

The **Financial** EdgeTM

Export Guide

101911

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Exporting is the process used to extract selected information from your **Financial Edge** database to use in another software application. You can export data from each program in **The Financial Edge** to update or view in an application outside of **The Financial Edge**. For example, you can export data to analyze or manipulate in a spreadsheet program or to create a custom report.

Note: Exporting is the process used to extract selected information from your database to use in another software application.

The export process consists of identifying information to extract from your **Financial Edge** database, determining the file format for the information, and transferring the information to a specified location. While the processes and capabilities of *Query* and *Export* overlap, *Export* is a more advanced data extraction and reporting tool. It can better organize one-to-many relationships and other complicated types of data into simpler formats. For more information about queries, see the *Query Guide* for **The Financial Edge**.

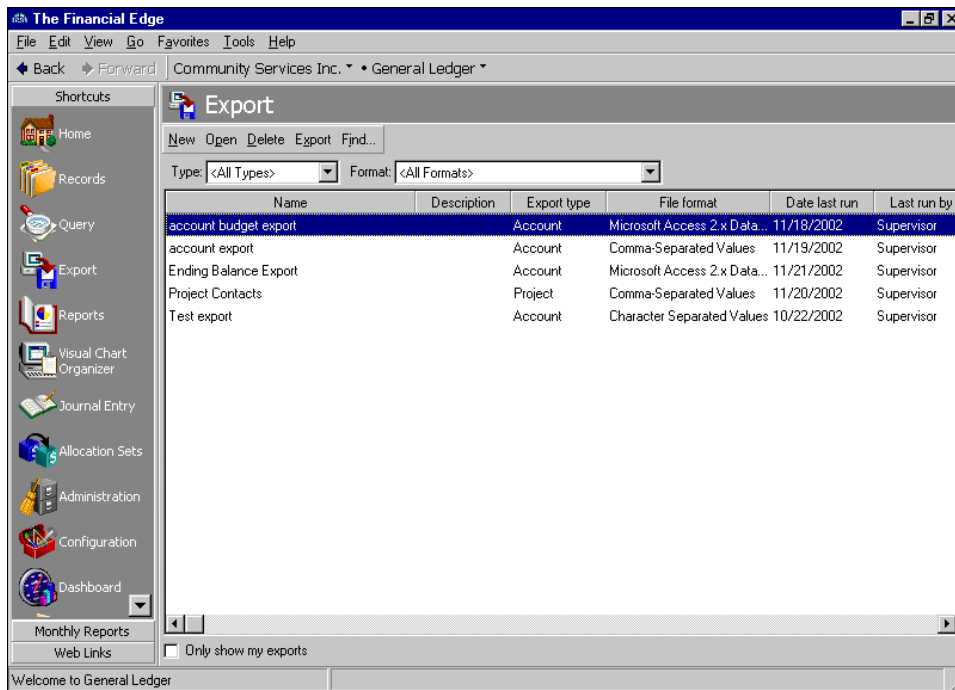
The security settings you establish in *Administration* apply to *Export*. For example, if you prohibit data entry clerks from viewing budgets, they cannot export budget information in *Export*. If you deny a group access to all *Export* options, **Export** does not appear on the navigation bar for those users.

Accessing Export Records

Tip: You can add *Export* favorites to the navigation bar, home page, or **Favorites** menu. For more information about using favorites, see the *Program Basics Guide*.

The Export page contains the commands necessary to complete all exporting functions. From this page, you can find, add, open, delete, and run exports.

To access the Export page, select **Export** from the navigation bar. The Export page appears.



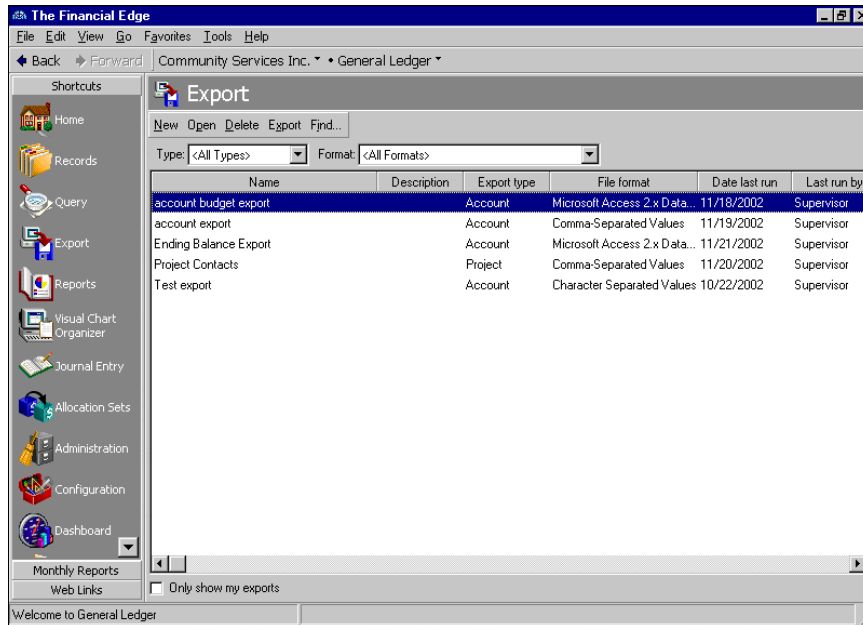
Finding and Opening Export Records

To open export records from the Export page, in the grid, double-click an export, or select one and click **Open**.

There are several tools you can use to locate saved export records. You can use the **Type** and **Format** fields to filter the grid by export type or export format, or mark **Only show my exports** to display only the exports you created. You can also search for saved exports using the **Find** button on the action bar.

► Locating and opening an export record using the Find button

1. From the navigation bar, select **Export**. The Export page appears.

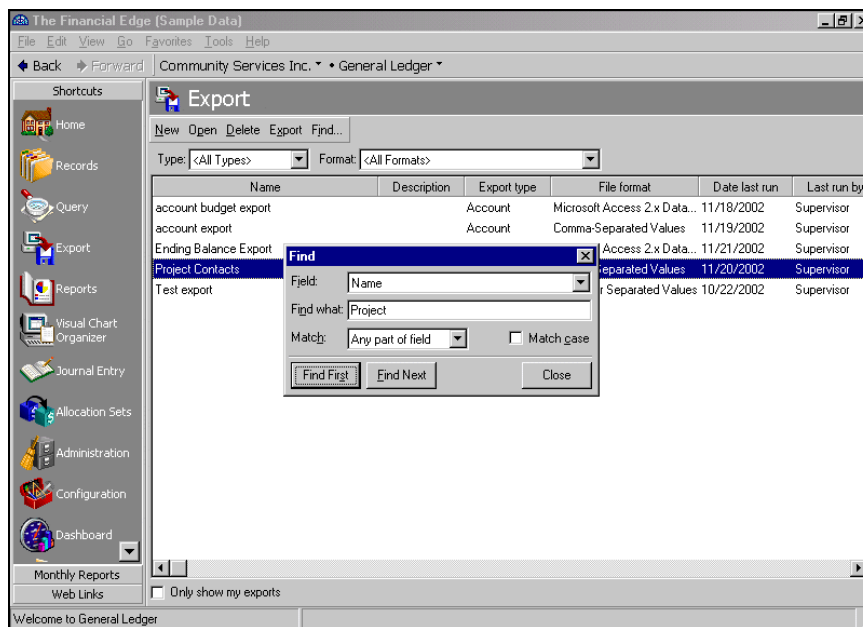


2. Click **Find**. The Find screen appears.

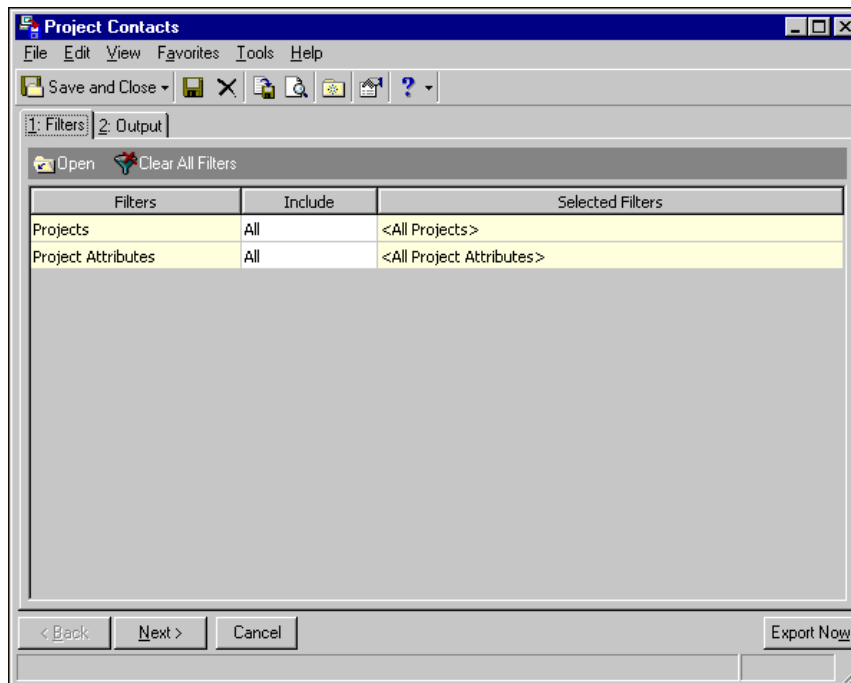


3. In the **Field** field, select a search category such as “Name” or “Export type”.
4. In the **Find what** field, enter specific field information you want to find. For example, if you entered “Name” in the **Field** field, you can enter the first three letters of the name to narrow the search.
5. In the **Match** field, select the part of the field to search.
6. To find only records with identical upper and lower case characters, mark **Match case**.

7. When you have entered your search criteria, click **Find First** or **Find Next**. The program selects the first or next record matching your criteria.



8. Once you locate the export, select it and click **Open**. The selected export record appears.



9. On the export record, you can view information or make changes.
10. To save the export record and return to the Export page, click **Save and Close**.

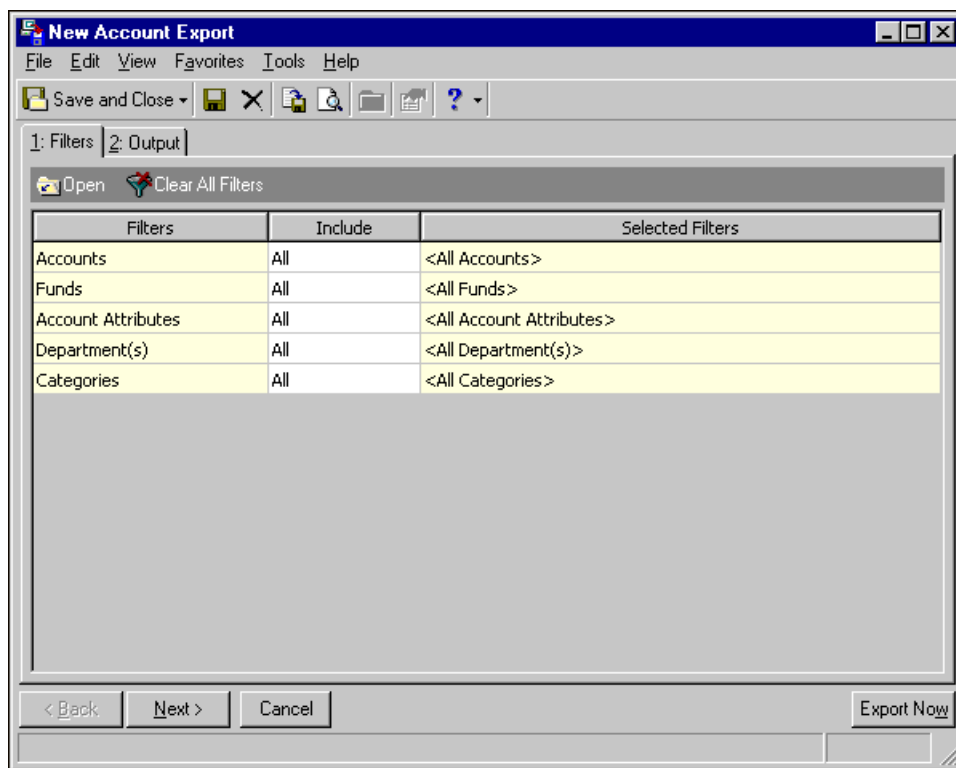
Parts of an Export Record

You create an export by setting parameters in the export record. The export record consists of two tabs, the Filters and Output tabs, where you identify specific output fields and criteria, and select which records to export.

Filters Tab

Note: If you want to include all records in the export, you do not need to use the Filters tab. For new exports, all records are included by default.

On the Filters tab, you select criteria that determines which records to include in an export. For example, to create an account export that includes only expense accounts, on the Filters tab, choose Selected in the **Include** column for **Categories**. The Selected Categories screen appears on which you select the Expense category. By selecting the Expense category, all other account categories are “filtered out”, and only expense accounts are included in the export. For more information about filtering criteria, see the Program Basics chapter of the *Program Basics Guide*.



Output Tab

On the Output tab, you select fields from a tree view that correspond with data you want to include in the export. The Output tab consists of the **Available Fields** box and the **Output** box. You can resize the two boxes, and you can drag and drop fields back and forth between the two boxes.

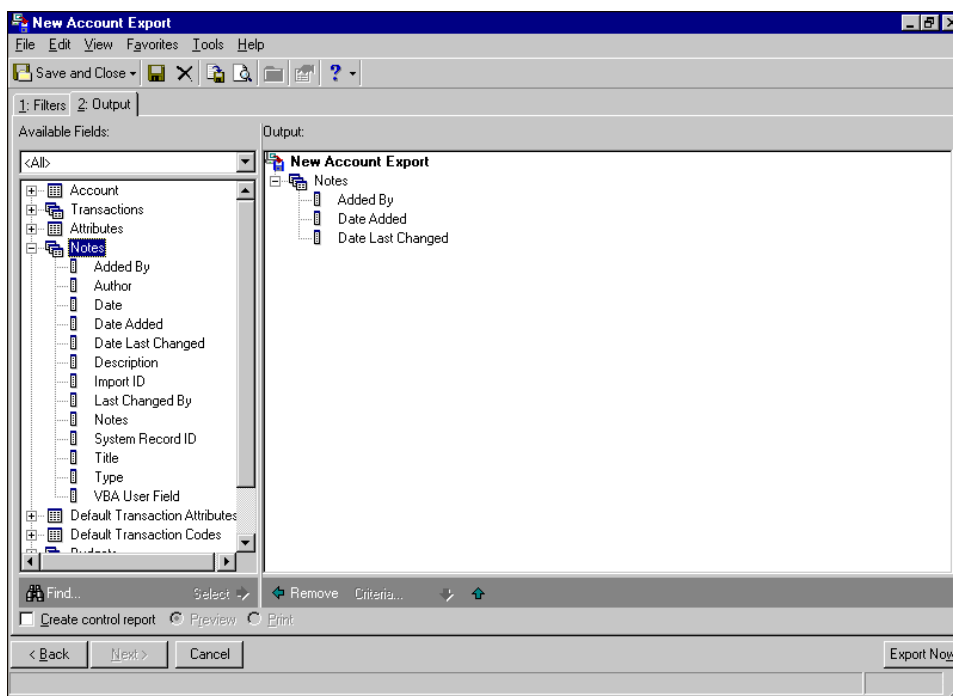
Glossary: A criteria group in *Export* is a set of related fields from the same record type. For more information about criteria groups, see “Using Criteria Groups” on page 15.

The **Available Fields** box contains a tree view of all criteria groups available for the export type you selected. You can narrow the fields listed in the **Available Fields** box by selecting a specific criteria group in the field located above the box, which defaults to **<All>**.

Each criteria group contains related fields you can add to the export. To view the related fields, click the plus sign next to the criteria group. For example, in an account export, Notes is one available criteria group. Click the plus sign next to **Notes** and several related fields appear, including **Author**, **Date Added**, and **Last Changed By**.

Tip: When adding fields to the **Output** box, the quickest methods are to double-click fields or to drag and drop fields from one box to the other.

To add a field to the **Output** box, select a field from the tree view in the **Available fields** box, and click **Select**. Two quicker methods are to double-click fields or to drag and drop fields from one box to the other. When you select certain fields to export, field-specific output criteria screens appear where you can define additional characteristics records must meet to be included in the export. For more information about output criteria screens, see “Output Criteria Screens” on page 20.



Output Tab Buttons

Note: Creating an export using the Blackbaud Conditional Word Merge or Blackbaud Simple Word Merge export format adds extra buttons to the toolbar for these functions. For more information about conditional and simple merges, see “Using the Word Merge Process in Export” on page 31.

There are several buttons on the Output tab you can use to select information for an export. Use the up and down arrows to search for items in the **Output** box. Use the **Next** and **Back** buttons to move back and forward between the Output tab and Filters tab.

Find. Use the **Find** button to search for values in the tree view in the **Available Fields** box.

Select. Use the **Select** button to select fields to export. If you select a field that is a one-to-many group or summary, a field-specific output criteria screen appears. If you select a one-to-one field, the field is moved to the **Output** box. For more information about output fields, see “Understanding Export Output Fields” on page 15.

Note: When editing an export file associated with a Custom Report, the **Remove** button is disabled. You cannot delete any fields in an export used in a Custom Report.

Remove. Use the **Remove** button to remove selected fields from an export.

Criteria. Use the **Criteria** button to view criteria for a selected field. This button is enabled only when you select a one-to-many group or a summary field in the **Output** box.

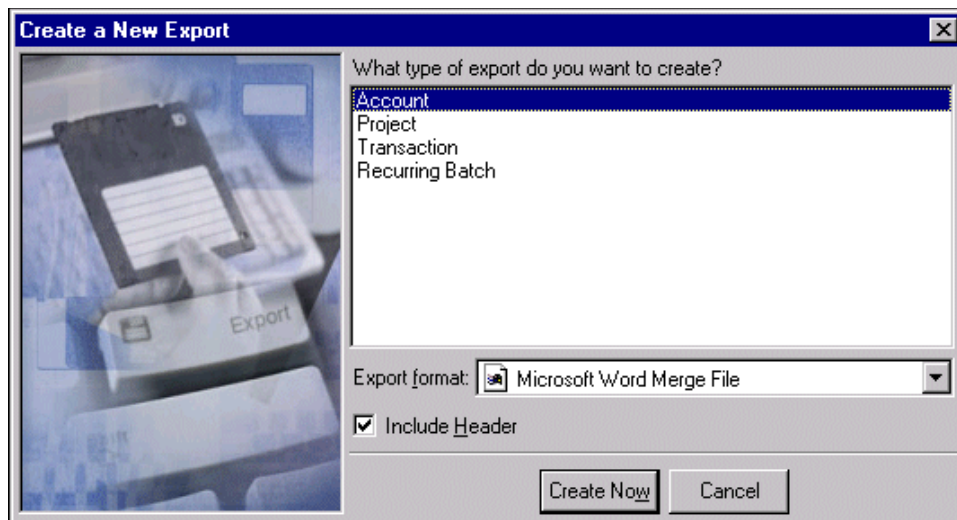
Cancel. Use the **Cancel** button to exit the Output tab or the Filters tab. The program returns to the Export page without saving changes.

Export Now. Use the **Export Now** button to process an export.

Export Types

Tip: You can set a default export type in **Options**.

The first step in the export process is to select a record type to export. Each export can include only one export type, and the fields included in the export are only those related to that record type. For example, if you select to create a **General Ledger** Account export, only fields found on account records are available to export. You select the export type on the Create a New Export screen.



You can create these export types in **The Financial Edge**:

Financial Edge Export Types

General Ledger

- Account
- Project (With *Projects and Grants* installed)
- Transaction
- Recurring Batch
- Grants

Accounts Payable

- Vendor
- Invoice
- Purchase Order (With *Purchase Orders* installed)
- Credit Memo
- Receipt
- Payment
- Product
- Recurring Invoice
- Bank
- Bank Adjustment (With *Cash Management* installed)

Accounts Receivable

- Client
- Charge
- Credit
- Deposit
- Invoice
- Payment
- Product and Billing Item
- Recurring Invoice
- Refund
- Return
- Transaction

Cash Receipts

- Deposit
- Payment

Student Billing

- Advance Deposit
- Billing Schedule
- Charge
- Credit
- Deposit
- Financial Aid
- Individual
- Organization
- Payment
- Product and Billing Item
- Refund
- Student
- Transaction

Fixed Assets

- Asset
- Transaction

Export Formats

Note: An export format determines the way exported data appears and the software application with which it is used. Export formats include Microsoft *Excel*, Microsoft *Access*, and Lotus *1-2-3*.

