



## PROGRAM DETAILS

For most inter/national headquarters, successful accounts receivable management takes up too much valuable staff time. Compass Billing reduces the time your staff spends assessing charges, creating bills, entering checks and collecting from chapters.

Compass Billing provides an easy way to send invoices to your chapters for dues and fees they owe your organization. Whether you have per-chapter charges, per-member charges, or both, Compass Billing allows you to generate and email statements to the appropriate contacts for chapter-related charges. Compass Billing also provides visibility and transparency to chapter leadership online through Vault along with online payment options.

## PROGRAM BENEFITS

- New member and Initiation fees can be automatically assessed to the chapter when members are added or reported through Vault.
- Charges can be scheduled for automatic assessment or quickly added to an individual chapter or across all or a subset of chapters.
- Defined chapter contacts receive automatic notification when new invoices are posted to their chapter account.
- Electronic statements are automatically generated and sent to all billing contacts, as defined by you, on a monthly basis.
- Complete transparency. Chapter officers and alumni advisors can access the chapter's current balance, balance due, statement of account and all previous statements through Vault at their convenience.
- Chapters can submit payment anytime through Vault using an electronic check, credit card, or via ACH using their Bill Pay fund depending on the options you choose to allow.
- Establish and easily control and monitor chapter payment plans for past due balances.
- Late fees can be customized and automated based on chapter account statuses.
- Statement messages can easily be added to appear on chapter statements.
- Easy to understand, comprehensive reporting provided for export into your accounting system.
- Chapter payments can be automatically applied to the oldest transactions or you can elect to review and post payments to invoices manually.

## INSIDE COMPASS BILLING

**Sample Statement Image:**

**TRANSACTIONS**

Date	Type	Description	Amount
06/30/2014		Ending Bal. Last Statement Period	\$0.00
		Balance Due on 06/30/2014:	\$0.00
		Current	\$0.00
		1st 30 Days	\$0.00
		31 - 60 Days	\$0.00
		61 - 90 Days	\$0.00
		90+ Days	\$0.00
		Total Outstanding	\$0.00

**Chapter Account Summary inside Vault:**

**Kappa Alpha Order - Gamma Mu**

Balance Due (07/01/2014) \$835.42 **PAY NOW**

Last Statement Balance (06/30/2014) \$835.42 [View Statement](#)

- Payments since last statement \$0.00 [Recent Activity](#)

+ Credits since last statement \$0.00

+ Debits since last statement \$0.00

**Current Balance \$835.42**

**Gamma Mu Billing Summary**

**Aging Detail as of 07/21/2014**

Current	\$0.00
1 - 30 Days	\$0.00
31 - 60 Days	\$835.42
61 - 90 Days	\$0.00
90+ Days	\$0.00
<b>Total Outstanding</b>	<b>\$835.42</b>