

# ClubRunner

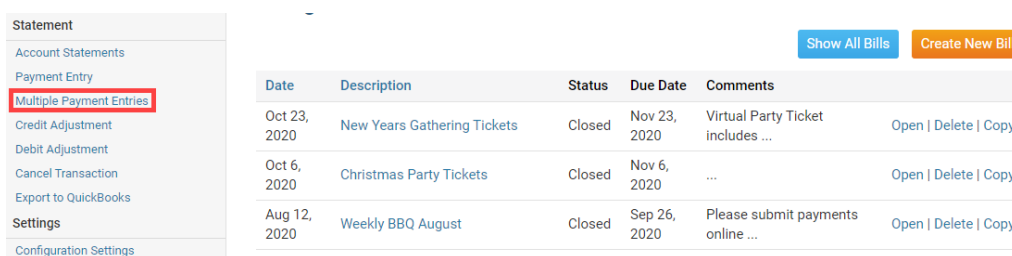
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## How do I enter multiple payments for Dues & Billing?

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 ...	Open   Delete   Copy
Oct 6, 2020	Christmas Party Tickets	Closed	Nov 6, 2020	...	Open   Delete   Copy
Aug 12, 2020	Weekly BBQ August	Closed	Sep 26, 2020	Please submit payments online ...	Open   Delete   Copy


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	0		
Baker, Sue	\$84.00	Copy	0		
Brackett, Leigh	-\$189.00	Copy	0		
Chu, Edward	\$20.00	Copy	0		

 Honorary


Member Name	Account Balance	Copy Balance	Amount (\$)	Transaction Date	Comment
Davis, Clare	\$38.00	Copy	0		

 Active - Satellite

No outstanding member account balance

 Active - Corporate

Member Name	Account Balance	Copy Balance	Amount (\$)	Transaction Date	Comment
Corprel, John	\$15.00	Copy	0		

 Ex Member

Member Name	Account Balance	Copy Balance	Amount (\$)	Transaction Date	Comment
Barnes, Bill	\$65.00	Copy	0		
Dabinski, Lana	\$0.00	Copy	0		

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	20.00	Nov 04, 2020	Paid by Cheque #1234
Baker, Sue	\$84.00	Copy	30.00	Nov 03, 2020	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

- [How do I cancel transactions within Dues & Billing?](#)
- [How do I view member account statements?](#)
- [How do I send statements to members?](#)
- [How do I enter payments in Dues & Billing?](#)
- [VIDEO: Dues and Billing with Zach W.](#)