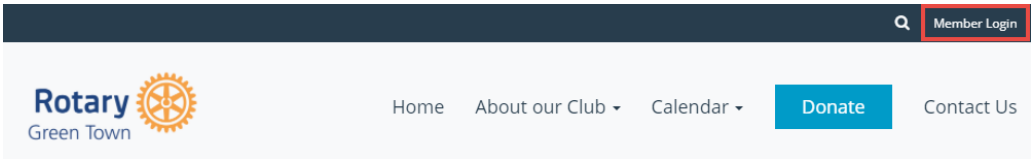
How do I track payments made by members?

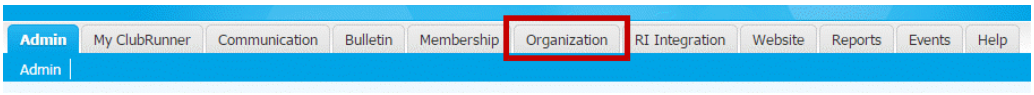
Michael C. - 2021-02-23 - Dues & Billing

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.

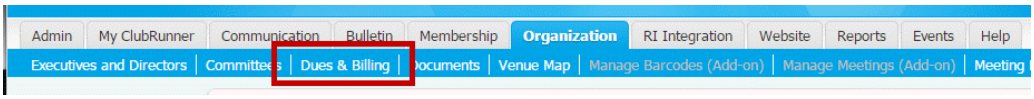
1. To view an account statement, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



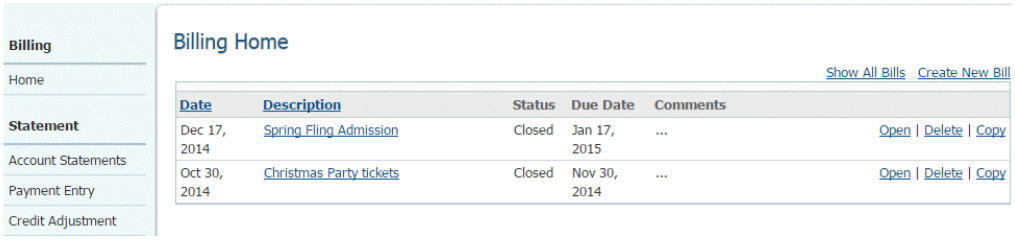
2. Along the top of the screen you will see several tabs. Click on **Organization.**



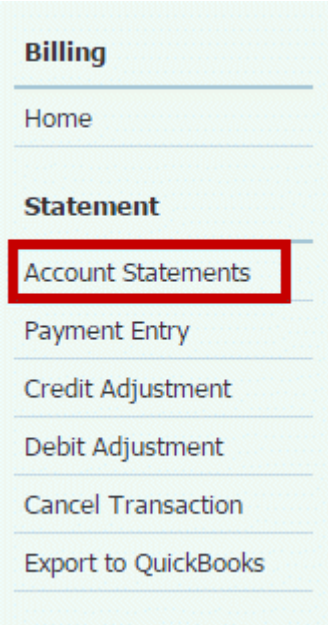
3. Next, click **Dues and Billing**.



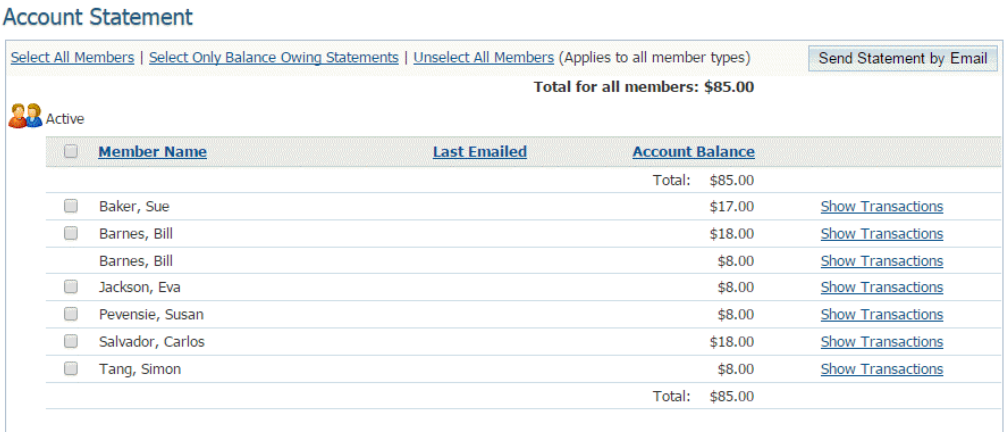
4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices.



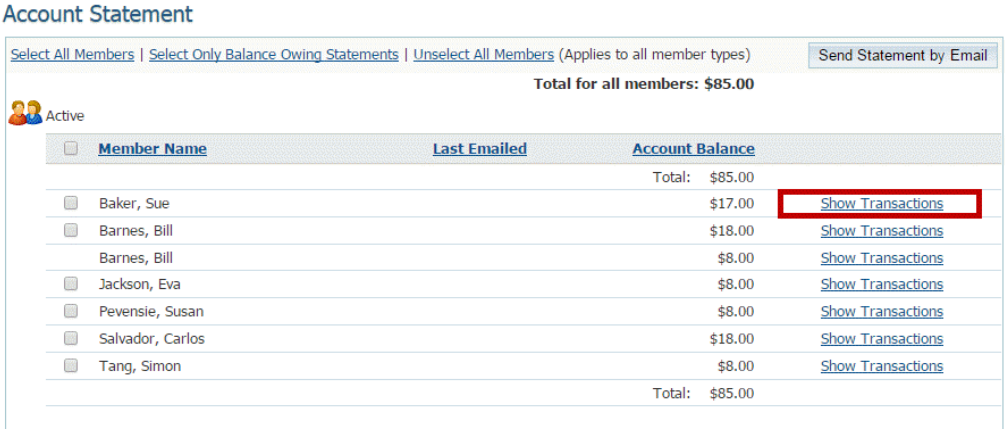
5. You can access a number of features from the options on the left side of the screen. To view the member account statements, click on the **Account Statements** link under the heading **Statement**.



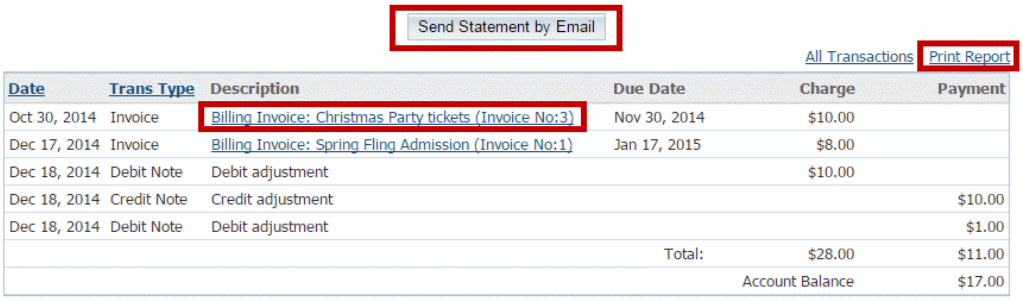
6. This will bring you to the **Account Statement** page. Here, you can view an overall summary of all member accounts, as well as the outstanding balance.



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.



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**.



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?