ClubRunner

[NOVA] How do I manage my payment accounts?

Michael M. - 2025-08-26 - 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.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

2. On the left hand menu, click the arrow to the right of **Financials**, then click on **Financials Home.**
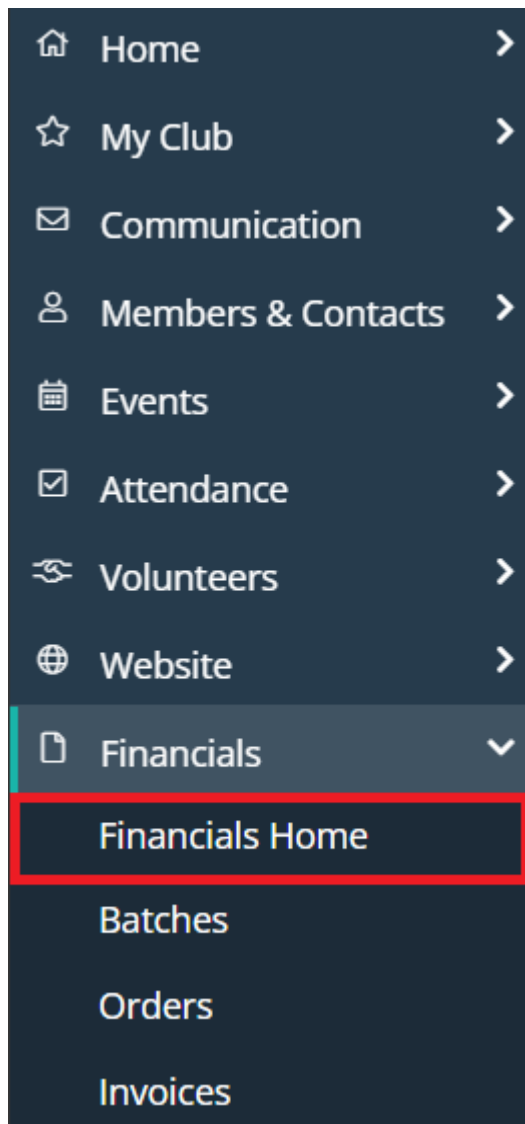
3. Scroll to the bottom of the page and click **Payment Gateways and Currency** under the Account Finance Settings section.
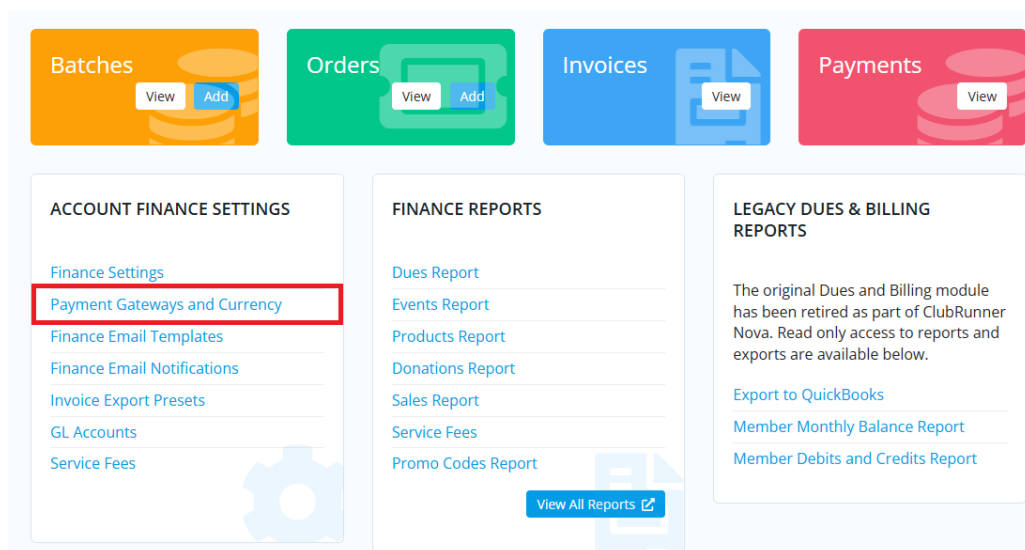
4. In the Account Finance Settings box you will see the payment account and currency that is currently set

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

ACCOUNT FINANCE SETTINGS   Edit

Account Currency
US Dollar

Account Payment Account
Stripe Test Merchant Account
US Dollar

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.

5. 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.

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.

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

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   Save