

ClubRunner

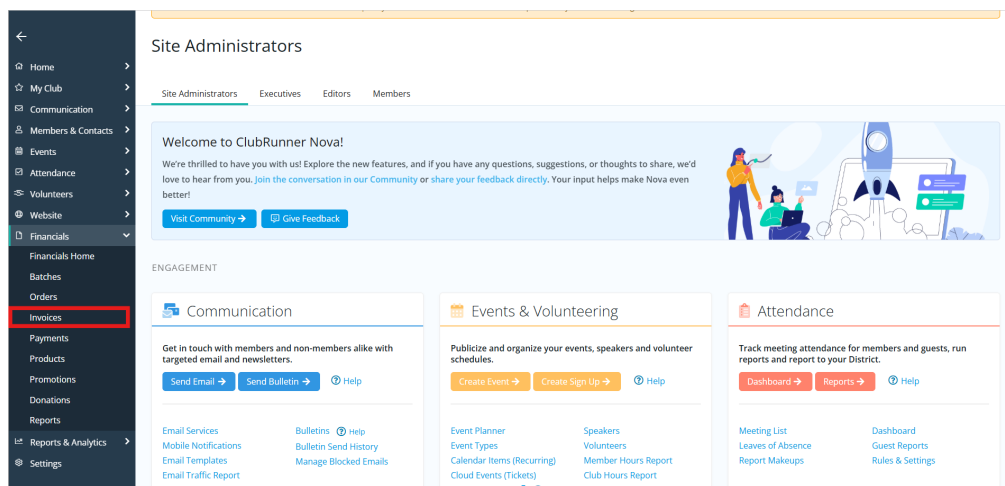
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[NOVA] How do I print an invoice?

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**.

	DATE	INVOICE ID	ORDER NO	BILL TO	TOTAL (USD)	SOURCE	POSTED	DATE POSTED	DUE DATE	STATUS	ACTIONS
<input type="checkbox"/>	May 09, 2025	1000253	343	Bill Gates	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000252	342	Anne Smith	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000251	341	Nancy Smith	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000250	340	Student Name	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000249	339	Quintus Leblanc	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000248	338	Rotary Club of Kipling	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	May 09, 2025	1000247	337	Aaron Aaronsons	50.00	Dues	No		Jun. 08, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000246	336	Marina NB	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000245	335	Shane Doan	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000244	334	Eadmund Ziems	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000243	333	Vincent Valentine	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000242	332	Vince Valentine	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000241	331	Natalina Tirkin	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000240	330	Gearard Tersay	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000239	329	Mercie Sturridge	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000238	328	Anetta Stennings	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000237	327	Jim Smith	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000236	326	Jim Smith	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000235	325	Russell Putting	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000234	324	Nissa Pundy	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000233	323	Ellery Patek	100.00	Dues	No		May 25, 2025	Not Paid	
<input type="checkbox"/>	Apr. 25, 2025	1000232	322	Walker Menico	100.00	Dues	No		May 25, 2025	Not Paid	

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.



Invoice

Bill To + Custom Question
Answers
Edmund Ziem
9209 Old Shore Pass
Midland, ON L4R
Canada
ivan.pankov@ink.sendgrid.net

Ship To
Eadmund Zerns
9209 Old Shore Pass
Midland, ON L4R
Canada
ian.parkow@sink.sendgrid.net

Invoice Number	Invoice Date	Payment Terms
1000044	Apr. 25, 2025	Upon Receipt

Quantity	Item Description	Unit Price (USD)	Discount (USD)	Extended (USD)
1	Active - Membership	\$100.00		\$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 | 2002 Winston Park Drive
Oakville, ON N9H 5K7
Canada
<http://KiplingClub.org>

918471239
Rotary Club Foundation Account