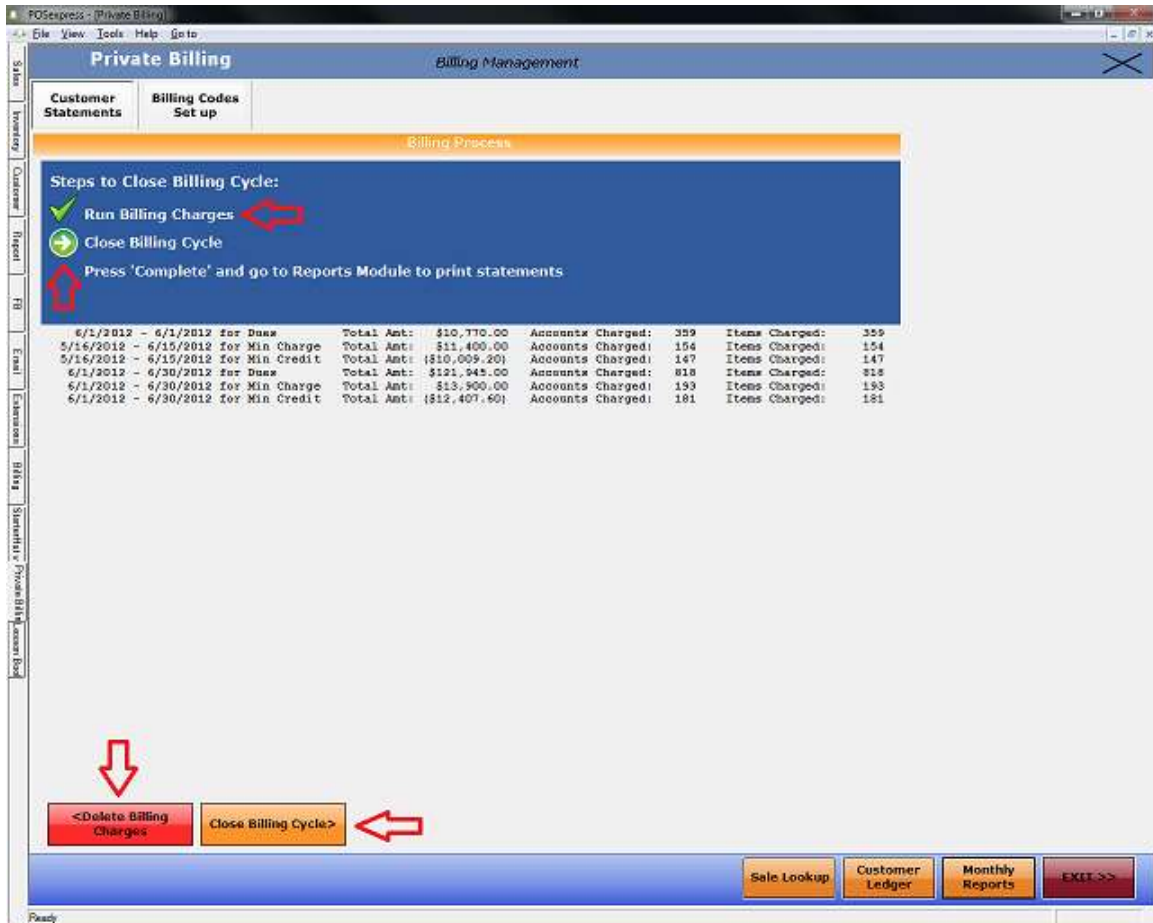
9. Generating statements is when the system creates the monthly "buckets" for aging.

10. Click Complete button to finalize the billing process.
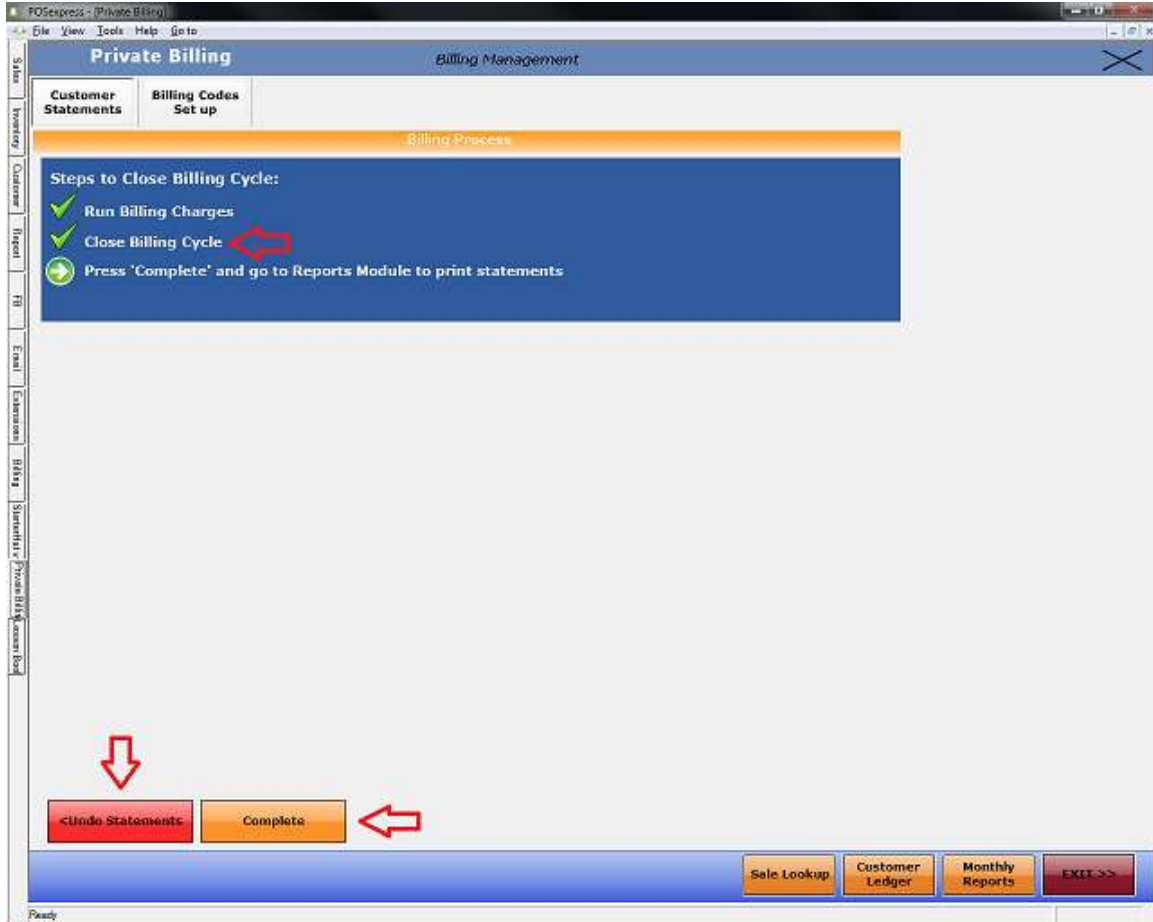
11. You will now have the ability to print reports now

12. Selecting Yes will open up the reports module and take you directly to the monthly tab.
13. Selecting No will take you back to the main Billing Process Wizard page.

14. Note: On this screen it will tell you the last time the Billing Process Wizard was completed. It will also give you the ability to undo the last billing cycle.