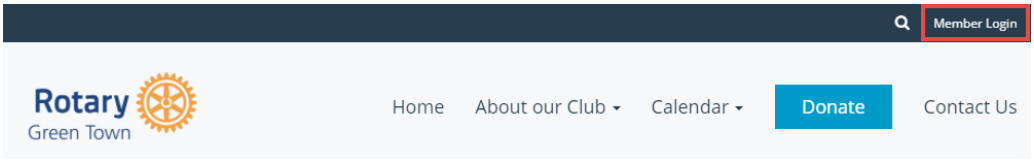
ClubRunner

How do I view member account statements?

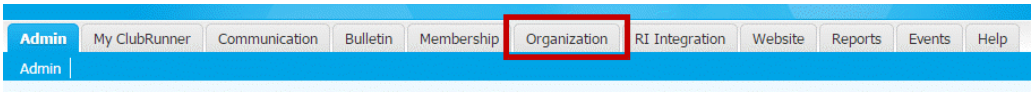
Michael C. - 2021-02-23 - Dues & Billing

Using the **Dues and Billing** function of ClubRunner, you can manage the accounts of your individual members. You can also send bills to your members.

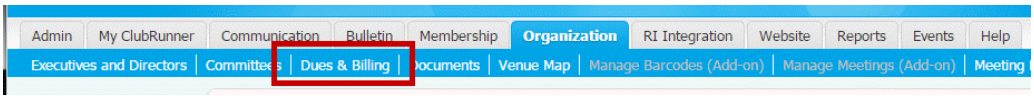
1. To send a bill to a member, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



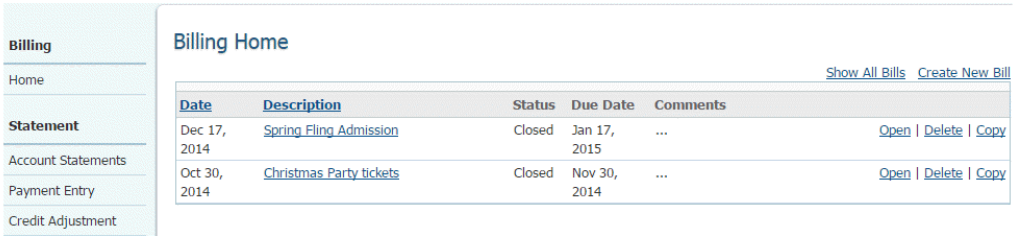
2. Along the top of the screen you will see several tabs. Click on **Organization.**



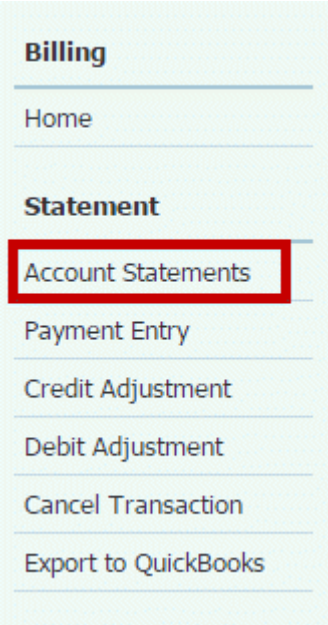
3. Next, click **Dues and Billing**.



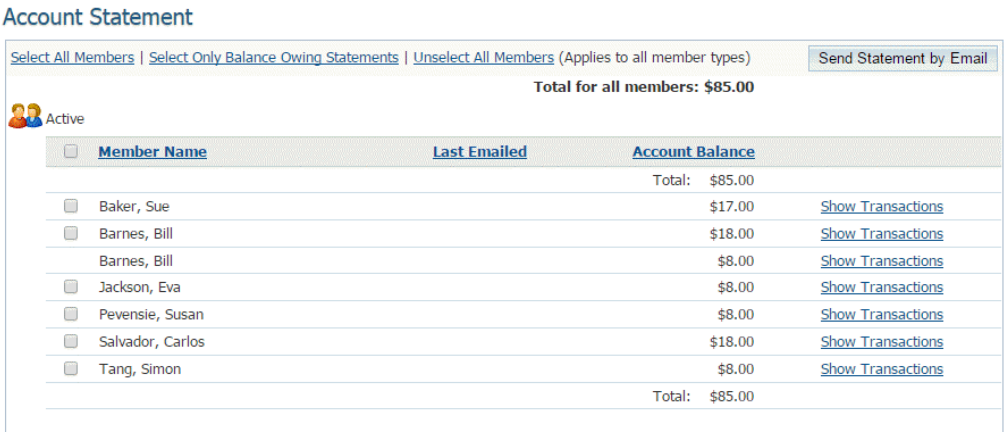
4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices.



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 total outstanding balance.



Related Content

- How do I enter payments in Dues & Billing?
- How do I adjust the amount a member owes?
- How do I track payments made by members?
- How do I send statements to members?
- How do I enter multiple payments for Dues & Billing?