

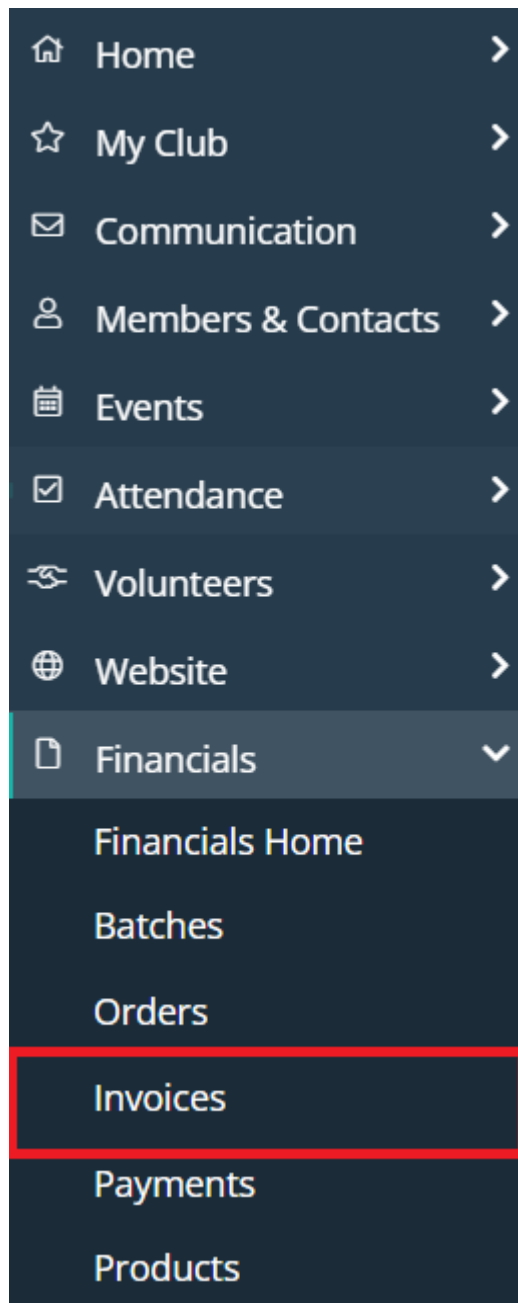
## How do I enter or record a payment for an invoice?

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?](#)

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left hand menu, click the arrow to the right of **Financials**, then click on **Invoices**.



3. 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	Custom	Date Range		to		<b>Update Results</b>
Date Posted	Custom	Date Range		to		
Due Date	Custom	Date Range		to		
Bill To	Search...	Status				
Invoice ID		Source				
Order No		Line Item Type				
Product Options		Is Posted	All			
Batch No						

4. 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**.

<input type="checkbox"/>	DATE	INVOICE ID	ORDER NO	BILL TO	TOTAL (USD)	SOURCE	POSTED	DATE POSTED	DUE DATE	STATUS	ACTIONS
<input type="checkbox"/>	May 05, 2025	1002248	2473		0.00	Events	No		Jun 04, 2025	Paid	
<input type="checkbox"/>	Apr 26, 2025	1002247	2471	Dael Fley	80.00	Product Store	No		May 26, 2025	Not Paid	
<input type="checkbox"/>	Apr 26, 2025	1002246	2470		80.00	Product Store	No		May 26, 2025		
<input type="checkbox"/>	Apr 26, 2025	1002245	2469		680.00	Dues	No		May 26, 2025		
<input type="checkbox"/>	Apr 26, 2025	1002244	2468		680.00	Dues	No		May 26, 2025		
<input type="checkbox"/>	Apr 26, 2025	1002243	2467		680.00	Dues	No		May 26, 2025		

- **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

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  
Status

Dael Fley  
Not Paid

Date  
No.  
Amount Due

Apr. 26, 2025  
1002247  
\$80.00

ITEM DESCRIPTION	QUANTITY	UNIT COST	LINE TOTAL
Meals - Standard Breakfast	4	\$20.00	\$80.00
Total			\$80.00

## Payment

Name on Card \*

Credit Card Number \*

Email \*

## Billing Address

Address Line 1 \*

Address Line 2

City \*

Country \*

State \*

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. 2471

What type of transaction?

☒ Other Payment

☐ Cash

☐ Check

☐ Credit Adjustment

☐ Wire Transfer

☐ ACH Direct Deposit

This is to add a payment handled elsewhere.

Transaction Date \*

May 07, 2025

Amount (USD) \*

80

Bank Account

-- Please select --

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.

<input type="checkbox"/>	DATE	INVOICE ID	ORDER NO	BILL TO	TOTAL (USD)	SOURCE	POSTED	DATE POSTED	DUE DATE	STATUS
<input type="checkbox"/>	May 05, 2025	1002248	2473		0.00	Events	No		Jun 04, 2025	Paid
<input type="checkbox"/>	Apr 26, 2025	1002247	2471	Dael Fley	80.00	Product Store	No		May 26, 2025	Paid