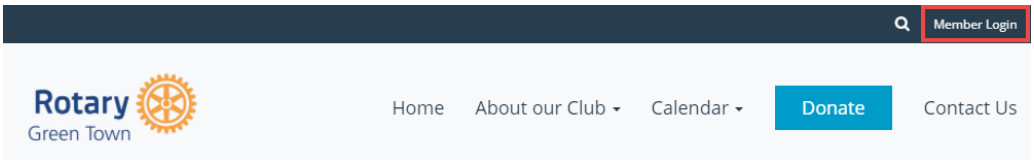
How do I print member invoices?

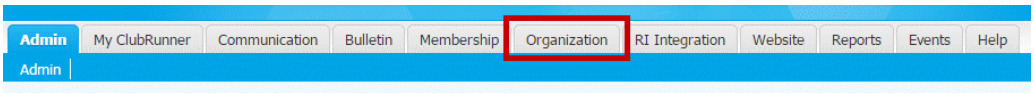
Michael C. - 2021-02-23 - Dues & Billing

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.

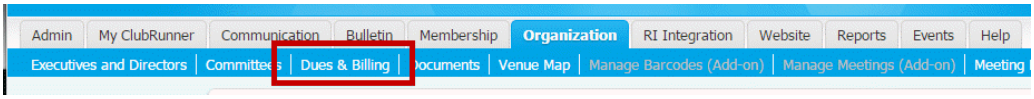
1. To print an invoice, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



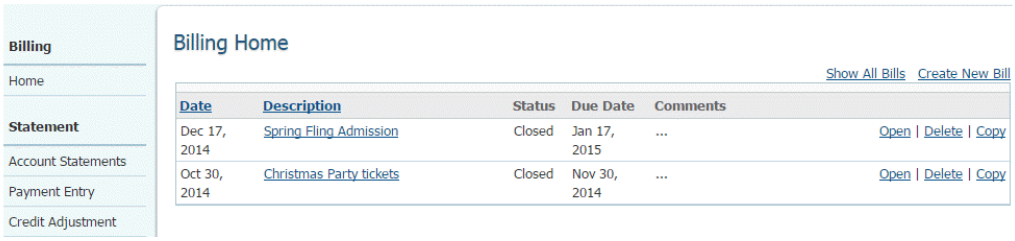
2. Along the top of the screen you will see several tabs. Click on **Organization.**



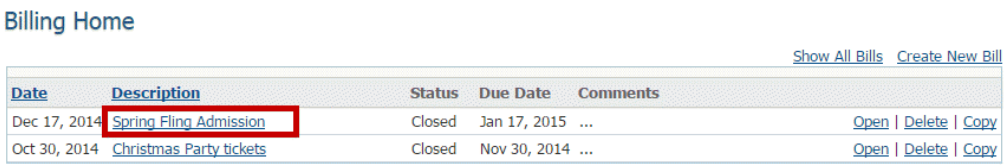
3. Next, click **Dues and Billing**.



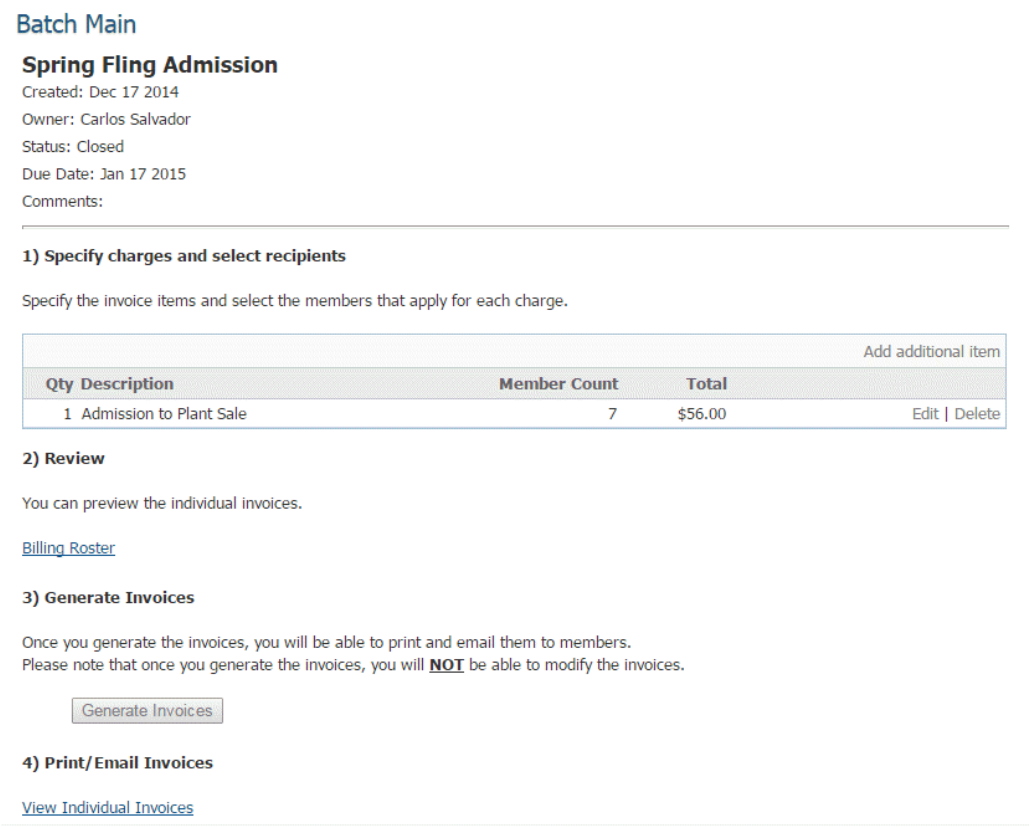
4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and your member invoices.



