ClubRunner

Help Articles > Nova > Financial > How do I manage my payment accounts?

How do I manage my payment accounts?

Michael M. - 2025-05-09 - Financial

In ClubRunner Nova, you can mix and match payment providers to suit your needs—use one for donations, another for dues, and different ones for events, giving you complete flexibility. This support article will show you how you can manage the settings for your club's payment accounts.

To learn how to edit your financial settings, please read the article: How do I manage my finance settings?

Note

To add a new payment account to the list, please reach out to support.

- Log in to your account through your club homepage, then click on Member Area on the top right under your club banner. <u>Alternatively, click here to go directly to</u> <u>the ClubRunner login page.</u>
- 2. On the left hand menu, click the arrow to the right of **Financials**, then click on **Financials Home.**



3. Scroll to the bottom of the page and click **Payment Gateways and Currency** under the Account Finance Settings section.

Batches Ord	ders View Add	Payments View
ACCOUNT FINANCE SETTINGS	FINANCE REPORTS	LEGACY DUES & BILLING REPORTS
Finance Settings	Dues Report	
Payment Gateways and Currency	Events Report	The original Dues and Billing module has been retired as part of ClubRunne
Finance Email Templates	Products Report	Nova. Read only access to reports and
Finance Email Notifications	Donations Report	exports are available below.
Invoice Export Presets	Sales Report	Export to QuickBooks
GL Accounts	Service Fees	Member Monthly Balance Report

4. In the Account Finance Settings box you will see the payment account and currency that is currently set as your default payment account for all account online

payments. Click **Edit** to select a different payment account or currency, then **Save** to confirm the changes.

Finance Settings

Payment Account and Currency Financial Records and Notifications



Update Account Finance Settings

×

Account Currency *	US Dollar
	The selected currency will be used as default currency in all account financial records. Default Account Currency cannot be empty.
Account Payment Account	PayPal Account US Dollar
	The selected Payment Account will be used as default payment account for all account online payments. If not specified, online payments cannot be processed.

Cancel Save

Note

You will be unable to change your default currency if there are orders and invoices already generated. If you need to change your default currency under these circumstances, please reach out to support.

 Under Supported Currencies you can click Add to open a window where you can select additional currencies to be available through your payment account. Click Remove next to any currency to remove it from use for your payment account.

SUPPORTED CURRENCIES	Add
🔮 USD - US Dollar	Remove
AUD - Australian Dollar	Remove
BYN - Belarusian Rouble	Remove
NZD - New Zealand Dollar	Remove
SGD - Singapore Dollar	Remove

6. The Payment Account section will list the accounts that have been set up for your club to use in ClubRunner. You can click the drop-down arrow under the **Actions** column to edit or delete your payment account. Please note that you will not be able to delete your default payment account.

PAYMENT ACCOUNT		
Q Search		
PAYMENT ACCOUNT NAME ACCOUNT USERNAME +	PROCESSING ORGANIZATION -	CURRENCY - ACTIONS
Bambora Merchant Account 🔒	Bambora	US Dollar
PayPal Account \rm 9	PayPal Standard	US Dollar
🤣 Stripe Merchant Account 🚺	Stripe	U 🗊 Delete
Showing all 3 records		

Clicking the **Edit** option will allow you to update relevant account information, make changes to accepted currencies for that payment account, or adjust service fees for online transactions to help offset the cost of the transaction from the payment processor. Click **Save** to confirm any changes.

Edit Payment Account		×
Processing Organization *	Stripe	1
Main Currency *	US Dollar	
Accepted Currencies	New Zealand Dollar ×	•
	Limit the accepted currencies that are supported by the processor. To accept all currencies supported by the processor, leave this list empty.	
Payment Account Name	Stripe Test Merchant Acc	
Secret Key *	sk_test_	
Publishable Key *	pk_test_	
GL Account	Bank - Bank GL Code that should be used for payments. (Default Pay	
	Note: Only GL Accounts of type 'Bank' are displayed.	
Default Service Fee		
Service Fee (4 % ? + 0.3 ?	
	These fee values will not be applied on any transaction until specifically enabled in certain modules.	
Service Fee GL Account	Default Sales	· .
	Cancel Sav	'e