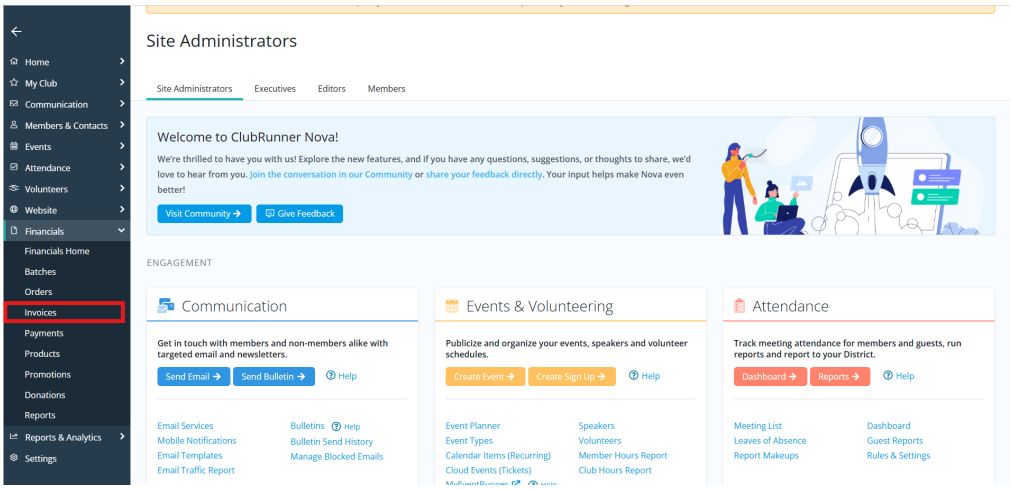
ClubRunner

[NOVA] How do I print an invoice?

Robin N. - 2025-10-01 - Financial

Once invoices have been generated by the club, you can find them in the club's Financials module. You'll have the options to print or save the invoice as a PDF to your local device.

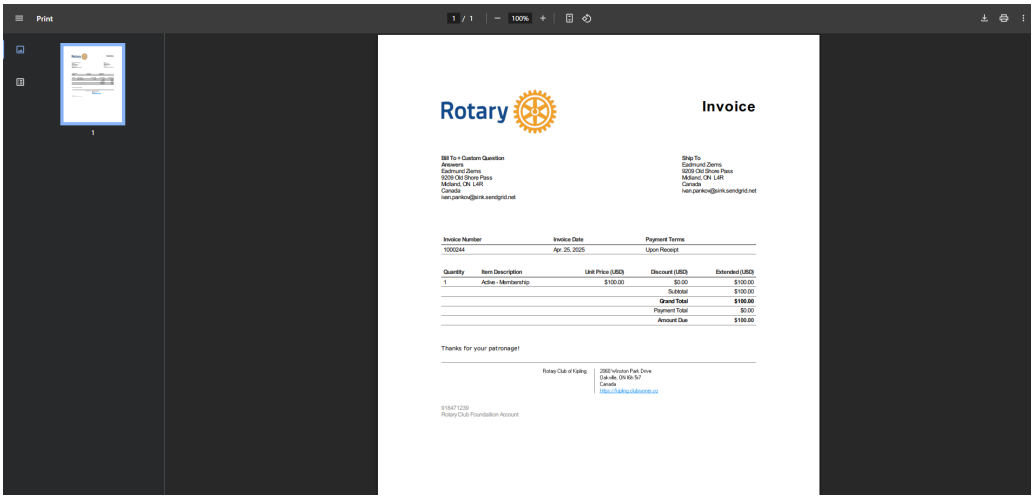
1. Click on **Financials** in the left-hand side navigation menu, then select **Invoices** in the sub-menu.



2. On the Invoices page all of the club's invoices will be listed chronologically from newest to oldest. Find the invoice you'd like to print, and on the right-hand side you will see the **Actions** column. Click on the **drop-down arrow** and select **View PDF/Print**.



1. Once the View PDF/Print has been enabled, it will open the PDF in a new window. From here you can either print out the invoice or save to your device as a PDF.



Rotary

Invoice

Bill To + Custom Question Answers
Eadmund Zierns
9209 Old Shore Pass
Midland, ON L4R
Canada
ivan.parilov@sink.sendgrid.net

Ship To
Eadmund Zierns
9209 Old Shore Pass
Midland, ON L4R
Canada
ivan.parilov@sink.sendgrid.net

Invoice Number	Invoice Date	Payment Terms
1000244	Apr. 25, 2025	Upon Receipt

Quantity	Item Description	Unit Price (USD)	Discount (USD)	Extended (USD)
1	Active - Membership	$100.00	$0.00	$100.00
			Subtotal	$100.00
			Grand Total	**$100.00**
			Payment Total	$0.00
			Amount Due	**$100.00**

Thanks for your patronage!

Rotary Club of Kipling | 2902 Winston Park Drive
Oakville, ON L6H 5V7
Canada
https://kipling.clubrunner.ca

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Rotary Club Foundation Account