

ClubRunner

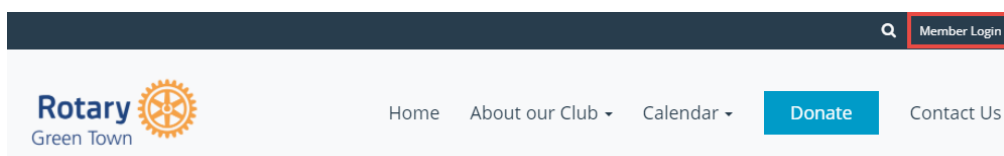
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How do I print member invoices?

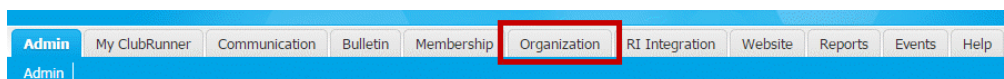
Michael C. - 2021-02-23 - Dues & Billing

Using the **Dues and Billing** function of ClubRunner, you can manage the accounts of your individual members. This feature also allows you to print invoices to serve as a paper record or reminder of transactions.

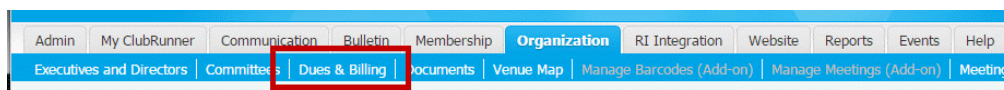
1. To print an invoice, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



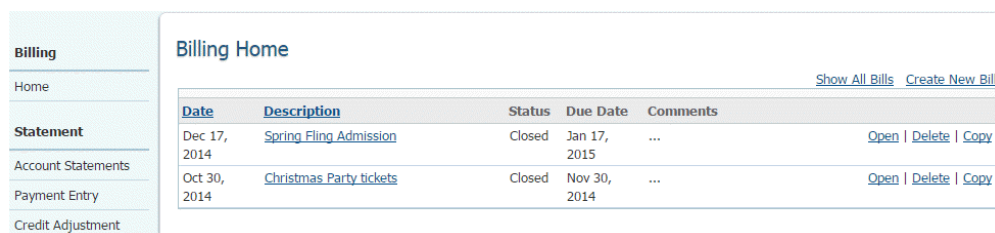
2. Along the top of the screen you will see several tabs. Click on **Organization**.



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 your member invoices.

A screenshot of the Billing Home page. On the left is a sidebar with links for Billing, Home, Statement, Account Statements, Payment Entry, and Credit Adjustment. The main content area is titled "Billing Home" and includes links for "Show All Bills" and "Create New Bill". Below is a table with columns: Date, Description, Status, Due Date, and Comments.

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. Now, click on the **Description** of the relevant item on the **Billing Home** page.

A screenshot of the Billing Home page, similar to the previous one, but with the "Description" cell for the first row ("Spring Fling Admission") highlighted with a red border.

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

6. Doing so takes you to the **Batch Main** page, where you can view expanded details about the invoice item.

Batch Main

Spring Fling Admission

Created: Dec 17 2014
Owner: Carlos Salvador
Status: Closed
Due Date: Jan 17 2015
Comments:

1) Specify charges and select recipients

Specify the invoice items and select the members that apply for each charge.

Qty	Description	Member Count	Total	Add additional item
1	Admission to Plant Sale	7	\$56.00	Edit Delete

2) Review

You can preview the individual invoices.

[Billing Roster](#)

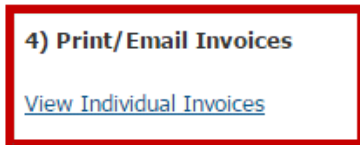
3) Generate Invoices

Once you generate the invoices, you will be able to print and email them to members. Please note that once you generate the invoices, you will **NOT** be able to modify the invoices.

4) Print/Email Invoices

[View Individual Invoices](#)

7. Scroll down to the header **4) Print/Email Invoices**. Then, click **View Individual Invoices**.



8. This brings you to the **Invoice Summary Report**.

Invoice Summary Report

Spring Fling Admission

Created: Dec 17 2014
Owner: Carlos Salvador
Status: Closed
Due Date: Jan 17 2015
Comments:

To email your invoices individually, click on the "Email" link beside each member. Alternatively, click on "Email Selected Invoices" button.

 Active ([Sort By First Name](#)) [Select All](#)

<input type="checkbox"/> Baker, Sue				View/Print Email
Description	Qty	Unit Price	Amount	
Admission to Plant Sale	1	\$8.00	\$8.00	
			Total:	\$8.00
<input type="checkbox"/> Barnes, Bill				View/Print Email
Description	Qty	Unit Price	Amount	
Admission to Plant Sale	1	\$8.00	\$8.00	
			Total:	\$8.00

9. To print an individual invoice, select the member whose invoice you wish to print.

Then, click **View/Print**.

 Active ([Sort By First Name](#)) [Select All](#)

Baker, Sue [View/Print](#) [Email](#)

Description	Qty	Unit Price	Amount
Admission to Plant Sale	1	\$8.00	\$8.00
			Total: \$8.00

Barnes, Bill [View/Print](#) [Email](#)

Description	Qty	Unit Price	Amount
Admission to Plant Sale	1	\$8.00	\$8.00
			Total: \$8.00

10. A new window now opens, containing a printer-friendly version of the invoice. You can save this, or print it directly from your browser.

Note: If the member has their work address set as preferred address in their member profile, it will display the name of the member, company name and work address on the invoice. To learn more read the [Member Profile](#) article.

Rotary Club of Green Town

1967 Gernsback Way
Green Town, WI 54459
United States

INVOICE

Invoice No: **1**
Invoice Date: **December 17, 2014**
Due Date: **January 17, 2015**

To: Sue Baker
46 Coach Street
Apartment 22
Green Town, WI 54459

Invoice Amount: **\$8.00**

Description	Qty	GST/Fed Tax	PST/State Tax	Unit Price	Amount
Admission to Plant Sale	1	0.00	0.00	8.00	8.00

TOTAL DUE: **\$8.00**

Comments:

Related Content

- [How do I print/email invoices?](#)
- [How do I resend invoices to selected members?](#)
- [How do I create a new bill?](#)
- [How can I prevent an ex-member from receiving invoices?](#)