



Accounting

Breakout



SUMMIT

Presented by **NOVI** AMS

Map D

Sponsor Introduction



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CAE, CMP
VP Event Solutions &
Community Engagement



mapD
by nextech AR



SUMMIT

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Tradeshows and event solutions that will take your brand to the next level

No special equipment or expertise required!

Scan to learn more



Creating experiences that inspire the world.



Guide your audience via AR navigation through a powerful, no-code spatial computing platform.



All the event planning features you need to maximize booth sales, ticketing and attendee engagement.



Increase exhibitor confidence by helping them visualize and create their own virtual showrooms and booths.



Create and beam holograms to multiple places at the same time - anything is possible!





Accounting Breakout

Agenda

- Review the Mechanics
(10 min)
- Updates Since Last Novi Summit
(35 min)
- Collaborative Q&A
(15 min)





For Associations, By Associations

**For Association Bookkeepers,
by Association Bookkeepers**



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Review the Mechanics

(10 min)



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Review the Mechanics

Novi AMS Accounting

- Two-way, 24/7 sync
- QuickBooks is the System of Record
- Separation of Duties
- Best QuickBooks Training





System of Record

QuickBooks



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Event Registration

Under the Hood

- Event Registration Initiated
- Sales Receipt “Pending”
- Process the Credit Card
- Update the Sales Receipt
- Update Novi





