



## Revelations Church Management Software Export Envelope File

### File Export Steps

- 1) Open Revelations
- 2) Select the **Finance** module.
- 3) Select **Envelope Maintenance**.
- 4) Select **Reports**. This opens the **Print Envelopes** window.
- 5) In the **Print Envelopes** window:
  - a) Change the **Report Type** to **Merge File**.
  - b) Set additional selections as required for your use of Revelations:
    - i) **Begin/End Name**
    - ii) **Begin/End Envelope Number**
    - iii) **Begin/End Zone**
    - iv) **Alternate Address**
    - v) **Upper Case**
    - vi) **Sort By**: Select **Name** or **Envelope Number**
    - vii) **Status**: choose one **Status** by clicking it, or multiple **Status** items by pressing CTRL & clicking each
  - c) When you've made all your selections, click **Print** to open the **Report Destination** window.
- 6) In **Report Destination**
  - a) Select **File**, enter a file destination and use your file number as the filename
  - b) Set the **File Format** to **Comma-Delimited**
  - c) Click **Replace** to create a new file (if the file already exists, Append will add the church member records to the existing file. Do not use the Append Option).
  - d) Click **OK** to create the file.
- 7) Revelations includes the ability to record the above as a Macro. You can record the Macro one time, and run the Macro each time you need to create a new file.
  - a) Record a Macro
    - i) Click **Macro, Macro, Record**
    - ii) In the **File Name** box, enter **EnvelopeService.MAC** and click **Save**
    - iii) Perform steps **2 through 6** above
    - iv) Click **Macro, Macro, Stop Record**
  - b) Run a Macro
    - i) Click **Macro, Macro, Play**
    - ii) Click **EnvelopeService.MAC** and click **Open**
    - iii) Click **OK** in the window that opens when the **Macro** is complete

For additional assistance, please contact Revelations Church Management Technical Support at 1-218-236-1899.