

E-mailing and Exporting Reports

E-mailing reports to others in your church, school, or organization can cut costs and save paper. It's also a good way to communicate with staff who work outside of your office. You can e-mail reports as PDF files, spreadsheets, rich text documents, and emulation text files.

If you simply want to save a report as one of these files types, you can **export** it to your computer or network. (If you are exporting a report, you have the additional options to save it as an HTML document, spreadsheet, or graphic file.)

ACS OnDemand

Files exported within the OnDemand environment will begin opening in OpenOffice instead of Microsoft® Office. For more information, click [here](#).

1. In the [reports window](#), select the report you want to e-mail.
2. **Optional:** If the report is a [Contributions](#) or [Financial Suite](#) report, select the appropriate date range in the lower sidebar.
3. Click **Customize**.
4. Select the appropriate report options, then click **Preview**.



5. On the reports toolbar, click **E-mail Report**.
6. Select the file format you want to email the file as.
7. An options window displays. The available options differ depending on your selection.
8. Select your settings, then click **OK**. Your default e-mail client opens with the report attached.

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5. On the reports toolbar, click **Print Report**.
6. In the options window, select **Print to File**, then select the file **type** in the drop-down list.
7. To select the location where the file is saved, click **Browse**. 
8. Navigate to the location and click **Save**.
9. Depending on the file type, another options window may display. Select your options and click **OK**.
10. Click **OK**.

If you saved the report as a spreadsheet, rich text file, or emulation text file, you can now open the report and edit it.