

## How do I enter payments in Dues & Billing?

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

You can make a manual entry payment entry for a club member at any time, using the **Dues & Billing** feature.

**Note:** If you need to enter multiple payments at the same time, please see this article: [How do I enter Multiple Payments](#)

1. To create a new bill, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.
2. Along the top of the screen you will see several tabs. Click on **Organization**.
3. Next, click **Dues and Billing**.
4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices. You can also view and create new bills.

|                          |  |                     |  |  |  |
|--------------------------|--|---------------------|--|--|--|
| <b>Billing</b>           |  | <b>Billing Home</b> |  |  |  |
| Home                     |  |                     |  |  |  |
| <b>Statement</b>         |  |                     |  |  |  |
| Account Statements       |  |                     |  |  |  |
| Payment Entry            |  |                     |  |  |  |
| Multiple Payment Entries |  |                     |  |  |  |
| Credit Adjustment        |  |                     |  |  |  |
| Debit Adjustment         |  |                     |  |  |  |
| Cancel Transaction       |  |                     |  |  |  |
| Export to QuickBooks     |  |                     |  |  |  |
| <b>Settings</b>          |  |                     |  |  |  |
| Configuration Settings   |  |                     |  |  |  |

| Date         | Description                 | Status | Due Date     | Comments                          |  |
|--------------|-----------------------------|--------|--------------|-----------------------------------|--|
| Oct 23, 2020 | New Years Gathering Tickets | Closed | Nov 23, 2020 | Virtual Party Ticket includes ... | <a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a> |
| Oct 6, 2020  | Christmas Party Tickets     | Closed | Nov 6, 2020  | ...                               | <a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a> |
| Aug 12, 2020 | Weekly BBQ August           | Closed | Sep 26, 2020 | Please submit payments online ... | <a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a> |

5. On the left side of the screen, under the heading **Statement**, click on **Payment Entry**.

|                          |
|--------------------------|
| <b>Billing</b>           |
| Home                     |
| <b>Statement</b>         |
| Account Statements       |
| <b>Payment Entry</b>     |
| Multiple Payment Entries |
| Credit Adjustment        |
| Debit Adjustment         |
| Cancel Transaction       |
| Export to QuickBooks     |

6. You are now on the **Manual Payment Entry** screen. Select the appropriate member from the drop-down menu. Checkmark **Show All Types** to be able to select inactive members and other users.

### Add a Manual Payment

|  |                     |   |
|--|---------------------|---|
| Select Member  | -- Select Member -- | <input type="checkbox"/> Show All Types |
| Comment  | Payment             |   |
| Amount (\$)  | 0.00                |   |
| Enter a positive number that will be applied as a payment against the Account Balance. |                     |   |
| Transaction Date   | Oct 29, 2020        |   |

CancelPost

7. Next, enter details of the payment.

### Add a Manual Payment

|  |   |   |
|--|---|---|
| Select Member  | Davis, Clare  | <input type="checkbox"/> Show All Types |
| Account Balance  | \$68.00 Owed to Club <a href="#">View Statement</a> |   |
| Comment  | Payment to New Years Celebration Party              |   |
| Amount (\$)  | 30.00   |   |
| Enter a positive number that will be applied as a payment against the Account Balance. |   |   |
| Transaction Date   | Oct 29, 2020  |   |

CancelPost

8. Enter the payment amount and date of payment.

**Note:** The amount must be entered as a positive number.

## Add a Manual Payment

Select Member Davis, Clare ☐ Show All Types

Account Balance \$68.00 Owed to Club [View Statement](#)

Comment Payment to New Years Celebration Party

Amount (\$) 30.00  
*Enter a positive number that will be applied as a payment against the Account Balance.*

Transaction Date Oct 29, 2020

Cancel Post

9. Then, click **Post** to enter the payment or **Cancel** to discard it.

## Add a Manual Payment

Select Member Davis, Clare ☐ Show All Types

Account Balance \$68.00 Owed to Club [View Statement](#)

Comment Payment to New Years Celebration Party

Amount (\$) 30.00  
*Enter a positive number that will be applied as a payment against the Account Balance.*

Transaction Date Oct 29, 2020

Cancel Post

10. You may then review the details of the payment on the Member's account statement and billing transactions page.

## Billing Transactions

Clare Davis  
You have an outstanding balance of \$38.00 CAD  
Statement last emailed on Apr 22, 2020

Send Statement by Email

All Transactions | Print Report

| Date            | Trans Type      | Description   | Due Date     | Charge  | Payment |
|-----------------|-----------------|---|--------------|---------|---------|
| Oct 29, 2020    | Payment         | Payment to New Years Celebration Party  |              |         | \$30.00 |
| Oct 23, 2020    | Invoice         | <a href="#">Billing Invoice: New Years Gathering Tickets (Invoice No:216)</a> | Nov 23, 2020 | \$15.00 |         |
| Jul 1, 2020     | Balance Forward | Previous Balance  |              | \$53.00 |         |
| Total:          |                 |   |              | \$68.00 | \$30.00 |
| Account Balance |                 |   |              |         | \$38.00 |

## Related Content

- [How do I adjust the amount a member owes?](#)
- [How do I view member account statements?](#)
- [How do I cancel transactions within Dues & Billing?](#)
- [How do I enter multiple payments for Dues & Billing?](#)