Uploading Statements to Access ACS

Use the Access ACS Plain Paper Statement Extract to upload contribution records to Access ACS through email. After you upload the extract, you can print the Plain Paper Statement report in Access ACS.

To view statements in Access ACS, a contributor's statement flag (on the **Profile** tab in View/Edit Individual in ACS People Suite) must be set to **E-mail** or **Both**.

1. Under **Searches and Reports**, click the **Reports** tab.
2. Select **Contributions Reports** in the drop-down list, and click **Go**.
3. Expand **Extracts**, then select **Access ACS Plain Paper Statement Extract**.
4. In the lower sidebar, select the date range you want to extract gifts for, then click **Customize**.
5. On the **Report Options** tab, in the **E-mail Type** drop-down list, select the e-mail type to extract statements for. If you select **Preferred E-mail?**, you may still want to select an E-mail Type. If the record does not have a preferred e-mail address, ACS uses this e-mail type.
6. To generate statements for contributors regardless of what their send statement by option is set to, select **Ignore Send Statement Flag**.
7. Select any additional options, then click **Extract**.
8. When the confirmation message displays, click **Yes** to print a list of invalid e-mail addresses or **No** to continue without printing.

1. Under Advanced Tools, click **Admin Utilities**.
2. In the drop-down list, select **Sync with Access ACS**.
3. Select the data you want to upload. Make sure to select **Include Contributions**.
4. Click **Upload**.

1. To log in to the Access ACS database, enter your site number, Access ACS user name and password, then click **Login**. To see the statement, this Access ACS user name must be attached to an uploaded record, or you can check someone else's record under **My Giving History**.
2. Under **Giving**, click **My Giving History**.
3. Click **Statement PDF**, then click **Print**.