Accounting System of Record

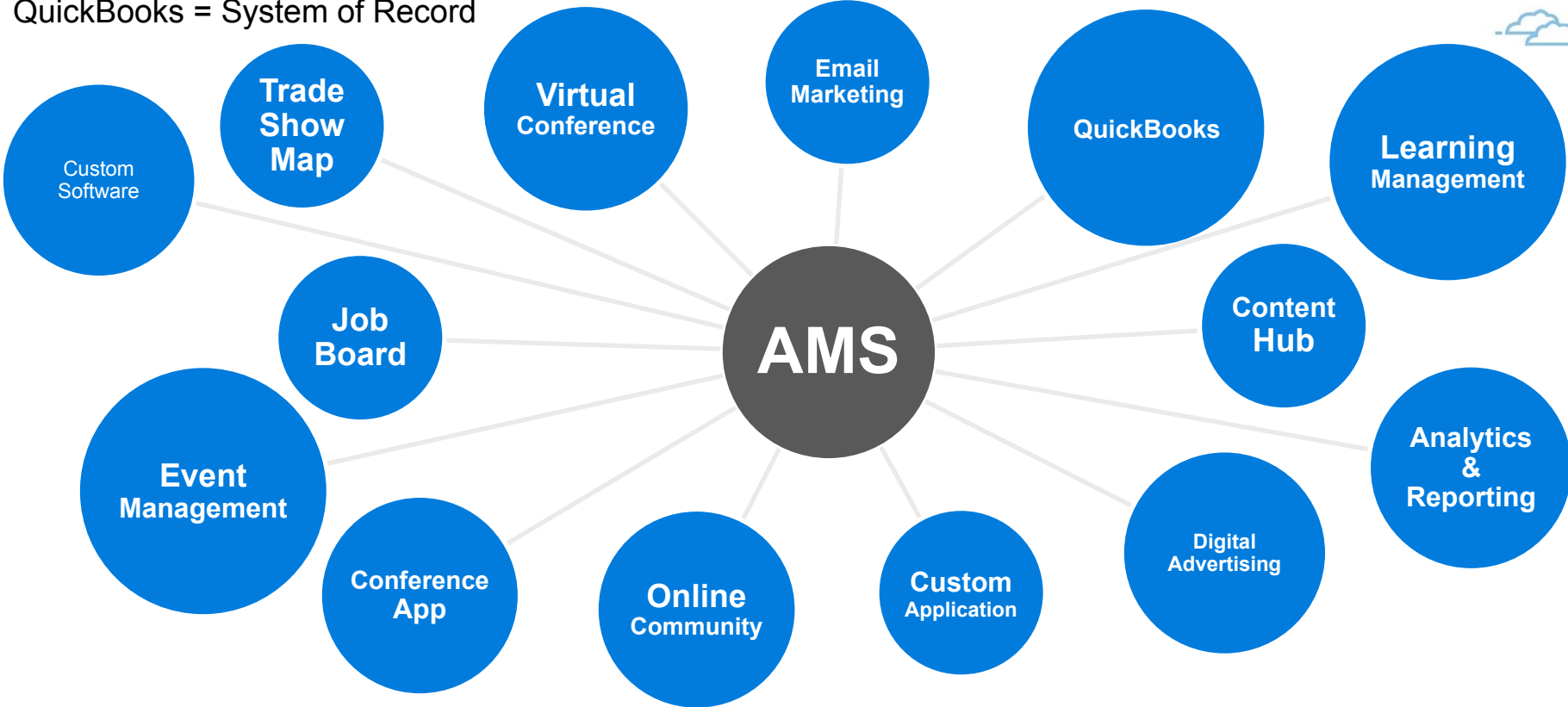
QuickBooks <-> Novi AMS

- QuickBooks Always “Wins”
- Reports & Financials
- Separation of Duties
- Accounting Processes



Digital Ecosystem

QuickBooks = System of Record





Separation of Duties

Novi AMS vs QuickBooks



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Separation of Duties

QuickBooks <> Novi AMS



- Novi Follows the “Rule”



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Separation of Duties

QuickBooks <> Novi AMS

- Novi Follows the “Rule”
- QuickBooks Handles the “Exception”



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Separation of Duties

QuickBooks <-> Novi AMS

- Old School Approach:
Don't touch my books





Separation of Duties

QuickBooks <> Novi AMS

- Old School Approach:
Don't touch my books

- New School Approach:
User Types





Training Resources

QuickBooks <> Novi AMS



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Training Resources

Novi AMS Accounting

- Accounting 101
- “QuickBooks Help”
Help.noviams.com
- QB ProAdvisor Certification
QB Advanced ProAdvisor
- Quickbooks Connect



qb CONNECT



Our ecosystem is growing









Updates Since Last Novi Summit

(35 min)



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Presented by **NOVI** AMS



Easy Proofing

Item & Class Ticket List

Annual Golf Classic 4/21/2023 - 4/21/2023

101 South Garland Avenue Suite 108 | Orlando, FL 32801

Event Contact Jenn Norman

VIEW ON FRONTEND

ACTIVE

New

58 TICKETS SOLD

50 ATTENDEES

30 COMPANIES

80 CAPACITY

Last Updated 3/4/2023 by Meg Palumbo

Attendees | Details | Tickets | Product Add-ons | Promo Codes | Settings

Find a ticket by name



CATEGORY	TICKET	# SOLD	PRICE	PURCHASABLE BY	ACCOUNTING - ITEM	ACCOUNTING - CLASS	ACTION
Sponsors Edit							
	Exhibitor Booth	1	\$2,500.00	Open	Issue 1 Half Page Ad		Edit
	Hole Sponsor	1	\$400.00	Supplier Member	a Basic Product		Edit
	Putting Contest Sponsor	0	\$500.00	Open	a Basic Product		Edit
	Happy Hour Sponsor	0	\$500.00	Open	Ad - 1/2 Page		Edit
Players & Spectators Edit							
	Single Player (Members)	28	\$60.00	Individual Member	a Basic Product		Edit
	Team (Members)	1	\$700.00	Supplier Member	a Basic Product		Edit
	Single Player (Non-Members)	18	\$195.00	Open	a Basic Product		Edit



Easy Proofing

Account & Class

Product List

Product List UPDATED REALTIME [View Products](#) [Add Product](#) View Realtime Updates

