

## 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.
  - **Account Balance** - This displays the member's account balance.
  - **Copy Balance** - This copies the amount in the Account Balance field to the member's Amount field
  - **Amount** - This is the amount the member paid.
  - **Transaction Date** - This is the date the member paid.
  - **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	<a href="#">Copy</a>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
Baker, Sue	\$84.00	<a href="#">Copy</a>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
Brackett, Leigh	-\$189.00	<a href="#">Copy</a>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
Chu, Edward	\$20.00	<a href="#">Copy</a>	<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	<a href="#">Copy</a>	<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	<a href="#">Copy</a>	<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	<a href="#">Copy</a>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
Dabinski, Lana	\$0.00	<a href="#">Copy</a>	<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	<a href="#">Copy</a>	<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	<a href="#">Copy</a>	<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](#)

## Related Content

- [VIDEO: Dues and Billing with Zach W.](#)
- [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?](#)