

From the ClubRunner Main Menu...



ClubRunner : Default [CRT] - [Reports]

Quick Commands Help

F1 F2 F3 F4 F5 F6 CTRL-END

Balancing & Reconciliation

- Cash Reconciliation
- Cash Reconciliation (Daily Totals)
- Cash Reconciliation Totals
- Transaction Log
- Transaction Totals
- Transaction Totals (Compressed Totals) by COA
- Transaction Totals (Compressed)
- Transaction Totals (Compressed) by COA

Attendance & Activity

- Hourly Attendance

Marketing

- Age Analysis
- Membership Sources

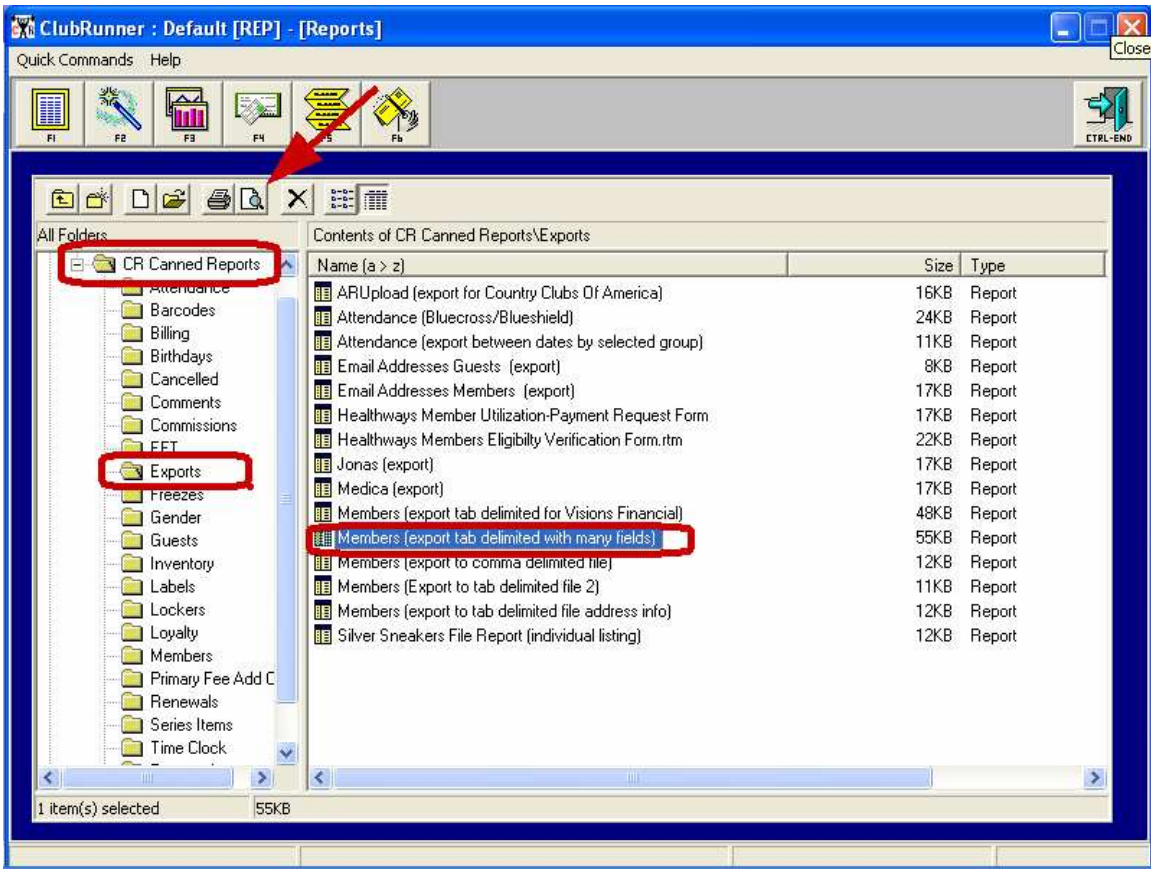
Miscellaneous Billing Services

- EFT Future Billing
- EFT Future Billing Totals
- EFT Invoice
- Statements

Financial

- Aged Trial Balance
- Banking Deposits
- Earned / Deferred
- Stock Level Balance

Labels



Run the “Members (export tab delimited with many fields)” report by clicking the “Print Preview” button.

Search

Show all data where the **Deny Entry On Date** is on or after Show all values of the Deny Entry On Date field.

and the **Membership Type** does not match any of the values in this list: Show all values of the Membership Type field.

and the **Home Club** is equal to Show all values of the Home Club field.

and the **Last Entered Date** is between and Show all values of the Last Entered Date field.

and the **Deletion Date** is blank. Show all values of the Deletion Date field.

Put whatever date for the “Deny entry on date” field. Today’s date will get you current members only. If you want all members, change that date to be back in time (i.e., 1/1/2000). If you want to include deleted members, check the box “Show all values of the deletion date” field.

Once the report displays, click the print button...

