

# ClubRunner

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## [NOVA] How do I export and post transactions?

Michael M. - 2026-05-28 - [Financial](#)

Marking an invoice as "posted" will indicate that the invoice has been logged in the club's accounting system, and will prevent any future changes from being made to the invoice.

This support article will show you how to mark an invoice as posted by exporting selected invoices to a spreadsheet format.

To learn how to export the information into a format that can be imported into Quickbooks, read the support article: [How do I export my club's financial information for use in QuickBooks?](#)

1. In the Members Area, click the arrow beside **Financials** on the left-hand menu, then click on **Invoices**.



2. Click the check box next to the invoices you want to export. You can use the check box at the top of the list to select all invoices from the current page or all invoices in the account.
3. With all invoices checked that you want to export, click the **Export To Excel** button.

A screenshot of the ClubRunner interface showing the 'Export To Excel' button and a table of invoices. The 'Export To Excel' button is highlighted with a red rectangular border. Below the button, there is a table with 4 of 2364 total records selected. The table has columns for DATE, INVOICE ID, ORDER NO, BILL TO, TOTAL (USD), SOURCE, and POSTED. The first four rows of the table are highlighted with a red rectangular border, and each row has a checked checkbox in the first column.

<input type="checkbox"/>	DATE	INVOICE ID	ORDER NO	BILL TO	TOTAL (USD)	SOURCE	POSTED
<input checked="" type="checkbox"/>	May 27, 2026	1002376	2521	Gemma Barnes	50.00	Events	No
<input checked="" type="checkbox"/>	May 25, 2026	1002374	2520	Sven Turner	95.00	Events	No
<input checked="" type="checkbox"/>	May 20, 2026	1002373	2518	John Jamieson	50.00	Events	No
<input checked="" type="checkbox"/>	May 20, 2026	1002372	2517	John Wick	50.00	Events	No

4. A pop-up will appear where you can set a post date, and check an option labelled "Posted Invoices". This option will mark the invoices as posted with the associated date, so you'll know from the invoice list view that they have been exported. Click **Export** to start the download of the CSV file and mark the selected

invoices as posted.

### Export Invoices ✕

Post Date \*

Posted Invoices?

Cancel