ClubRunner

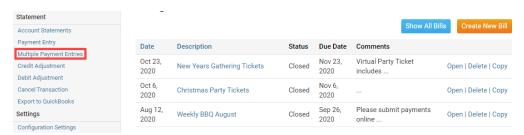
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How do I enter multiple payments for Dues & Billing?

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

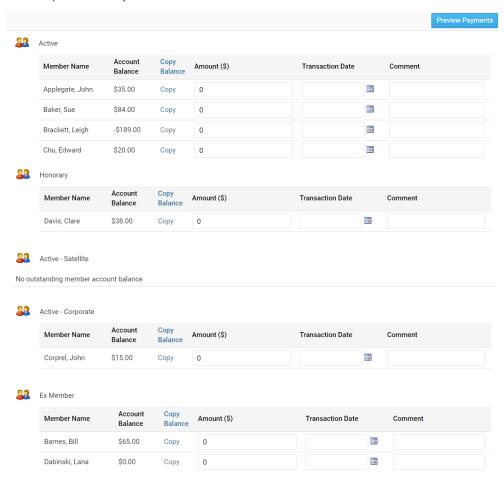
You can enter multiple payments in Dues & Billing by using the **Multiple Payments** page. This will save time if you have multiple payments to enter. You would enter payments in Dues & Billing if you received cash or check as payment. To learn more about this page please follow the steps below:

- 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.



- 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. Eq. Cash, Check...

Add Multiple Manual Payments



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

Add Multiple Manual Payments



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



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?