You must also select a format for data exported from your database. The export format determines how data appears in the data file and the application with which it is used. Export formats are especially important for exported information you plan to update in another application and then import back into ***The Financial Edge***. In **Options**, you can assign a default export format to use when creating new exports.

If you select to use the Blackbaud Simple Word Merge or Blackbaud Conditional Word Merge export format, you can use a wizard to merge information from an export file with a *Word* document template. For more information about creating merges, see “Using the Word Merge Process in Export” on page 31.

If you plan to use the export file in **Custom Reports** to create a custom Crystal report, use one of these *.MDB formats: Blackbaud Report Writer Database, Microsoft Access 2.x Database, Microsoft Access 95 Database, Microsoft Access 97 Database, or Microsoft Access 2000 Database. For more information about using **Custom Reports**, see the *Reports Guide* for that program.

You select the export format on the Create a New Export screen or on the Export Options screen. For more information about the Export Options screen, see “Export Styles” on page 10.

Tip: You can set a default export format in **Options**.

The export formats available in *Export* include:

- Blackbaud Conditional Word Merge
- Blackbaud Report Writer Database (MDB)
- Blackbaud Simple Word Merge
- Blackbaud XML Export (XML)
- Character Separated Values
- Comma-Separated Values
- dBase III
- Excel 3.0 (XLS)
- Excel 4.0 (XLS)
- Excel 5-7 (XLS)
- Excel 97-2000 (XLS)
- FoxPro Database
- Internet Document (HTML)
- Lotus 1-2-3 (WK1)
- Lotus 1-2-3 (WK3)
- Microsoft Access 2.x Database
- Microsoft Access 95 Database
- Microsoft Access 97 Database
- Microsoft ADO Recordset 2.1 (ADO)
- Microsoft ADO XML Recordset 2.1 (XML)
- Microsoft Word Merge File
- Rich Text Format Microsoft/Word Table (RTF)
- Text
- WordPerfect Merge File

Additional Fields and Options For Export Formats

Additional fields and options appear on the Create a New Export screen depending on the export format you select.

Include Header. If you select Character Separated Values or Microsoft Word Merge File as the export format, the **Include Header** checkbox appears. Mark this option to include the output field names as column headers. We recommend using column headers for exports of records you intend to update in another application and then import back into *The Financial Edge*.

Separator. If you select Character Separated Values as the export format, the **Separator** and **Qualifier** fields appear. In the **Separator** field, select the character value, such as a comma, you want to use to separate field data in the export. For example, this is a row of project data from a character separated data file, using commas as the separators:

Supervisor,01/08/2002,Rogers Endowment,1008,Endowment

Qualifier. In the **Qualifier** field, specify the character to use, such as a quotation mark, to distinguish punctuation from character separators. For example, you have a comma that separates the city and state in an address field. Without a qualifier, the program may think the comma indicates a new field. By placing a text qualifier at the beginning and end of your field, the program knows all text contained between the text qualifier is part of the same field. In this example, the text qualifier is quotation marks:

"Party Rent-All","Active","643 Main St.<cr>Mt. Pleasant, SC 29464"

Export one-to-many records. If you select Microsoft Access 2.x Database, Microsoft Access 95 Database, or Microsoft Access 97 Database as the export format, the **Export one-to-many records** checkbox appears. To use a relational style, mark the checkbox. To use a flat style, leave the checkbox unmarked. The following section discusses relational and flat styles in greater detail.

Export Styles

Glossary: Export style describes how data in the data file is presented. In *The Financial Edge*, there are two export styles you can use, flat style and relational style.

Export style is a term used to describe how extracted data is presented in the data file. In *The Financial Edge*, there are two export styles you can use, flat style and relational style. Most export formats present only the flat style view of data, but the Blackbaud Report Writer and Blackbaud XML Export formats use only the relational style. Furthermore, for the Microsoft Access 2.x Database, Access 95 Database, and Access 97 Database export formats, you can use the relational or flat style. For more information about export formats, see "Export Formats" on page 8.

On the Export Options screen, you can change the export format and style independently of each other, for a new or previously saved export record. You can also change the export name and description, and the VBA macro used. To access the Export Options screen, select **Tools, Export options** from the menu bar of the export record screen. For more information about using VBA macros in *Export*, see the VBA help file. To access the VBA help file, from the menu bar, select **Help, FE:VBA Help**.

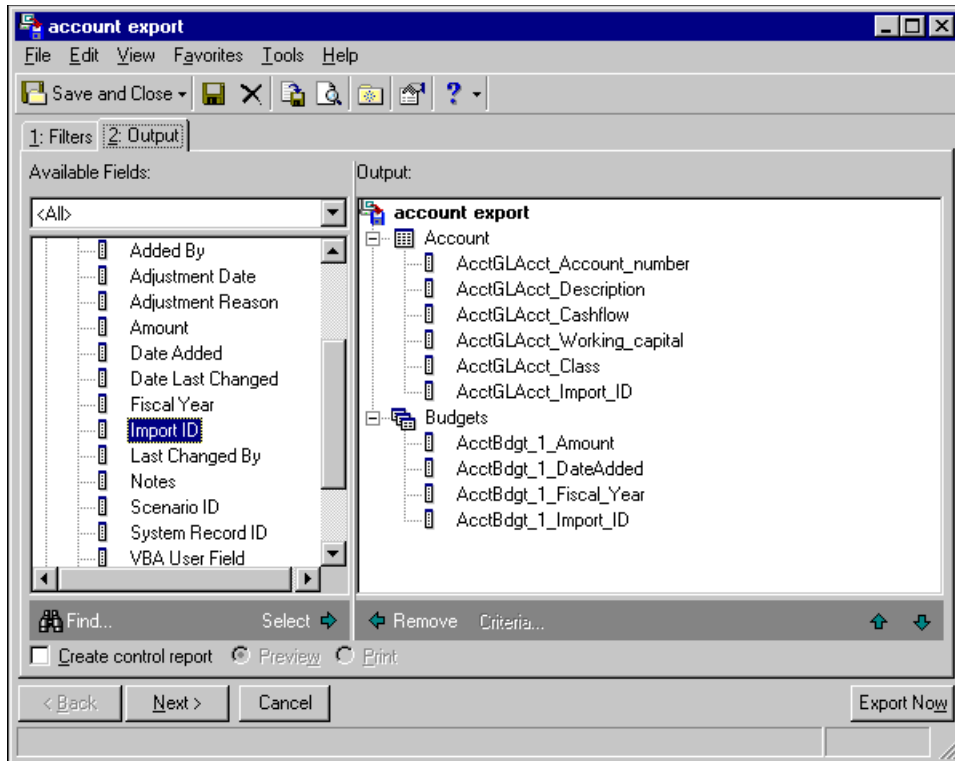
Flat Style Exports

Glossary: In a flat style view of data, the export displays information in grid format where each row contains a different record and each column displays a field within that record.

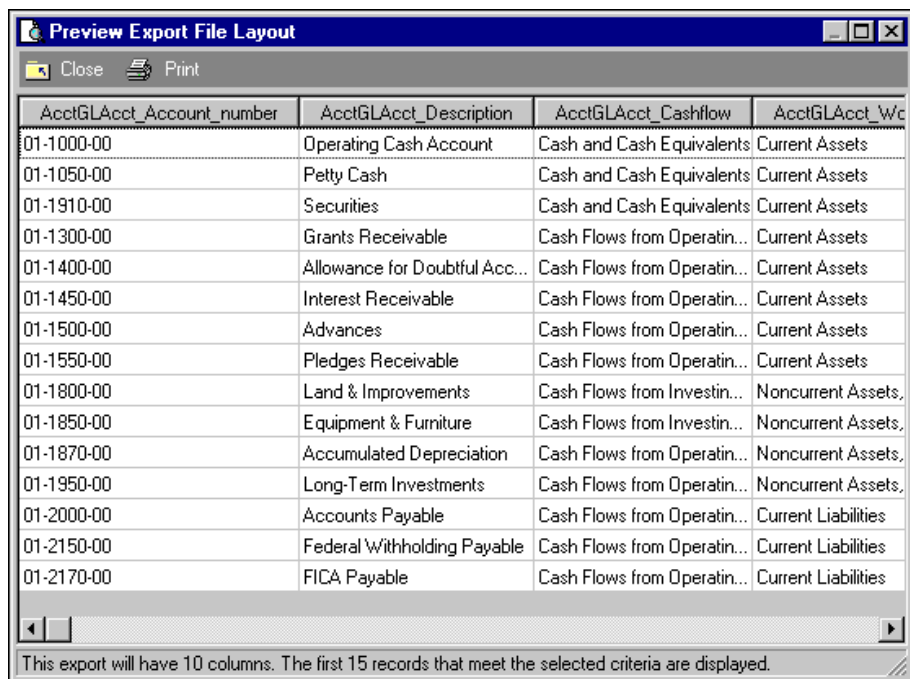
Most export formats support a flat style view of data. In this style, the export displays information in grid format where each row contains a different record and each column displays a field within that record. For example, in an account export, each row displays all the field information extracted for the account.

Flat style exports are used most often for creating simple *Crystal* reports. For more information about creating a flat style export, see “Creating an Export” on page 21.

There are two tools you can use to help you visualize the final output of a flattened export data file. First, select **View, Export field names** from the menu bar to view the column header name assigned by the program to each field selected for exporting. When you select this view option, the field names in the **Output** box change and become their column header name.



Once you have identified the header names, you can view a sample of your data file by selecting **File, Preview Export File** from the menu bar. The Preview Export File Layout screen appears displaying a grid view of the first fifteen rows of the export. Data is arranged in rows and columns as it will appear in the actual export. The column headers you viewed in the **Output** box are the column headers used in the grid. A field at the bottom of the screen displays the number of columns that will appear in your export.



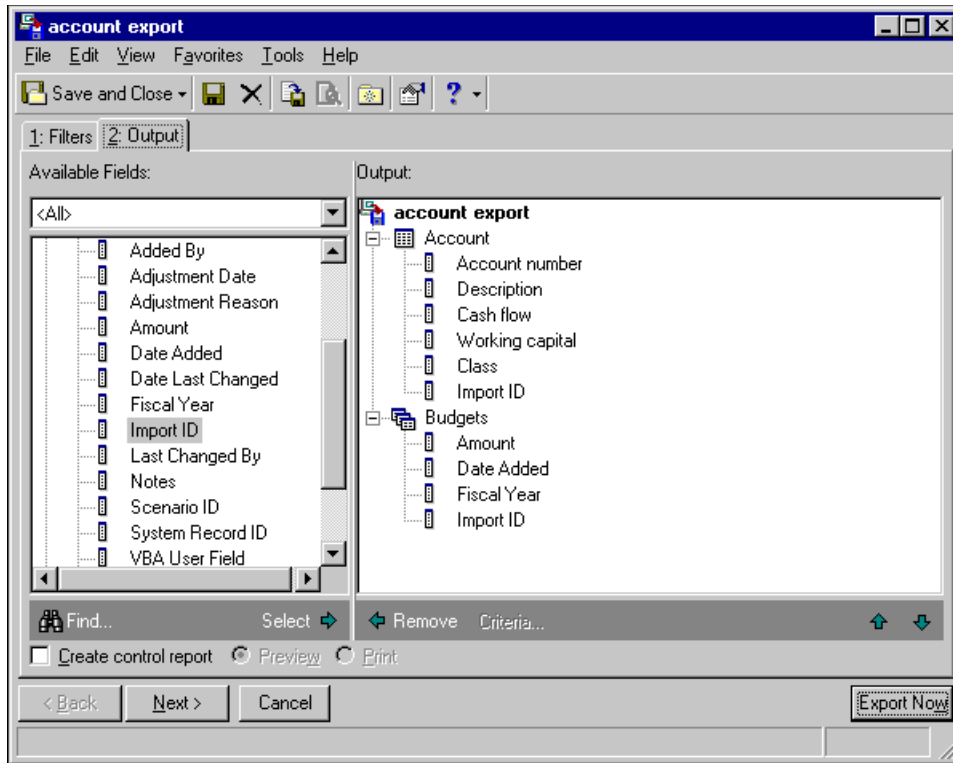
AcctGLAcct_Account_number	AcctGLAcct_Description	AcctGLAcct_Cashflow	AcctGLAcct_W/c
01-1000-00	Operating Cash Account	Cash and Cash Equivalents	Current Assets
01-1050-00	Petty Cash	Cash and Cash Equivalents	Current Assets
01-1910-00	Securities	Cash and Cash Equivalents	Current Assets
01-1300-00	Grants Receivable	Cash Flows from Operatin...	Current Assets
01-1400-00	Allowance for Doubtful Acc...	Cash Flows from Operatin...	Current Assets
01-1450-00	Interest Receivable	Cash Flows from Operatin...	Current Assets
01-1500-00	Advances	Cash Flows from Operatin...	Current Assets
01-1550-00	Pledges Receivable	Cash Flows from Operatin...	Current Assets
01-1800-00	Land & Improvements	Cash Flows from Investin...	Noncurrent Assets,
01-1850-00	Equipment & Furniture	Cash Flows from Investin...	Noncurrent Assets,
01-1870-00	Accumulated Depreciation	Cash Flows from Operatin...	Noncurrent Assets,
01-1950-00	Long-Term Investments	Cash Flows from Operatin...	Noncurrent Assets,
01-2000-00	Accounts Payable	Cash Flows from Operatin...	Current Liabilities
01-2150-00	Federal Withholding Payable	Cash Flows from Operatin...	Current Liabilities
01-2170-00	FICA Payable	Cash Flows from Operatin...	Current Liabilities

This export will have 10 columns. The first 15 records that meet the selected criteria are displayed.

Relational Style Exports

Note: A relational style export is an export in which the information for each selected criteria group is displayed in a separate table. Each row in the table may or may not correspond to a separate record.

A relational style export is an export in which the information for each selected criteria group is displayed in a separate table. Each row in the table may or may not correspond to a separate record. For example, if you export the account and budget information shown below in relational style, each of the two groups appears in its own separate table rather than all in one grid as it would in a flat style export.



Note: Unlike flat style exports, relational style exports can include an unlimited number of records. Therefore, specifying the number of records to export on an output criteria screen is optional.

A relational style export of these criteria groups creates three tables: a key table to define how records are linked, a table with account information, and a table for the budget information.

The pictures below show each of the tables as they appear when created in a Microsoft Access Database format.

Table 1: The Key Table — defines how records are linked

Acct : Table			
	Acct_IDKEY	AcctGLAcct_LI	AcctBdgt_1_LINK
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9
	10	10	10
	11	11	11
	12	12	12
	13	13	13
	14	14	14
	15	15	15
	16	16	16

Record: 1 of 270

Table 2: Budget Information

AcctBdgt_1 : Table						
	AcctBdgt_1_ID	AcctBdgt_1_Ar	AcctBdgt_1_Dz	AcctBdgt_1_Fi	AcctBdgt_1_Lm	AcctBdgt_1_LINK
▶	1	160000	01/14/2002	2001	WGLASA11111	35
	2	15225	01/14/2002	2001	WGLASA11111	37
	3	9500	01/14/2002	2001	WGLASA11111	41
	4	12225	01/14/2002	2001	WGLASA11111	43
	5	12725	01/14/2002	2001	WGLASA11111	45
	6	900	01/14/2002	2001	WGLASA11111	47
	7	17500	01/14/2002	2001	WGLASA11111	49
	8	1500	01/14/2002	2001	WGLASA11111	51
	9	780	01/14/2002	2001	WGLASA11111	53
	10	2500	01/14/2002	2001	WGLASA11111	55
	11	7625	01/14/2002	2001	WGLASA11111	57
	12	7650	01/14/2002	2001	WGLASA11111	59
	13	500	01/14/2002	2001	WGLASA11111	61
	14	3125	01/14/2002	2001	WGLASA11111	63
	15	1980	01/14/2002	2001	WGLASA11111	65
	16	2520	01/14/2002	2001	WGLASA11111	67
	17	480	01/14/2002	2001	WGLASA11111	69
	18	1045	01/14/2002	2001	WGLASA11111	71
	19	2100	01/14/2002	2001	WGLASA11111	75
	20	400	01/14/2002	2001	WGLASA11111	77
	21	6100	01/14/2002	2001	WGLASA11111	81
	22	336775	01/14/2002	2001	WGLASA11111	95

Record: 1 of 63

Table 3: Account Information

AcctGLAcct ID	AcctGLAcct A	AcctGLAcct D	AcctGLAcct C	AcctGLAcct W	AcctGLAcct C	AcctGLAcct In
1 01-1000-00	Operating Cash	Cash and Cash	Current Assets	Unrestricted Ne	WGLASA11111	
2 01-1050-00	Petty Cash	Cash and Cash	Current Assets	Unrestricted Ne	WGLASA11111	
3 01-1910-00	Securities	Cash and Cash	Current Assets	Unrestricted Ne	WGLASA11111	
4 01-1300-00	Grants Receiv	Cash Flows for	Current Assets	Unrestricted Ne	WGLASA11111	
5 01-1400-00	Allowance for D	Cash Flows for	Current Assets	Unrestricted Ne	WGLASA11111	
6 01-1450-00	Interest Receiv	Cash Flows for	Current Assets	Unrestricted Ne	WGLASA11111	
7 01-1500-00	Advances	Cash Flows for	Current Assets	Unrestricted Ne	WGLASA11111	
8 01-1550-00	Pledges Receiv	Cash Flows for	Current Assets	Unrestricted Ne	WGLASA11111	
9 01-1800-00	Land & Improv	Cash Flows for	Noncurrent Ass	Unrestricted Ne	WGLASA11111	
10 01-1850-00	Equipment & Fu	Cash Flows for	Noncurrent Ass	Unrestricted Ne	WGLASA11111	
11 01-1870-00	Accumulated D	Cash Flows for	Noncurrent Ass	Unrestricted Ne	WGLASA11111	
12 01-1950-00	Long-Term Inves	Cash Flows for	Noncurrent Ass	Unrestricted Ne	WGLASA11111	
13 01-2000-00	Accounts Payab	Cash Flows for	Current Liabilitie	Unrestricted Ne	WGLASA11111	
14 01-2150-00	Federal Withhol	Cash Flows for	Current Liabilitie	Unrestricted Ne	WGLASA11111	
15 01-2170-00	FICA Payable	Cash Flows for	Current Liabilitie	Unrestricted Ne	WGLASA11111	
16 01-2450-00	Accrued Interes	Cash Flows for	Current Liabilitie	Unrestricted Ne	WGLASA11111	
17 01-2975-00	Due to Other Fu	Cash Flows for	Current Liabilitie	Unrestricted Ne	WGLASA11111	
18 01-3000-00	Net Assets	Cash Flows for	Noncurrent Ass	Unrestricted Ne	WGLASA11111	
19 01-3400-00	Grants Payable	Cash Flows for	Current Liabilitie	Unrestricted Ne	WGLASA11111	
20 01-4100-00	Grant Revenue-I			Unrestricted Ne	WGLASA11111	
21 01-4150-00	Contributions-D			Unrestricted Ne	WGLASA11111	
22 01-5810-00	Professional Fe			Unrestricted Ne	WGLASA11111	

You can use the relational style for these export formats: Blackbaud Report Writer, Blackbaud XML Export formats, Microsoft Access 2.x Database, Access 95 Database, and Access 97 Database.

Blackbaud Report Writer and the Blackbaud XML Export formats automatically use the relational style. To use the relational export style for the Access export formats, mark **Export one-to-many records in separate tables** on the Create a New Export screen or on the Export Options screen. To access the Export Options screen, select **Tools, Export Options** from the menu bar of the export screen.

Understanding Export Output Fields

Note: Output fields are the fields you select to include in your export. These fields correspond to fields found in *The Financial Edge*.

You have many options when deciding the type of information to export. Certain output fields have additional formatting options. For example, you can set up multiple criteria groups for one-to-many and summary fields, and specify filtering criteria for the entire group. If you export batch information, you can create a criteria group for total batch amount that is filtered to include only transactions in the current month. You can then create a second total batch amount criteria group filtered to include only transactions in the previous month.

Using Criteria Groups

Note: A criteria group in *Export* is a set of related fields from the same record type.

Criteria groups in *Export* are groups of related fields from the same record type. For example, the Account criteria group contains only fields found in an account record.

