

ClubRunner

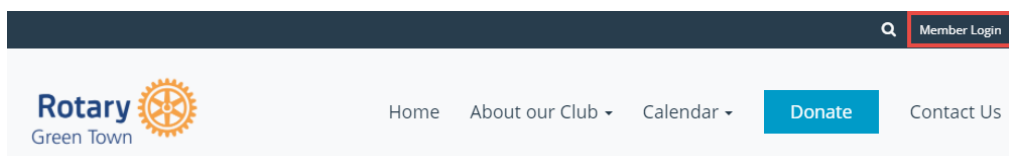
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I view member account statements?

How do I view member account statements?

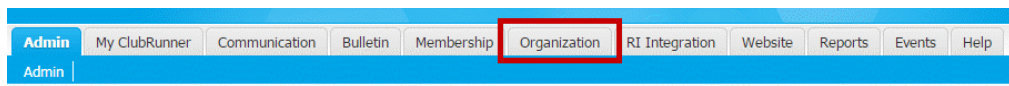
Michael C. - 2021-02-23 - Dues & Billing

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.

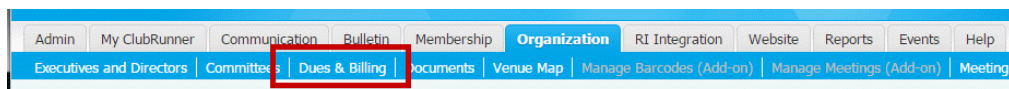
1. To send a bill to a member, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



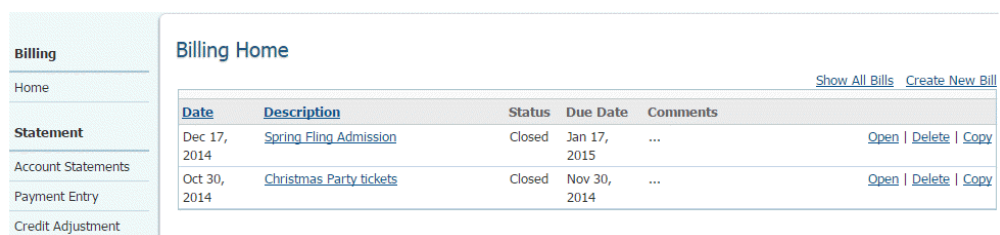
2. Along the top of the screen you will see several tabs. Click on **Organization**.



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

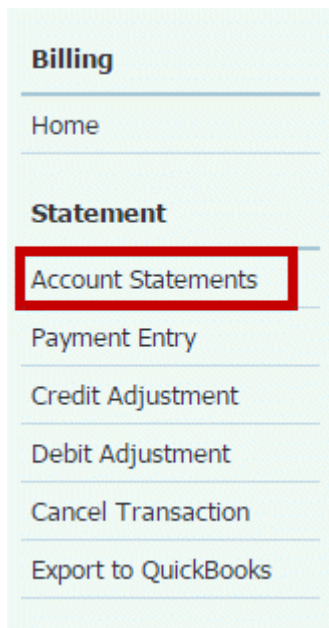


4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices.

A screenshot of the Billing Home page. On the left, there is a sidebar with links: Billing, Home, Statement, Account Statements, Payment Entry, and Credit Adjustment. The main content area is titled 'Billing Home' and contains a table of bills. The table has columns for Date, Description, Status, Due Date, and Comments. Two bills are listed: one for 'Spring Fling Admission' due Jan 17, 2015, and another for 'Christmas Party tickets' due Nov 30, 2014. Each row has links for 'Open', 'Delete', and 'Copy'. There are also links for 'Show All Bills' and 'Create New Bill' at the top right of the table.

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 total outstanding balance.

Account Statement

Select All Members | [Select Only Balance Owing Statements](#) | [Unselect All Members](#) (Applies to all member types) [Send Statement by Email](#)

Total for all members: \$85.00

Active

<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

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?](#)