

## How do I view my account balance?

Omar S. - 2021-01-19 - 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, 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 is the account balance. Then click on the **Make a Payment** button. A new page will load asking for your credit card information.

### 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)

[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 |

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

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| Jul 1, 2020  | Balance Forward | Previous Balance  |              |                 | \$6.00  |
|              |                 |   |              | Total:          | \$38.00 |
|              |                 |   |              | Account Balance | \$18.00 |
|              |                 |   |              |                 | \$20.00 |

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

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|              |                 |   |              |                 | \$20.00 |

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

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| Jul 1, 2020     | Balance Forward | Previous Balance  |              |         | \$6.00  |
| Total:          |                 |   |              | \$38.00 | \$18.00 |
| Account Balance |                 |   |              |         | \$20.00 |

9. This will open a copy of invoice in a new window.

Rotary Club of Green Town

123 Sesame St.  
Green Town, WI 90210  
United States

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

## INVOICE

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

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: