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Requirements:

- We support importing to 2014 QuickBooks Pro Edition (Desktop). **Note: We cannot guarantee that the older versions will work.*
- You need access level (50, 40, 30) to access the Dues & Billings Module.

Export Instructions

Step 1: Login to your ClubRunner 3.0 website. Click on the **Member Login** link found in the top right corner of the homepage.



Step 2: Next you will be taken to the Login screen. Here enter your **Login Name** and **Password**.

Enter your login information below:

Login Name

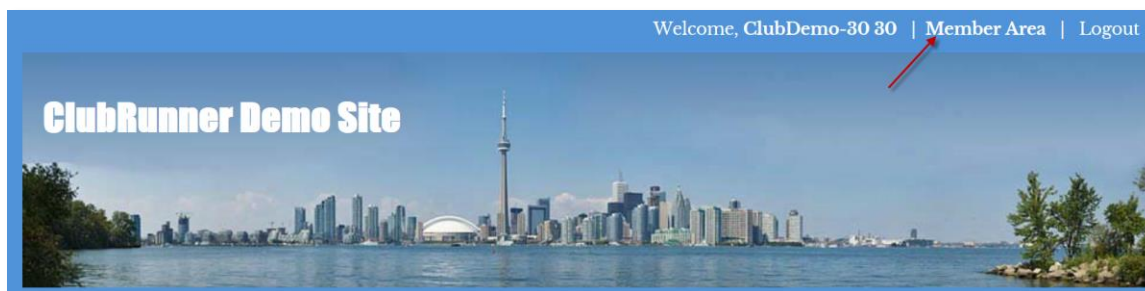
Password

Keep me logged in

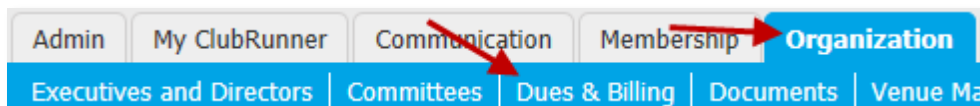
[Login »](#)

[New and existing users: retrieve login and/or reset password](#)

Step 3: Member Area. Now back on the homepage click on the **Member Area** link found in the top right corner.

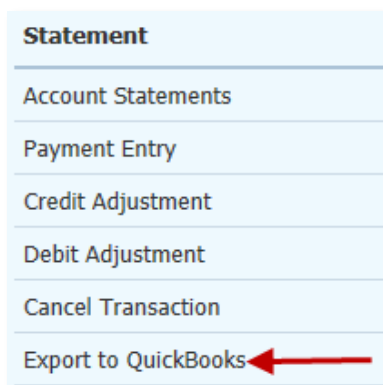


Step 4: On the Administration page, click on the **Organization (tab)...****Dues & Billing (link)**

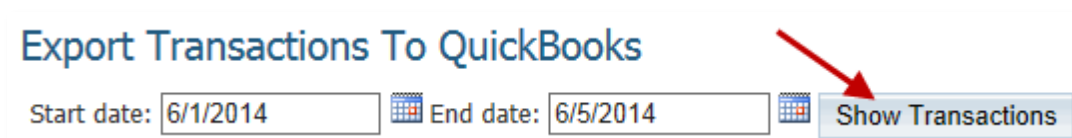


Step 5: On the left hand side under the Statement section click on the **Export to QuickBooks (link)**

**Note: Make sure you already have your invoice generated! See “How to Generate an Invoice” section!*



Step 6: Next select the **date range** for the invoices you would like to export. Then click on the **Show Transactions** button.



Step 7: Now click on the **Export to QuickBooks (Desktop)** button to Export the information to QuickBooks Desktop Edition.

Export Transactions To QuickBooks

Start date: 6/1/2014 End date: 6/5/2014 Show Transactions

Export To QuickBooks (Desktop) Export to QuickBooks (Online)

Step 8: On the Specify QuickBooks Accounts window click on the **Download** button.

