How to generate Statement Exports in ClubTec

Please follow the instructions below on how to export statement files out of the ClubTec accounting software.

1) Log into your ClubTec Manager software.

2) Once you are logged in, you will want to look towards the left-hand panel. Within that panel, click on the "Applications" link.

This will open the "applications" menu. For statement files, we will want to go to "Global Settings". Click on the big blue globe titled "Global Settings" to begin accessing the statement files.

3) From here, click on the "Interfaces" link. It will look much like the screenshot here on the right and will be at the bottom of the left-hand column.
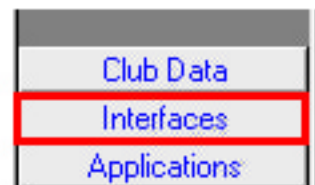
4) After you click on the "Interfaces" link, you will see a menu much like the one here to the right. You will want to select "Statement Interface" since we are dealing with the Online Member Statements.
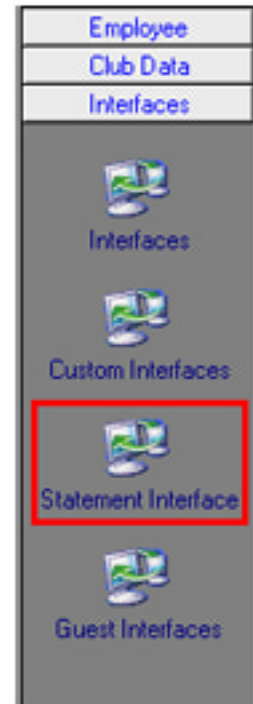
The next steps may already be taken care of by your support team during the installation, however, it is a very good idea to confirm the settings to make sure that nothing has changed.

5) The statement interface screen has a few options that you need to check. In order to make it easier, we have broken it down into a few sections to check. First, in the "options" section on the right-hand side of the page, select the box "Include Chit Detail".

Options

- ☑ Include Chit Detail
- ☐ Roll Up Event Transactions
- ☐ Roll Up Consolidation Codes
- ☐ Omit Food Minimum Data
- ☐ Export Posted Transactions Only
- ☐ Include Memo Field in Export
- ☐ Current Period Due Date
- ☐ Previous Period Due Date

6) The next option is to select the box in the "File Names" section that sets the files to the default file names. The box will be labeled "Use Default File Names" with a check box next to it. Check this box if it is not already checked.

File Names   ☑ Use Default File Names

|	
Statement File Name	StmtFile.txt
Statement Backup File Name	StmtFile.old
XML File Name	Inquiry.xml
XML Backup File Name	Inquiry.old
XML Previous File Name	InquiryP.xml
XML Previous Backup File Name	InquiryP.old