[Filter](#) [Clear Filter / View All](#) Print Export Settings

NAME ▲	CATEGORY	MEMBER PRICE	NON-MEMBER PRICE	ACCOUNT	CLASS	SHOWN IN STORE	ACTION
307 - 7-Day Notice of Noncompliance	Bookstore			Stationery & Printing		∅	Edit View Frontend ▼
Abstract Submission	Forms & Documents	\$0.00	\$0.00	Supplies		✓	Edit View Frontend ▼
Active Offline Product	Products					∅	Edit View Frontend ▼
Ad - 1/2 Page	Advertising Sales: Conference Directory Ads	\$250.00	\$250.00	Advertising	Dues	✓	Edit View Frontend ▼
Ad - 1/4 Page	Advertising Sales: Conference Directory Ads	\$50.00	\$50.00	Advertising	Dues	✓	Edit View Frontend ▼
Add Additional Tables	Sponsorship Opportunities	\$500.00	\$500.00	Services		✓	Edit View Frontend ▼
Add Cocktail Rounds	Sponsorship Opportunities	\$75.00	\$75.00	Dues & Subscriptions		✓	Edit View Frontend ▼

Optional Dues Rules

Member Opt Out

Edit Dues Rule

ACTIVE

Dues Formula

100

Prorated Dues OFF

Limits (Optional)

Minimum Amount

Maximum Amount

Optional ON

Allow members to remove optional dues items from invoices when paying via a smart invoice

Accounting


* Item

Class

Cancel Audit Log Save & Close

Optional Dues Rules

Member Opt Out

Description	Qty	Amount
Windermere Apartments	Split from Invoice & Bill to Member	
Dues Windermere Apartments: Required Dues	1.00	\$50.00
Dues Windermere Apartments: A required fee for renewing members	1.00	\$100.00
Windermere Apartments: Optional Dues	1.00	 \$100.00
Donations - General Windermere Apartments: A general donation	1.00	\$50.00



Optional Dues Rules

Member Opt Out

Association of
workarounds

Invoice - #865

M Resources

2/01/2022

2/01/2022

	Qty		Amount
(new)	1.00		\$120.00
on ecacy Donation	1.00		\$25.00
dd On	1.00		\$50.00

Features System Pag

We are unable to process this request because the accounting period has closed. Please contact staff to remove this item.

OK

Visa (...1111)
Meg Palumbo Exp. C

+ New Credit/Debit Card

AUTO-PAY FUTURE MEMBERSHIP RENEWAL

Pay Invoice Now



Optional Dues Rules

Accounting Options

- Deletes the line item from the invoice

For most organizations, this is the most appropriate approach. It is the simplest option for members and staff.

- Leaves the line item on the invoice and creates an offsetting credit memo to nullify the optional dues rule.

This will be more advanced accounting but ultimately more complete. On QuickBooks invoices, optional dues that are removed will remain on the invoice, and a partial payment will be recorded using a credit memo. Re-calculation will not be available for invoices where an optional dues rule has been removed.



Credit Memo Date

Dues & Events

As an admin, I'd like date of the credit memo to fall in the same accounting month/year as the invoice when issuing an event cancellation

 Attach

 Create subtask

 Link issue



Description

A/C:

- Credit memos for event cancellations would be dated with the following rule:
 - If the invoice transaction date is in the future, then match that date
 - If the invoice transaction date is in the past, then use today's date (as we do today)



Credit Memo Quantity & Rate

As an association admin (CLOC, Dominica) when a credit memo or refund is issued, I want the quantity and sales price (or rate) to be populated (not null) so my financial reports in QBO are accurate.

 Attach  Create subtask  Link issue  

Description

AC:

- When creating a Credit Memo or Refund in Novi, populate values for Quantity and Rate/Price (just like we do for Invoices and Sales Receipts) so the items are not blank when viewing in QuickBooks Online.
 - Currently these values are null and we're just adding the final value.

