

ClubRunner

[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Dues & Billing](#) > [How do I enter payments in Dues & Billing?](#)

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.

Billing		Billing Home				
Home						
Statement						
Account Statements						
Payment Entry						
Multiple Payment Entries						
Credit Adjustment						
Debit Adjustment						
Cancel Transaction						
Export to QuickBooks						
Settings						
Configuration Settings						

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

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

Billing
Home
Statement
Account Statements
Payment Entry
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	
Transaction Date	Oct 29, 2020	

[Cancel](#) [Post](#)

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 View Statement	
Comment	Payment to New Years Celebration Party	
Amount (\$)	30.00	
Transaction Date	Oct 29, 2020	

[Cancel](#) [Post](#)

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	<input type="checkbox"/> Show All Types
Account Balance	\$68.00 Owed to Club View Statement	
Comment	Payment to New Years Celebration Party	
Amount (\$)	30.00	
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	Billing Invoice: New Years Gathering Tickets (Invoice No:216)	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?](#)