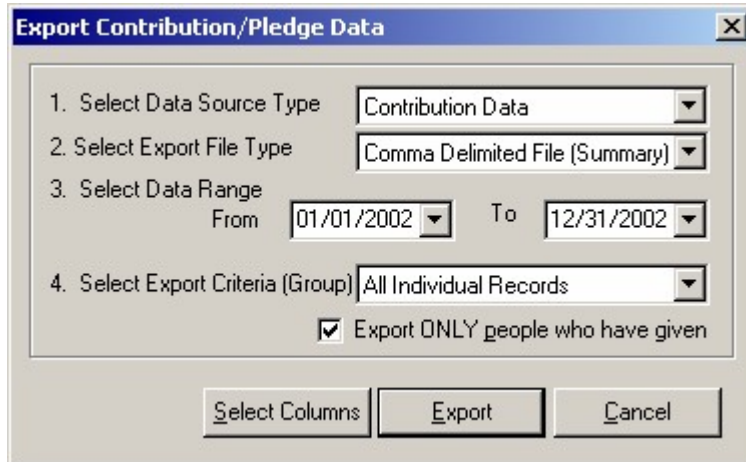


## Export Servant Keeper Contribution Pro Data

### Follow these steps in Contribution Pro version 5.

Click **File | Export** to open the export screen.

You will see this screen:



**Fig1**

1. Select the Data Source Type from the first drop down box.
2. Select the Export File Type from the second drop down box.

**Note:** Use the Comma Delimited File types when you want to use the export with Microsoft Excel or other spreadsheet programs. Use the Quicken or QuickBooks file types when you want to import the data into Quicken or QuickBooks. The Comma Delimited File (Summary) file gives you a total of all contributions given by person. The Comma Delimited File (Detail) gives you a detailed list of all contributions given from each person and also gives you the account (fund column) the gift was given to. The detail file is better for when you want to manipulate the data further in Microsoft Excel spreadsheets.

3. Select the date range you wish to export from with the **From** and **To** date fields.
4. Select the Export Criteria (Group) you want to filter the export with. Any group from Groups Keeper in Membership Pro will be available in the drop down field.
5. Click the **Select Columns** button at the bottom and select the fields you would like to export by double-clicking the field on the right under the "Available Columns" column. Click **Ok** once you have all the fields you need to export under the "Selected Columns" section.

**Note:** When using the Quicken or QuickBooks Import File option from step 2 the Select Export Criteria (Group) field and Select Columns button will be unavailable.

6. When finished selecting columns, click the "OK" button at the bottom.
7. Now click "Export"
8. Select a location to save the export file and type a name for the file and click **Save**.