Done   Done

Details

Assignee

 Pete Zimek

Task Lead

 Justin Stolle

Reporter

 Jaime Morgan



Help

Service Date on Line Items

Account and Settings

Company	Sales form content	Preferred invoice terms	Due on receipt	
Billing & subscription		Preferred delivery method	Send later	
Usage		Shipping	Off	
Sales		Custom fields	Off	
Expenses		Custom transaction numbers	Off	
Payments		Service date	On	
Time		Discount	Off	
		Deposit	On	
		Accept tips	Off	
		Tags	Off	

Invoice #8656

Member [?]

2M Resources

Member email [?]

bill.alexander@bluesprucepartners.com,bill

Cc/Bcc

This customer is not tax exempt

Send later [?]

Service Date on Line Items

#	SERVICE DATE	PRODUCT/SERVICE [?]	DESCRIPTION	QTY
1	01/01/20XX	Annual Donation	Optional Advocacy Donation (Dues Rule)	1
2	01/01/20XX	Dues	Annual Dues (renewal)	1
3				

Add lines

Clear all lines

Add subtotal

Message on invoice

Thank you for your support!



Service Date on Line Items

Sales by Product/Service Detail Report

[Back to report list](#)
Report period

This Month-to-date | 01/01/2019 to 01/29/2019

Rows/columns | Accounting method

Group by: Product/Service | Cash | Accrual |

Sort | Add notes

Another plus account123

SALES BY PRODUCT/SERVICE DETAIL
January 1-29, 2019

DATE	TRANSACTION TYPE	NUM	CUSTOMER	MEMO/DESCRIPTION	QTY
4501225693					
01/22/2019	Invoice	3544	1111		1.00
01/22/2019	Invoice	3545	1111		1.00
Total for 4501225693					2.00
Boxes					
01/01/2019	Invoice	3521	Main Customer		1.00
Total for Boxes					1.00
Sample Item					

- Amount
- Balance
- Department
- Class
- Product/Service
- SKU
- Taxable
- Create Date
- Created By
- Last Modified
- Last Modified By
- Account
- Ref #
- Sales Rep1
- Sales Rep2
- Ship Date
- Ship Via
- Tracking #
- Payment Method
- Service Date
- Client/Vendor Me

6



Transaction Dates for Event Categories

Edit Event Category

ACTIVE



Accounting

Department

Select a department

Invoice Due Date

Standard Payment Term

Based on Event Date

Select a payment term

Transaction Date

Date of Purchase

Based on Event Date

Invoices not Sent
or Printed

Daily Digest Alert

Settings

Alerts

Association

Communication

Blog

Membership

Events

Ecommerce

Static Content

QuickBooks

Integrations

Analytics/Scripts

Classes

Require classes for entities linked to QuickBooks

Invoicing Privileges
(Public Facing Site)

- Companies & People
- Companies Only
- People Only
- Current User Only
- None

Alerts

Notify association staff via the Daily Digest if an invoice has not been sent or printed in days

Overdue Invoices

Prohibit invoice privileges for any customer that has a

days overdue balance of more than
\$.

[Clear setting](#)

Credit Cards

Credit card payment limit Do not accept credit card payments over this amount by non-admins.



QuickBooks Bundles

“Bundles, not assemblies”

	#	PRODUCT/SERVICE ?	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
☰	1	Gift Basket	Your customer won't see any of the items in this bundle	1	130	130.00		🗑️
☰		Basket		1	15		✓	🗑️
☰		Chocolate		2	5		✓	🗑️
☰		Wine		1	45		✓	🗑️
☰		Cheese		5	12		✓	🗑️