Transaction Type	Transaction Account Name ^[?]	Distribution Account Name ^[?]
Invoice ^[?]	Accounts Receivable	Income Account
Payment ^[?]	Undeposited Funds	Accounts Receivable
Credit ^[?]	Accounts Receivable	Income Account

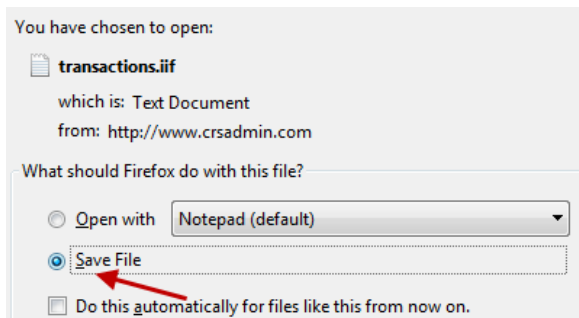
Download

Step 9: The system will save the file as: **Transactions.iif** (by default). Save the file somewhere to your computer. ****Note: Make sure you know where you have saved the file!***

Internet Explorer:



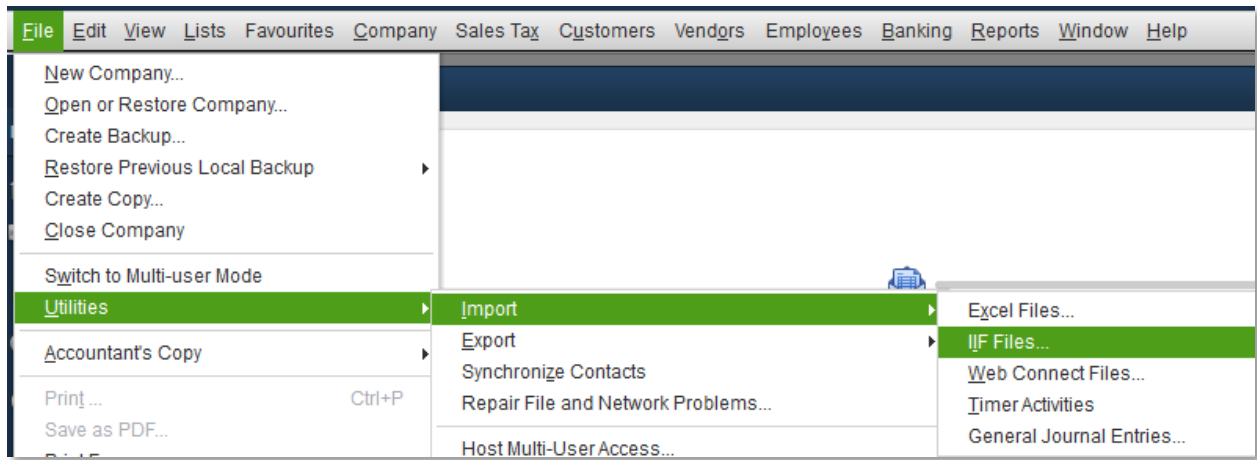
Firefox:



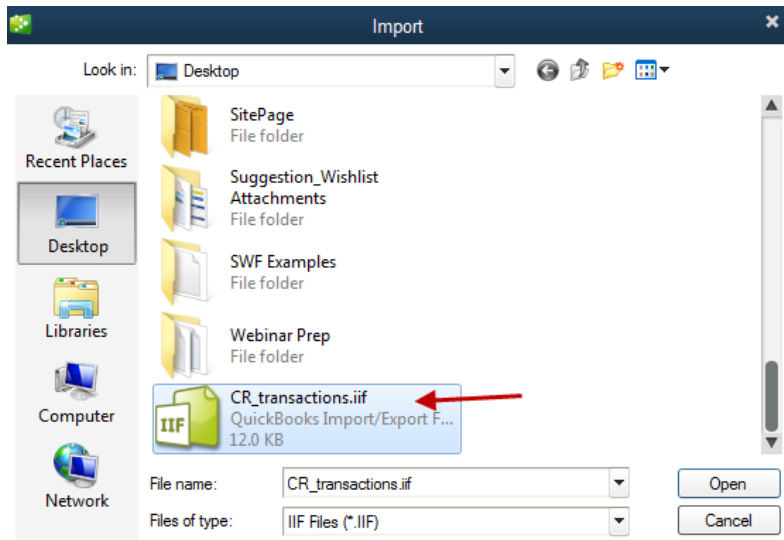
Google Chrome:



