

How do I enter multiple payments for Dues & Billing?

Michael C. - 2021-02-23 - Dues & Billing

You can enter multiple payments in Dues & Billing by using the **Multiple Payments** page. This will save time if you have multiple payments to enter. You would enter payments in Dues & Billing if you received cash or check as payment. To learn more about this page please follow the steps below:


1. Please login to ClubRunner by going to the Club's website and click on the link near the top right called **Member Login**.
2. After you login, please click **Member Area** near the top right.
3. In the top blue menu bar, click **Organization**.
4. In the grey bar below click **Dues & Billing**.
5. This takes you to the Dues & Billing module. Click **Multiple Payment Entries** to go to the Multiple Payment page.

| Date | Description | Status | Due Date | Comments |
|--------------|-----------------------------|--------|--------------|-----------------------------------|
| Oct 23, 2020 | New Years Gathering Tickets | Closed | Nov 23, 2020 | Virtual Party Ticket includes ... |
| Oct 6, 2020 | Christmas Party Tickets | Closed | Nov 6, 2020 | ... |
| Aug 12, 2020 | Weekly BBQ August | Closed | Sep 26, 2020 | Please submit payments online ... |


6. The Multiple Manual Payments page displays the members' name and balance. There are several columns.
 - o **Account Balance** - This displays the member's account balance.
 - o **Copy Balance** - This copies the amount in the Account Balance field to the member's Amount field
 - o **Amount** - This is the amount the member paid.
 - o **Transaction Date** - This is the date the member paid.
 - o **Comment** - This allows you to enter a comment. Eg. Cash, Check...

Add Multiple Manual Payments


[Preview Payments](#)

 Active


| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|-----------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Applegate, John | \$35.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Baker, Sue | \$84.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Brackett, Leigh | -\$189.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Chu, Edward | \$20.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |

 Honorary


| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|--------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Davis, Clare | \$38.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |

 Active - Satellite

No outstanding member account balance

 Active - Corporate

| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|---------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Corprel, John | \$15.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |


 Ex Member

| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|----------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Barnes, Bill | \$65.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Dabinski, Lana | \$0.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |

7. After you enter in all of the data click the **Preview Payments** button.

Add Multiple Manual Payments

[Preview Payments](#)

 Active

| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|-----------------|-----------------|--------------|------------------------------------|---|---|
| Applegate, John | \$35.00 | Copy | <input type="text" value="20.00"/> | <input type="text" value="Nov 04, 2020"/> | <input type="text" value="Paid by Cheque #1234"/> |
| Baker, Sue | \$84.00 | Copy | <input type="text" value="30.00"/> | <input type="text" value="Nov 03, 2020"/> | <input type="text" value="Paid by Cash R#12378"/> |

8. A preview box appears displaying the payments entered for review. If everything is correct click the **Submit** button to apply the payments. Click **Cancel** to return to the previous screen and make any changes.

Preview

| Member Name | Account Balance | Amount | Transaction Date | Comment |
|-----------------|-----------------|--------|------------------|-----------------------|
| Applegate, John | \$35.00 | 20.00 | Nov 04, 2020 | Paid by Cheque #1234 |
| Baker, Sue | \$84.00 | 30.00 | Nov 03, 2020 | Paid by Cash R#123789 |

Cancel
Submit

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- [How do I enter payments in Dues & Billing?](#)
- [How do I send statements to members?](#)
- [How do I view member account statements?](#)
- [How do I cancel transactions within Dues & Billing?](#)