ClubRunner

How do I view my account balance?

Omar S. - 2023-11-28 - My ClubRunner

ClubRunner lets you check your account balance at any time. With the My Account Balance feature you can view any outstanding club bills, such as dues or fines, as well as any money the club may owe you for refunds.

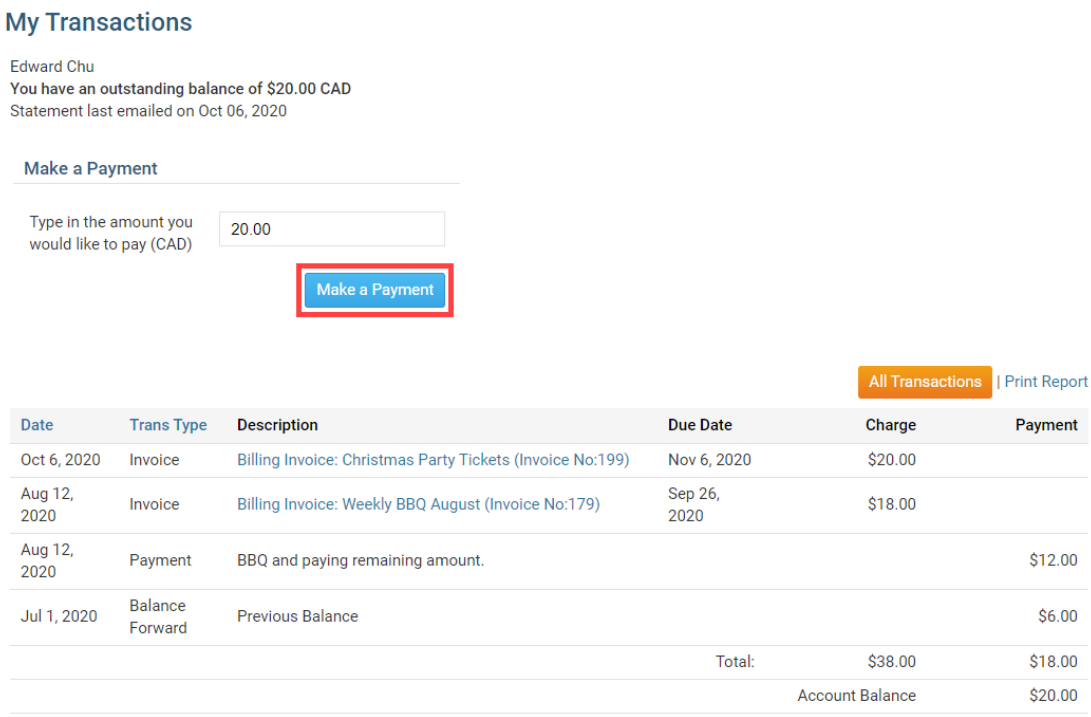
1. To access **My Account Balance**, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.

2. Along the top of the screen, you will see several tabs. Click on the **My ClubRunner** tab.

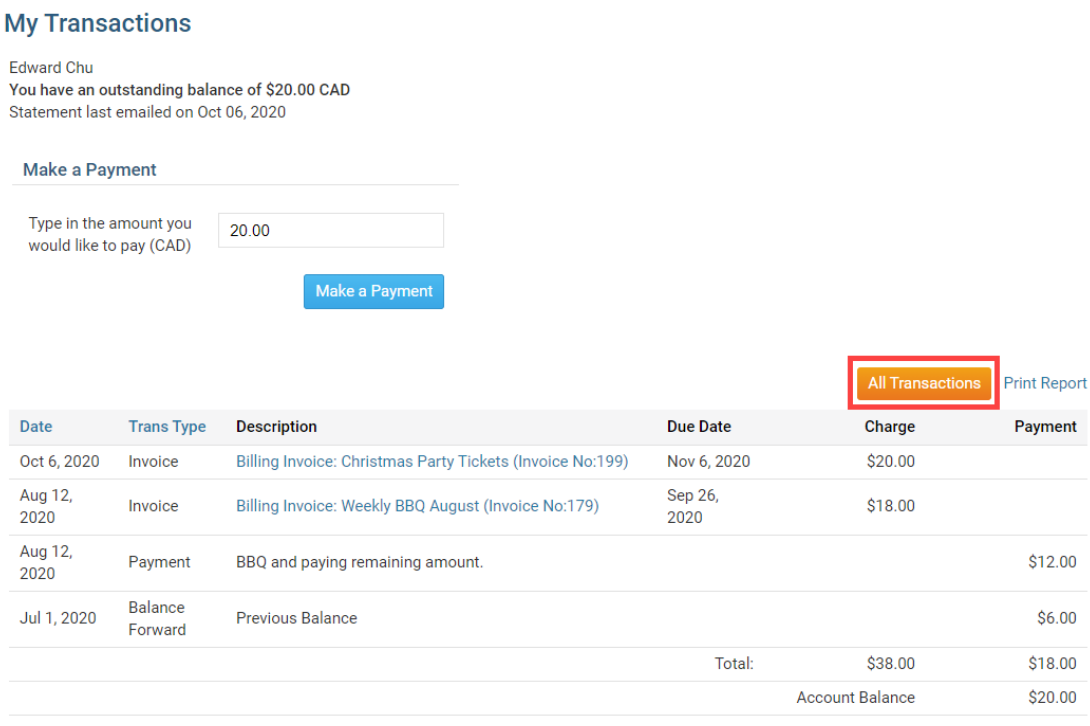
3. Click on the **My Account Balance** link on the menu bar just below the tabs.

