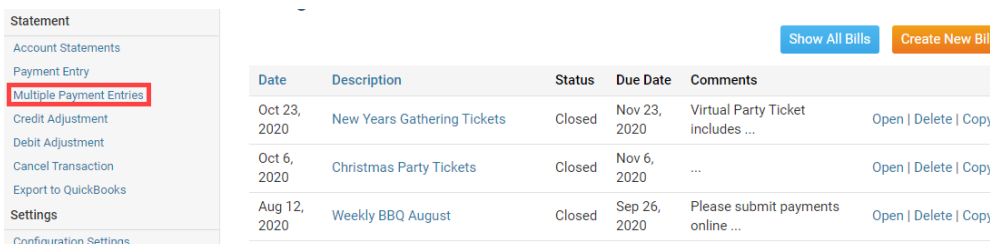


How do I enter multiple payments for Dues & Billing?

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

You can enter multiple payments in Dues & Billing by using the **Multiple Payments** page. This will save time if you have multiple payments to enter. You would enter payments in Dues & Billing if you received cash or check as payment. To learn more about this page please follow the steps below:

1. Please login to ClubRunner by going to the Club's website and click on the link near the top right called **Member Login**.
2. After you login, please click **Member Area** near the top right.
3. In the top blue menu bar, click **Organization**.
4. In the grey bar below click **Dues & Billing**.
5. This takes you to the Dues & Billing module. Click **Multiple Payment Entries** to go to the Multiple Payment page.




The screenshot shows a sidebar menu on the left with 'Multiple Payment Entries' highlighted in red. The main content area displays a table of payment entries with columns for Date, Description, Status, Due Date, and Comments. There are also buttons for 'Show All Bills' and 'Create New Bill' at the top right of the table.

| Date | Description | Status | Due Date | Comments |
|--------------|-----------------------------|--------|--------------|-----------------------------------|
| Oct 23, 2020 | New Years Gathering Tickets | Closed | Nov 23, 2020 | Virtual Party Ticket includes ... |
| Oct 6, 2020 | Christmas Party Tickets | Closed | Nov 6, 2020 | ... |
| Aug 12, 2020 | Weekly BBQ August | Closed | Sep 26, 2020 | Please submit payments online ... |


6. The Multiple Manual Payments page displays the members' name and balance. There are several columns.
 - o **Account Balance** - This displays the member's account balance.
 - o **Copy Balance** - This copies the amount in the Account Balance field to the member's Amount field
 - o **Amount** - This is the amount the member paid.
 - o **Transaction Date** - This is the date the member paid.
 - o **Comment** - This allows you to enter a comment. Eg. Cash, Check...

Add Multiple Manual Payments


[Preview Payments](#)

 Active


| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|-----------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Applegate, John | \$35.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Baker, Sue | \$84.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Brackett, Leigh | -\$189.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Chu, Edward | \$20.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |

 Honorary


| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|--------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Davis, Clare | \$38.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |

 Active - Satellite

No outstanding member account balance

 Active - Corporate

| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|---------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Corprel, John | \$15.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |


 Ex Member

| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|----------------|-----------------|--------------|--------------------------------|-------------------------------|-------------------------------|
| Barnes, Bill | \$65.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Dabinski, Lana | \$0.00 | Copy | <input type="text" value="0"/> | <input type="text" value=""/> | <input type="text" value=""/> |

7. After you enter in all of the data click the **Preview Payments** button.

Add Multiple Manual Payments

[Preview Payments](#)

 Active

| Member Name | Account Balance | Copy Balance | Amount (\$) | Transaction Date | Comment |
|-----------------|-----------------|--------------|------------------------------------|---|---|
| Applegate, John | \$35.00 | Copy | <input type="text" value="20.00"/> | <input type="text" value="Nov 04, 2020"/> | <input type="text" value="Paid by Cheque #1234"/> |
| Baker, Sue | \$84.00 | Copy | <input type="text" value="30.00"/> | <input type="text" value="Nov 03, 2020"/> | <input type="text" value="Paid by Cash R#12378"/> |

8. A preview box appears displaying the payments entered for review. If everything is correct click the **Submit** button to apply the payments. Click **Cancel** to return to the previous screen and make any changes.

Preview

| Member Name | Account Balance | Amount | Transaction Date | Comment |
|-----------------|-----------------|--------|------------------|-----------------------|
| Applegate, John | \$35.00 | 20.00 | Nov 04, 2020 | Paid by Cheque #1234 |
| Baker, Sue | \$84.00 | 30.00 | Nov 03, 2020 | Paid by Cash R#123789 |

Cancel
Submit

Related Content

- [VIDEO: Dues and Billing with Zach W.](#)
- [How do I enter payments in Dues & Billing?](#)
- [How do I send statements to members?](#)
- [How do I view member account statements?](#)
- [How do I cancel transactions within Dues & Billing?](#)