



Servant Keeper Church Management Software Export Envelope File

File Export Steps

- 1) If you use the Groups feature, select the Group for offering envelopes.
- 2) Leave the offering envelope group **Tagged** (may have to Untag if you have not set up a Group for offering envelopes).
- 3) Choose **Advanced**.
- 4) Choose **Export**.
- 5) Select **ASCII** file.
- 6) Set the name of the file. We recommend using your assigned File# as the filename
- 7) Click Save

For additional assistance, please contact **Servant Keeper** Church Management Software Technical Support at 1-570-748-2800.