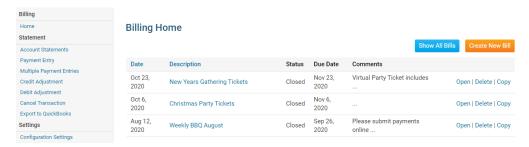# ClubRunner

How do I enter payments in Dues & Billing?

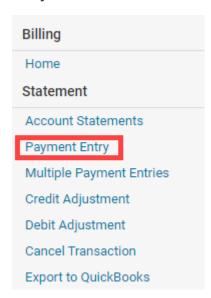Michael C. - 2021-02-23 - Dues & Billing

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.
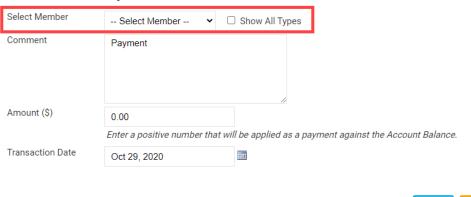

5. On the left side of the screen, under the heading **Statement**, click on **Payment Entry**.

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.

Add a Manual Payment

Select Member	-- Select Member -- ▾ ☐ 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 📅

Cancel   Post

7. Next, enter details of the payment.

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

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

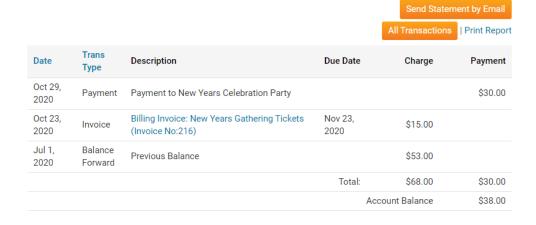|	
Select Member	Davis, Clare ▾ ☐ Show All Types
Account Balance	$68.00 Owed to Club View Statement
Comment	Payment to New Years Celebration Party
Amount ($)	30.00
	Enter a positive number that will be applied as a payment against the Account Balance.
Transaction Date	Oct 29, 2020

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	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?](#)