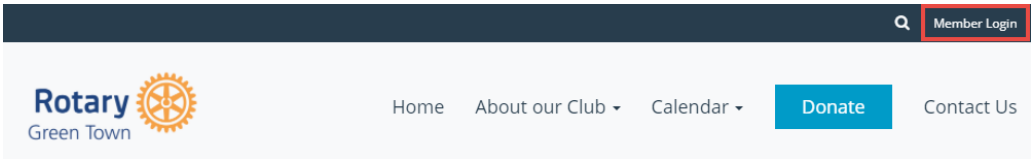
ClubRunner

How do I see the Dues & Billing reports?

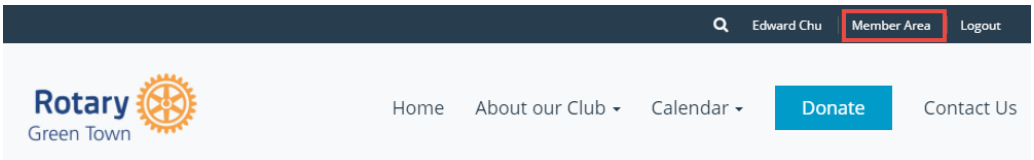
Michael C. - 2022-09-27 - Dues & Billing

There are two reports in the Dues & Billing. **Debits and Credits Report** to see the total balance of your members and **Monthly Balance Report** to see the member's balances by month. Please read below for the steps on how to get to these reports.

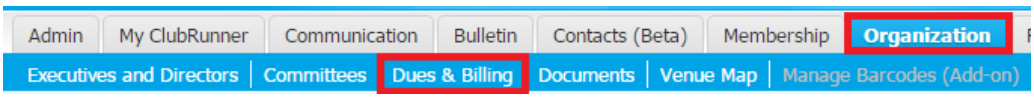
1. First, you would have to login to ClubRunner. To do so go to your Club's website, and then click on **Member Login** at the top right.



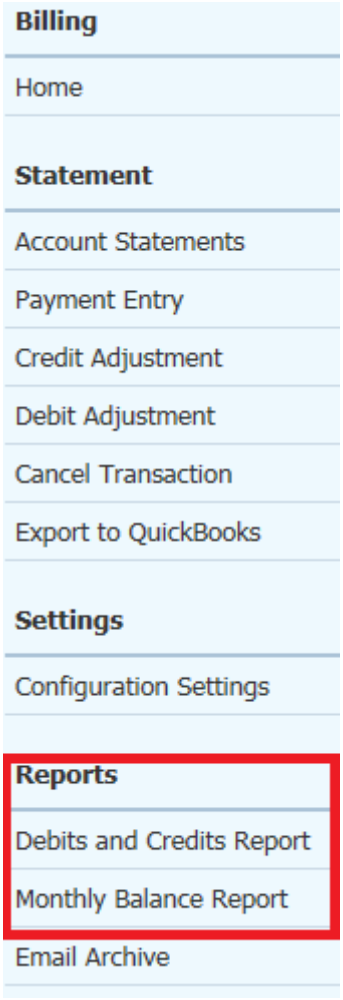
2. Once you entered your login information and logged in it will take you back to your home page. At the top right click **Member Area**.



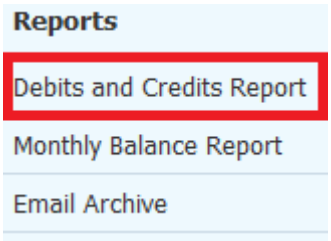
3. After that click on the **Organization** tab on the grey menu bar, and then click the **Dues & Billing** link.



4. This will take you to the Dues & Billing page. On the left hand side you will see the **Reports**.



5. Click on **Debits and Credits Report** to see the total balance of your members.



6. This will take you to the Member Debits and Credits Report. From here you can see the **Start Balance**, **Total Debit**, **Total Credit**, and **End Balance** of each member. It gives you an option to view **Active**, **Other**, **Inactive** or **All** members and you can change the dates it displays. Click **Refresh** to apply your changes. If you click **Download in Excel Format** it will download the report to your computer as an Excel file.

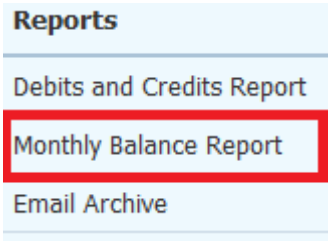
Member Debits and Credits Report

Please select type of members ◉ Active ○ Other ○ Inactive ○ All

From 2/1/2016 to 5/1/2016 Refresh Download in Excel Format

Name	Start Balance	Total Debit	Total Credit	End Balance
Baker, Sue	$0.00	$0.00	$0.00	$0.00
Brackett, Leigh	$37.00	$2.00	$0.00	$39.00
Harris, Clare	$33.00	$2.00	$0.00	$35.00
Jones, Mickey	$0.00	$2.00	$0.00	$2.00
Kornbluth, Cyril	-$10.00	$13.00	-$3.00	$0.00
Kuang, Ni	$28.00	$2.00	$0.00	$30.00
Lankton, Greer	$0.00	$2.00	$0.00	$2.00
Merril, Judith	$0.00	$2.00	$0.00	$2.00
Moore, Catherine	$18.00	$2.00	$0.00	$20.00
Pohl, Fred	$28.00	$2.00	$0.00	$30.00
Smith, Edward	$38.00	$2.00	$0.00	$40.00
Stapledon, Olaf	$0.00	$2.00	$0.00	$2.00
Trout, Kilgore	$0.00	$2.00	$0.00	$2.00

7. Click on **Monthly Balance Report** to see the member's balances by month.



8. This will take you to the Member Monthly Balance Report. From here you can see the balance of each member by month. It gives you an option to view **Active**, **Other**, **Inactive** or **All** members and you can change the dates it displays. Click **Refresh** to apply your changes. If you click **Download in Excel Format** it will download the report to your computer as an Excel file.

Member Monthly Balance Report

Please select type of members ◉ Active ○ Other ○ Inactive ○ All

From 2/1/2016 to 5/1/2016 Refresh Download in Excel Format

Name	Balance On Feb 1, 2016	Balance On Mar 1, 2016	Balance On Apr 1, 2016	Balance On May 1, 2016
Baker, Sue	$0.00	$0.00	$0.00	$0.00
Brackett, Leigh	$37.00	$37.00	$37.00	$39.00
Harris, Clare	$33.00	$33.00	$33.00	$35.00
Jones, Mickey	$0.00	$0.00	$0.00	$2.00
Kornbluth, Cyril	-$10.00	-$10.00	-$10.00	$0.00
Kuang, Ni	$28.00	$28.00	$28.00	$30.00
Lankton, Greer	$0.00	$0.00	$0.00	$2.00
Merril, Judith	$0.00	$0.00	$0.00	$2.00
Moore, Catherine	$18.00	$18.00	$18.00	$20.00
Pohl, Fred	$28.00	$28.00	$28.00	$30.00
Smith, Edward	$38.00	$38.00	$38.00	$40.00
Stapledon, Olaf	$0.00	$0.00	$0.00	$2.00
Trout, Kilgore	$0.00	$0.00	$0.00	$2.00

Related Content

- Export to QuickBooks (desktop edition) in ClubRunner
- Export to QuickBooks (online edition) in ClubRunner
- Dues & Billing configuration settings