



ACS Software Export Offering Envelope File

File Export Steps

- 1) Go into the People Suite of ACS
- 2) Go into the People Module
- 3) Go to Searches
- 4) Perform a search for everyone you want envelopes sent to
- 5) Go to CB Reports
 - On the left side, highlight extracts
 - On the right side, highlight envelope export
- 6) Click on Setup to set up filters
 - Filter inactivated records
 - Set other filters as required for your church
- 7) Enter a Church Code (please use your file number)
- 8) Click Export
- 9) Click YES to the Preview question to preview the export file
 - Click Close to close the preview window
- 10) Choose the location for the export file
 - Name the file after your File Number.
 - You will need to remember where you save the file
 - Select the comma separated (CSV) File Format
- 11) Click Save
- 12) Attach the export to an e-mail and send it to lists@envelopecenter.com

Instructions have been provided by ACS. For additional assistance, please contact ACS Technologies Technical Support at 1-800-669-2509.