

# ClubRunner

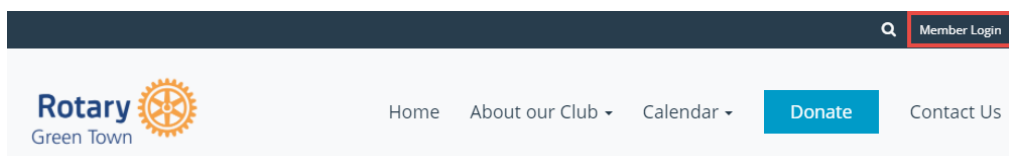
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I view member account statements?

## How do I view member account statements?

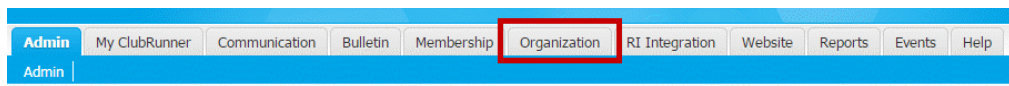
Michael C. - 2021-02-23 - Dues & Billing

Using the **Dues and Billing** function of ClubRunner, you can manage the accounts of your individual members. You can also send bills to your members.

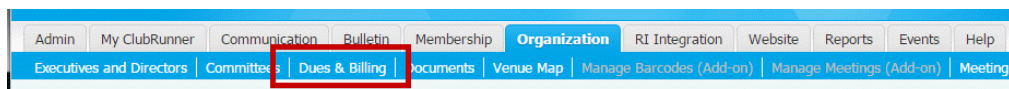
1. To send a bill to a member, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



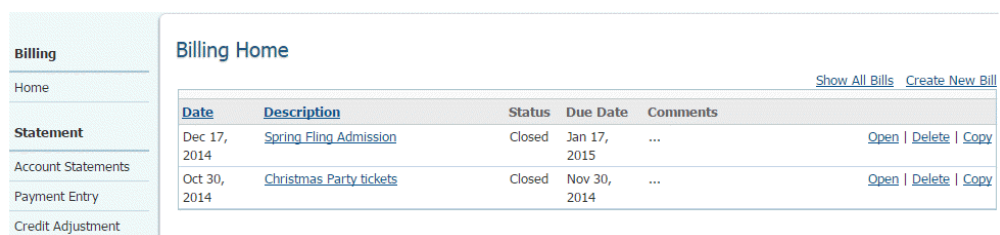
2. Along the top of the screen you will see several tabs. Click on **Organization**.



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 member invoices.



**Billing**

Home

**Statement**

Account Statements

Payment Entry

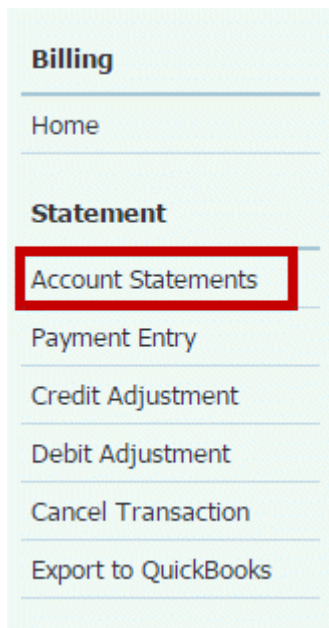
Credit Adjustment

### Billing Home

[Show All Bills](#) [Create New Bill](#)

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. You can access a number of features from the options on the left side of the screen. To view the member account statements, click on the **Account Statements** link under the heading **Statement**.



6. This will bring you to the **Account Statement** page. Here, you can view an overall summary of all member accounts, as well as the total outstanding balance.

#### Account Statement

Select All Members | [Select Only Balance Owing Statements](#) | [Unselect All Members](#) (Applies to all member types) [Send Statement by Email](#)

**Total for all members: \$85.00**

 Active

<input type="checkbox"/>	Member Name	Last Emailed	Account Balance	
			Total:	\$85.00
<input type="checkbox"/>	Baker, Sue		\$17.00	<a href="#">Show Transactions</a>
<input type="checkbox"/>	Barnes, Bill		\$18.00	<a href="#">Show Transactions</a>
	Barnes, Bill		\$8.00	<a href="#">Show Transactions</a>
<input type="checkbox"/>	Jackson, Eva		\$8.00	<a href="#">Show Transactions</a>
<input type="checkbox"/>	Pevensie, Susan		\$8.00	<a href="#">Show Transactions</a>
<input type="checkbox"/>	Salvador, Carlos		\$18.00	<a href="#">Show Transactions</a>
<input type="checkbox"/>	Tang, Simon		\$8.00	<a href="#">Show Transactions</a>
			Total:	\$85.00

#### Related Content

- [How do I enter payments in Dues & Billing?](#)
- [How do I adjust the amount a member owes?](#)
- [How do I track payments made by members?](#)
- [How do I send statements to members?](#)
- [How do I enter multiple payments for Dues & Billing?](#)