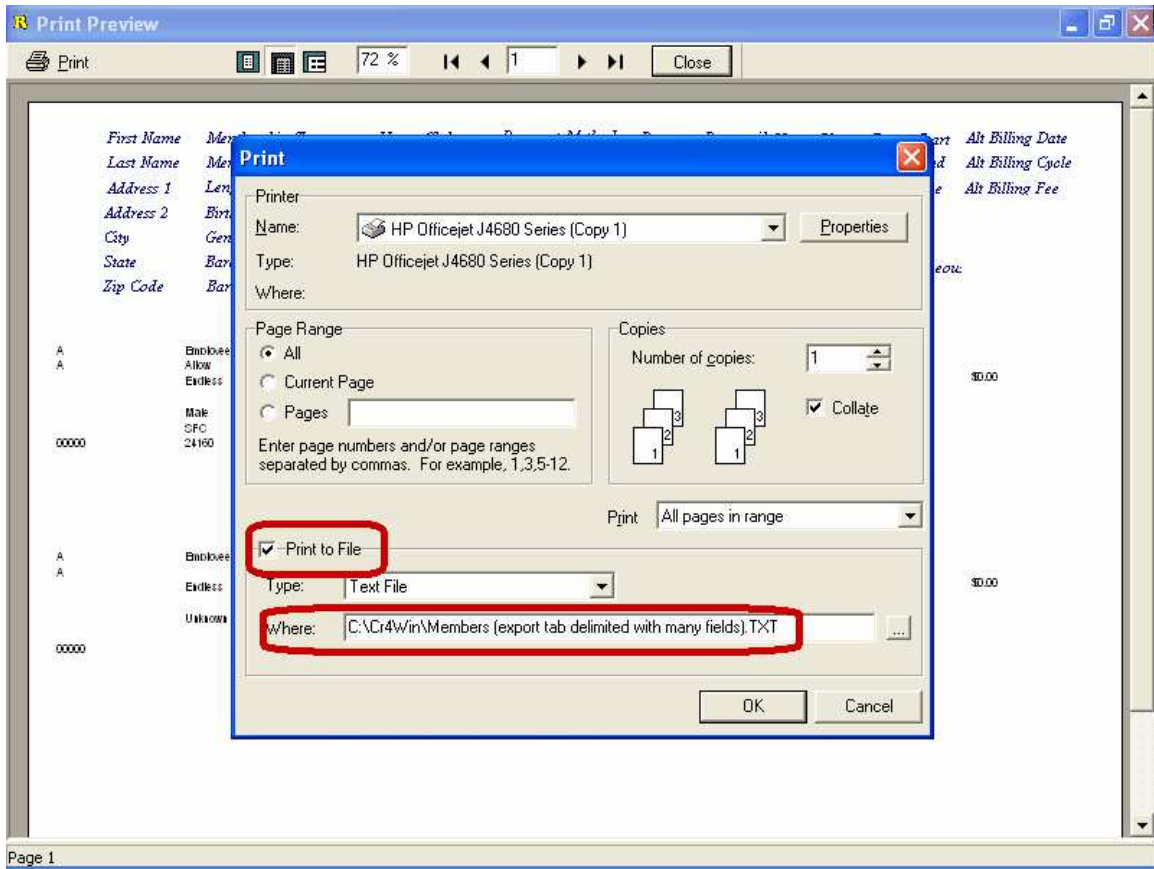
R Print Preview

Print 72 % Close

<i>First Name</i>	<i>Membership Type</i>	<i>Home Club</i>	<i>Payment Method</i>	<i>Payment Responsib</i>	<i>Home Phone</i>	<i>Freeze Start</i>	<i>Alt Billing Date</i>
<i>Last Name</i>	<i>Member Status</i>		<i>Current Balance</i>	<i>Payment Resp Ptr</i>	<i>Work Phone</i>	<i>Freeze End</i>	<i>Alt Billing Cycle</i>
<i>Address 1</i>	<i>Length Of Membership</i>	<i>First Join Date</i>	<i>Next Billing Date</i>	<i>Routing Number</i>	<i>Email Address</i>	<i>Freeze Fee</i>	<i>Alt Billing Fee</i>
<i>Address 2</i>	<i>BirthDay</i>	<i>Starting Date</i>	<i>Next Billing Cycle</i>	<i>EFT Checking Acc. Renewals</i>			<i>UID</i>
<i>City</i>	<i>Gender</i>	<i>Renewal Date</i>	<i>Next Billing Fee</i>	<i>Savings Account</i>			
<i>State</i>	<i>Barcode Prefix</i>	<i>Deny Date</i>	<i>Billing Cycles Rema</i>	<i>Credit Card Num</i>	<i>Account#</i>	<i>Miscellaneous</i>	
<i>Zip Code</i>	<i>Barcode Number</i>	<i>Last Entered D</i>		<i>Credit Card Expir</i>	<i>Member#</i>	<i>Misc List</i>	
A	Employee	REP	Statement	T16 Member		02/01/2006	
A	AKW					02/28/2006	\$0.00
	Endless	06/17/2005	\$0.00			\$0.00	
		06/17/2005	03/05/2006			REPAAMERS-21	
	Male	11/18/2074	Monthly	F	7		
	SFC	08/01/2009	\$50.00		0		
00000	24160	07/19/2000	10				
A	Employee	REP	Not Available	T16 Member			
A	Endless		\$0.00			\$0.00	\$0.00
	Unknown	05/12/2006				REPAAMERS-21	
		05/12/2006					
		05/26/2006		F	10		
		08/01/2009	\$0.00		0		
00000							

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Then, set it to “print to a file” and put it wherever you want...



Good luck. Any questions please call me.

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