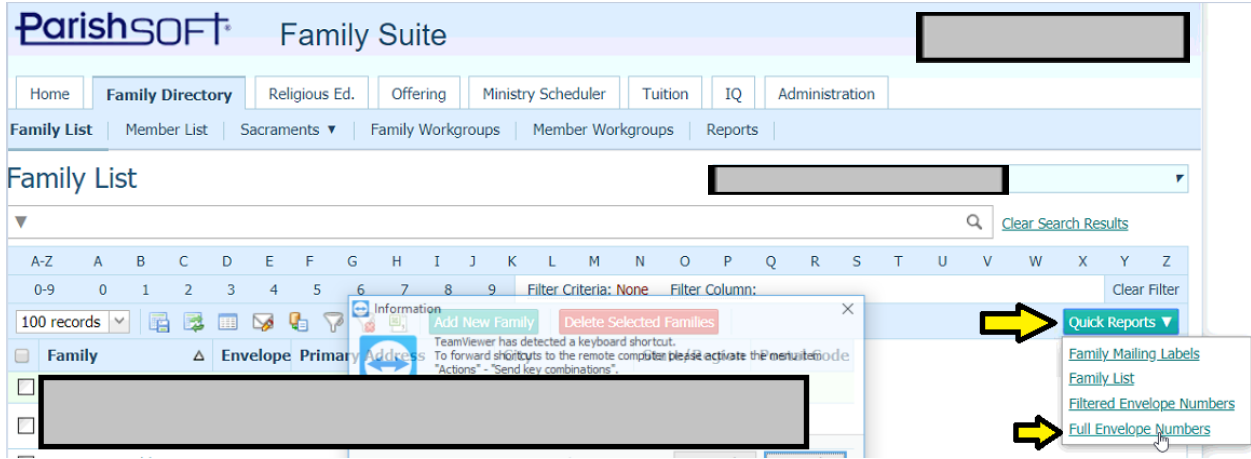


# Family Suite – Exporting for Offertory Documentation

## **\*\* IF USING QUICK REPORTS \*\***

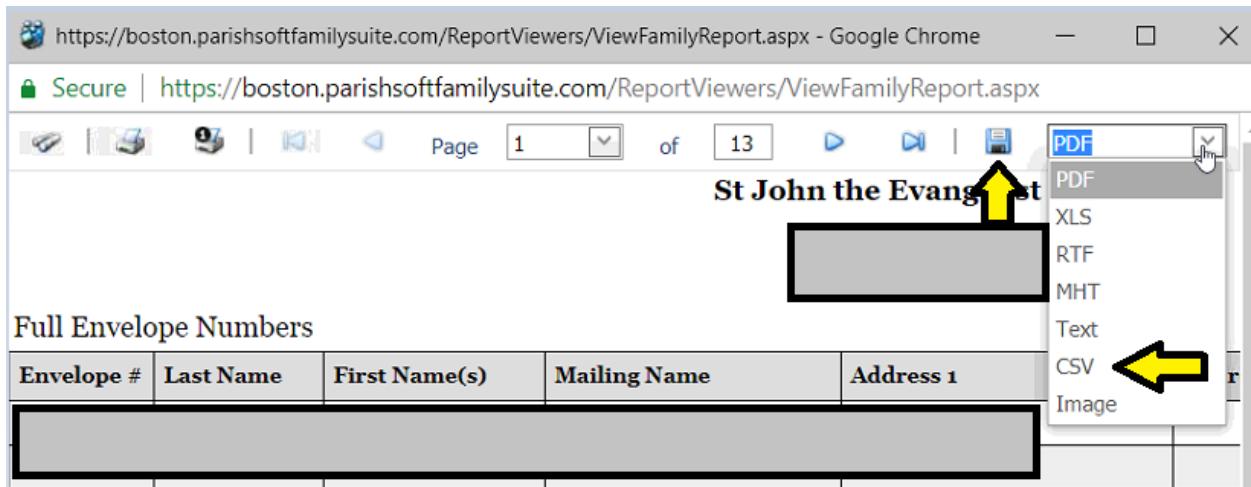
Open up your Family Suite

Click on Quick Reports, then Full Envelope Numbers



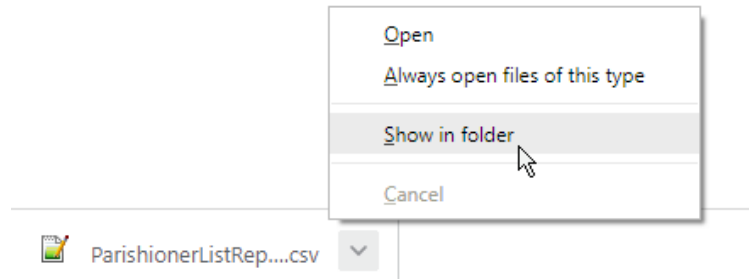
This should open up a PDF of your report and you should see the full 5 digit zip.

Change the file format from PDF to CSV then click the Save button.



**If you have leading zeros:** after you change it to a CSV and click save, this will save in your Downloads folder – DO NOT OPEN THE CSV FILE

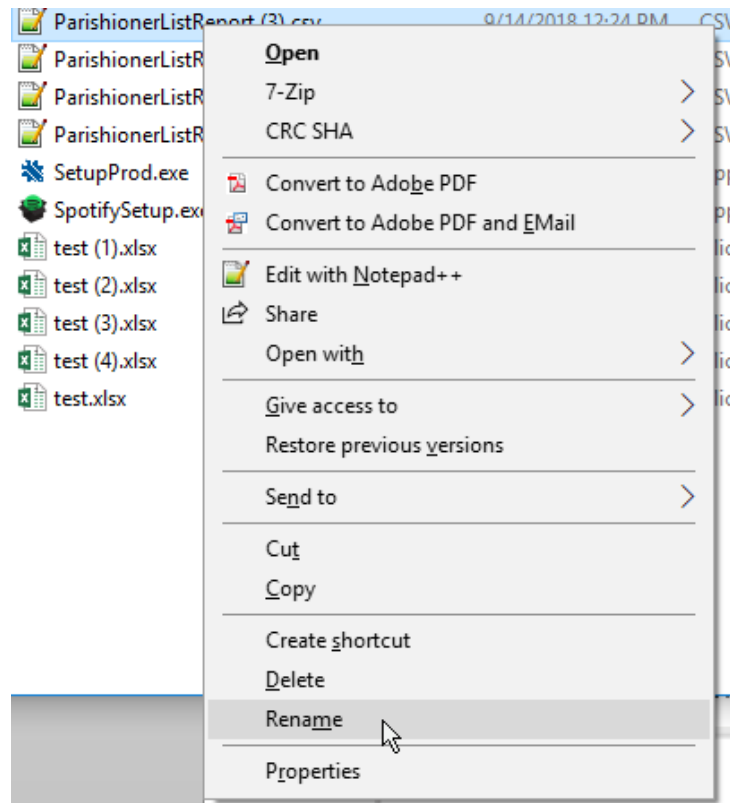
You should see this pop up at the bottom of your screen, click on the little down arrow then click show in folder.



Once you click Show in Folder, a box should pop up that shows your downloads – the one that is highlighted will be the report we just pulled.