Accounting Data in Lists

ATTENDED	FULL NAME	COMPANY	PAYMENT STATUS	GROSS REVENUE	DISCOUNT	NET REVENUE	TICKET TYPE	DATE
✓ ∅	Sydney Jamieson	Novi AMS	Paid Sales Receipt #3610	\$195.00	\$0.00	\$195.00	Single Player (Non-Members)	3/2/2023
✓ ∅	Charles Stanisce	Novi AMS	Unpaid: \$255.00 Invoice #3608	\$195.00	\$0.00	\$195.00	Single Player (Non-Members)	3/1/2023
✓ ∅	Sydney Jamieson	Novi AMS	Paid Sales Receipt #3607	\$195.00	\$0.00	\$195.00	Single Player (Non-Members)	3/1/2023
✓ ∅	Meg Palumbo	Harmony Schools	Unpaid: \$60.00 Invoice #3606	\$50.00	\$0.00	\$50.00	Spectator	3/1/2023

Accounting Data in Lists

Product Add-ons | Promo Codes | Settings Save

Filter ▼ Clear Filter / View All View By Registration Detail ▼ +

NY	PAYMENT STATUS	GROSS REVENUE	DISCOUNT	NET REVENUE	TICKET
MS	Paid Sales Receipt #3610	\$195.00	\$0.00	\$195.00	Single (Non-Membe
MS	Unpaid: \$255.00 Invoice #3608	\$195.00	\$0.00	\$195.00	Single (Non-Membe
MS	Paid Sales Receipt #3607	\$195.00	\$0.00	\$195.00	Single (Non-Membe
y	Unpaid: \$60.00 Invoice #3606	\$50.00	\$0.00	\$50.00	Specta
MS	Unpaid: \$710.00 Invoice #3605	\$700.00	\$0.00	\$700.00	Team (Memb
	Unpaid: \$710.00 Invoice #3605	\$700.00	\$0.00	\$700.00	Team (Memb
	Unpaid: \$710.00 Invoice #3605	\$700.00	\$0.00	\$700.00	Team (Memb
	Unpaid: \$710.00 Invoice #3605	\$700.00	\$0.00	\$700.00	Team (Memb

Available Columns

- > Attendee Details
- > Event Custom Fields
- > Member Data
- > Contact Information
- > Personal Info
- > Related Records
- > Member Custom Fields
- > Activities & Engagement
- ▼ Accounting
 - Open Balance
 - Overdue Balance
 - Open Dues Balance
 - Overdue Dues Balance
 - Billing Notes
- > Purchaser
- > User Account
- > System

Member Data in Accounting Lists

Transactions

UPDATED REALTIME [View Realtime Updates](#) [Receive Payment](#)

Needs Action

Unpaid

Paid

40
INVOICES NOT SENT OR PRINTED

\$9,812
59 OPEN INVOICES

\$13,427
50 OVERDUE

\$23,079
32 PAID LAST 30 DAYS

Batch actions Filter

<input type="checkbox"/>	DATE	TRANSACTION TYPE	NO.	NAME	DUE DATE	BALANCE	TOTAL	STATUS
<input type="checkbox"/>	1/1/2025	Dues Invoice	3402	Novi AMS	1/30/2025	\$0.00	\$850.00	Paid
<input type="checkbox"/>	11/16/2024	Dues Invoice	3367	Bluestar, Inc.	12/31/2024	\$0.00	\$670.00	Non-Renew
<input type="checkbox"/>	11/16/2024	Credit Memo	3372	Bluestar, Inc.		\$0.00	\$670.00	Closed
<input type="checkbox"/>	1/2/2024	Dues Invoice	2917	18 Watercrest	2/16/2024	\$0.00	\$720.00	Non-Renew
<input type="checkbox"/>	1/1/2024	Dues Invoice	2662	123 Simplicity Co.	1/30/2024	\$0.00	\$650.00	Paid
<input type="checkbox"/>	1/1/2024	Dues Invoice	3401	Novi AMS	1/30/2024	\$0.00	\$850.00	Paid
<input type="checkbox"/>	12/31/2023	Dues Invoice	3571	24 Hour Protection Services	1/30/2024	\$0.00	\$2,250.00	Paid
<input type="checkbox"/>	11/16/2023	Dues Invoice	3518	Griffin	12/31/2023	\$200.00	\$200.00	Open
<input type="checkbox"/>	11/16/2023	Dues Invoice	3366	100% Chef	12/31/2023	\$0.00	\$670.00	Paid