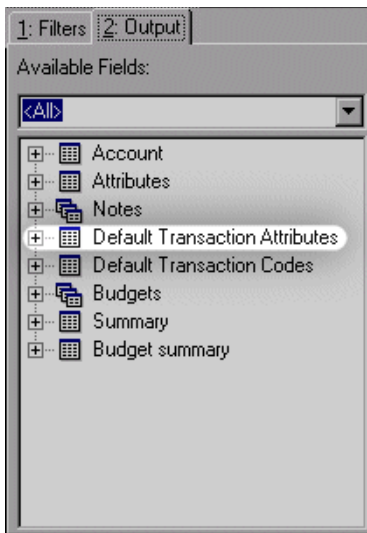
The Output tab of an export record displays all the criteria groups in the **Available Fields** box. There are three types of criteria groups: one-to-one groups, one-to-many groups, and summary groups. The terms *one-to-one*, *one-to-many*, and *summary* illustrate the relationships between fields within criteria groups.

One-to-One Criteria Groups

Note: A one-to-one criteria group is composed of fields for which only one value exists in your database.

A one-to-one criteria group is composed of fields for which only one value exists in your database. For example, in an account export, the Account group contains fields such as **Account number**, **Description**, and **Class**. This group qualifies as a one-to-one criteria group because each of these fields can have only one assigned value on an account record.

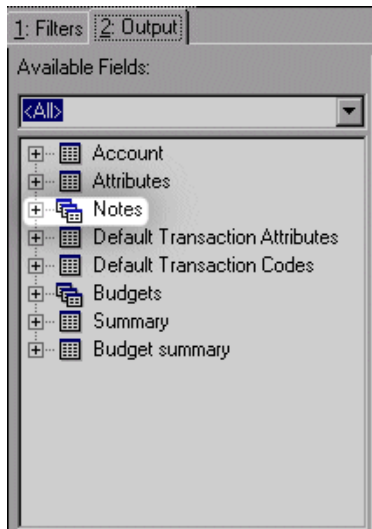
You can identify one-to-one criteria groups in two ways. First, in the **Available Fields** box, each one-to-one criteria group is designated by an icon depicting a single table. Second, when you select an output field from a one-to-one criteria group, the **Criteria** button is disabled and you cannot assign any additional criteria to the group.



One-to-Many Criteria Groups

Note: A one-to-many criteria group is composed of fields for which several values exist in your database.

A one-to-many criteria group is composed of fields for which several values exist in your database. For example, in an account export, Budgets is a one-to-many criteria group because each budget can be associated with more than one account. You can identify one-to-many criteria groups in two ways. First, in the **Available Fields** box, each one-to-many criteria group is designated by an icon depicting multiple tables.

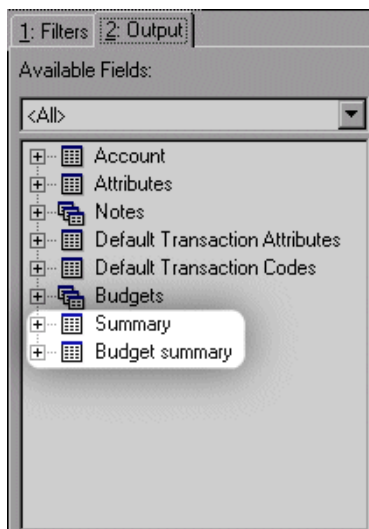


Second, when you select an output field from a one-to-many criteria group, an output criteria screen appears with additional filtering options specific to that criteria group. For more information about criteria options, see “Output Criteria Screens” on page 20.

Summary Criteria Groups

Note: A summary criteria group is composed of fields of calculated data rather than field information that is available directly from the database.

A summary criteria group is composed of fields of calculated data rather than field information that is available directly from the database. For example, in an account export, there are two summary criteria groups: Summary and Budget summary. The Summary criteria group contains fields for beginning balances, ending balances, and net assets calculations.



Like one-to-one criteria groups, in the **Available Fields** box, each summary criteria group is designated by an icon depicting a single table. However, unlike one-to-one criteria groups, when you select an output field from a summary criteria group, an output criteria screen appears with additional filtering options specific to that criteria group. For more information about output criteria screens, see “Output Criteria Screens” on page 20.

Using Multiple Criteria Groups of the Same Type

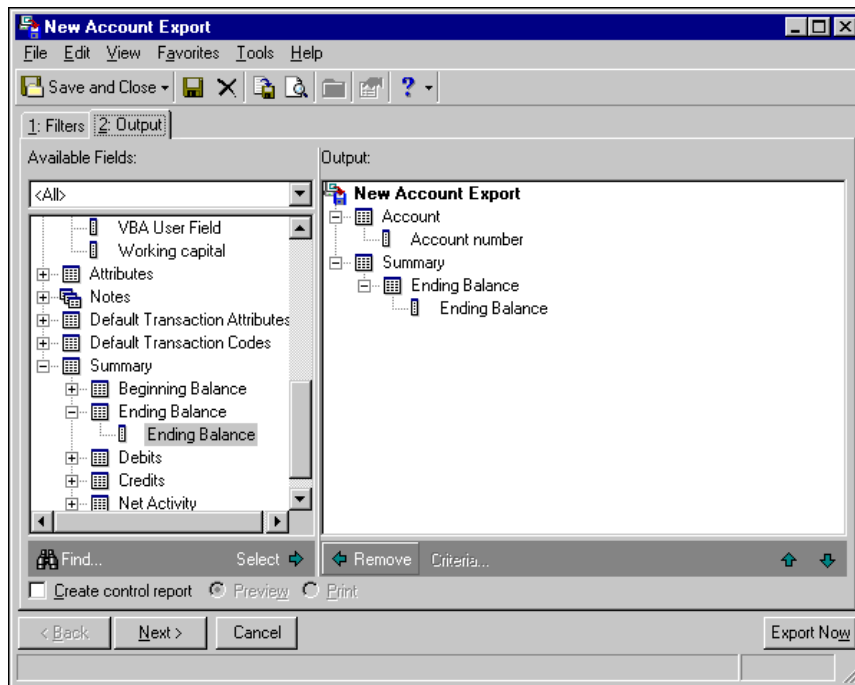
In *Export*, you can define multiple criteria groups for one-to-many and summary fields. This means that you can define multiple instances of the same group type, each with its own unique filtering criteria. This feature is useful for comparing similar items. For example, you can create an account export that compares this year and last year’s ending balances for the previous fiscal period.

► Creating multiple criteria groups of the same type

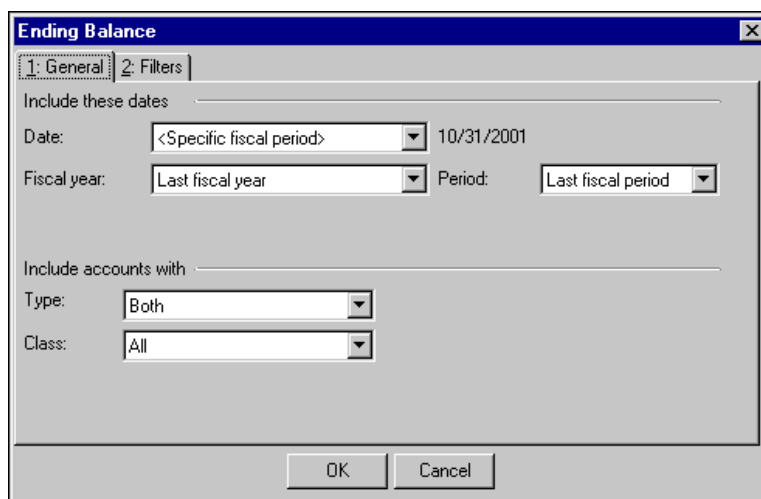
1. After selecting Account group information for the export, in the **Available Fields to Export** box, select the **Ending Balance** field in the Summary group. The Ending Balance output criteria screen appears on the General tab. For more information about output criteria screens, see “Output Criteria Screens” on page 20.

2. In the **Fiscal year** field, select “This fiscal year”.
3. In the **Period** field, select “Last fiscal period”.

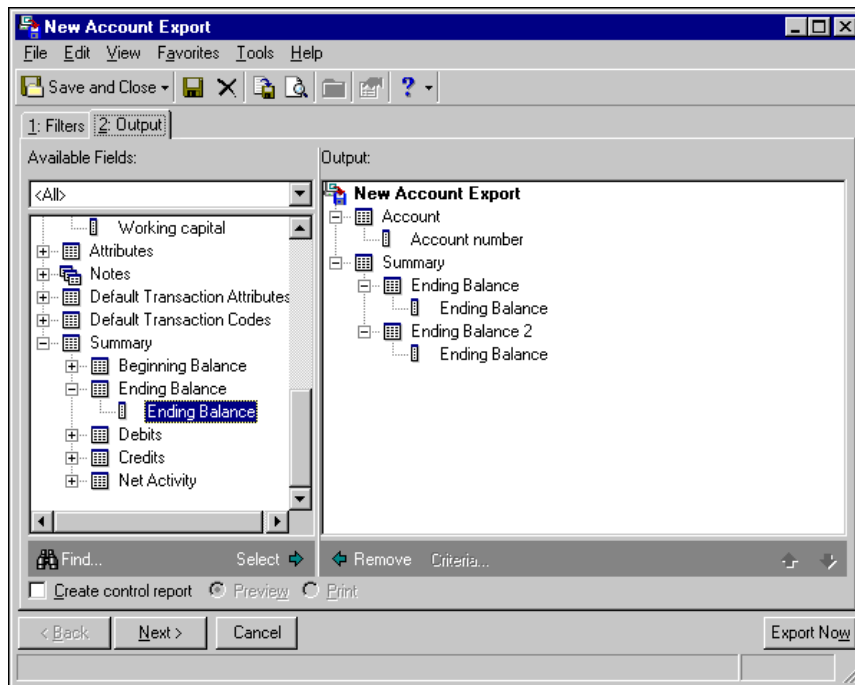
4. Click **OK**. The Ending Balance group now appears in the **Output** box.



5. For the second criteria group, in the **Available fields** box, select the **Ending Balance** field again. A screen appears to notify you that this field already appears in a group and asks if you want to add a new group.
6. Click **Yes**. The Ending Balance output criteria screen appears on the General tab.
7. In the **Fiscal year** field, select "Last fiscal year".
8. In the **Period** field, select "Last fiscal period".



9. Click **OK**. The second Ending Balance group now appears in the **Output** box.



10. Continue to add more fields, or click **Export Now** to run the export.

Output Criteria Screens

Note: You can also use the **Criteria** button in the Output box to access an output criteria screen for any one-to-many or summary criteria group.

In an export record, when you select to export fields from one-to-many or summary criteria groups, an output criteria screen appears. On this screen, you can define additional characteristics records must meet to be included in the export.

The type of criteria screen that appears depends on the field you select. For example, in an account export, if you select a field in the Transactions criteria group, the Transactions criteria screen appears. On the General tab, you can select the number of transactions to export for each account, define a date range of transactions to include, and select the type of transactions to include. On the Filters tab, you can filter by several types of transaction filters. Selections made on the Filters tab apply to only the items in the criteria group, not the entire export. Not all output criteria screens have a Filters tab.

The screenshot shows a window titled "Transactions" with two tabs: "1: General" and "2: Filters". The "General" tab is active. It contains the following fields:

- "For each Account, enter the number of Transactions to export:" with a text box containing the number "1".
- "Include these dates:" section with two rows of date selection:
 - Row 1: "Date:" dropdown set to "<Specific fiscal periods>", followed by the date range "03/01/2004 to 03/31/2004".
 - Row 2: "Start fiscal year:" dropdown set to "This fiscal year", followed by "Start period:" dropdown set to "Last fiscal period".
 - Row 3: "End fiscal year:" dropdown set to "This fiscal year", followed by "End period:" dropdown set to "Last fiscal period".
- "Include:" dropdown set to "Regular and encumbrance transactions".
- "OK" and "Cancel" buttons at the bottom.

Multiple criteria screens appear when you select certain export fields. For example, in a client export, if you select a field in the Phones criteria group (found in the Address criteria group), two criteria screens appear — one for specifying how to export addresses and one for specifying how to export contact information.

Warning: When using multiple criteria groups of the same type, to ensure that each column of exported information contains only one type of data, it is very important to use the correct number in the number to export field.

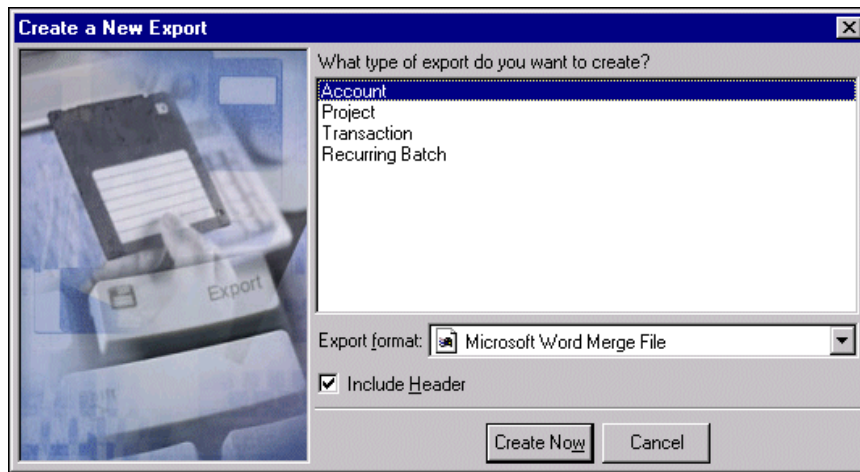
It is important to use the correct number in the number to export field. For example, you can create a client export including all payers responsible for each client. To do this, select the **Payer name** field. On the criteria screen, in the number to export field enter the highest number of payers a client might have, for example 4. This export produces a list of clients and their associated payers. If a client has only one payer, only one is listed for that client. If a client has four payers, four payers list for that client.

Creating an Export

Using *Export*, you can extract records from your database to use in other applications. For example, once you export a file of records, you can edit it in *Excel*, and then import the file to back into **The Financial Edge** to update the database. The appearance of export data files may differ depending on the export format and style you select to use. You can use a control report to view or print information about the data included in the export. The following procedure guides you through creating an account export in a comma-separated values format.

► **Creating an export**

1. From the Export page, click **New**. The Create a New Export screen appears.

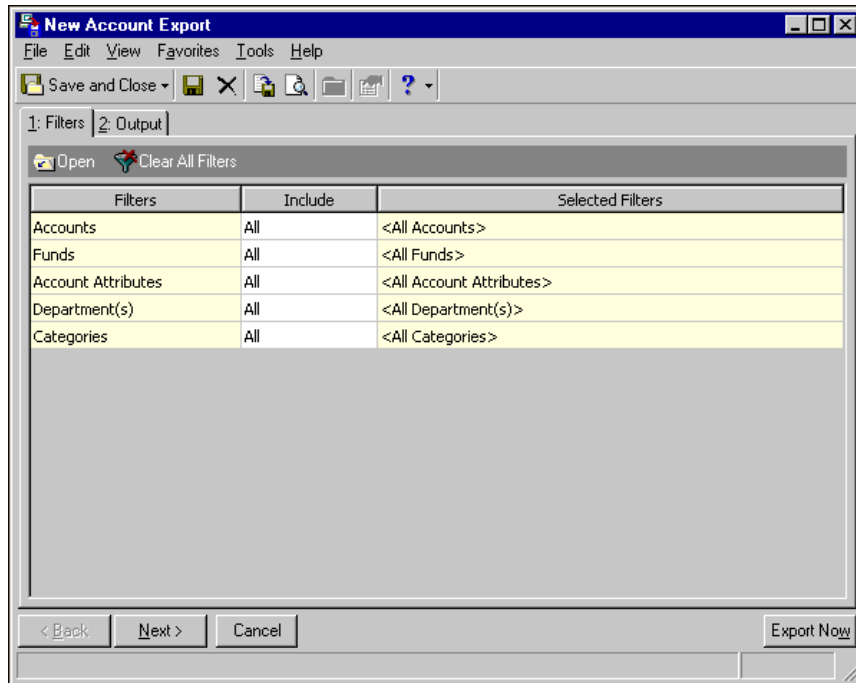


Note: On the Export Options screen, you can change the export format and export style independently of each other at any time. For more information about the Export Options screen, see “Export Styles” on page 10.

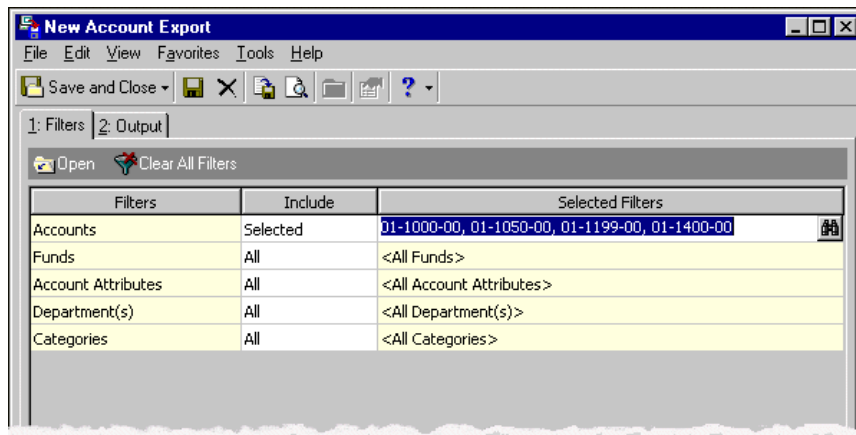
2. Select the export type and the export format. For this example, we create an account export in comma-separated values format. For more information about export formats, see “Export Formats” on page 8.
3. If you select “Comma-Separated Values”, “Character Separated Values”, or “Microsoft Word Merge File” as the export format, the **Include Header** checkbox appears. Mark this option to add column headers for the fields included in the export.

Note: We recommend using column headers for exports of records you intend to update in another application and then import back into *The Financial Edge*.

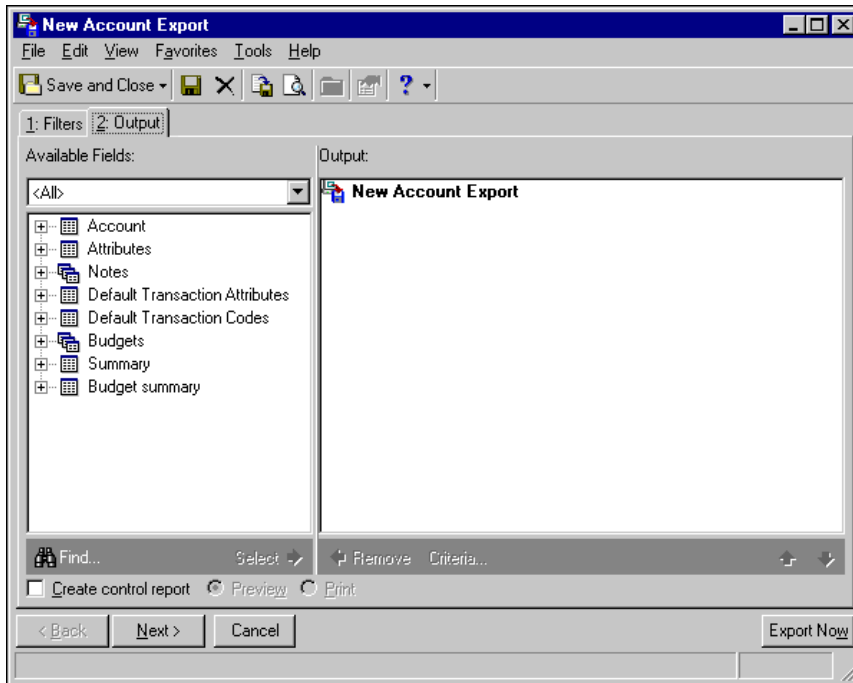
4. Click **Create Now**. The New Account Export screen appears displaying the Filters tab.



5. Select criteria to determine which records to include in an export. For this example we filter by selected account numbers.

