

# ClubRunner

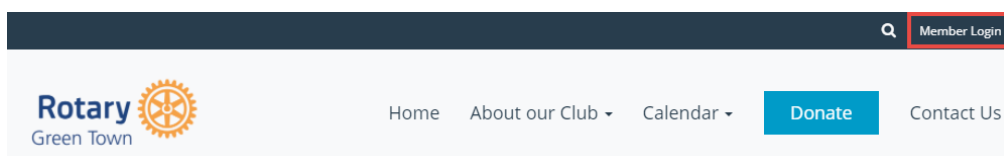
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I print member invoices?

## How do I print member invoices?

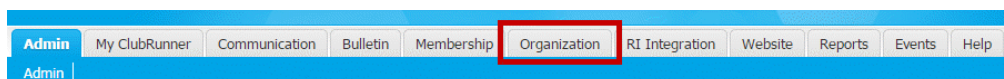
Michael C. - 2021-02-23 - Dues & Billing

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.

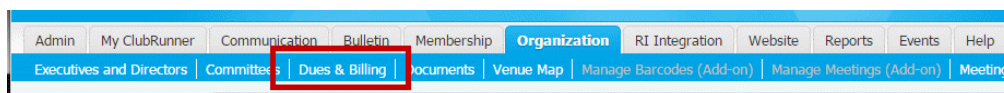
1. To print an invoice, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



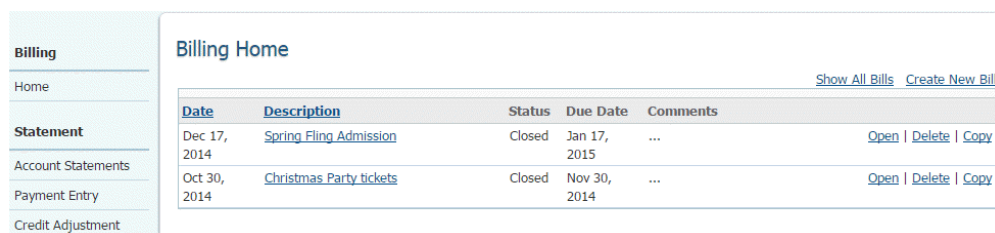
2. Along the top of the screen you will see several tabs. Click on **Organization**.



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 'Billing' selected. The main content area shows a table of billing items. The 'Dues & Billing' tab in the navigation bar is highlighted with a red box.

Date	Description	Status	Due Date	Comments	
Dec 17, 2014	<a href="#">Spring Fling Admission</a>	Closed	Jan 17, 2015	...	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
Oct 30, 2014	<a href="#">Christmas Party tickets</a>	Closed	Nov 30, 2014	...	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

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

A screenshot of the Billing Home page. The 'Description' of the 'Spring Fling Admission' item is highlighted with a red box.

Date	Description	Status	Due Date	Comments	
Dec 17, 2014	<a href="#">Spring Fling Admission</a>	Closed	Jan 17, 2015	...	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>
Oct 30, 2014	<a href="#">Christmas Party tickets</a>	Closed	Nov 30, 2014	...	<a href="#">Open</a>   <a href="#">Delete</a>   <a href="#">Copy</a>

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](#)

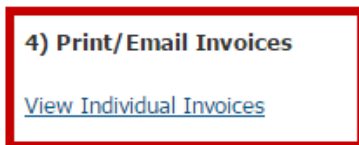
#### 3) Generate Invoices

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				<a href="#">View/Print</a>   <a href="#">Email</a>
Description	Qty	Unit Price	Amount	
Admission to Plant Sale	1	\$8.00	\$8.00	
			Total:	\$8.00
<input type="checkbox"/> Barnes, Bill				<a href="#">View/Print</a>   <a href="#">Email</a>
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?](#)