Available Columns

- Transaction Details
- Member Data
- Contact Information
- Personal Info
- Related Records
- Member Custom Fields
- Activities & Engagement
- Accounting
- User Account
- System

Rows

Transactional Emails "From"

Settings

Alerts
Association
Communication
Blog
Membership
Events
Ecommerce
Static Content
QuickBooks
Integrations
Analytics/Scripts

Transactional emails

Default Email Address for Transactional Emails If you need this changed, please [contact Novi support](#).

info@aonw.com

Designate Transactional Email Addresses by Department

If any of the fields below are left blank, the system will rely on the default email address displayed above.

Website User Management "From" Sender Address

Website User Management "From" Sender Name

Website User Management "Reply to" Address

Membership "From" Sender Address

Membership "From" Sender Name

Membership "Reply to" Address

Events "From" Sender Address

Events "From" Sender Name

Events "Reply to" Address

Ecommerce "From" Sender Address












Ecommerce "From" Sender Name





Member Compass


View, Print & Pay


Member Compass™


-  Dashboard
-  Pay Balance
-  Account History**
-  My Events
-  My Orders
-  Profile
-  Login & Password
-  Payment Methods
-  Company
-  People
-  Logout

 Batch actions

SORT BY Open Invoices 

<input type="checkbox"/>  Event Invoice - #3608			OPEN
BILLED TO Novi AMS	TOTAL \$255.00	BALANCE \$255.00	Pay View & Print
DATE 03/01/2023	DUE DATE 03/15/2023		

<input type="checkbox"/>  Event Invoice - #3602			OPEN
BILLED TO Melisa Smith	TOTAL \$70.00	BALANCE \$70.00	Pay View & Print
DATE 02/27/2023	DUE DATE 03/13/2023		

<input type="checkbox"/>  Product Invoice - #3560			OVERDUE
BILLED TO Novi AMS	TOTAL \$750.00	BALANCE \$750.00	Pay View & Print
DATE 01/18/2023	DUE DATE 01/18/2023		



Member
Compass

View, Print &
Pay

Event Invoice - #3608

Bill To Novi AMS
Invoice 03/01/2023
Date
Due Date 03/16/2023

Description	Qty	Amount
a Basic Product Single Player (Non-Members) (Charles Stanisce)	1.00	\$195.00
Donation	1.00	\$50.00
Invoice Fee	1.00	\$10.00
Invoice Convenience Fee		

Total: \$255.00

Balance \$255.00


Due:

Memo

Annual Golf Classic: 4/21/2023

Payment

Visa (...1111) Exp. 02 / 2023 
Test Testing

+ New Credit/Debit Card 

[Pay Invoice Now](#)

[Download PDF](#)



Custom Message

Ecommerce Transactions

Accounting

Invoice Convenience Fee

\$

Department

Payment Terms

Message Displayed On Product Invoices



Custom Message

Event Transactions

Accounting

Invoice Convenience Fee

\$ 10.00

* Invoice Fee Item

Miscellaneous: Invoice Fee

Invoice Fee Class

Advocacy

Message Displayed On Event Invoices



Default Billable Party for Dues

Supplier Member

Details

Dues Rules

Member Benefits

Product Add-ons

Renewal

Settings

General

Signup Details

- Allow Frontend Registration
- Require Credit Card Payment On Frontend Signups & Renewals

Signup Process

These settings grant additional control to admin users. They also can drastically increase staff workload. Please think carefully before enabling these options.

- New Members Require Admin Approval
- Require Application Before Processing Dues

Dependent On

Dependent membership types require another tree.