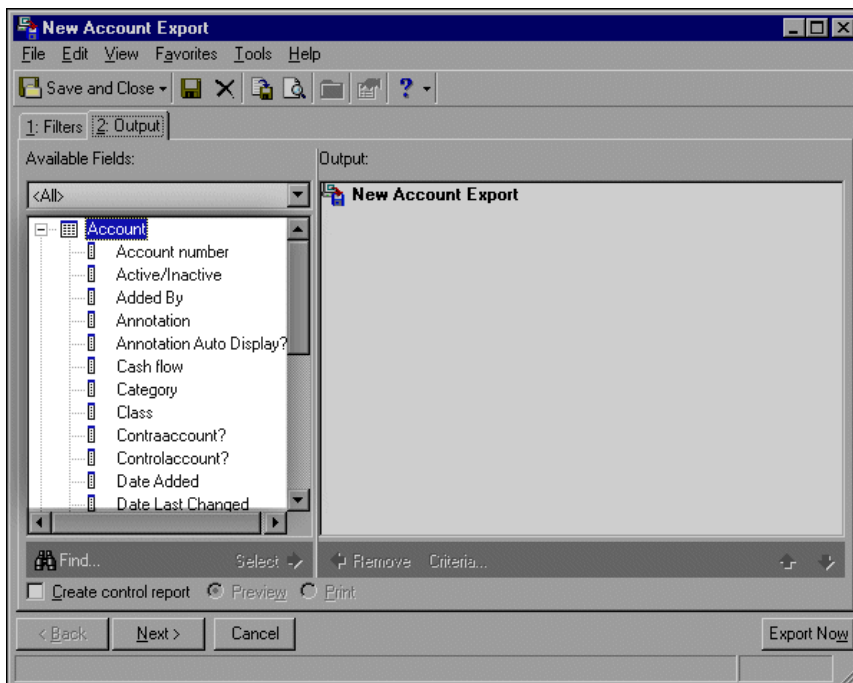


6. Select the Output tab.



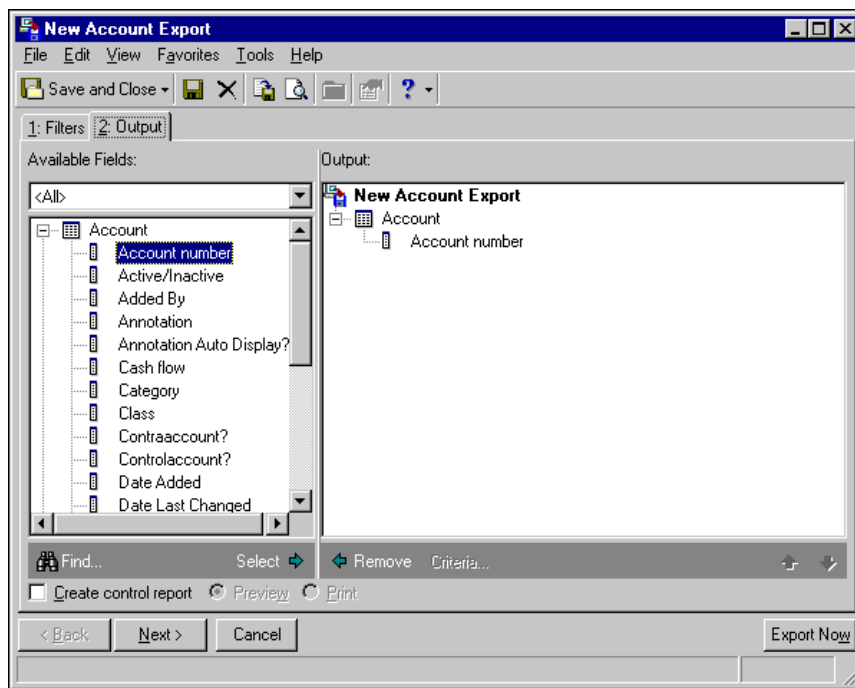
7. In the **Available Fields** box, a tree view lists all the criteria groups available for the export type you are creating. Click the plus sign next to a criteria group to view all of the fields available for that criteria group. For more information about criteria groups, see “Using Criteria Groups” on page 15.

For this example, we expand the Account criteria group.



Tip: When adding fields to the **Output** box, the quickest methods are to double-click fields, or to drag and drop fields from one box to the other.

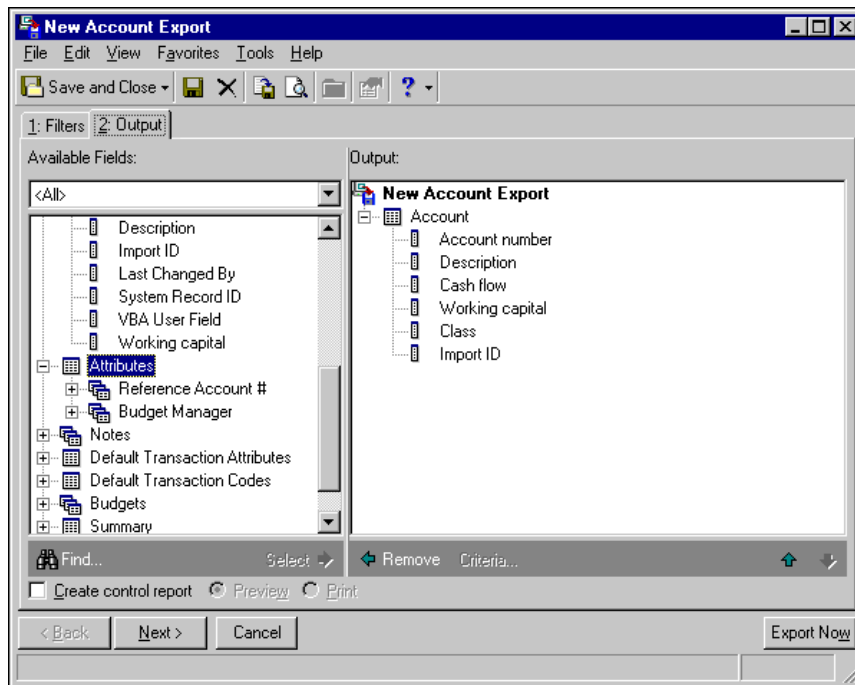
8. To add fields from the tree view to the **Output** box, select the field and click **Select**. The field moves to the **Output** box. For this example, we add the **Account number** field.



Note: We recommend including import IDs in exports of records you intend to update in another application and then import back into *The Financial Edge*.

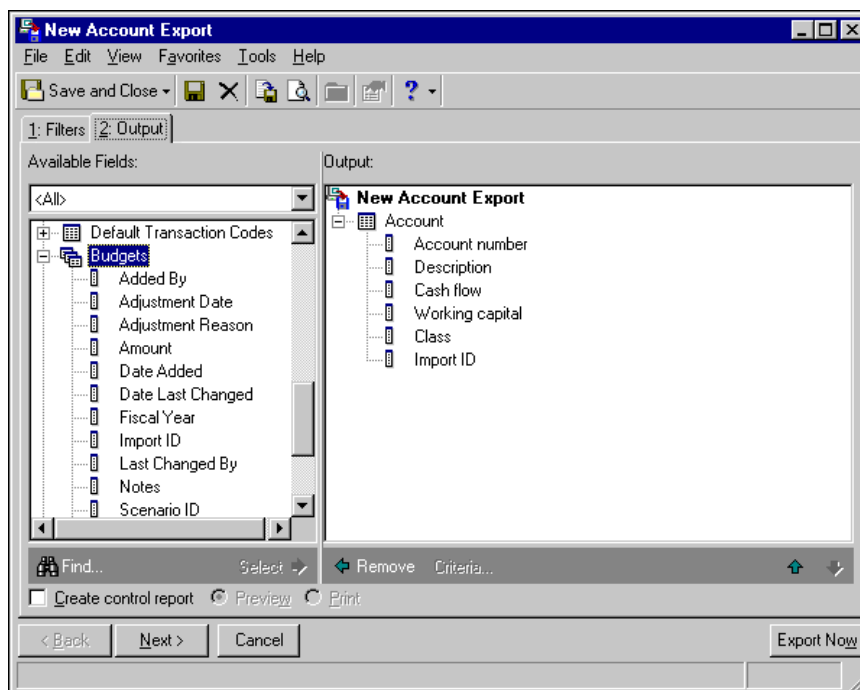
You must have the appropriate security rights to output credit card, bank account, and Social Security numbers. If you have rights, when you add these fields to the export file, a screen appears where you can select whether the numbers should be masked or unmasked in the export file. If you do not have rights, these numbers are always masked in the export file. For more information, see the Security chapter of the *Administration Guide* for *The Financial Edge*.

9. Continue until you have added all the fields you need for that criteria group.



Tip: In **Options**, you can set default values to export for yes/no fields.

10. Expand the next criteria group with fields you want to export. For this account export, we expand the Budgets criteria group.



11. Select a field from the criteria group to add to the **Output** box. For this example, we select the **Amount** field. The Budgets output criteria screen appears.

Budgets

For each Account, enter the number of Budgets to export:

Include budgets for: _____

Scenario ID: Main Operating Budget

Fiscal year:

Order Budgets by: _____

Order by: ☐ Ascending ☐ Descending

Note: A one-to-many criteria group is composed of fields for which several values exist in your database. For more information about one-to-many criteria groups, see “One-to-Many Criteria Groups” on page 16.

Because Budgets is a one-to-many criteria group, when you select a field from the group, an output criteria screen appears. On output criteria screens, you define additional characteristics records must meet to be included in the export and determine the number of items to export per record type. Criteria set on the Budgets output criteria screen applies to all fields added to Budgets criteria group. For more information about output criteria screens, see “Output Criteria Screens” on page 20.

12. Enter a number in the **For each Account, enter the number of budgets to export** field.

Note: When using multiple criteria groups of the same type, to ensure that each column of exported information contains only one type of data, it is very important to use the correct number in the number to export field. For more information, see “Using Multiple Criteria Groups of the Same Type” on page 18.

For this example, we enter “1”. For more information about using the number to export field, see “Output Criteria Screens” on page 20.

13. Select a budget scenario in the **Scenario ID** field.
14. Select a year in the **Fiscal year** field.

15. Select an item to sort by in the **Order by** field, and mark **Ascending** or **Descending** for the sort order.

Budgets

For each Account, enter the number of Budgets to export: 1

Include budgets for

Scenario ID: 00 Main Operating Budget

Fiscal year: Last fiscal year

Order Budgets by

Order by: Date Added ☒ Ascending ☐ Descending

OK Cancel

16. Click **OK** and you return to the **Output** tab. The **Amount** field appears in the **Output** box.
17. Continue adding fields until you have added all the fields you need for the Budgets criteria group.

New Account Export

File Edit View Favorites Tools Help

Save and Close

1: Filters 2: Output

Available Fields:

- <All>
- Default Transaction Attributes
- Default Transaction Codes
- Budgets
 - Added By
 - Adjustment Date
 - Adjustment Reason
 - Amount
 - Date Added
 - Date Last Changed
 - Fiscal Year
 - Import ID
 - Last Changed By
 - Notes
 - Scenario ID
 - System Record ID
 - VBA User Field
- Budgets details
- Summary
- Budget summary

Output:

- New Account Export
 - Account
 - Account number
 - Cash flow
 - Class
 - Description
 - Import ID
 - Working capital
 - Budgets
 - Amount
 - Date Added
 - Fiscal Year
 - Import ID
 - Scenario ID

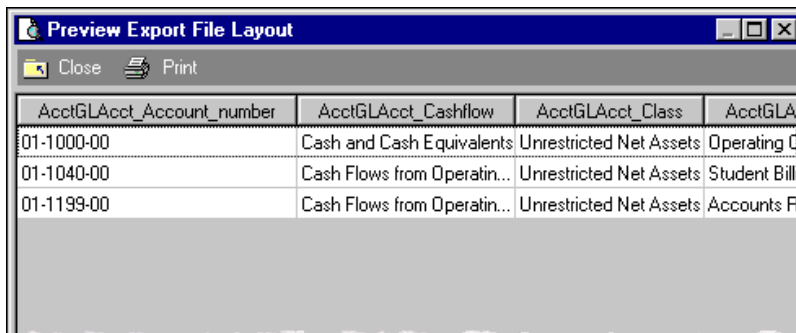
Find... Select Remove Criteria...

Create control report Preview Print

< Back Next > Cancel Export Now!

18. To print or preview a control report listing the selected criteria groups, output fields, and field header names for the export, mark **Create Control Report** and select **Print** or **Preview**. The control report prints or previews after the export processes.

19. To preview a sample of your data file, select **File, Preview Export File** from the menu bar. The Preview Export File Layout screen appears displaying a grid view of the export.

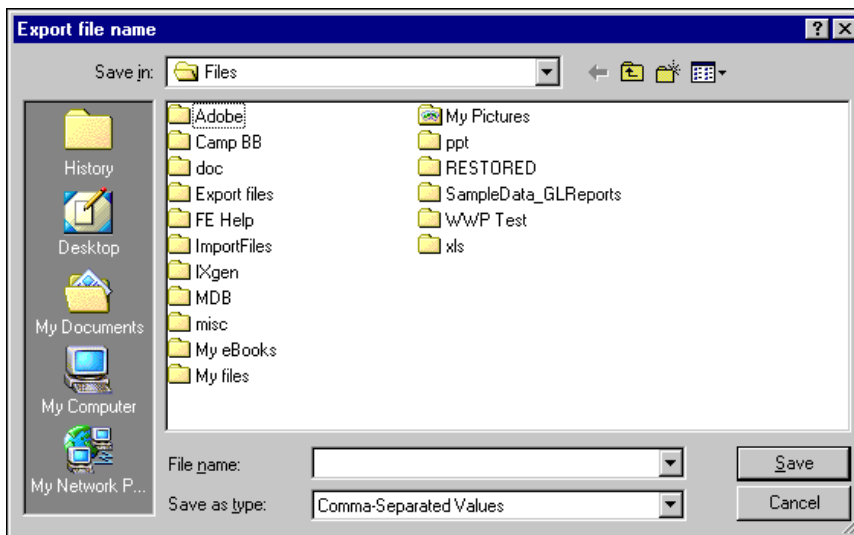


AcctGLAcct_Account_number	AcctGLAcct_Cashflow	AcctGLAcct_Class	AcctGLAcct_Description
01-1000-00	Cash and Cash Equivalents	Unrestricted Net Assets	Operating C
01-1040-00	Cash Flows from Operatin...	Unrestricted Net Assets	Student Billi
01-1199-00	Cash Flows from Operatin...	Unrestricted Net Assets	Accounts R

20. Click **Close** to exit the preview screen. You return to the Output tab.

Tip: In **Options**, on the File Locations tab, you can define default file locations for export files.

21. Click **Export Now** to run the export. The Export file name screen appears.



22. Browse to the location where you want to save the exported data file and enter a file name in the **File name** field.

Tip: In **Options**, you can set the program to save export records automatically.

23. Click **Save**. You return to the export record and processing screens appear. When the export finishes, a screen appears telling you the number of rows exported and the time elapsed.

24. Click **OK**. If you selected to preview a control report, the control report screen appears.

01/25/2010 01:00:27 PM

Community Services Inc.
Export Control Report

Page 1

Output data file created: C:\Nile\Export Files\Account Budgets CSV

Group	Field	Header
Account	1. Account number	AccountAccount_number
	2. Cashflow	AccountAccount_Cashflow
	3. Class	AccountAccount_Class
	4. Description	AccountAccount_Description
	5. Import ID	AccountAccount_Import_ID
	6. Working capital	AccountAccount_Working_capital
Budget(1)	7. Amount	AccountBgt_01_Amount
	8. Date Added	AccountBgt_01_DateAdded
	9. Fiscal Year	AccountBgt_01_Fiscal_Year
	10. Import ID	AccountBgt_01_Import_ID
	11. Scenario ID	AccountBgt_01_Scenario_ID

25. Click **X** to exit and return to the export record.
26. Click **Save and Close**. The Save Export As screen appears.
27. Enter a name and description for the export record and mark if other users can run or modify this export.
28. Click **Save**. You return to the Export page.

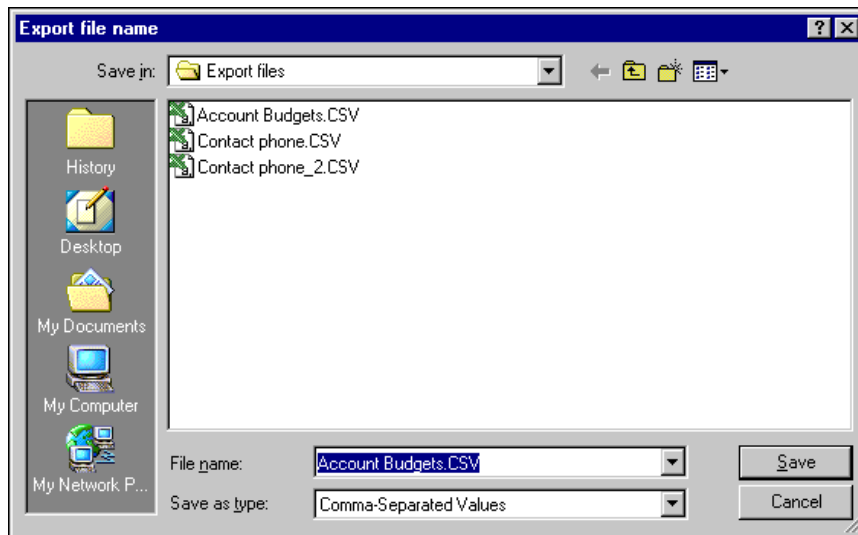
Running an Export from the Export Page

You can use saved export records as templates for exports you run frequently. For example, if you use an *Excel* spreadsheet to track the activity of certain accounts at the end of each month, you can create an account export with the activity of selected accounts. At the end of each month, you can run the saved account export to update the spreadsheet with the specified account information.

To save time, you can run an export directly from the Export page without having to open the export record. This function makes it quick and easy to update an export data file to include new data entered into the database since the last time you ran the export.

► Running an export from the Export page

1. From the Export page, select the export to run and click **Export**. The Export file name screen appears.



2. The export's data file name appears in the **File name** field. You can either overwrite the existing data file or save the updated data file as a new record.
 To overwrite the existing data file with the updated data file, click **Save**. A message screen appears asking if you want to replace the existing file. Click **Yes**.
 To save the updated data file as a new record, enter a new name in the **File name** field and click **Save**.
3. A processing screen appears. Once the export finishes processing, message appears indicating the number of rows exported and the elapsed time. Click **OK** and return to the Export page.

Using the Word Merge Process in Export

Warning: You must have *Word 2000* or *Word XP* installed on your computer to create *Word* document merges in **The Financial Edge**.

Export is integrated with Microsoft *Word* features so you can use information exported from your **Financial Edge** database to create custom documents such as form letters, mailing labels, envelopes, and mass e-mail and fax distributions directly from *Export*.

The merge process consists of merging a document template, such as a form letter, with variable information exported from **The Financial Edge**. This process produces documents with the same basic format and text, yet each individual document is customized with specific **Financial Edge** information. For example, you can create a form letter to send to all accounts receivable clients notifying them of an increase in costs for services. The text of the letter is essentially the same for all clients, but the address section is customized with the recipient's name, address, and account number.

You can create two types of *Word* merges in **The Financial Edge**, simple and conditional.

- Simple merges produce a series of documents using the same document template, customized with information exported from **The Financial Edge**.
- Conditional merges create a series of documents using multiple text formats, customized with fields of information exported from **The Financial Edge**, that differ based on specified conditions.

The procedures in this section guide you through creating simple and conditional merges in *Export*.

Creating a Simple Word Merge

Use the simple merge process to merge an export file with a single document template to produce a group of documents customized with fields of information exported from **The Financial Edge**. For example, in **General Ledger**, you can create memos to send to project contacts. The text and format of the memos are exactly the same, but the project balance and budget information each memo contains is specific to the project the recipient is assigned to.

This is an overview of the process you would use to create the project memos described in the previous example:

Tip: While you can create the document template directly from *Export* after selecting the fields to export, we recommend creating the document in *Word* first and later inserting it. This makes it easier to identify which fields you need to export.

Step 1. In *Word*, create the document template for the memo, leaving placeholders where you want to later include data.

Step 2. In *Export*, set up the export. Select the **Contact name**, **Address**, and **Project ID** fields.

Step 3. Click **Edit merge file** on the toolbar to access *Word*. Insert the document template you created in step 1 into the blank *Word* document.

Step 4. Insert the field names you included in the export file into the placeholders created for that information. For example, if you left a placeholder for the project contact name, insert the **Contact name** field.

Step 5. Return to the export record and run the merge. A *Word* file containing the merged documents is saved in the location you designate. You can preview these documents and make necessary changes before saving the export record.

