ClubRunner



# 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.

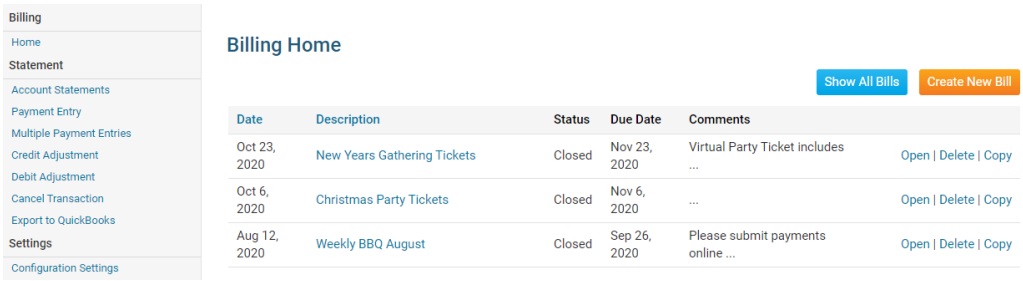
**Note:** If you need to enter multiple payments at the same time, please see this article: **How do I enter Multiple Payments**

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.

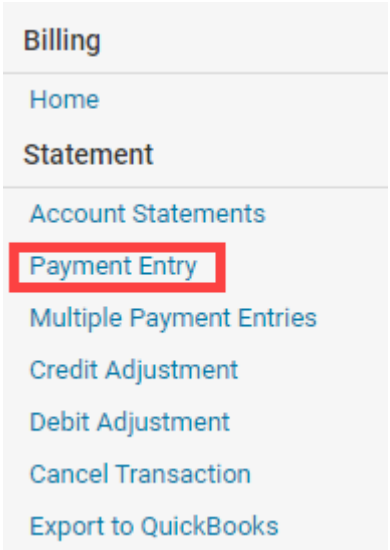
2. Along the top of the screen you will see several tabs. Click on **Organization.**

3. Next, click **Dues and Billing**.

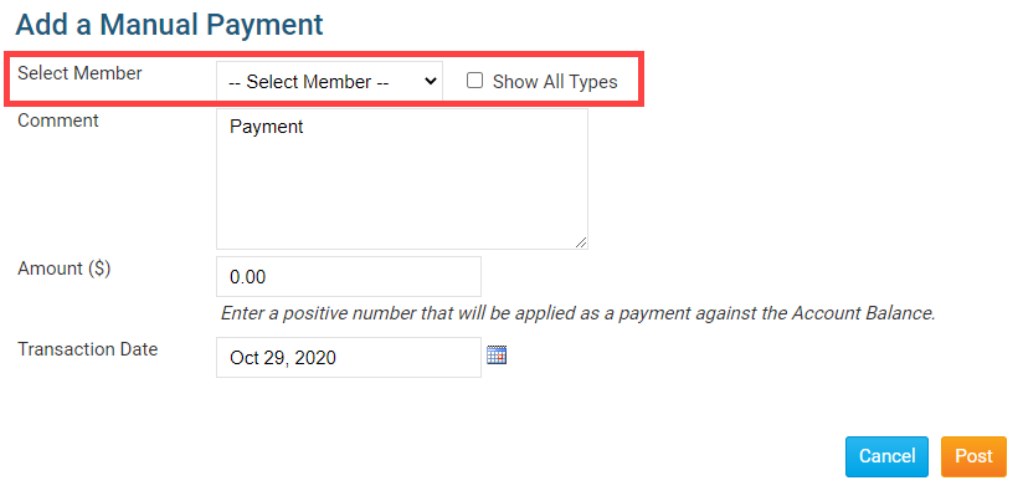
4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices. You can also view and create new bills.



