PEARL FOUNDATION CENTER ELECTRONIC REPORTING UTILITY

RUNNING THE UTILITY

1. On the Pearl Navigator, select “Utilities”. Navigate to the Foundation Center Electronic Reporting Utility and click OK.

2. A message appears describing the process the utility will complete. Click Yes to continue.

3. A message appears asking if you’d like to modify the design of the qryREQUESTS Foundation Center Electronic Reporting.

   As designed, the utility includes all fields in your system that are required or recommended by the Foundation Center.
   To review or modify the field list, click Yes. To continue generating the report, click No.

4. Pearl generates an email to the Foundation Center using Microsoft Outlook, with your report attached.

   To review the report, double-click on the attachment. A copy of the report is saved in your Pearl\Archive folder.