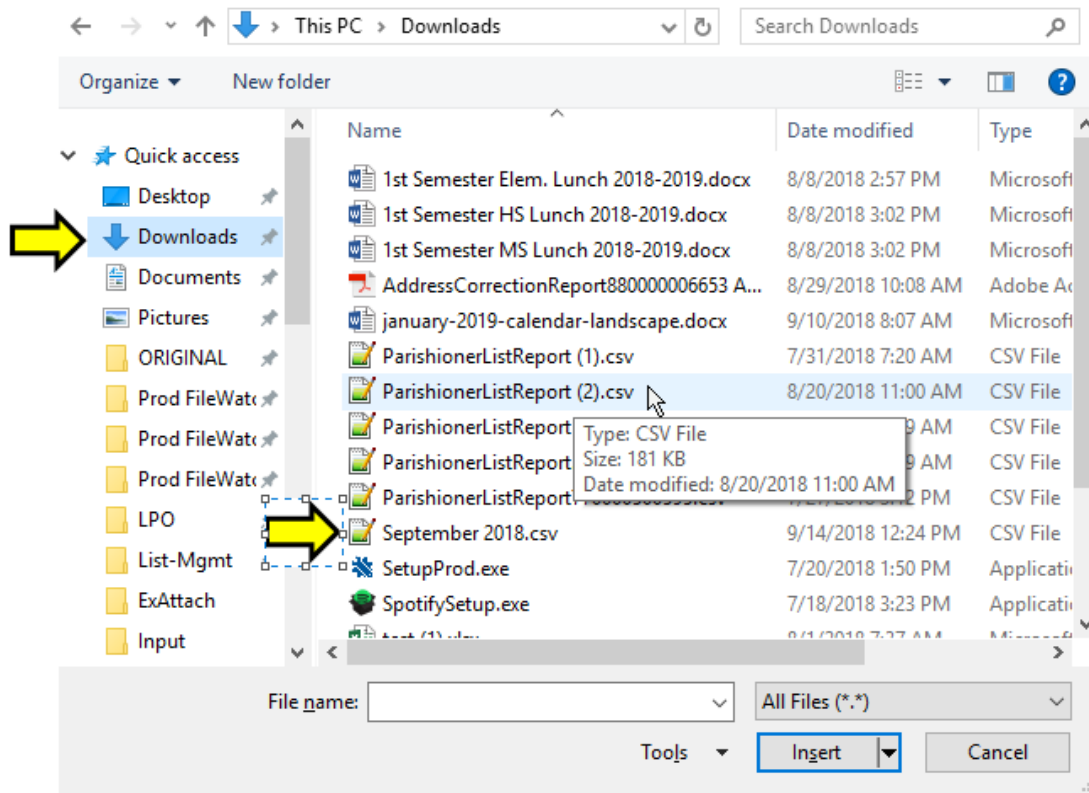
File Name	Date Modified	File Type	Size
ParishionerListReport (1).csv	7/31/2018 7:20 AM	CSV File	80 KB
ParishionerListReport (2).csv	8/20/2018 11:00 AM	CSV File	182 KB
ParishionerListReport (3).csv	9/14/2018 12:24 PM	CSV File	327 KB
ParishionerListReport 7...	7/31/2018 7:19 AM	CSV File	25 KB
ParishionerListReport.cs	AM	CSV File	25 KB
ParishionerListReport77	PM	CSV File	77 KB

You can right click on the list and then click Rename to rename it to the current month / year if you would like so you know you are sending us the correct file.

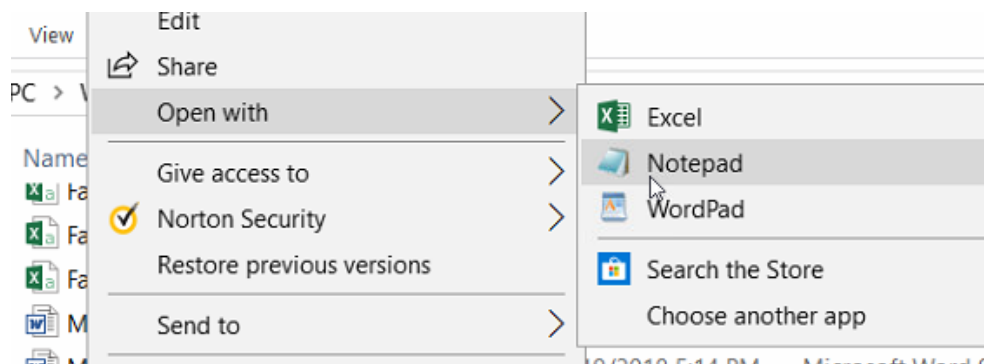


Then go to your email. You can reply to one of the reminders you received or start a new email to us and send it to [envprocessing@osv.com](mailto:envprocessing@osv.com)

Once you are in your draft – go to attach a file file – then click into your downloads folder then you should see the file you renamed to the month and year. Chose that file to attach to your email to us.



**\*\*\* IF you would like to look at your file and you DO have leading zeros on your envelope numbers OR ZIP CODES, DO NOT OPEN THIS FILE IN EXCEL. Please right click on the document and hover over Open with then click on Notepad**



At the bottom of your notepad, you should see: Ln 1, Col 1

If you do not, go to View and click on Status Bar and it will show this. Then you can go to the end of your document to see how many rows of data are included