► **Creating a simple merge in Export**

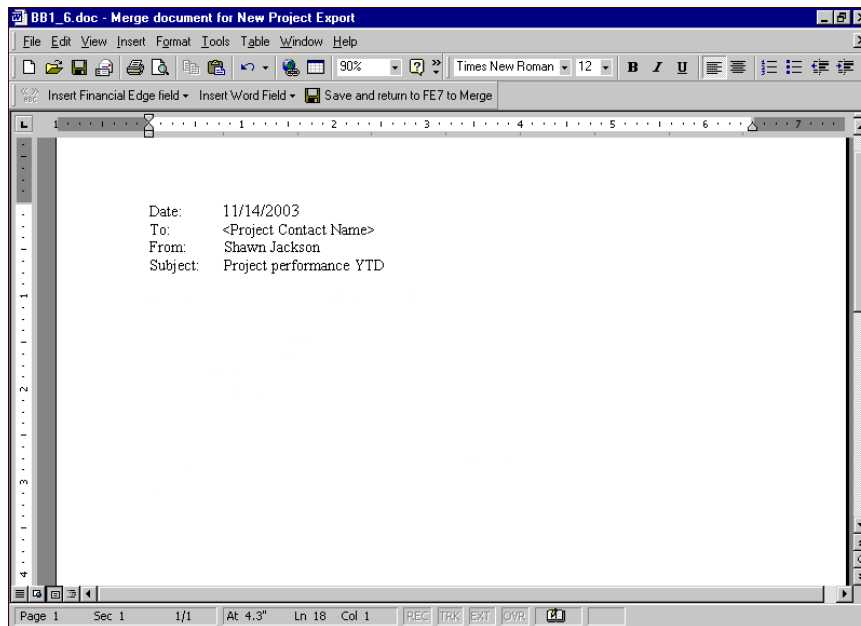
1. Once you complete the planning of your documents, open *Word*.
2. Create the document template by typing the document in *Word*, leaving placeholders for the fields of information to add later. For example, for this memo we create a header including this information:

Date: 11/14/2003

To: <Project Contact Name>

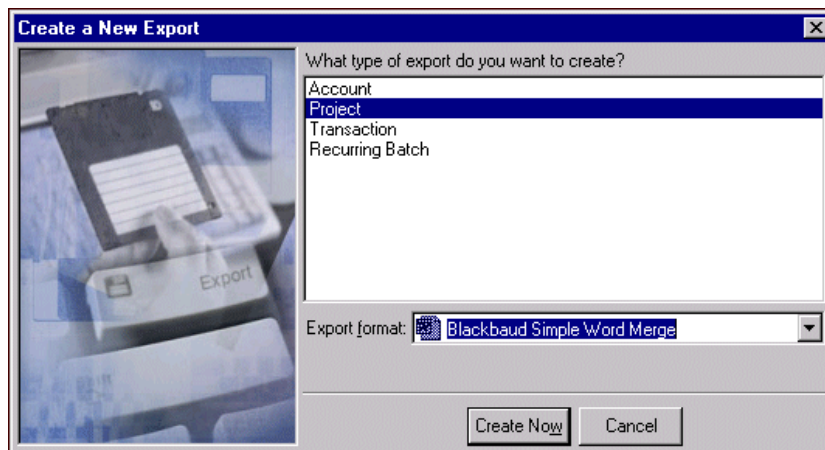
From: Shawn Jackson

Subject: Project performance YTD



We enclose the field name in brackets < > to designate a placeholder. These placeholders help identify where **Financial Edge** information should be inserted.

3. When you finish, save the document template in a location you can easily access again.
4. From **The Financial Edge**, access **General Ledger**. On the navigation bar, click **Export**. The Export page appears.
5. Click **New**. The Create a New Export screen appears.

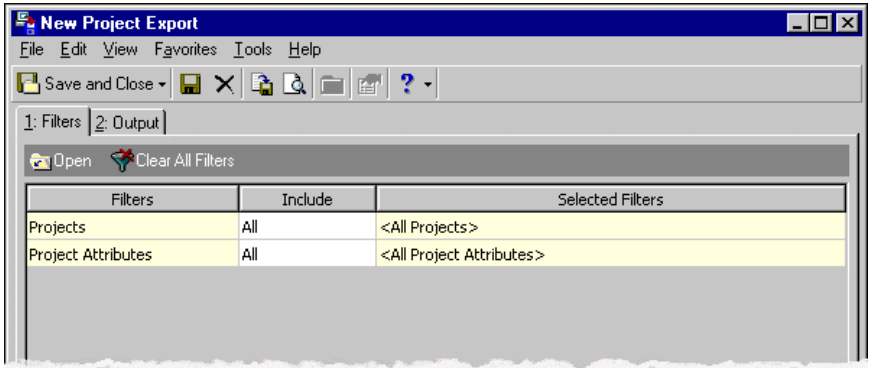


6. In the **What type of export do you want to create?** box, select "Project".

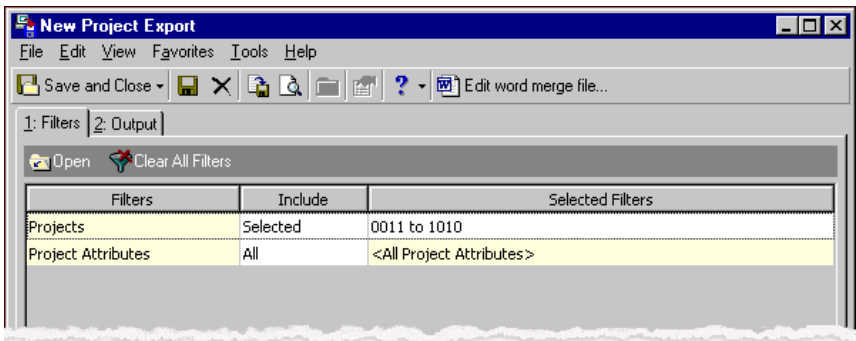
Tip: You can set a default export format in Options. For more information about export options, see the Options chapter of the *Program Basics Guide*.

7. In the **Export format** field, select "Blackbaud Simple Word Merge".

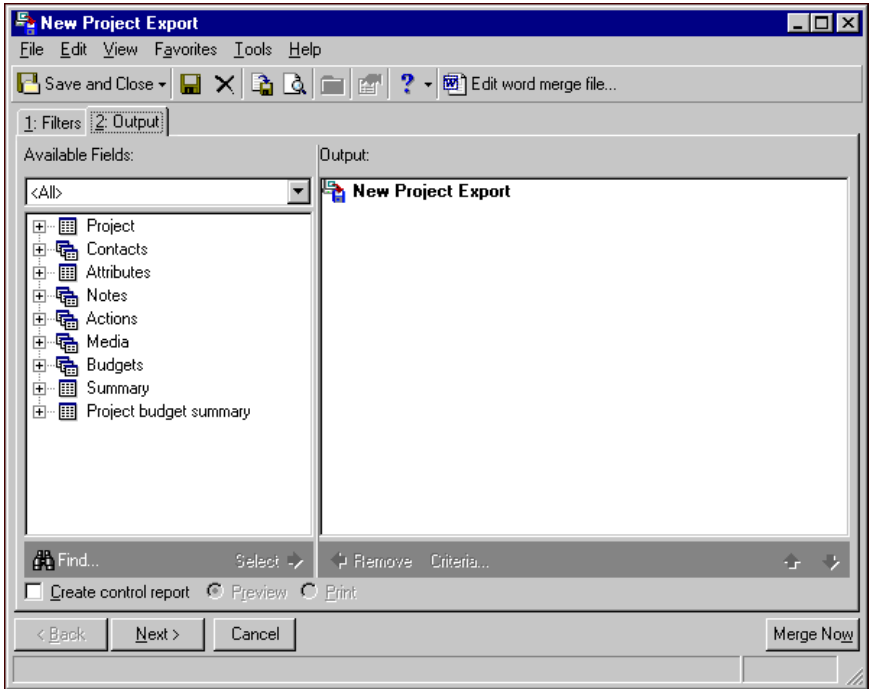
8. Click **Create Now**. The New Project Export record screen appears displaying the Filters tab.



9. Select criteria to determine which records to include in an export. For this example we filter by a range of selected projects. For more information about filtering, see the *Program Basics Guide*.

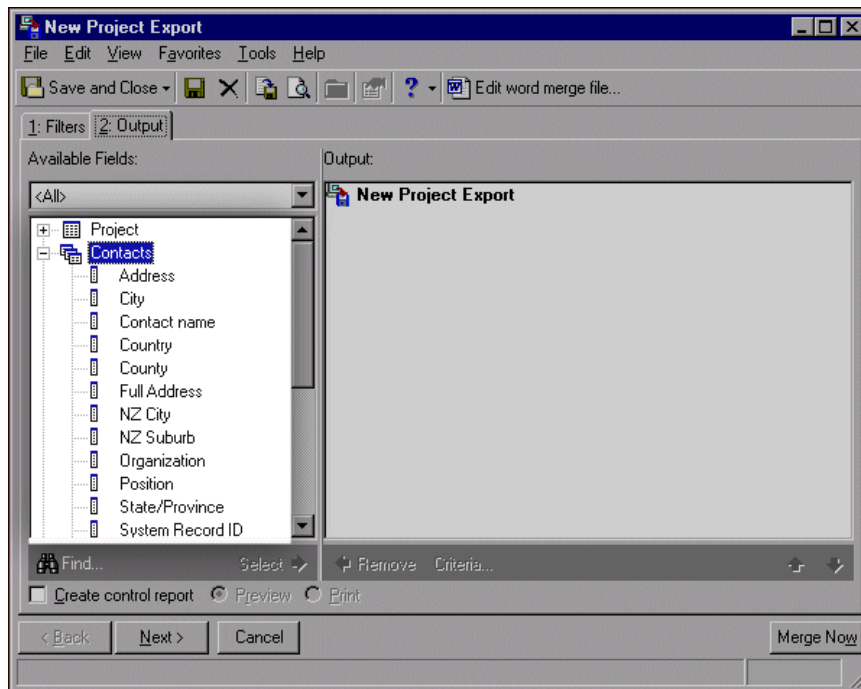


10. Click **Next** or select the Output tab. The Output tab appears.



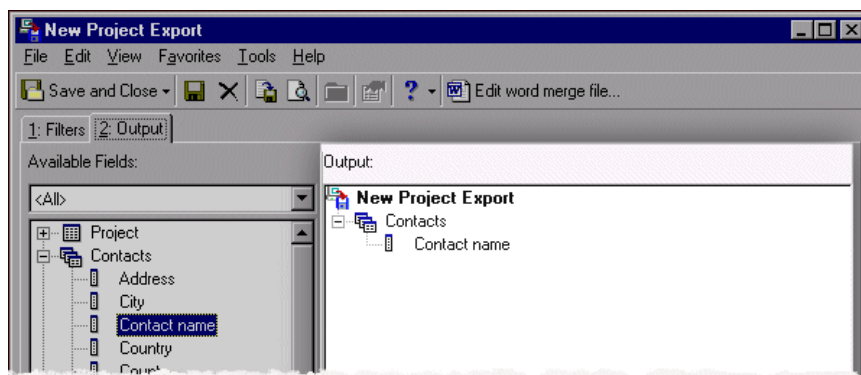
11. In the **Available Fields** box, a tree view lists all the criteria groups available for projects. Click the plus sign next to a criteria group to view all fields available for that criteria group. For more information about criteria groups, see "Using Criteria Groups" on page 15.

For this example, we expand the Contacts criteria group.



Tip: When adding fields to the **Output** box, the quickest methods are to double-click fields, or to drag and drop fields from one box to the other.

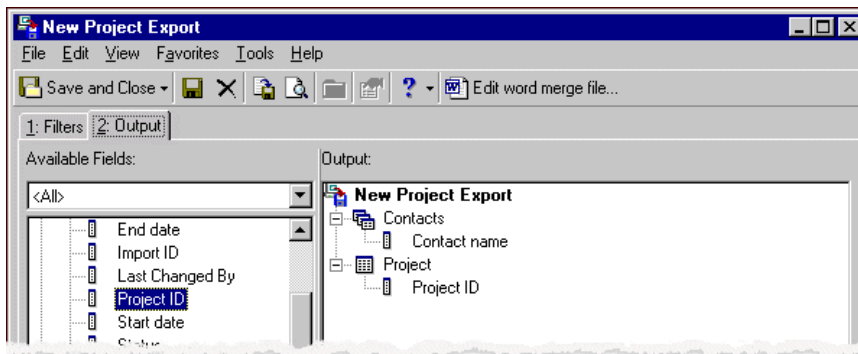
12. To add fields from the tree view to the **Output** box, select a field and click **Select**. The field moves to the **Output** box. For this example, we add the **Contact name** field.
13. Click **OK** and you return to the Output tab. The **Contact Name** field appears in the **Output** box.



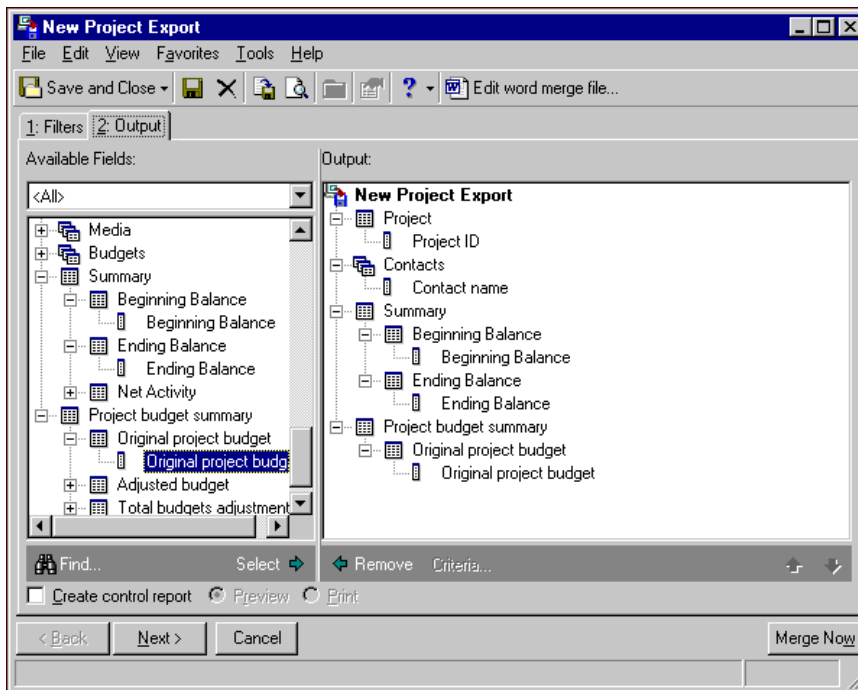
Note: If you select a one-to-many field, enter “1” as the number to export on the output criteria screen. For more information about one-to-many criteria groups, see “One-to-Many Criteria Groups” on page 16.

14. Expand the next criteria group with fields you want to export. For this project export, we expand the Project criteria group.

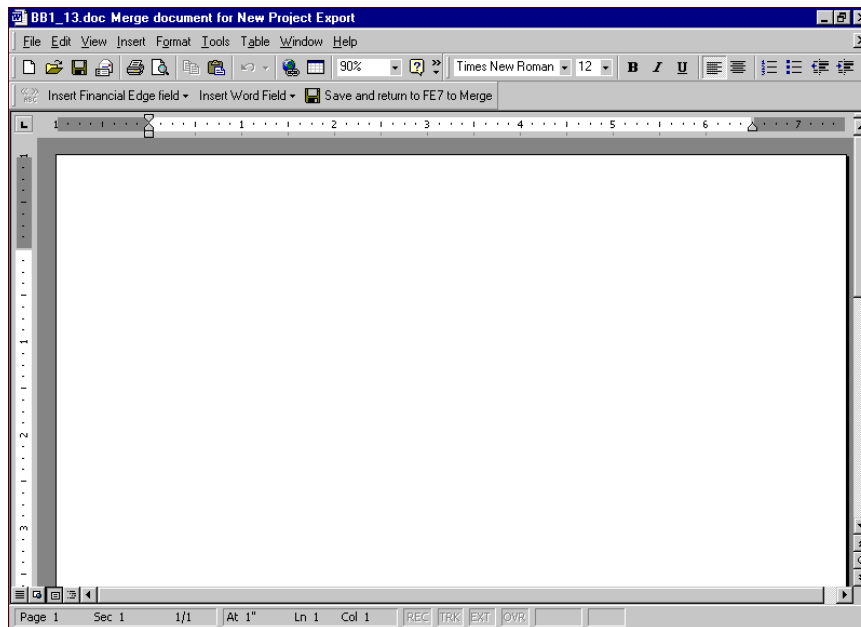
15. Select a field from the criteria group to add to the **Output** box. For this example, we select the **Project ID** field. The **Project ID** field moves to the **Output** box.



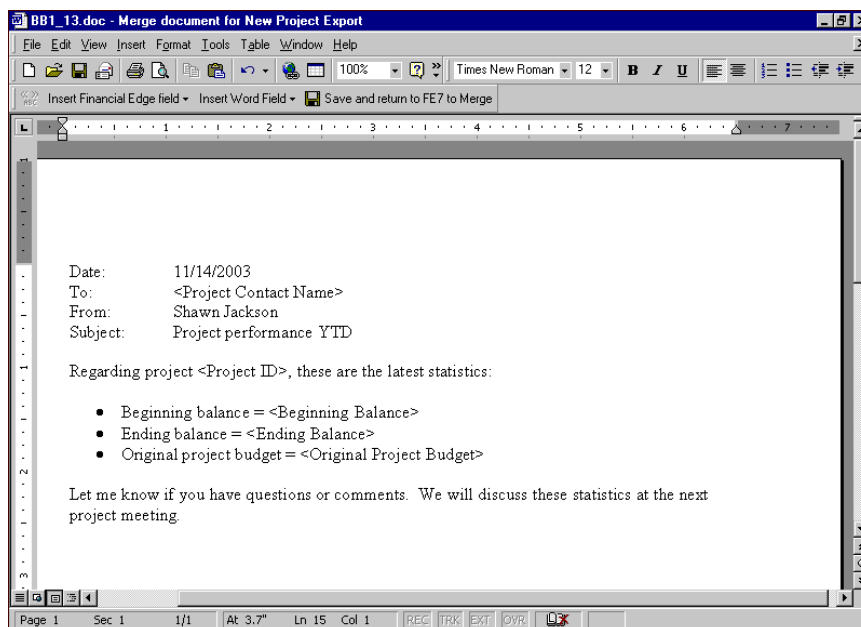
16. Expand the next criteria group with fields you want to export. Continue until you have added all the fields necessary to export. For this project export, we expand the Summary criteria group and select the **Beginning Balance**, **Ending Balance**, and **Net Activity** fields. We also expand the Project budget summary group and add the **Original project budget** field.



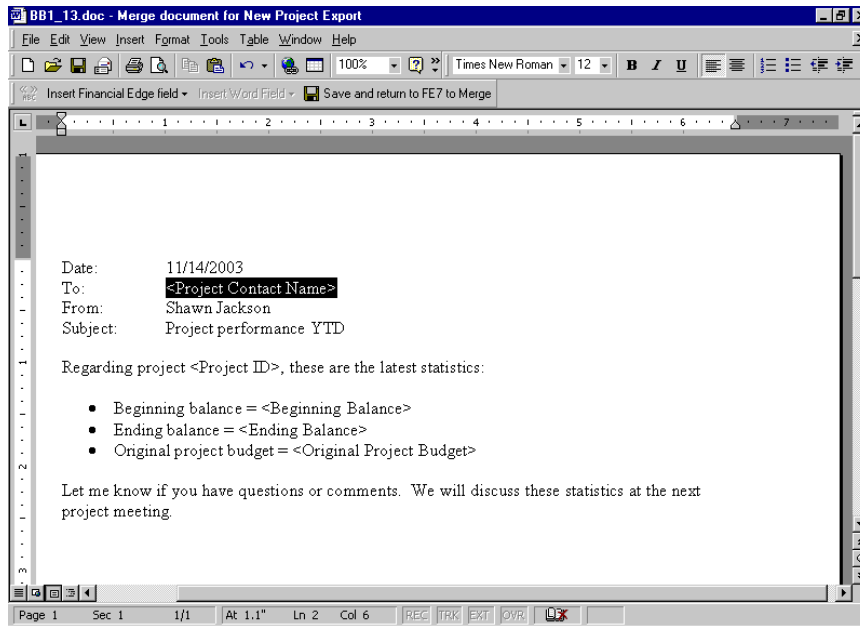
17. On the toolbar, click **Edit merge document**. *Word* opens automatically to a blank document to use to create your template document.



