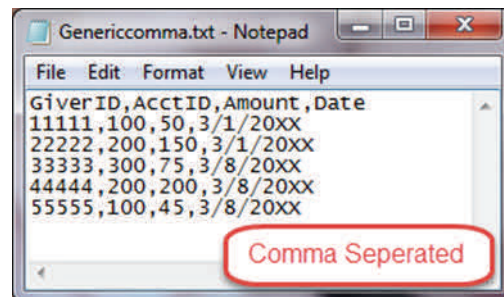
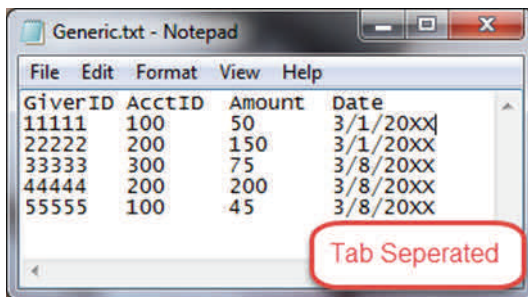


Currently, Donations has preformatted import options for several popular online giving companies

Vanco  
Authorize.net  
Ardent

Clover Donations  
EFT Plus  
EGiving

- You can still import Donations, if you are using a company that is not listed above. You will need to obtain a text or comma separated value file of the online donations that includes the *Giver*, *Giving Account*, *Amount* and *Date Occurred*.
- Here are examples of what you will need from that company. The file can be Comma or Tab delimited



\*\*If you are re-searching online giving companies, feel free to send us the text file and we can verify it will import into Donations properly\*\*

searching online

### Saving the Batch

After receiving the data file from the online giving company, it needs saved

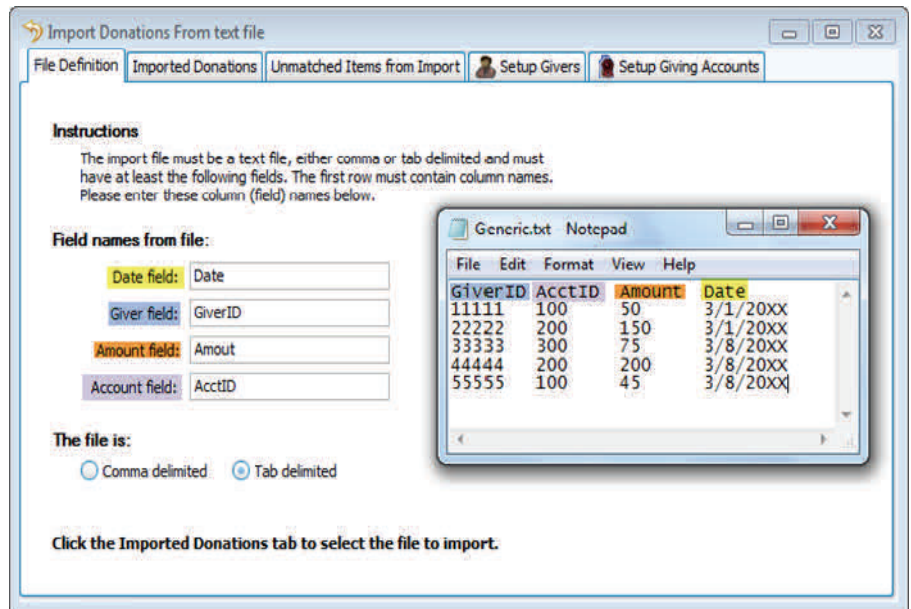
- Choose a location in your computer to save the file. You may want to create a folder called *Online Giving Imports* on your Desktop
- Change the name of the data file to include the date. This prevents the new file from overwriting previously saved files (i.e. *20XX0815Donations.txt*).

### Importing the Batch

- Go to *Donations>Import Donations>Text File*

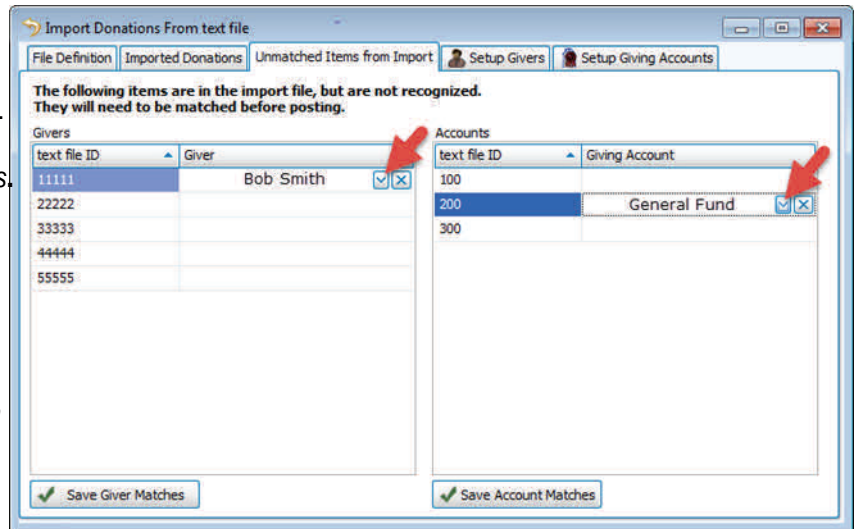


2. First you will need to match the column names from your text file to the corresponding fields in Donations
3. Specify whether the file is comma tab delimited
4. Go to the Imported Donations Tab and click Select Import File
5. Browse to the location where you saved the data file, select the file you are importing and click Open.



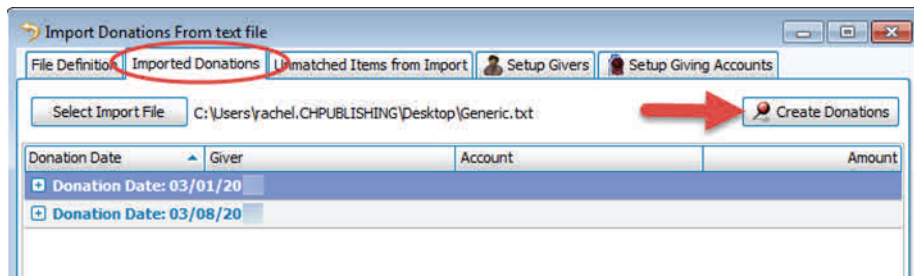
6. The data file with the Donations Batch will then be imported.

7. If there are any givers that are not matched to their record in Church Windows, the Unmatched Items from Import tab will open. Match the Giver ID with the correct Giver in Church Windows and click Save Giver Matches. If new Accounts were added, be sure to match those to the Church Windows giving accounts and Save Account Matches.



**Please note:** It is not necessary for the Giver ID to match the Giver # in Donations

8. Once all matches are saved go back to the Imported Donations Tab and Click Create Donations.



Highlight the batch and click Post Batch.