# ClubRunner

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## How do I enter or record a payment for an invoice?

Michael M. - 2025-05-28 - Financial

You can make a manual entry payment for a club member at any time through your club's available payment account, or log a transaction made through other means such as cash or check. This support article will show you how to submit payments for invoices through the ClubRunner Nova Financials module.

To learn how to create an invoice, please read the article: How do I create an invoice?

- Log in to your account through your club homepage, then click on Member Area on the top right under your club banner. <u>Alternatively, click here to go directly to</u> <u>the ClubRunner login page.</u>
- 2. On the left hand menu, click the arrow to the right of **Financials**, then click on **Invoices.**



 Navigate to the invoice you wish to add or record a payment for by scrolling or using the filters at the top of the page to narrow your results. You can adjust filter options such as the due date, invoice number, status, and more, then click Update Results to display the invoices that match your filters.

#### Invoices

Date Posted     Custom     Date Range       Due Date     Custom     Date Range       Bill To     Search     Status	
Due Date     Custom     Date Range       Bill To     Search   Status	
Bill To Search Status	
Invoice ID    Source	
Order No    Line Item Type	
Product Options   Is Posted  All	
Batch No	

 Once you locate the desired invoice, click the drop-down arrow on the right-hand side under the Actions column. The three options to record a payment for the invoice are Pay as Admin, Pay Online, and Log Transaction.

-		DATE 🗸	INVOICE	ORDER NO	BILL TO 🚽	TOTAL (USD) 🗸	SOURCE 🗸	POSTED 🗸	DATE POSTED 🗸	DUE DATE 🗸	STATUS 🗸 🗛	CTIONS
	÷	May 05, 2025	1002248	2473		0.00	Events	No		Jun 04, 2025	Paid	•
	÷	Apr 26, 2025	1002247	2471	Dael Fley	80.00	Product	No		May 26, 2025	Not Paid	-
_	_						Store				Q View	
	+	Apr 26, 2025	1002246	2470		80.00	Product	No		May 26, 2025	🖾 Email Invoice	
							Store				🛽 🖉 View PDF/Pri	nt
	+	Apr 26, 2025	1002245	2469		680.00	Dues	No		May 26, 2025	📰 Pay as Admir	1
	÷	Apr 26, 2025	1002244	2468		680.00	Dues	No		May 26, 2025	🖃 Pay Online	
	÷	Apr 26, 2025	1002243	2467		680.00	Dues	No		May 26, 2025	+ Log Transact	ion

 Pay as Admin: With this option you can enter the payment details on behalf of the member if they have been provided to you, using the default payment account for your club. Click Submit to finalize the payment.

### Invoice

Amount (USD) *	80
Name on Card *	Dael Fley
Credit Card Number *	Card number MM / YY CVC
Email *	dael_fley@sink.sendgrid.net
Billing Address	
Address Line 1 *	
Address Line 2	
City *	
Country *	United States of America v
State/Province *	
Zip Code *	
	Submit

 Pay Online: This option opens a page on your club's website to allow payment information to be entered for this invoice, using the default payment account for your club. You can share the url to members without admin access so that they may fill in the details as necessary.

## Invoice #1002247

Bill To	Dael Fley		Date	Apr. 26, 2025
Status	NOT Palu		Amount Due	\$80.00
ITEM DESCI	RIPTION	QUANTITY	UNIT COST	LINE TOTAL
Meals - Sta	ndard Breakfast	4	\$20.00	\$80.00
			Total	\$80.00
Paymer	ıt			
	Name on Card *			
	Credit Card Number $^{*}$	Card number	MM / YY CVC	
	Email *			
Billing A	ddress			
	Address Line 1 *			
	Address Line 2			
	City *			
	Country *	United States of America	~	
	State *	Select State v		
	Zip Code *			
		Submit Payment		

 Log Transaction: This option allows you to enter information to keep track of a payment that has already been processed through other means, such as with cash, check, wire transfer, or other methods. Select the type of transaction at the top of the window, enter the relevant details, then click Save to log the transaction.

Log Transaction. Invoice ID 1002247. Order No. 24	71	×
What type of transaction?		
<ul> <li>Other Payment</li> </ul>		
◯ Cash		I
○ Check		
🔿 Credit Adjustment		I
O Wire Transfer		I
O ACH Direct Deposit		I
This is to add a payment handled elsewhere.		I
Transaction Date *		
May 07, 2025 🗰		I
Amount (USD) *		I
80		I
Bank Account		I
Please select V		
The Default Payment Account will be used if no option is selected.		
Transaction ID		
		_
	Cancel	Save
	-	

5. Once a payment for the owed amount has been submitted and processed using one of the three options above, the status will update to Paid.

-		DATE 🗸	INVOICE	ORDER NO	BILL TO 🚽	TOTAL (USD) <del>、</del>	SOURCE 🗸	POSTED 🗸	DATE POSTED 🗸	DUE DATE 🗸	STATUS 🗸
	÷	May 05, 2025	1002248	2473		0.00	Events	No		Jun 04, 2025	Paid
	÷	Apr 26, 2025	1002247	2471	Dael Fley	80.00	Product Store	No		May 26, 2025	Paid