- Company Member (Seats)
- Honorary Lifetime Member
- Individual Member
- Limited Company Member

Accounting

Default Billable Party for Dues

Member Itself

Default Billable Party for Dues



 **Novi AMS**   

13506 Summerport Village Parkway, STE 805 | Windermere, FL 34786 | United States

SUPPLIER MEMBER



MEMBER UNTIL 12/31/2023

Primary [Sarah O'Brien](#) 

Billing [Melisa Smith](#) 

 [VIEW ON FRONTEND](#)

 Last Updated 2/23/2023 by [Qui](#)

[Timeline](#)

[Transactions](#)

[Events](#)

[Groups](#)

[People](#)

[Sub Companies](#)

[Details](#)

[Settings](#)

Website Visibility

- Hide on Website
- Hide Contact Information on Website
- Hide Address on Website
- Display in Sponsors Section of Home Page
- Featured Directory Listing

Renewals

Default Billable Party for Dues Override

Follow the Member Type Default 

SUMMIT

Presented by 



QuickBooks Security Review

- Real-time scan of uploaded files
- Updated password requirements
- MFA



Revenue Recognition

QuickBooks Online Advanced

Invoice

Project: Abercrombie, Kristy | Email: kristy@sample.com | Online payments: ON Cards, ON Bank transfer, OFF Tips

Billing address: Mrs. Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore, CA 94326 | Terms: Net 15 | Invoice date: 11/09/2022 | Due date: 11/24/2022

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION
1	11/09/2022	Yearly Lawnmowing Membe...	Yearly lawnmowing charg
2			

Buttons: Add lines, Clear all lines, Add subtotal

Message displayed on estimate: You'll receive a 10% discount if paid with cash.

Buttons: Cancel, Clear, Print check, Order checks

Revenue Recognition

Product/service: #1 Yearly Lawnmowing Membership

Schedule: Service interval: Months, Service duration: 12

Recognition date	Liability account	Amount Recognized	Income account
11/29/2022	\$1100.00	\$100.00	\$100.00
12/30/2022	\$1000.00	\$100.00	\$200.00
01/30/2023	\$900.00	\$100.00	\$300.00
02/27/2023	\$800.00	\$100.00	\$400.00
03/30/2023	\$700.00	\$100.00	\$500.00
04/29/2023	\$600.00	\$100.00	\$600.00
05/30/2023	\$500.00	\$100.00	\$700.00
06/29/2023	\$400.00	\$100.00	\$800.00

Buttons: Cancel, Save



2023 Look-Ahead Product Sales Data in Novi

Product Sales Detail Report
Sales data from QuickBooks combined with Membership Details from Novi AMS.

Report Period: Last 3 Years | 8/23/2019 to 8/22/2022 | Accounting Method: Accrual

Member Types: All Member Types | Members: All Members | Items (Products & Services): All Items (Products & Services)

ITEM (PRODUCT/SERVICE)	DATE	MEMBER	MEMBER TYPE	MEMBER STATUS	QTY	SALES PRICE	
ABC Product					2.00		
	08/03/2022	Abaco Key	Apartment Community Member	Prospect	1.00	45.00	
	03/02/2022	ILS Network	Supplier	Current	1.00	30,000.00	
XYZ Product					4,322.00		
	08/05/2022	Russ Webb	Core Four	Current	4,321.00	10.00	
	08/03/2022	MSAE	Regular Member Type Long Name	Current	1.00	2,000,000.00	
	03/02/2022	A Much Longer Company Name	Regular Member Type Long Name	Expired	1.00	54,321.00	
	01/18/2022	Sample Customer Name	Regular Member Type Long Name	Non-Member	-1.00	-100.00	-100.00

Member Data

Member

Member Type

Member Status

Billing Address

Shipping Address

Phone

Email

> Member Custom Fields

> Accounting Data

Rows: 50



Collaborative Q&A

Until 2pm



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THANK YOU TO OUR 2023 SPONSOR PARTNERS



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