ClubRunner

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:

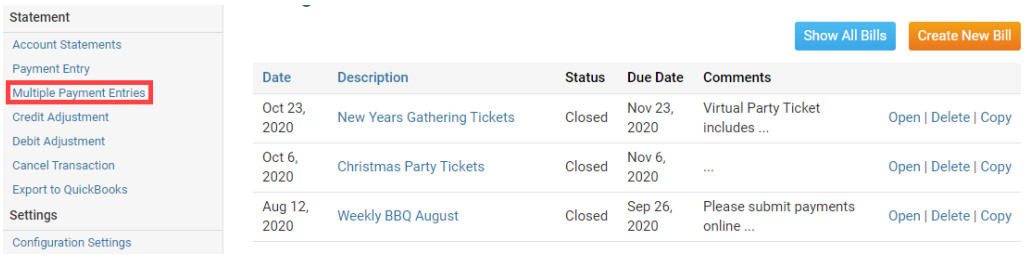
1. Please login to ClubRunner by going to the Club's website and click on the link near the top right called **Member Login**.

2. After you login, please click **Member Area** near the top right.

3. In the top blue menu bar, click **Organization**.

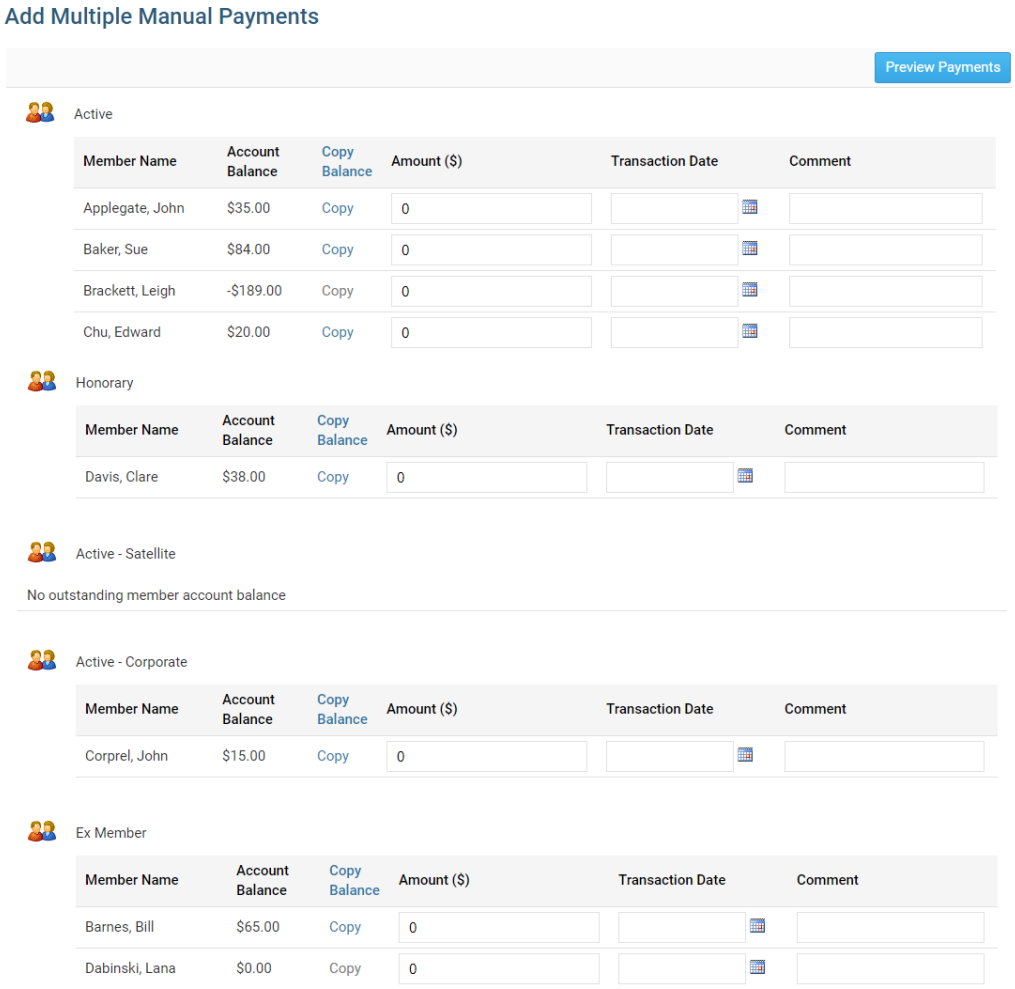
4. In the grey bar below click **Dues & Billing**.

5. This takes you to the Dues & Billing module. Click **Multiple Payment Entries** to go to the Multiple Payment page.

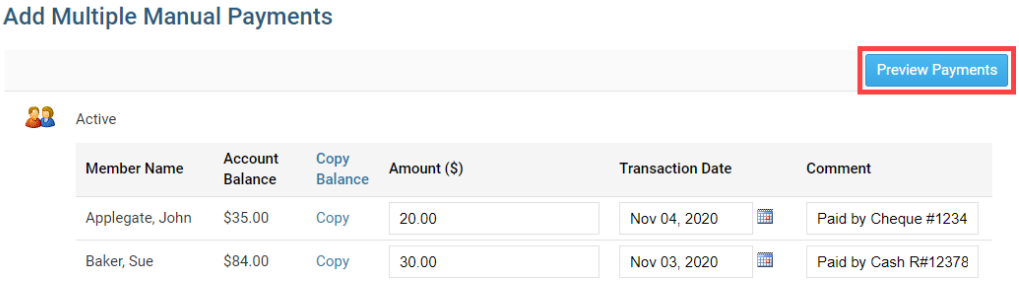


6. The Multiple Manual Payments page displays the members' name and balance. There are several columns.

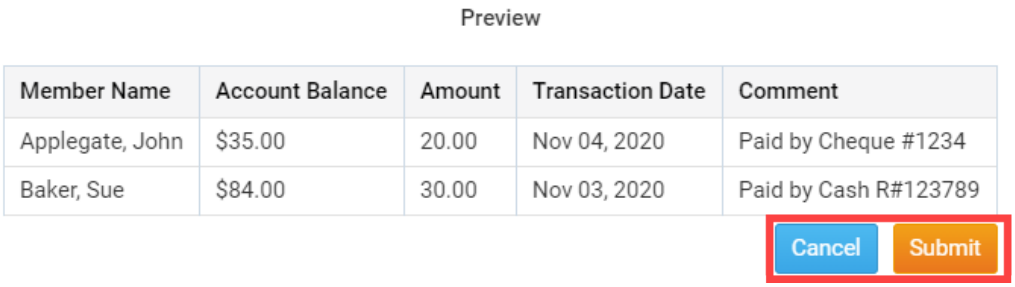
    - **Account Balance** - This displays the member's account balance.
    - **Copy Balance** - This copies the amount in the Account Balance field to the member's Amount field
    - **Amount** - This is the amount the member paid.
    - **Transaction Date** - This is the date the member paid.
    - **Comment** - This allows you to enter a comment. Eg. Cash, Check...



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



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.



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?