

ClubRunner

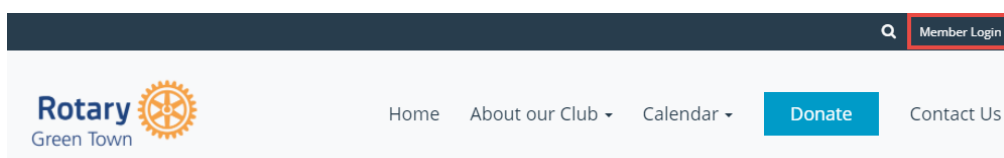
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How do I view member account statements?

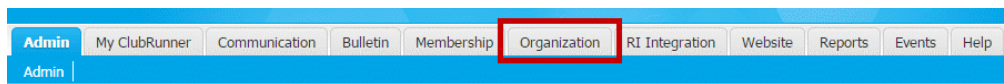
Michael C. - 2021-02-23 - Dues & Billing

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.

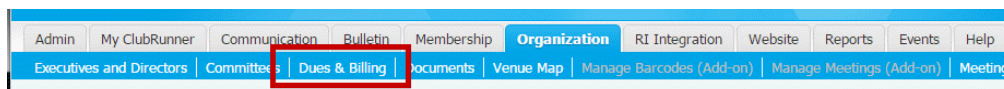
1. To send a bill to a member, you must go to your club homepage and log in. Then, click on **Member Area** on the top right.



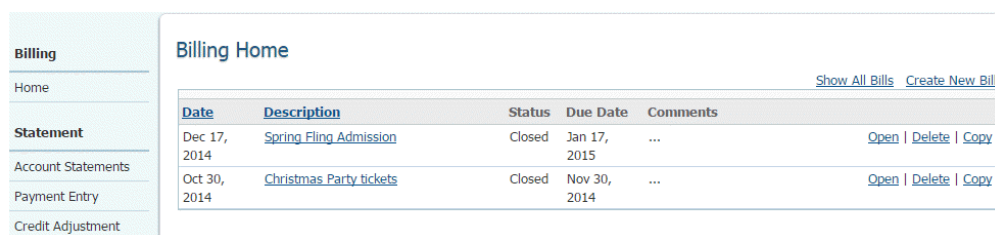
2. Along the top of the screen you will see several tabs. Click on **Organization**.



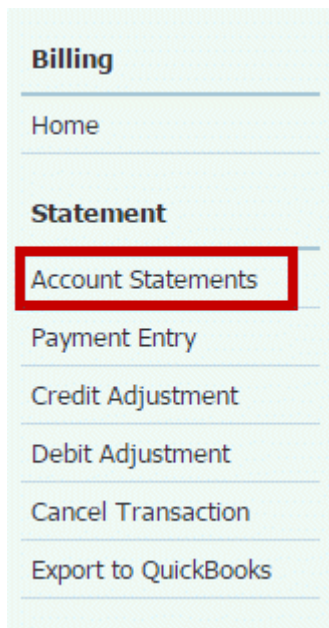
3. Next, click **Dues and Billing**.



4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices.

A screenshot of the Billing Home page. On the left, there is a sidebar with links: Billing, Home, Statement, Account Statements, Payment Entry, and Credit Adjustment. The 'Statement' link is highlighted. The main content area shows a table of bills with columns: Date, Description, Status, Due Date, and Comments. There are two rows of bills: one for 'Spring Fling Admission' and one for 'Christmas Party tickets'. Each row has 'Open | Delete | Copy' links. At the top right of the table, there are links for 'Show All Bills' and 'Create New Bill'.

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	Show Transactions
<input type="checkbox"/>	Barnes, Bill		\$18.00	Show Transactions
	Barnes, Bill		\$8.00	Show Transactions
<input type="checkbox"/>	Jackson, Eva		\$8.00	Show Transactions
<input type="checkbox"/>	Pevensie, Susan		\$8.00	Show Transactions
<input type="checkbox"/>	Salvador, Carlos		\$18.00	Show Transactions
<input type="checkbox"/>	Tang, Simon		\$8.00	Show Transactions
			Total:	\$85.00

Related Content

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- [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?](#)