

[NOVA] How do I see what an individual member owes?

Marina N.B. - 2025-08-26 - [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:

1. 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 [Universal Login](#) 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.



1. 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 & Honorary

Active

Honorary

Past

☐

Bulk Actions

Email

Export

Transfer Member

Add Record

☐



Euell Bosomworth

euell_bosomworth@sink

.sendgrid.net

donor volunteer

Rotary Number

169507403

Member Type

Standard

Date Joined

Sep 03, 2017 7 years ago

Club Role

70

Balance

\$4,588.00

View

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

Euell Bosomworth

Change Status ▾



euell_bosomworth@sink.sendgrid.net

donor volunteer

Rotary Number 169507403
Member Type Standard
Date Joined Sep 03, 2017 7 years ago
Club
Last Login
Club
Last Login
Mobile

Activity Report

Personal Communication Rotary Biography Commitments Privacy and Settings **Financials** Documents 🧑🏿
Notes 🧑🏿

1. 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) \$4,588.00

🔍 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		🔍 View
Apr 02, 2025	Invoice	Order 2254	10.00		✉ Email Invoice
Mar 29, 2025	Invoice	Order 2083	180.00		📄 View PDF/Print
Mar 23, 2025	Invoice	Order 1946	260.00		💳 Pay as Admin
Mar 14, 2025	Invoice	Order 1767	1,210.00		💳 Pay Online
Mar 05, 2025	Invoice	Order 1441	25.00	Not Paid	+ Log Transaction