

ClubRunner

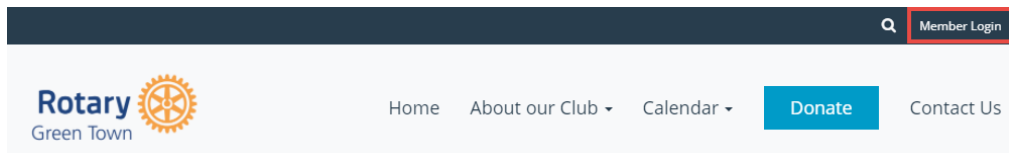
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I track payments made by members?

How do I track payments made by members?

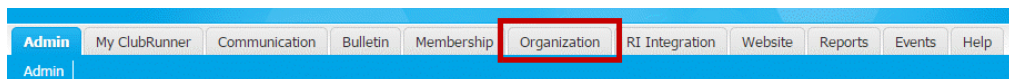
Michael C. - 2021-02-23 - Dues & Billing

Using the **Dues and Billing** function of ClubRunner, you can manage the accounts of your individual members. You can track and adjust both payments and debits, and keep clear records of each transaction.

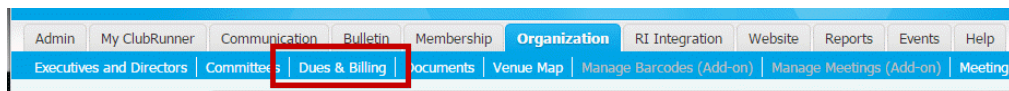
1. To view an account statement, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



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



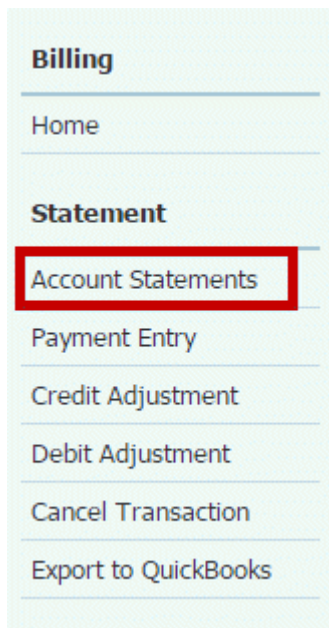
3. Next, click **Dues and Billing**.



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

Billing		Billing Home				
Home						
Statement						
Account Statements						
Payment Entry						
Credit Adjustment						
		Date	Description	Status	Due Date	Comments
		Dec 17, 2014	Spring Fling Admission	Closed	Jan 17, 2015	... Open Delete Copy
		Oct 30, 2014	Christmas Party tickets	Closed	Nov 30, 2014	... Open Delete Copy

5. You can access a number of features from the options on the left side of the screen. To view the member account statements, click on the **Account Statements** link under the heading **Statement**.




6. This will bring you to the **Account Statement** page. Here, you can view an overall summary of all member accounts, as well as the outstanding balance.

Account Statement

Select All Members Select Only Balance Owing Statements Unselect All Members (Applies to all member types)			Send Statement by Email
 Active			Total for all members: \$85.00
<input type="checkbox"/>	Member Name	Last Emailed	Account Balance
			Total: \$85.00
<input type="checkbox"/>	Baker, Sue		\$17.00 Show Transactions
<input type="checkbox"/>	Barnes, Bill		\$18.00 Show Transactions
	Barnes, Bill		\$8.00 Show Transactions
<input type="checkbox"/>	Jackson, Eva		\$8.00 Show Transactions
<input type="checkbox"/>	Pevensie, Susan		\$8.00 Show Transactions
<input type="checkbox"/>	Salvador, Carlos		\$18.00 Show Transactions
<input type="checkbox"/>	Tang, Simon		\$8.00 Show Transactions
			Total: \$85.00

7. If you wish to take a close look at the transactions of an individual member, click on the **Show Transactions** link to the right of their name.

Account Statement

Select All Members Select Only Balance Owing Statements Unselect All Members (Applies to all member types)			Send Statement by Email
 Active			Total for all members: \$85.00
<input type="checkbox"/>	Member Name	Last Emailed	Account Balance
			Total: \$85.00
<input type="checkbox"/>	Baker, Sue		\$17.00 Show Transactions
<input type="checkbox"/>	Barnes, Bill		\$18.00 Show Transactions
	Barnes, Bill		\$8.00 Show Transactions
<input type="checkbox"/>	Jackson, Eva		\$8.00 Show Transactions
<input type="checkbox"/>	Pevensie, Susan		\$8.00 Show Transactions
<input type="checkbox"/>	Salvador, Carlos		\$18.00 Show Transactions
<input type="checkbox"/>	Tang, Simon		\$8.00 Show Transactions
			Total: \$85.00

8. On the **Billing Transactions** page you can view details about specific transactions. For more information about an invoice, you can click on the invoice description. If you wish to send the member a copy of their statement, click the button labelled

Send Statement by Email.

Send Statement by Email

[All Transactions](#)

[Print Report](#)

Date	Trans Type	Description	Due Date	Charge	Payment
Oct 30, 2014	Invoice	Billing Invoice: Christmas Party tickets (Invoice No:3)	Nov 30, 2014	\$10.00	
Dec 17, 2014	Invoice	Billing Invoice: Spring Fling Admission (Invoice No:1)	Jan 17, 2015	\$8.00	
Dec 18, 2014	Debit Note	Debit adjustment		\$10.00	
Dec 18, 2014	Credit Note	Credit adjustment			\$10.00
Dec 18, 2014	Debit Note	Debit adjustment			\$1.00
Total:				\$28.00	\$11.00
				Account Balance	\$17.00

Related Content

- [How do I adjust the amount a member owes?](#)
- [How do I view member account statements?](#)
- [How do I cancel transactions within Dues & Billing?](#)