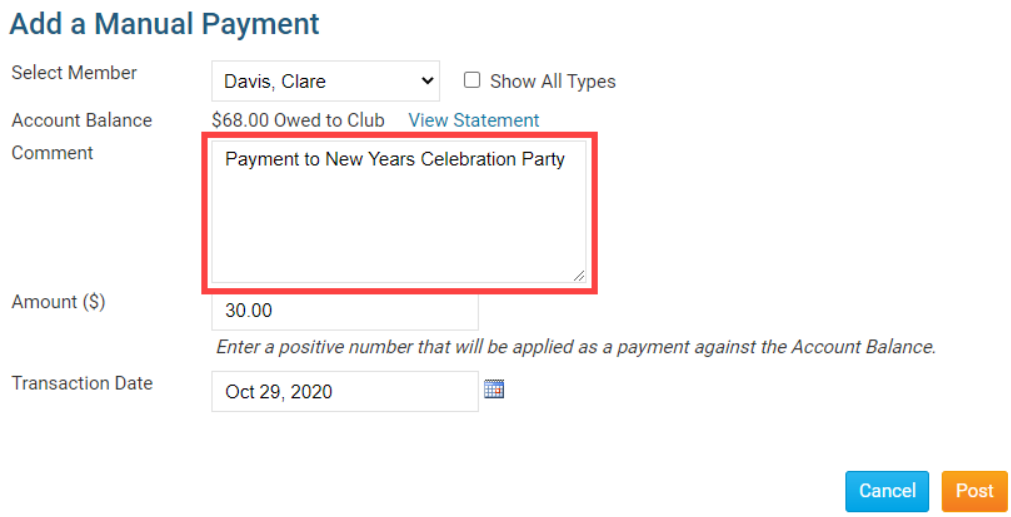

5. On the left side of the screen, under the heading **Statement**, click on **Payment Entry**.




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.

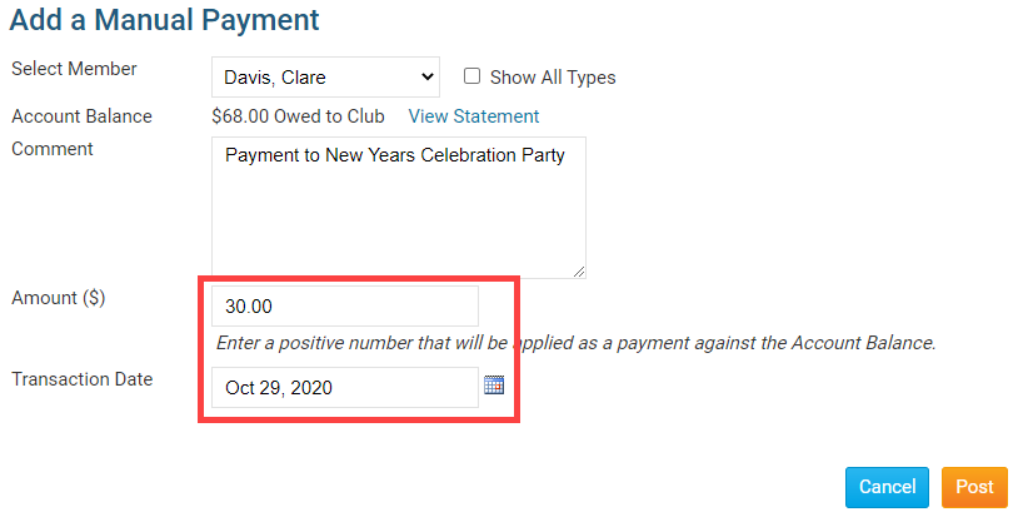



7. Next, enter details of the payment.




8. Enter the payment amount and date of payment.

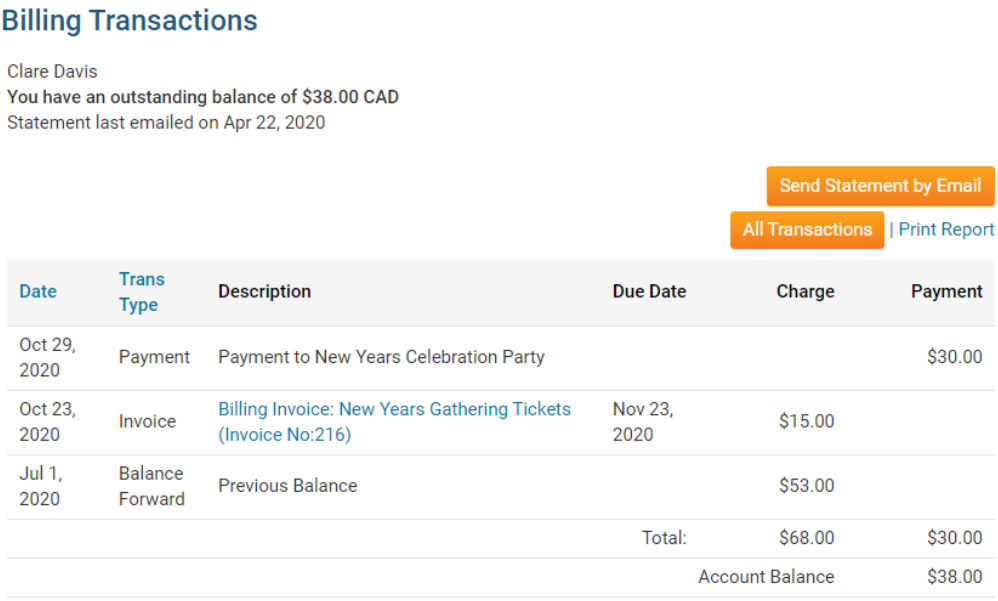
   **Note:** The amount must be entered as a positive number.



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




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




## 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?