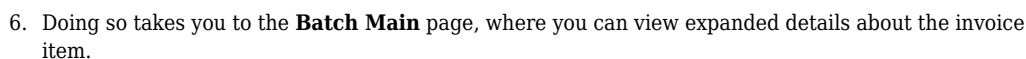
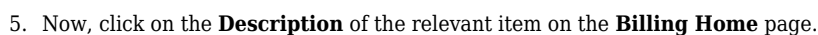
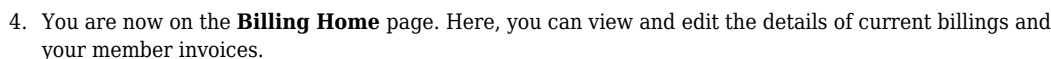
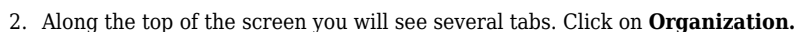


Michael C. - 2021-02-23 - [Dues & Billing](#)

1. To print an invoice, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



Batch Main

Spring Fling Admission

Created: Dec 17 2014

Owner: Carlos Salvador

Status: Closed

Due Date: Jan 17 2015

Comments:

1) Specify charges and select recipients

Specify the invoice items and select the members that apply for each charge.

			Add additional item
Qty	Description	Member Count	Total
1	Admission to Plant Sale	7	\$56.00
			Edit Delete

2) Review

You can preview the individual invoices.

[Billing Roster](#)

3) Generate Invoices

Once you generate the invoices, you will be able to print and email them to members.
Please note that once you generate the invoices, you will **NOT** be able to modify the invoices.

[Generate Invoices](#)

4) Print/Email Invoices

[View Individual Invoices](#)

7. Scroll down to the header **4) Print/Email Invoices**. Then, click **View Individual Invoices**.

4) Print/Email Invoices

[View Individual Invoices](#)

8. This brings you to the **Invoice Summary Report**.

Invoice Summary Report

Spring Fling Admission

Created: Dec 17 2014

Owner: Carlos Salvador

Status: Closed

Due Date: Jan 17 2015

Comments:

To email your invoices individually, click on the "Email" link beside each member.
Alternatively, click on "Email Selected Invoices" button.

[Email Selected Invoices](#) [Download Selected Invoices \(PDF Format\)](#)

 Active ([Sort By First Name](#)) [Select All](#)

<input type="checkbox"/> Baker, Sue				View/Print Email
Description	Qty	Unit Price	Amount	
Admission to Plant Sale	1	\$8.00	\$8.00	
			Total:	\$8.00
<input type="checkbox"/> Barnes, Bill				View/Print Email
Description	Qty	Unit Price	Amount	
Admission to Plant Sale	1	\$8.00	\$8.00	
			Total:	\$8.00

9. To print an individual invoice, select the member whose invoice you wish to print. Then, click **View/Print**.

 Active ([Sort By First Name](#)) [Select All](#)

☐ Baker, Sue [View/Print](#) [Email](#)

Description	Qty	Unit Price	Amount
Admission to Plant Sale	1	\$8.00	\$8.00
Total:			\$8.00

☐ Barnes, Bill [View/Print](#) [Email](#)

Description	Qty	Unit Price	Amount
Admission to Plant Sale	1	\$8.00	\$8.00
Total:			\$8.00

10. A new window now opens, containing a printer-friendly version of the invoice. You can save this, or print it directly from your browser.

Note: If the member has their work address set as preferred address in their member profile, it will display the name of the member, company name and work address on the invoice. To learn more read the [Member Profile](#) article.

Rotary Club of Green Town

INVOICE

1967 Gernsback Way
Green Town, WI 54459
United States

Invoice No: **1**
Invoice Date: **December 17, 2014**
Due Date: **January 17, 2015**

To: Sue Baker
46 Coach Street
Apartment 22
Green Town, WI 54459

Invoice Amount: **\$8.00**

Description	Qty	GST/Fed Tax	PST/State Tax	Unit Price	Amount
Admission to Plant Sale	1	0.00	0.00	8.00	8.00

TOTAL DUE: **\$8.00**

Comments:

Related Content

- [How do I print/email invoices?](#)
- [How do I resend invoices to selected members?](#)
- [How do I create a new bill?](#)
- [How can I prevent an ex-member from receiving invoices?](#)