ClubRunner

Help Articles > Club Help > Club - Members' Guide > My ClubRunner > How do I view my account balance?

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.

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

My Transactions



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

My Transactions

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

Make a Pay	rment					
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 Part	y Tickets (Invoice No:199)	Nov 6, 2020	\$20.00	
Aug 12, 2020	Invoice	Billing Invoice: Weekly BBQ Au	gust (Invoice No:179)	Sep 26, 2020	\$18.00	
Aug 12, 2020	Payment	BBQ and paying remaining am	ount.			\$12.00
Jul 1, 2020	Balance Forward	Previous Balance				\$6.00
				Total:	\$38.00	\$18.00
					Account Balance	\$20.00

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

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

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			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				IN	OICE
123 Sesame St. Green Town, WI 90210 United States					Invoice No: 199 Invoice Date: October 6, 2020 Due Date: November 6, 2020	
To:	Edward Chu 23 Bradbury Street Green Town, WI 5	t 4459				
Invoice Amount: \$	20.00					
Description		Qty	GST/Fed Tax	PST/State Tax	Unit Price	Amount
Christmas Party Ti	ckets	1	0.00	0.00	20.00	20.00
Comments:					TOTAL DUE:	\$20.00