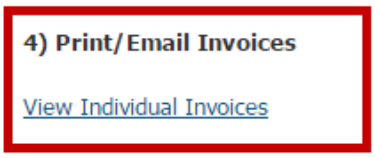
5. Now, click on the **Description** of the relevant item on the **Billing Home** page.



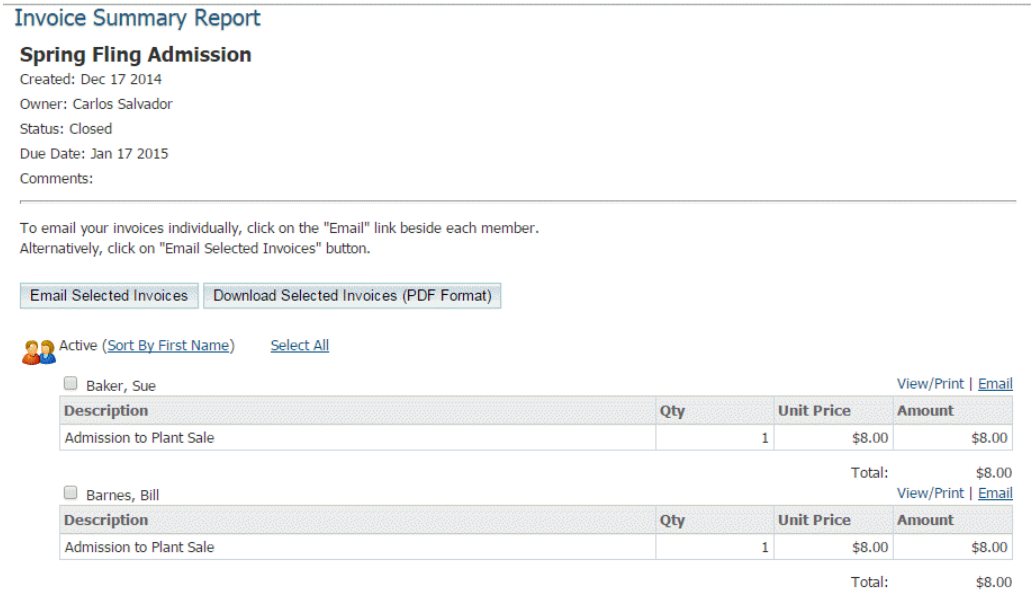
6. Doing so takes you to the **Batch Main** page, where you can view expanded details about the invoice item.



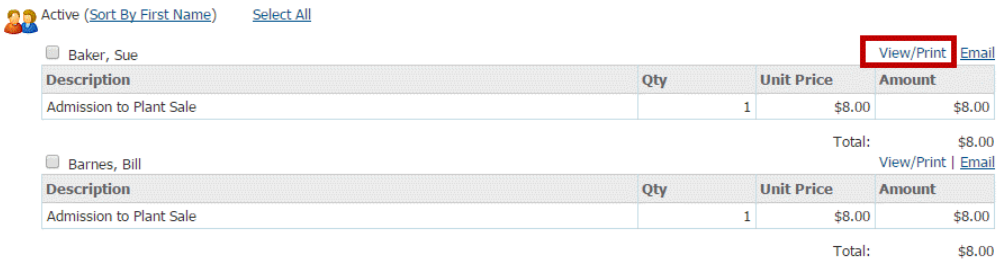
7. Scroll down to the header **4) Print/Email Invoices**. Then, click **View Individual Invoices**.



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

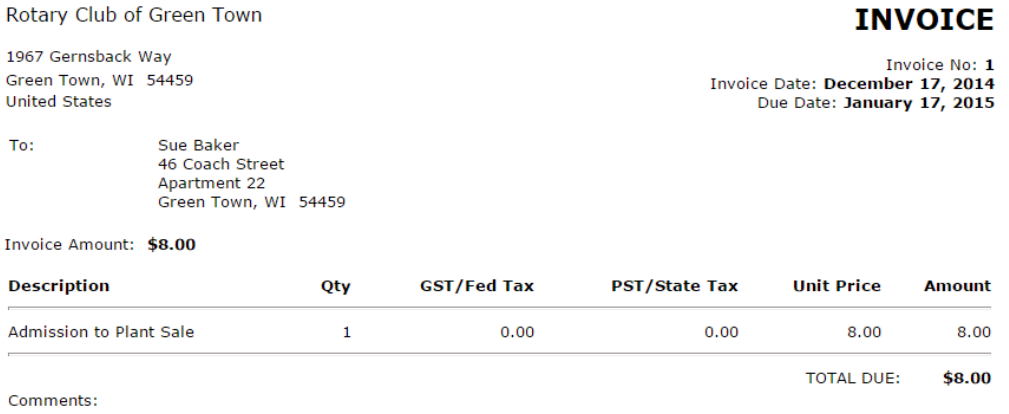


9. To print an individual invoice, select the member whose invoice you wish to print. Then, click **View/Print**.



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 Member Profile article.



Rotary Club of Green Town

1967 Gernsback Way
Green Town, WI 54459
United States

INVOICE

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?