4. You are now on the My Transactions screen. Here, you can see an overview of invoices issued to you by the club in the current year, as well as all credits. It also lists your total outstanding payment or credit. You can even make a payment.

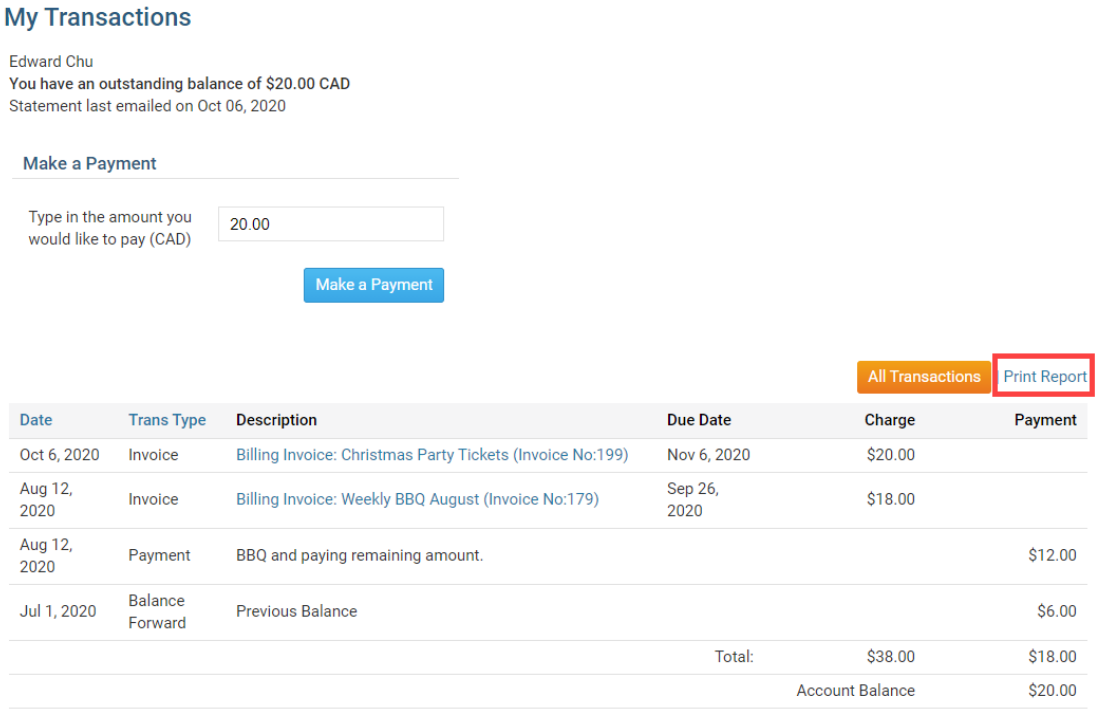
5. To make a payment enter in the amount you would like to pay. By default, it will match the account balance. Then click on the **Make a Payment** button. A new page will load asking for your credit card information.



1. If you want to see past transactions, click **All Transactions**.



1. If you'd like to print a hard copy of the transactions displayed on the screen, click **Print Report.**



1. Now, let's examine the details of a specific invoice. To do so, click on the **invoice description**.

My Transactions

Edward Chu
You have an outstanding balance of $20.00 CAD
Statement last emailed on Oct 06, 2020

Make a Payment

Type in the amount you would like to pay (CAD) 20.00

Make a Payment

All Transactions | Print Report

Date	Trans Type	Description	Due Date	Charge	Payment
Oct 6, 2020	Invoice	Billing Invoice: Christmas Party Tickets (Invoice No:199)	Nov 6, 2020	$20.00	
Aug 12, 2020	Invoice	Billing Invoice: Weekly BBQ August (Invoice No:179)	Sep 26, 2020	$18.00	
Aug 12, 2020	Payment	BBQ and paying remaining amount.			$12.00
Jul 1, 2020	Balance Forward	Previous Balance			$6.00
			Total:	$38.00	$18.00
				Account Balance	$20.00

1. This will open a copy of the invoice in a new window.

Rotary Club of Green Town

123 Sesame St.
Green Town, WI 90210
United States

INVOICE

Invoice No: **199**
Invoice Date: **October 6, 2020**
Due Date: **November 6, 2020**

To: Edward Chu
23 Bradbury Street
Green Town, WI 54459

Invoice Amount: **$20.00**

Description	Qty	GST/Fed Tax	PST/State Tax	Unit Price	Amount
Christmas Party Tickets	1	0.00	0.00	20.00	20.00

TOTAL DUE: **$20.00**

Comments: