

Logos II Church/Donor Management

Export Envelope File

For Our Sunday Visitor

File Export Steps

- 1) Open Logos II and choose Contributions from the tool bar's list box.
- 2) Pull down the **Reports** menu and choose **Export Envelope Numbers**. Or select **Export Envelope Numbers** from the **Utilities** panel on the Roadmap.
- 3) This opens a series of setup windows. Below are the settings to check.
 - a. First Window – Mark **Our Sunday Visitor** option and click **Next**.
 - b. Second Window – **Search Criteria**:
 - i. Select appropriate options (e.g., on the Family tab, select the **Envelope Number** field, choose Is After or Equal To as the Operator, and enter the lowest number assigned).
 - ii. If you provide different envelopes to different groups, such as those who give weekly and those who give monthly, add other criteria to identify the first group.
 - iii. Click **Next**.
 - c. Third Window – **Sort Options**:
 - i. Select appropriate order (Name or Envelope # or Zip)
 - ii. Click **Next**.
 - d. Fourth Window – **Output Destination**:
 - i. In the **Export** field accept **Delimited With Comma**.
 - ii. Click **Print**.
 - e. File **Save As** Window
 - i. In the **Export to File** field, name it C:\Logoswin\Logos\Export\#####_00000, where ##### is your **6 digit OSV Account Number** and 00000 is your **5 digit OSV Order Number**. The file can then be copied to a CD or attached to an e-mail message.

Logos Management Software, Inc. provided these instructions. For additional assistance, please contact Logos Technical Support.

Current Logos II File Export

env	membrnum	name	address1	address2	city	state	zipcode
1	10.01	Mrs Bella Benson	16831 Bridge Rd		Santa Paula	CA	93060-9662
2	744.03	Mr Andrew Abair	1366 Avocado Ave		Ventura	CA	93004-2805
3	148.01	Mr Neville Northrup	1276 Navigator Dr		Ventura	CA	93001-4375
4	68.01	Mr/Mrs Abner Abbott Sr	15500 W Telegraph Rd	PO Box 14	Santa Paula	CA	93061-0014
5	743.01	Mrs Adelaine Abbott	502 Anacapa Ter		Santa Paula	CA	93060-1902
6	649.01	Mr/Mrs Albert Adcock	1500 Anchors Way Dr		Ventura	CA	93001-4232
7	666.01	Ms Anne Agee	1955 Arizona Dr		Ventura	CA	93003-7448
8	83.01	Ms Agnes Allen	274 Hillwood Ln		Alabaster	AL	35007-8810
9	137.01	Mr/Mrs Ardell Alonzo	1621 Aliso Canyon Rd		Santa Paula	CA	93060-9738
10	143.01	Mr/Mrs Andrew Arcara	6441 Albatross St		Ventura	CA	93003-6214
11	749.03	Bob Bailey	188 Berkeley Ave		Ventura	CA	93004-3838
12	628.01	Dr./Mrs. Bartimaeus Bartkowski III	747 Barr Highland Ln		Santa Paula	CA	93060-9102
13	244.01	Mr/Mrs Brack Barnes	416 Baron Blvd		Ventura	CA	93003
14	168.01	Mr/Mrs Farnsworth Foster	137 Figueroa St		Ventura	CA	93001-2756
15	270.01	Mr Brock Benson III	1320 12th St		Camarillo	CA	93010
16	105.01	Mr/Mrs Brent Benton	1216 Bruce Dr		Santa Paula	CA	93060-1405
17	694.01	Mr./Mrs. Burleigh Berck	604 Buenos Tiempos Dr		Camarillo	CA	93012-5339
18	11.01	Mrs Brenda Black	2433 Bayshore Ave		Ventura	CA	93001-3915
19	13.01	Dr/Mrs Blaine Blackstone	364 N Brookshire Ave		Ventura	CA	93003-2408
21	652.01	Mr/Mrs Bryan Boggan	2075 Buena Vista Dr		Camarillo	CA	93010-1110
22	18.01	Mrs Betty Boulware	717 Betavia Dr		Santa Paula	CA	93060
23	82.01	Mr/Mrs B.J. Boulware	5216 Buena Mesa Ct		Camarillo	CA	93012-5314
24	82.03	Bella Boulware	5216 Buena Mesa Ct		Camarillo	CA	93012-5314
25	82.04	Miss Brenda Boulware	5216 Buena Mesa Ct		Camarillo	CA	93012-5314
26	72.01	Mr/Mrs Brady Bracknell	95 Bahia Cir		Santa Paula	CA	93060-2407
27	234.01	Mr Byron Bradford	PO Box 1794		Ventura	CA	93002-1794
28	313.01	Bruce Bruton	1417 Backroads Way		Ventura	CA	93004
29	106.01	Mr/Mrs Robert Bumpus	10306 Boulder Ct		Ventura	CA	93004-2498
30	52.01	Mr/Mrs Burt Burleson	1648 Burl Cir		Camarillo	CA	93010
31	73.01	Mr/Mrs Bradley Burrell	17004 Bridge Rd		Santa Paula	CA	93060-9606
32	71.01	Mr Bartholomew Butera	1626 Bassett Ln		Ventura	CA	93003-6341
33	705.01	Mr./Mrs. Carroll Carnahan	1063 Corte Granada		Santa Paula	CA	93060-3074
34	705.03	Miss Cassandra Carnahan	1063 Corte Granada		Santa Paula	CA	93060-3074
35	38.01	Mr/Mrs Calvin Cash	905 Cold Canyon Dr.		Santa Paula	CA	93060
36	241.01	Mr Clark Cochran	400 Cape Horn Rd		Ojai	CA	93023