

## Exporting PowerChurch Reports

### Accessing PowerChurch Custom Reports

- Open PowerChurch
- Select 'Contributions'
- Select 'Reports - Contributions'
- Select 'Posted'

### Establishing criteria for the Report

- Click the 'ADD' button
  - Name your query (i.e. ISS Giving Report) and click 'OK'
  - Select 'envelope number' by scrolling down your list of field names and double clicking on the field name.
  - Double click on 'greater than number'
  - Enter zero "0" and click 'OK'
  - Click on 'OK' to exit and save
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- Proceed to next field name by clicking on the 'ADD' button again
  - Click on the 'AND' button
  - Double click on 'Contribution Date'
  - Double click on 'between two dates' and enter the desired dates (i.e. 01/01/2018 to 12/31/2018)
  - Click on 'OK'
  - Click on 'OK' again to exit and save.
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- Click on the 'ADD' button again
  - Click on the 'AND' button
  - Double click on 'Contribution Fund Number'
  - Double click on 'less than number'
  - Enter desired number. **Note:** Choose a number higher than your last fund number (i.e. my highest fund number is 6 – I used number 7 for my query)
  - Click on 'OK'
  - Click on 'OK' again to exit and save.
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- Click on the 'ADD' button again
  - Click on the 'AND' button
  - Double click on 'Contribution Amount'
  - Double click on 'greater than number'
  - Enter zero "0" and click 'OK'
  - Click on 'OK' to exit and save

- **Note:** You should have the following parameters for your query:  
Envelope Number greater than 0 AND  
Contribution Date ranges from \_\_\_\_\_ to \_\_\_\_\_ AND  
Contribution Fund Number is less than \_\_\_\_\_ AND  
Contribution Amount is greater than 0
- Click 'OK'
- Highlight your 'query name' from the 'Query List Manager'.
- Click on the 'SELECT' button then 'OK' to display a list of fields to include in your report.
- Scroll down the list of fields in the left column and double click on each field name desired. (Name, Envelope Number, Contribution Fund Number, Contribution Date, Contribution Amount) This will move the desired field to the column on the right.
- After selecting the desired fields for your report, they'll need to be grouped.
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- Highlight 'Envelope Number' from the list in the right column and click on the 'GROUP' button.
- Click on 'group records first by this field'. This will be 'GRP 1'.
- Click 'OK'
- Highlight 'Contribution Fund Number' from the right column and click on the 'GROUP' button.
- Click on 'group records second by this field'. This will be 'GRP 2'.
- Click 'OK'
- Highlight 'Contribution Amount' from the right column and click on the 'GROUP' button.
- Click 'SUM this field for each group'
- Click 'OK' and then 'OK' again

### **Determining the type of Output**

- Click on the 'PICK TYPE OF OUTPUT' button and select 'Microsoft Excel Spreadsheet' from the drop down list
- Click 'OK'
- Note: The file name in EXCEL will be 'QMF\_TEMP.xls')"QMF\_TEMP" is a default file name
- There is a file name field at the bottom right of that screen where you can specify what the exported file name should be. To the right of that is an ellipsis (...) button that will allow you to browse to the location where you want the file to be saved.
- Click on the 'RUN QUERY' button
- Click 'OK'

### Opening and re-saving the file

- Review the report to make sure it includes all the desired information.
  - Hit 'ESCAPE' on your keyboard
  - Click 'YES' and then 'OK'
  - **Note:** Now that you've pulled the information from 'Power Church' it needs to be pulled into a Microsoft Excel spreadsheet.
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- Open Excel
  - Locate the file 'QMF\_TEMP.XLS' file on your hard drive. Note: I found mine under C:\PC\QMF\_TEMP.xls
  - Double click to open
  - Select 'File' and then 'Save As'
  - Rename file (i.e ISS Giving as of MM - DD - YYYY) and save in a location you are familiar with.