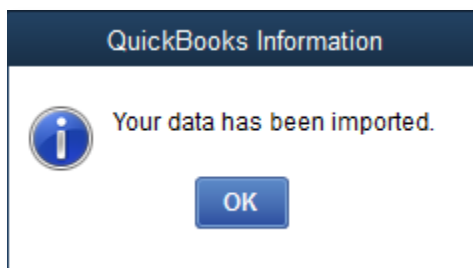
Step 10: Now that the export file is saved, open QuickBooks Pro (Desktop Edition). Then click on **File...Utilities...Import...IIF Files...**



Step 11: Now **select (double click)** the **.IIF** file from your computer (refer to step 9)



Step 12: You should see a confirmation message popup after it is done. Click **OK**.



Step 13: Now click on the **Income Tracker** link (found on the left side) to see the imported information.

The screenshot displays the 'Income Tracker' page in ClubRunner. At the top, there are four colored boxes representing financial metrics: UNBILLED (0.00), UNPAID (11,505.00), OVERDUE (0.00), and PAID (675.00). Below this is a table of invoices with columns for CUSTOMER, TYPE, NUMBER, DATE, DUE DATE, AMOUNT, OPEN BALANCE, LAST SENT DATE, STATUS, and ACTION. A red arrow points to the 'Income Tracker' link in the left sidebar.

CUSTOMER	TYPE	NUMBER	DATE	DUE DATE	AMOUNT	OPEN BALANCE	LAST SENT DATE	STATUS	ACTION
Arnold Schwarzenegger	Invoice		05/05/2014	05/06/2014	135.00	135.00		Open	
Betty Boop	Invoice		05/05/2014	05/06/2014	135.00	135.00		Open	
Brad Pitt	Invoice		05/05/2014	05/06/2014	135.00	135.00		Open	
Britney Spears	Invoice		05/05/2014	05/06/2014	135.00	135.00		Open	
Brock Lesner	Invoice		05/05/2014	05/06/2014	135.00	135.00		Open	
C. Robert Gilberg	Invoice		05/05/2014	05/06/2014	135.00	135.00		Open	

How to Generate an Invoice

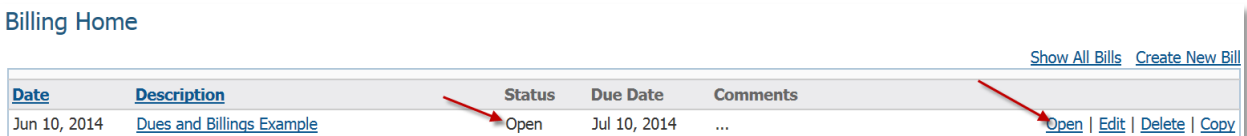
Below are the steps on how to generate an existing invoice:

Step 1: Login to your ClubRunner site.

Step 2: On the Administration page, under the **Membership Manager** Section click on the **Dues & Billings** (link).



Step 3: Open an existing Bill. Find the bill that you want to generate then click on the **Open** (link). *Note: If the Status is "Open" then the bill has NOT been generated!*



Step 4: Now click on the **Generate Invoices** button. This will generate the invoices which will allow you to either print or email them to your club. Please note that once you generate the invoices, you will **NOT** be able to modify the invoices.