7) Within the "settings" section, ensure that the export path contains "ce_oms" (this is similar to the ce_rs within the roster export. It may not be located on the C:\ drive, but the folder name - ce_oms - will remain consistent). Also, make sure that you set the setting in the "delimiter" dropdown menu to be "Comma (,)". Please do not confuse this with "Comma with Quotes (","") as they are two separate formats.
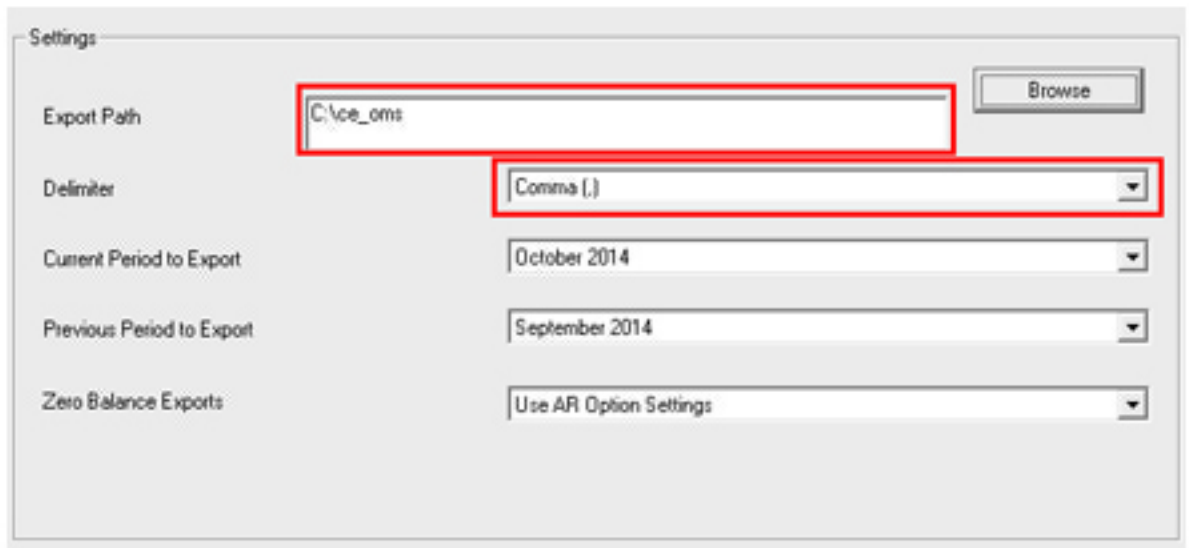
8) If you have changed any of the settings above, locate the "apply" button in the bottom right-hand corner of the interface and click this.
If all of the settings were already correct, you do not have to click "apply", you can simply move on to the next step.
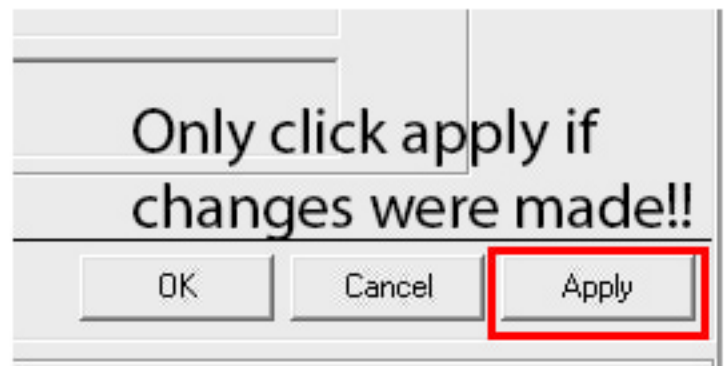
9) To run the export, simply click the lightning bolt icon in the top left-hand corner once you have ensured that the settings are indeed correct. You will see the progress bars start to move as the software is now generating the files. It will be at the bottom right, but the "apply" button and will look much like this below:
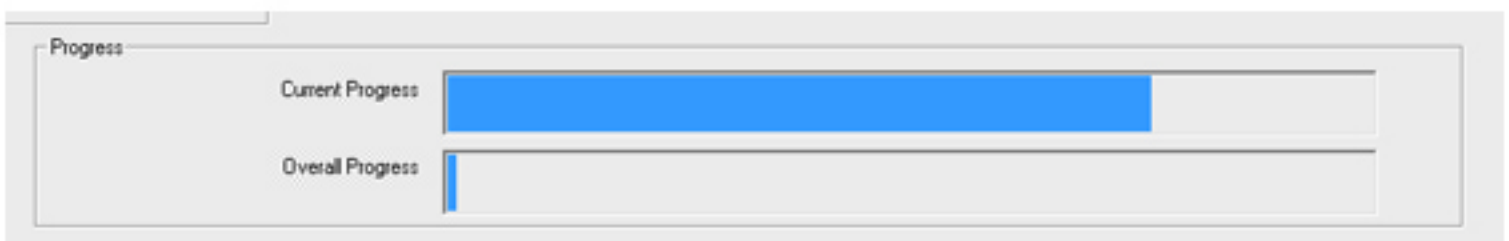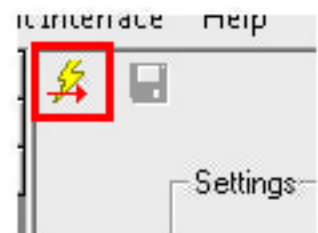
That is it! Once these progress bars are complete, your statement files are generated.
As with Roster Sync, your support team will have set you up with an icon on the desktop to run the statement files and sync them over to our servers here at Clubessential. At this point, you are ready to double-click the icon and sync the files.