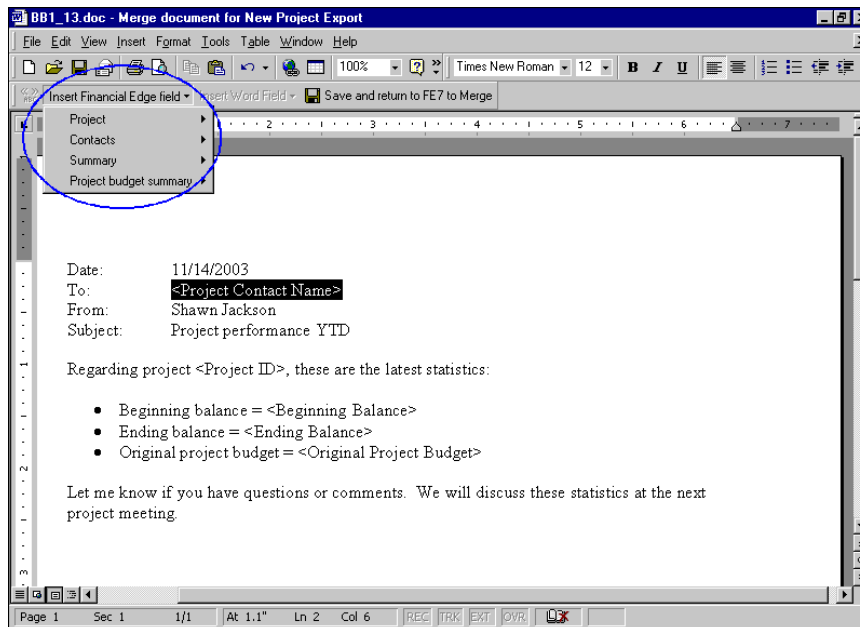
18. You already created the text for the document template in steps 1 through 3 — now you need to insert it into this blank document. From the file menu, select **Insert, File**. The Insert File screen appears.
19. Browse to the location where you saved the document template. Select the *Word *.doc* file and click **Insert**. The text for the document template appears in the new *Word* document.



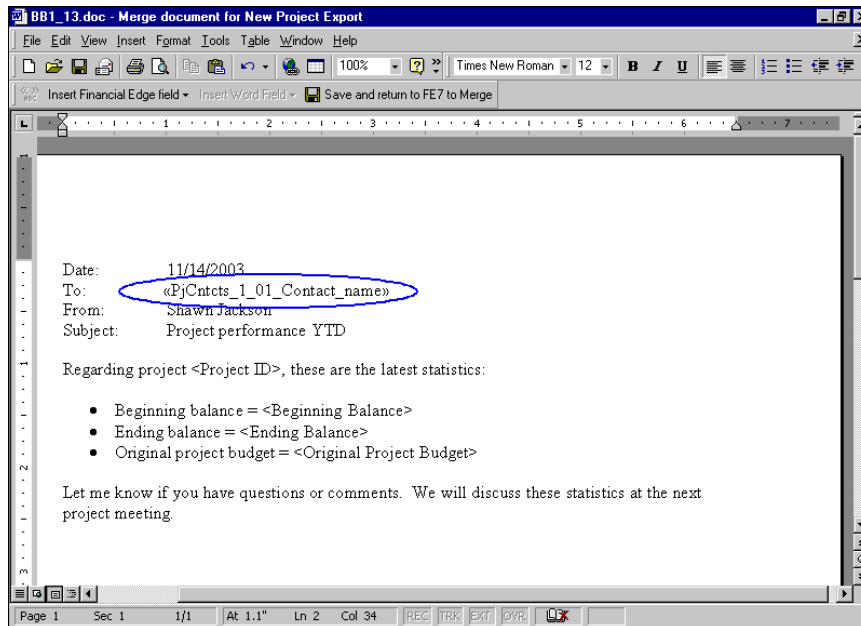
20. Highlight the placeholder for which you want to insert the first field of information. For this example, we highlight the <Project Contact Name> placeholder in the header so we can insert the **Project contact name** field in its place.



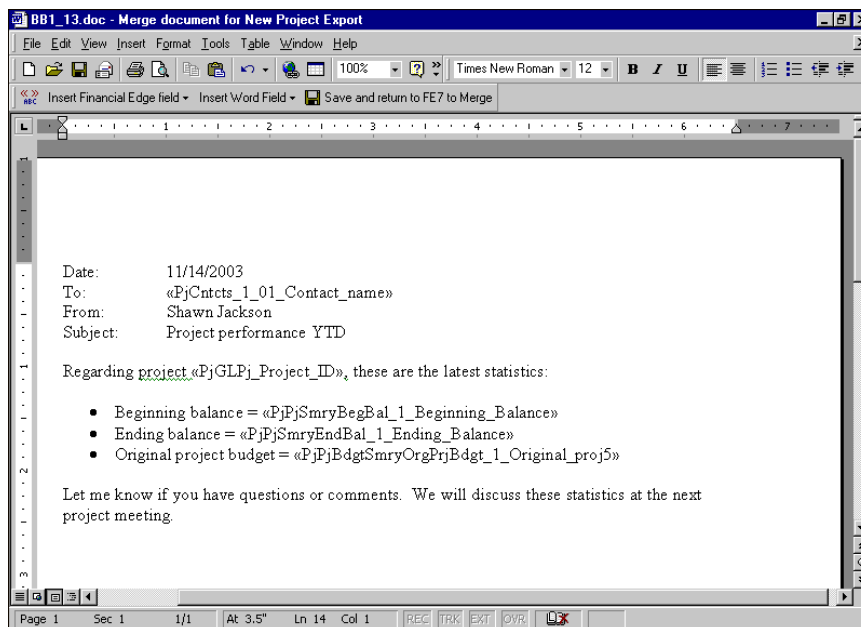
21. Once the placeholder is highlighted, click **Insert Financial Edge field** on the toolbar. A list of the exported fields appears.



22. Select the first field you need from the list. For this example, we select the **Project contact name** field. The program field name for **Project contact name** appears in the memo replacing the <Project Contact Name> placeholder.

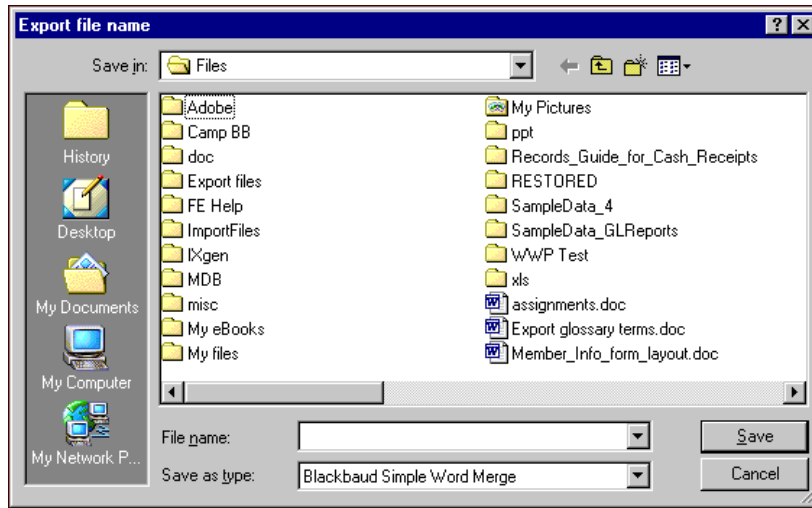


23. Repeat these steps to continue placing the fields in the appropriate placeholders. For this example, we also add the **Project ID**, **Beginning Balance**, **Ending Balance**, and **Original project budget** fields.



24. To return to *Export* to continue the merge process, click **Save and return to FE7 to Merge**. You return to the New Project Export screen.

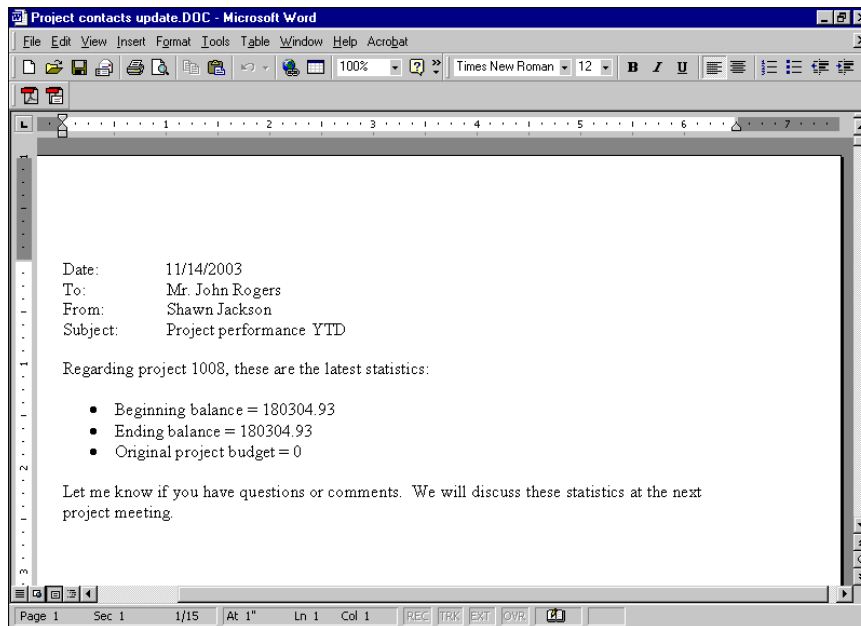
25. To run the merge, click **Merge Now**. The Export file name screen appears.



You can save the merged documents in the default location or browse to a folder in a different location using the **Save in** field.

26. In the **File name** field, enter a name for the merged documents.
27. The **Save as type** field defaults to “Blackbaud Simple Word Merge”. Leave the data type as “Blackbaud Simple Word Merge”. This saves the merged documents as a *.doc file you can open in *Word*.
28. Click **Save** and a processing screen appears. Once the export is complete, a screen appears displaying the number of rows exported.
29. Click **OK** to return to the export record.
30. Before saving, you can view the merge documents and make changes to the *Word* document or to the exported data.
- To view the merged documents, open *Word* and then open the saved *.doc file. (You can find the *.doc file on the **File** menu list of recently saved documents.)
 - The *Word* document opens to the first page of the merged document. This single *Word* document contains all of the merged documents created from the export, each appearing on a separate page. Project-specific information now appears in each place you inserted a field name.

- To view the other documents created, scroll down to view the next page.



31. You can edit the document directly in *Word*. When finished, save and close the document, exit *Word*, and return to your export record.
32. To save the export record, click **Save and Close** on the toolbar. The Save Export As screen appears.
33. Enter a name and description for the export. To give others rights to run or modify this export record, mark **Others can run this export** and **Others can modify this export**.
34. Click **Save**. The export record is saved and appears in the list on the Export page.

Creating a Conditional Word Merge

The conditional merge process is essentially the same process as a simple merge in that both use Microsoft *Word* integrated features to produce documents customized with information exported from your **Financial Edge** database. However, with the conditional merge, you can create more complex merges that use multiple document templates rather than a single document template. Furthermore, you can define conditional “If/Then” statements that determine which document a recipient should receive.

For example, in **Accounts Receivable**, you need to create letters for clients with information about the upcoming classes they are scheduled to attend — one letter for clients attending the Family Management class, one for clients attending the Anger Management class, and one for clients attending the Alcohol and Drug Recovery class. You can create an export file of all individual clients, and using the conditional merge process, you define conditional statements that match each client with the letter for the class he or she is scheduled to attend. Furthermore, each letter is customized with information specific to its recipient, such as his or her name and address.

This is an overview of the process you would use to create the client letters described in the previous example:

Tip: While you can create the document template directly from *Export* after selecting the fields to export, we recommend creating the document in *Word* first and later inserting it. This makes it easier to identify which fields you need to export.

Step 1. In *Word*, create three unique letters, one letter for clients attending the Family Management class, one for clients attending the Anger Management class, and one for clients attending the Alcohol and Drug Recovery class. Leave placeholders for exported information.

- Step 2.** In *Export*, create an export file including all individual clients. Include the client's name, address information, and the class he or she is scheduled to attend.
- Step 3.** Using the Conditional Word Merge Wizard, select the export field to use as the condition and define conditional statements to match recipients with the appropriate letter they should receive according to the class they are scheduled to attend. For this scenario, one conditional statement would be, "Use this document when Description is equal to Family Management".
- Step 4.** Click **Edit merge document** to access *Word*. Insert the letter created for the first condition into the blank *Word* document.
- Step 5.** Insert the **Accounts Receivable** field names you selected in the export into the placeholders created for that information. For example, if you left a placeholder for the clients's name, insert the **Client name** field here.
- Step 6.** Repeat steps 4 and 5 for the other two letters.
- Step 7.** Run the merge. A *Word* file containing the merged documents is saved in the location you designate. You can preview these documents and make any necessary changes before saving the export record. For information about editing conditional merge documents, see "Editing Conditional Word Merge Documents" on page 54.

► Creating a conditional merge in Export

1. Once you complete the planning of your documents, open *Word*.
2. Create the first document template by typing the document in *Word*, leaving placeholders for the fields of information you will add. For example, we create the first letter for clients scheduled to attend the Family Management class. The letter begins with a header with the client's address and a salutation. We leave placeholders for the client's name and each address field.

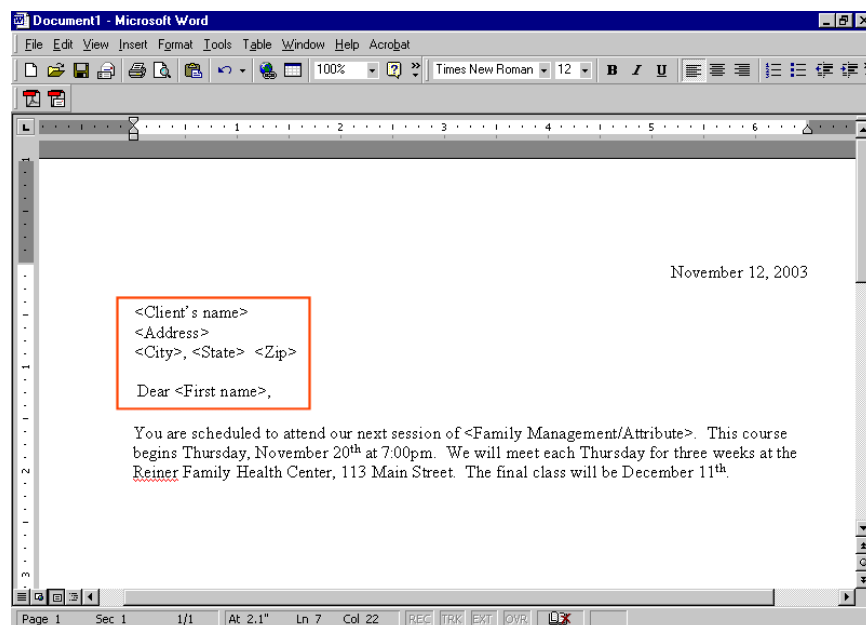
<Client's name>

<Address>

<City>, <State> <Zip>

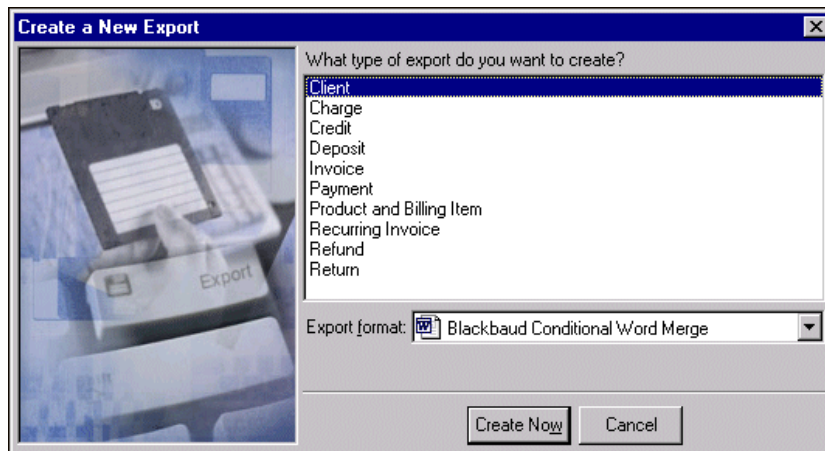
Dear <First name>,

We enclose the field name in brackets < > to designate a placeholder. These placeholders help identify where **Financial Edge** information should be inserted.



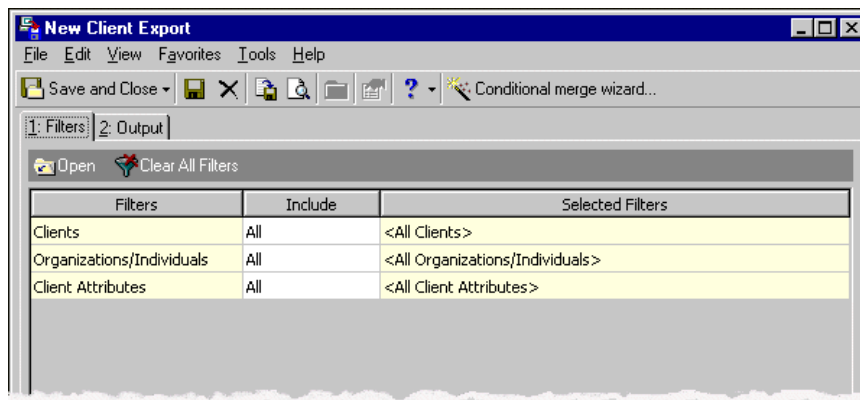
3. When you finish, save the document template in a location you can easily access again.

4. Repeat steps 2 and 3 for the other conditions in this series of documents. For this example, we also create document templates for clients attending the Anger Management class and those attending Alcohol and Drug Recovery class.
5. Open **The Financial Edge** to **Accounts Receivable**. On the navigation bar, click **Export**. The Export page appears.
6. Click **New**. The Create a New Export screen appears.

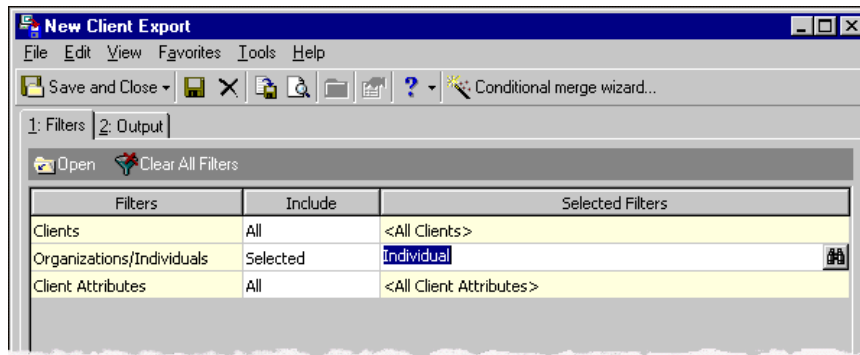


Tip: You can set a default export type and export format in **Options**. For more information about user options, see the *Program Basics Guide*.

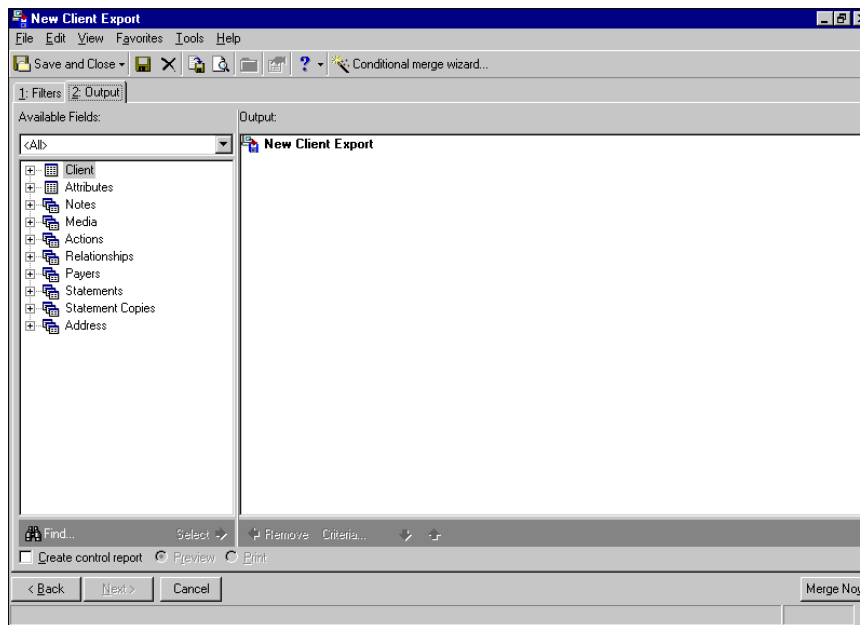
7. In the **What type of export do you want to create?** box, select “Client”.
8. In the **Export format** field, select “Blackbaud Conditional Word Merge”.
9. Click **Create Now**. The New Client Export record screen appears displaying the Filters tab.



10. Select criteria to determine which records to include in an export. For this example, we filter by client record type so the export includes only individual client records. For more information about filtering records, see the *Program Basics Guide*.

