ClubRunner

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How do I see what an individual member owes?

Marina N.B. - 2025-05-14 - Financial

Each Member and Other User in Nova has a Financials tab in their profile that holds all of their financial information, history, and balance. You can track and adjust payments and debits, and keep records of each transaction. To view such information, follow these steps below:

- Log in to your club's website and click on Member Area at the top right-hand corner of your club's home page. Alternatively, you can log in using our <u>Universal Login</u> page.
- 2. On the left-hand side, click on **Members & Contacts.** Depending on whose financial information you wish to see, you can then click **Members**, or **Contacts** followed by the **Other Users** tab.



 You can use filters to search for an individual. Click on the individual's name, or on the View button on the right-hand side to navigate to their member profile.

Active & Honorar	y Active Honorary Past					
Bulk Actions	5 • Email Export •			Trans	sfer Member	Add Record
- <u>_</u>	Euell Bosomworth	Rotary Number	169507403			View
. Ale	.sendgrid.net	Member	Standard	Balance	\$4,588.00	
	Sector Volunteer	Type Date Joined Club	Sep 03, 2017 7 years ago			
		Role	₽ 70			

1. Once you are taken to their profile, click on the **Financials** tab.

Euell Bo	somworth						Change Status 🔻
Change	euell_bosomworthnet	@sink.sendgrid	I. Rotary Number Member Date Joir Club Last Logi Club Last Logi Mobile Activity	1695074/ Type Standard Sep 03, 2 in in Report	017 7 years ago		
Personal	Communication	Rotary	Biography	Commitments	Privacy and Settings	Financials	Documents 🎥

 From this tab, you can view the balance a Member or Other User has, as well as all of their financial information that originated on the club's website. On the right-hand side you can select an action from the drop-down menu, such as viewing and emailing the invoice, and submitting or logging transactions.

FINANCIALS

Balance (USD) \$4,588.0	0			
Q Search				
TRANSACTION DATE -	TRANSACTION TYPE -	DESCRIPTION -	AMOUNT (USD) 🚽	STATUS 🗸
Apr 26, 2025	Invoice	Order 2399	680.00	Not Paid
Apr 05, 2025	Invoice	Order 2294	220.00	Q, View
Apr 02, 2025	Invoice	Order 2254	10.00	Email Invoice
Mar 29, 2025	Invoice	Order 2083	180.00	Pay as Admin
Mar 23, 2025	Invoice	Order 1946	260.00	🖃 Pay Online
Mar 14, 2025	Invoice	Order 1767	1,210.00	+ Log Transaction
Mar 05, 2025	Invoice	Order 1441	25.00	Not Paid