



PCMS Software Export Envelope File

- Open up PCMS
- Click on CONTRIBUTIONS
- Select DONATIONS MODULE
- Click on FILTER
- Click on TOTALS SUMMARY FILTER
- Total Pd >=1 (for active) or Total Pd < 1 (for inactive) AND FUND=100
- Ok
- Ok
- Select LOCATE
- Select EXPORT
- Select EXPORT FILTERS
- File Type-SELECT EXCEL
- Select & Add DESIRED FIELDS(envelope number, mail as, house number, dir., street name, city, state, zip)
- Ok
- CREATE FILE NAME (e.g. c:\N00001) - Use your file number.
- Ok

- E-mail to us at lists@envelopecenter.com.
- Please put your file number in the subject header.
- Attach file.

For additional assistance, please contact PCMS Technical Support at 1-440-442-5164.