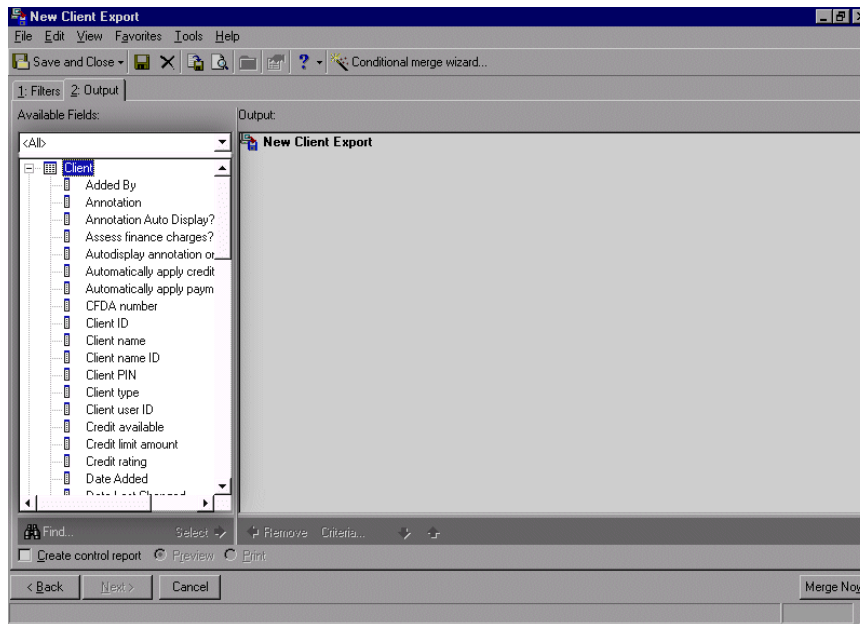


11. Click **Next** or select the Output tab. The Output tab appears.



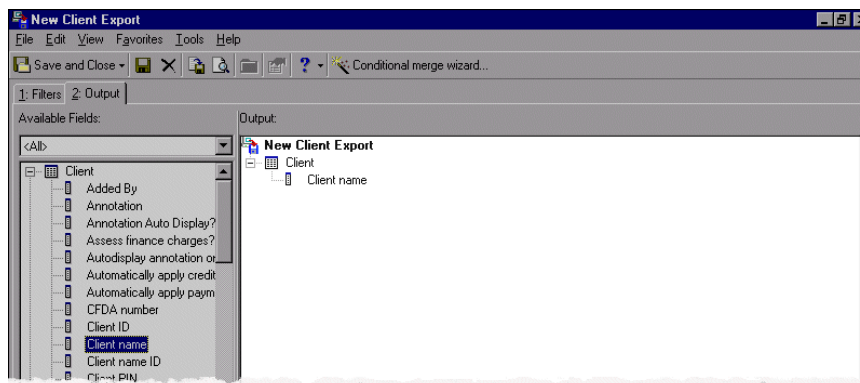
12. In the **Available Fields** box, a tree view lists all the criteria groups available for clients. Click the plus sign next to a criteria group to view all of the fields available for that criteria group. For more information about criteria groups, see “Using Criteria Groups” on page 15.

For this example, we expand the Client criteria group.



Tip: When adding fields to the **Output** box, the quickest methods are to double-click fields, or to drag and drop fields from one box to the other.

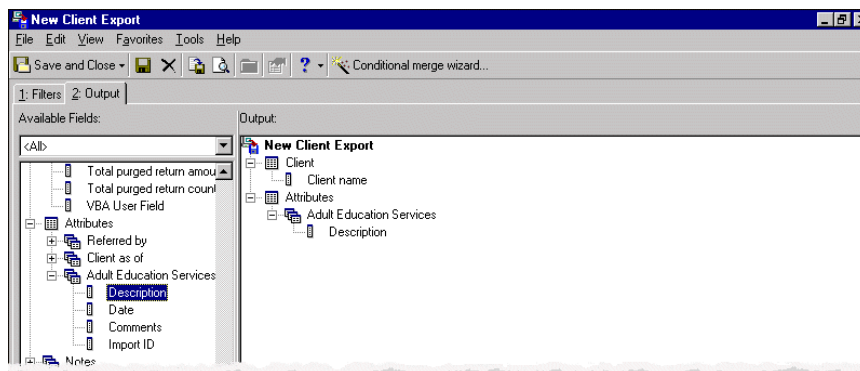
13. To add fields from the tree view to the **Output** box, select a field and click **Select**. The field moves to the **Output** box. For this example, we add the **Client name** field. The **Client name** field moves to the **Output** box.



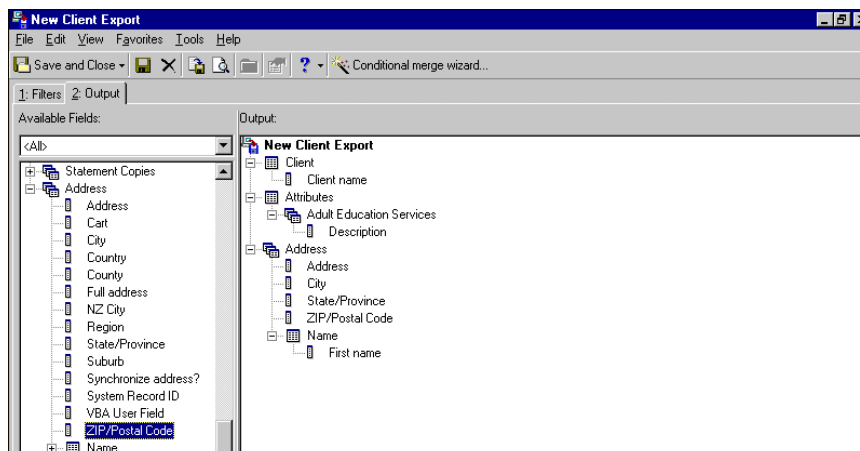
14. Expand the next criteria group with fields you want to export. For this client export, we expand the Attributes criteria group.

Note: If any of the fields you select is a one-to-many field, enter “1” as the number to export on the output criteria screen. For more information about one-to-many criteria groups, see “One-to-Many Criteria Groups” on page 16.

15. Select a field from the criteria group to add to the **Output** box. For this example, we expand the Adult Education Services group and select the **Description** field. The **Description** field moves to the **Output** box.

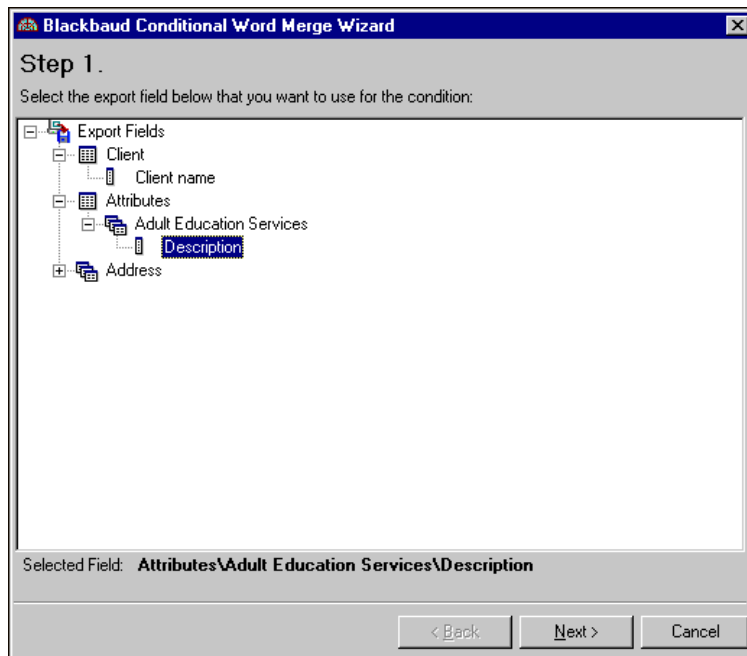


16. Expand the next criteria group containing fields you want to export. Continue until you have added all the fields necessary to export. For this client export, we expand the Address criteria group and select the **Address, City, State/Province, and ZIP/Postal code** fields. We also expand the Name sub-group and select the **First name** field.

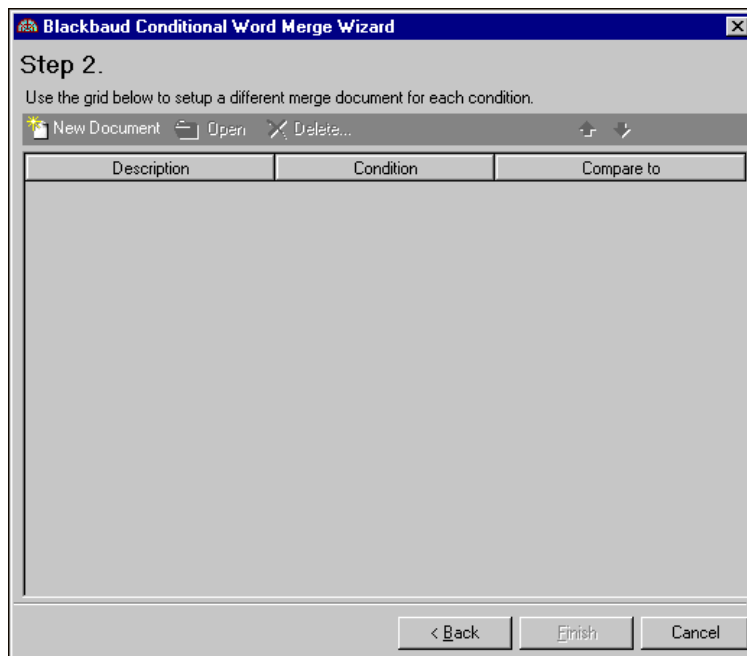


17. On the toolbar, click **Conditional merge wizard**. The Blackbaud Conditional Word Merge Wizard — Step 1 screen appears.

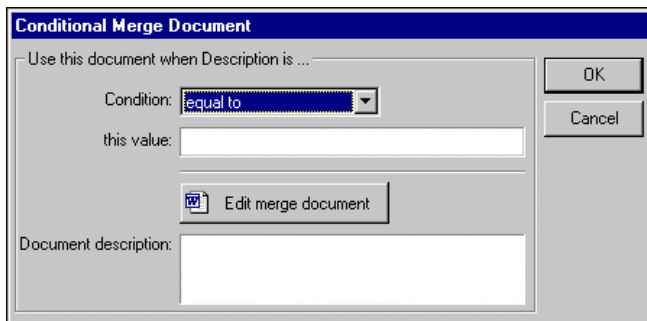
18. Select the export field from the tree view to use as the condition for the documents. For this example, we select the **Description** field found in the Adult Education Services group.



19. Click **Next**. The Blackbaud Conditional Word Merge Wizard — Step 2 screen appears.

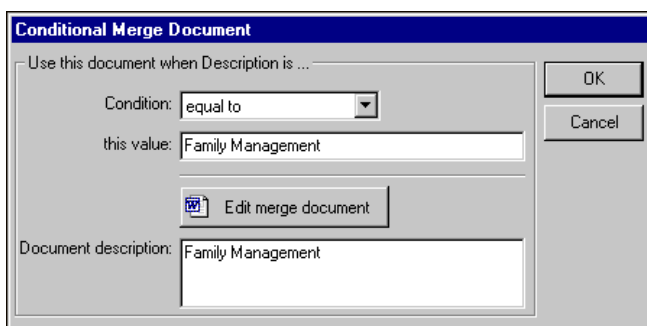


20. Click **New Document**. The Conditional Merge Document screen appears.



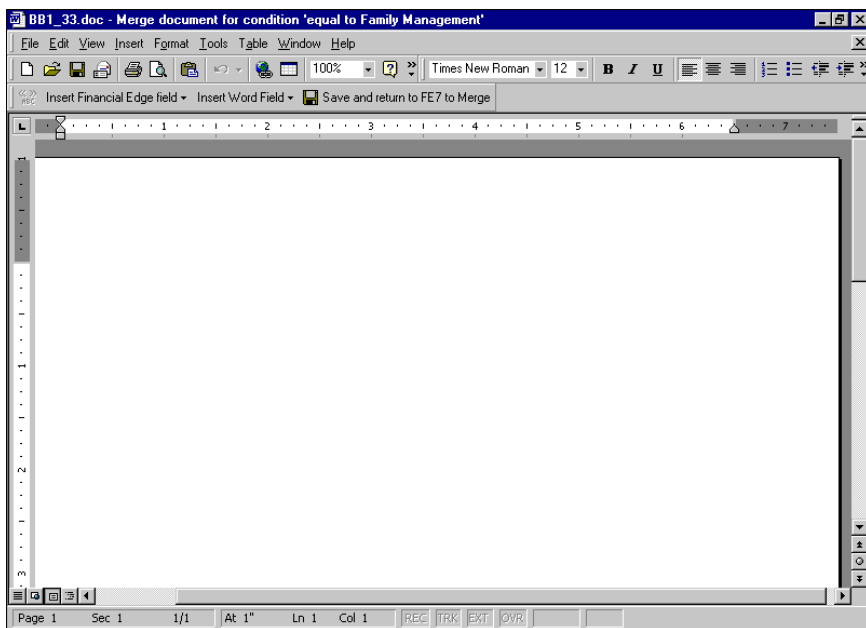
The dialog box is titled "Conditional Merge Document". It contains a checkbox labeled "Use this document when Description is ...". Below this, there is a "Condition:" label followed by a dropdown menu showing "equal to". Underneath is a text field labeled "this value:". To the right of these fields are "OK" and "Cancel" buttons. Below the text field is a button with a document icon and the text "Edit merge document". At the bottom is a text field labeled "Document description:".

21. In the **Condition** field, select "equal to".
22. In the **this value** field, enter the first field value to use as a condition. In this example, we enter "Family Management". This will match clients scheduled to take the Family Management class with the Family Management letter.
23. In the **Document description** field, enter a name for the document. For this example, we name the document "Family Management".

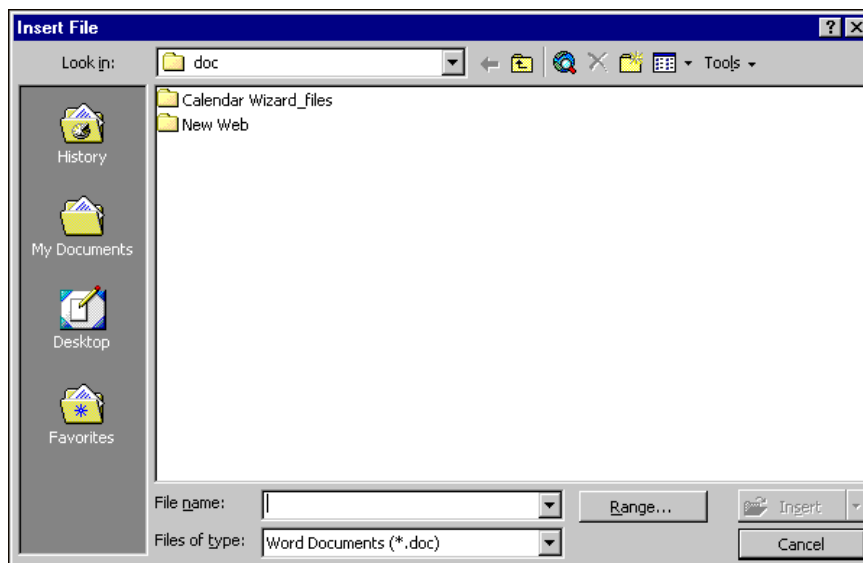


This dialog box is identical to the previous one, but with the following changes: the "Condition:" dropdown still shows "equal to", the "this value:" text field now contains "Family Management", and the "Document description:" text field now contains "Family Management". The "OK", "Cancel", and "Edit merge document" buttons remain in the same positions.

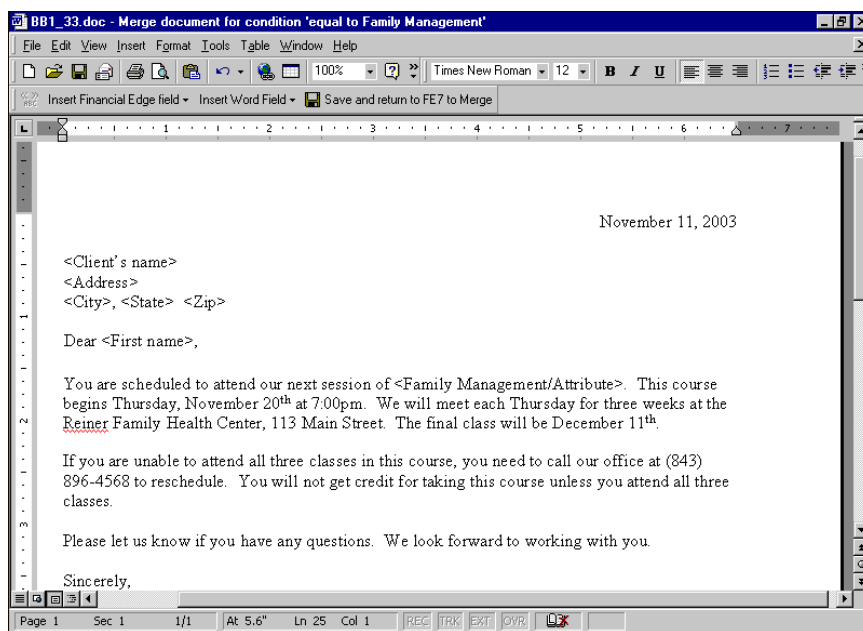
24. Click **Edit merge document**. *Word* opens to a blank document titled "Merge document for condition 'equal to Family Management'".



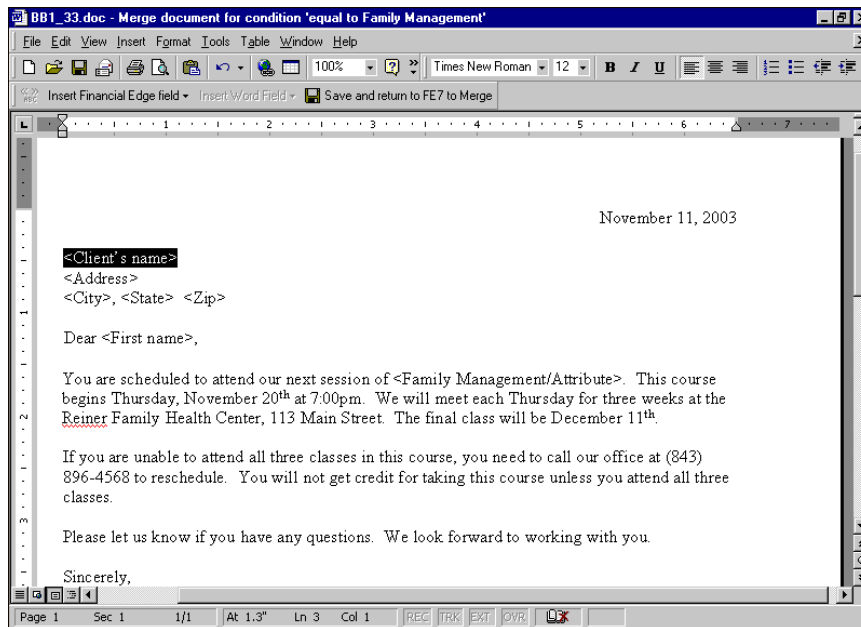
25. You already created the text for the document template in steps 1 through 3 — now you need to insert it into this blank document. From the menu bar, select **Insert, File**. The Insert File screen appears.



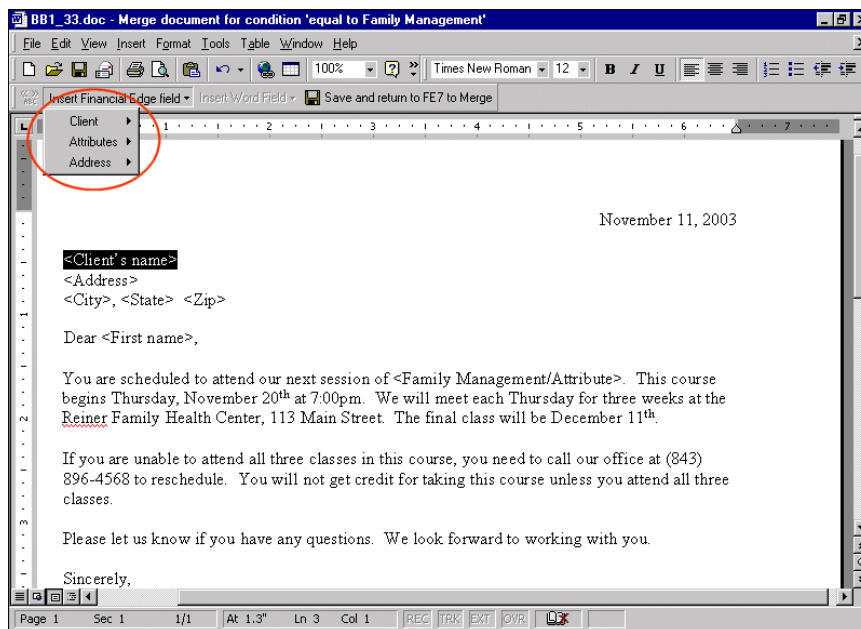
26. Browse to the location where you saved the document template for the first condition. Select the *Word *.doc* file and click **Insert**. The text for the document template appears in the *Word* document.



