# ClubRunner

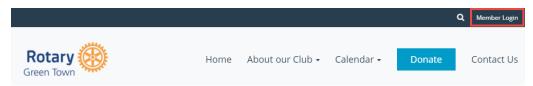
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I print member invoices?

## How do I print member invoices?

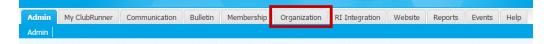
Michael C. - 2021-02-23 - Dues & Billing

Using the **Dues and Billing** function of ClubRunner, you can manage the accounts of your individual members. This feature also allows you to print invoices to serve as a paper record or reminder of transactions.

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



2. Along the top of the screen you will see several tabs. Click on Organization.



3. Next, click Dues and Billing.



4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and your member invoices.



5. Now, click on the **Description** of the relevant item on the **Billing Home** page.

### Billing Home



Doing so takes you to the **Batch Main** page, where you can view expanded details about the invoice item.

#### 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.

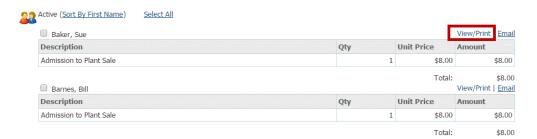
## 4) Print/Email Invoices

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 Baker, Sue View/Print | Email Description Unit Price Qty Amount Admission to Plant Sale \$8.00 \$8.00 \$8.00 Total: Barnes, Bill View/Print | Email Description Unit Price Admission to Plant Sale \$8.00 \$8.00 1 Total: \$8.00

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



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 <a href="Member Profile">Member Profile</a> article.

Rotary Club of Green Town **INVOICE** 1967 Gernsback Way Invoice No: 1 Invoice Date: December 17, 2014

Due Date: January 17, 2015 Green Town, WI 54459 United States 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?