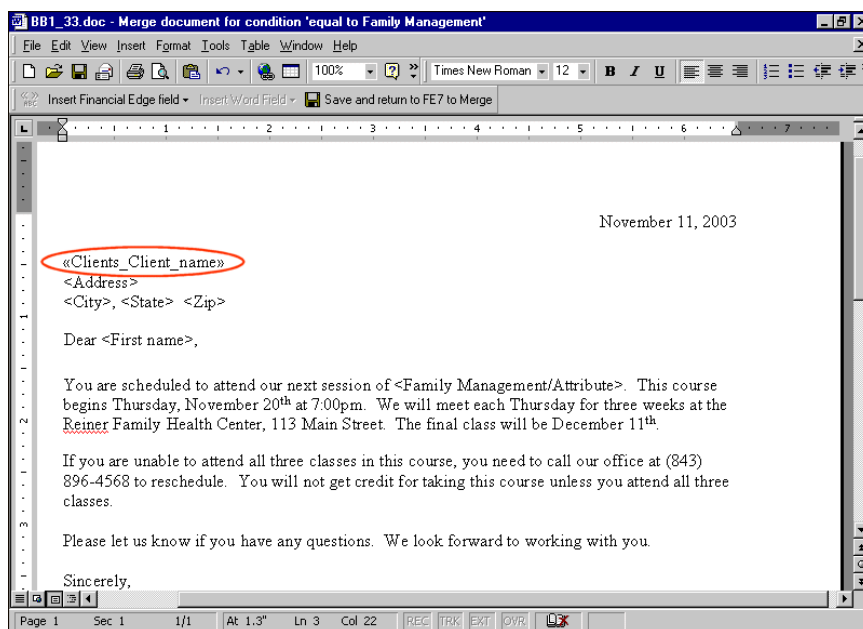
27. Highlight the placeholder for which you want to insert the first field of information. For this example, we highlight the <Client's name> placeholder in the header so we can insert the **Client name** field in its place.



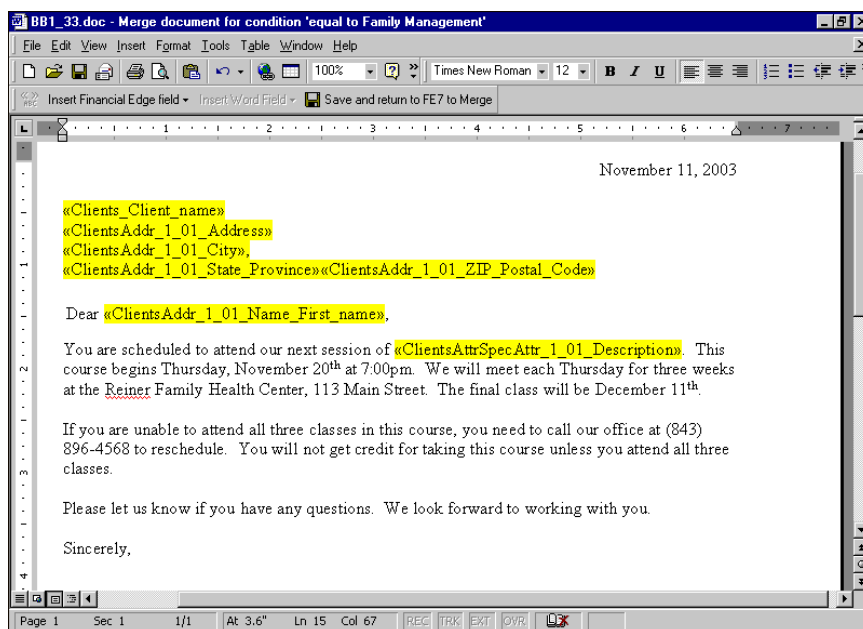
28. Once the placeholder is highlighted, click **Insert Financial Edge field** on the toolbar. A list of the exported fields appears.



29. Select the first field you need from the list. For this example, we select the **Client name** field. The program field name for **Client name** appears in the letter replacing the <Client's name> placeholder.

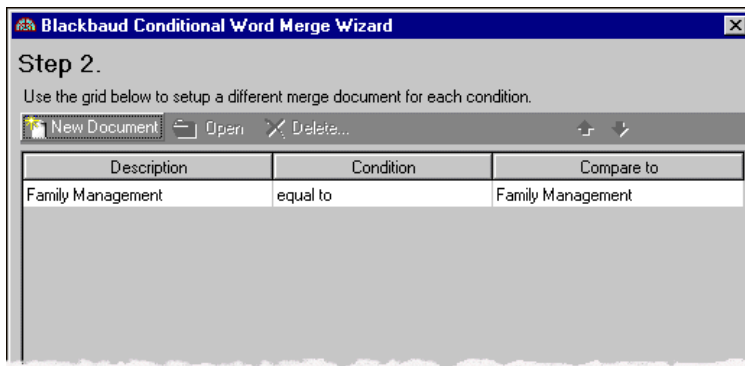


30. Repeat these steps to continue placing fields in the appropriate placeholders. For this example, we also add the **Address, City, State/Province, ZIP/Postal code, First name, and Description** fields.

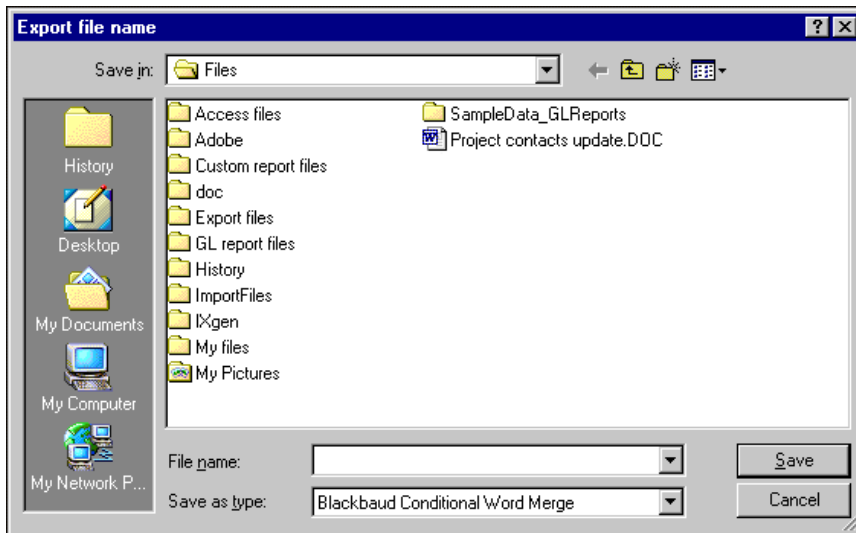


31. To return to *Export* to continue the merge process, click **Save and return to FE7 to Merge**. You return to the Conditional Merge Document screen.

32. Click **OK**. You return to the Blackbaud Conditional Word Merge Wizard — Step 2 screen and the new condition appears in the grid.



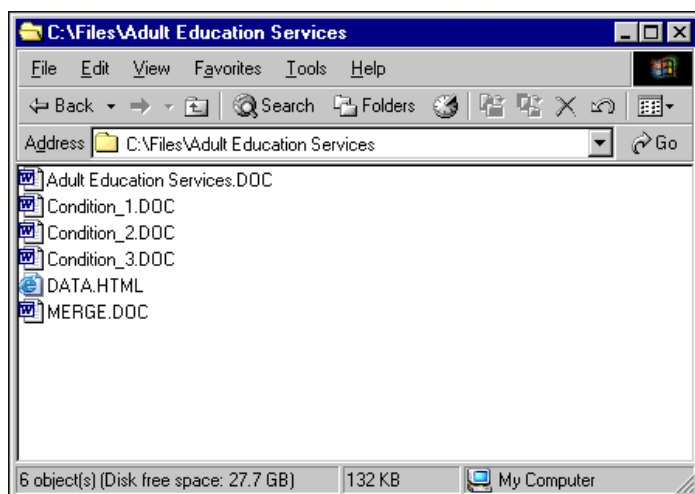
33. Click **New Document**. The Conditional Merge Document screen appears. Repeat steps 21 through 32 until you have created a document for each condition.
34. Once you have added program fields to each document template, click **Finish**. You return to the New Client Export screen.
35. Click **Merge Now** to run the merge. The Export file name screen appears.



You can save the merged documents in the default location, or you can browse to a folder in a different location using the **Save in** field.

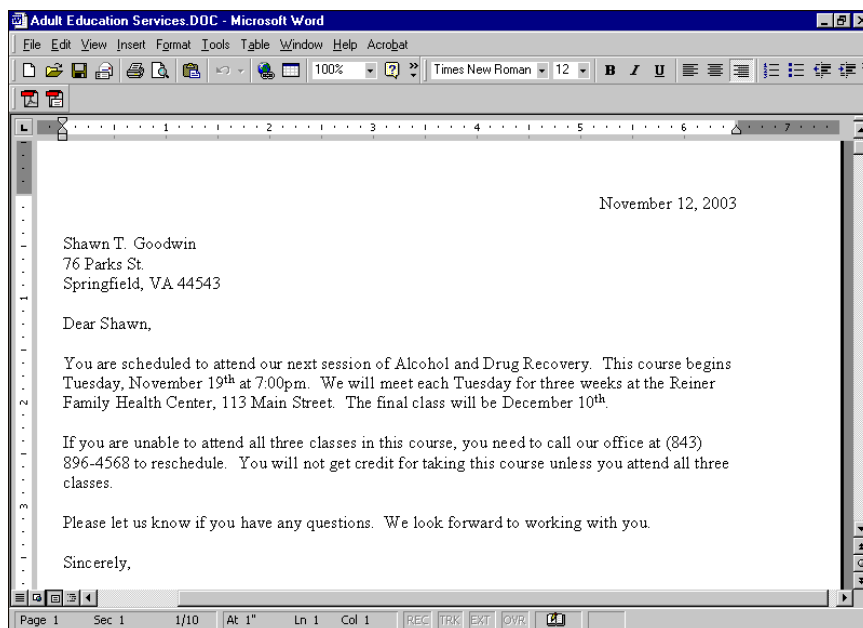
36. The conditional merge process produces a file folder that contains several files including the merged documents file. In the **File name** field, enter a name to use for both the file folder and the merged documents file. For this example, we enter "Letters for Adult Education Services".
37. The **Save as type** field defaults to the "Blackbaud Conditional Word Merge". Leave the data type as "Blackbaud Conditional Word Merge". This saves the merged documents as a *.doc file you can open in *Word*.
38. Click **Save** and a processing screen appears. Once the export is complete, a screen appears displaying the number of rows exported.
39. Click **OK** to return to the export record.

40. You can view the merged documents and make any necessary changes to the *Word* document or to the exported data before saving the export record. To view the documents, open the file folder you just created.



The folder generated by the merge process contains several files — *.doc files for each condition you created (named Condition_#); an *.html file named DATA that lists all the exported **Financial Edge** information included in the documents; the MERGE.doc file; and the *.doc file with the same name as the folder.

41. Open the *.doc file with the same name as the folder — in this example, Adult Education Services. This *.doc file contains all of the merged documents created from the export, each appearing on a separate page.



The *Word* document opens to the first of the generated documents. Client-specific information now appears in each place you inserted a field name.

To view the other documents created, scroll down the screen to view the next page.

42. If you need to make changes to documents, you have two options:
- If you need to make minor changes to only a few documents you can make those directly to the documents in *Word*.

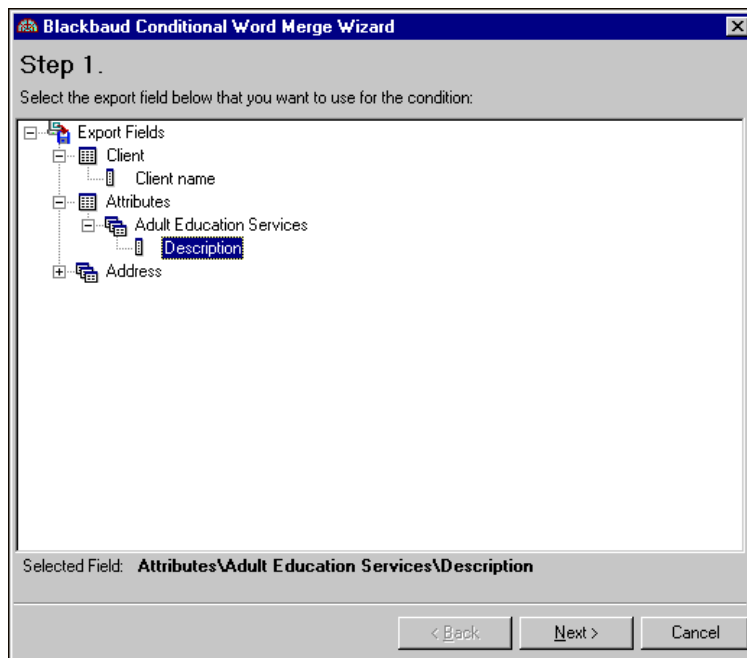
- If you need to make the same changes to several letters, it is better to make those changes directly to the document template using the Conditional merge wizard. For detailed instructions, see “Editing Conditional Word Merge Documents” on page 54.
43. When finished making changes, save and close the document, exit *Word*, and return to the export record. To save the export record, click **Save and Close** on the toolbar. The Save Export As screen appears.
 44. Enter a name and description for the export. To give others rights to run or modify this export record, mark **Others can run this report** and **Others can modify this report**.
 45. Click **Save**. The export record is saved and appears in the list on the Export page.

Editing Conditional Word Merge Documents

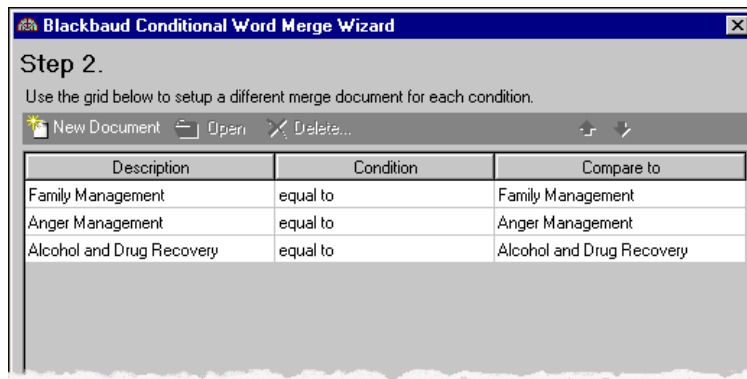
After you run a conditional merge, you can make changes or updates as needed. If you find you need to make changes to multiple documents, you can make these changes directly to the document templates using the Conditional merge wizard.

► Editing conditional Word merge documents

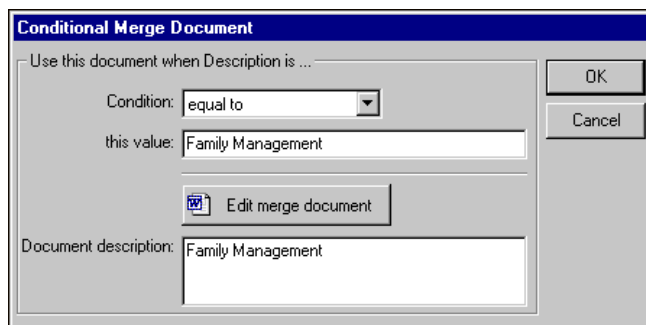
1. From the open *.doc file of merged documents, identify the changes that need to be made.
2. Close the *.doc file and return to the export record.
3. On the Output tab, click **Conditional merge wizard**. The Blackbaud Conditional Word Merge Wizard — Step 1 screen appears.



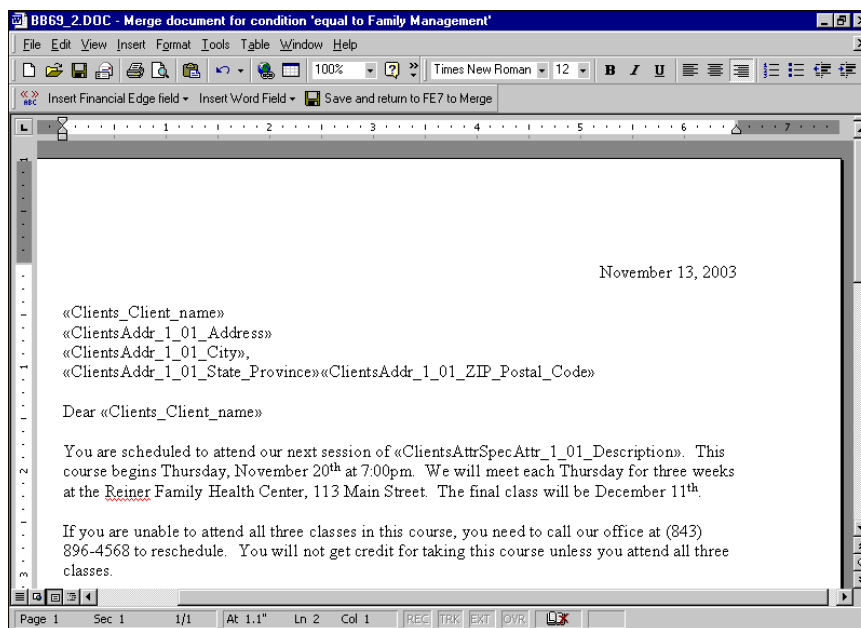
4. Click **Next**. The Blackbaud Conditional Word Merge Wizard — Step 2 screen appears.



5. In the grid, select the document you need to edit, and click **Open**. The Conditional Merge Document screen appears.

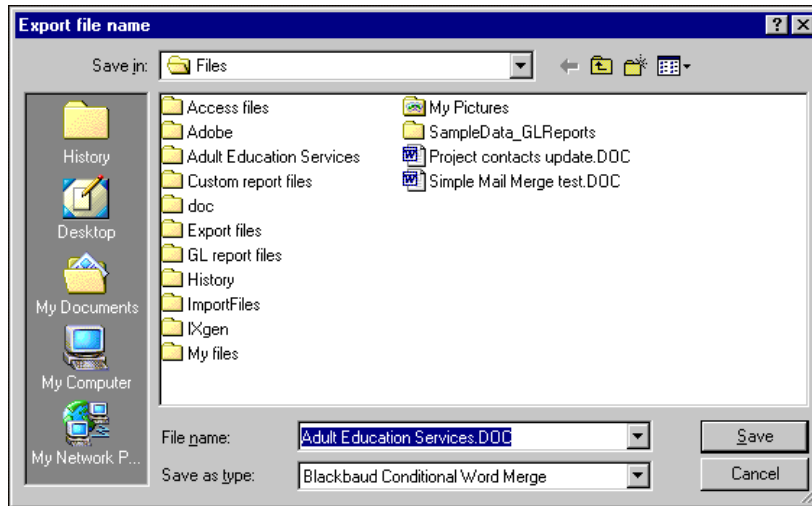


6. Click **Edit merge document**. *Word* opens the saved merge document you selected.



7. You can edit the text of the document, fix punctuation, run the Spelling and Grammar check, and insert additional **Financial Edge** fields.
8. When you finish making changes, click **Save and return to FE7 to merge**. You return to the Conditional Merge Document screen.

9. Click **OK**. You return to the Blackbaud Conditional Word Merge Wizard — Step 2 screen. From this screen you can select another document to edit and repeat steps 5 through 9.
10. When you finish editing, click **Finish**. You return to the Output tab.
11. Click **Merge Now** to run the merge again and update the documents with the changes. The Export file name screen appears.



12. Without making changes to the file name, type, or location, click **Save**. This will replace the original merge documents with the edited versions.
Once the export is complete, a screen appears displaying the number of rows exported.
13. Click **OK** to return to the export record.
14. You can now open the *.doc file to view the updated documents and make sure all the necessary changes were made.