MICRO EDGE®

GIFTS® 6 VERSION 6.6

Import Module

User's Guide

NOTICE

The software described in this document is furnished under a license agreement. The software may be used or copied only in accordance with the terms of the agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of MicroEdge, LLC. Information in this document may be revised from time to time without notice.

U.S. Government Users: *Use, duplication, or disclosure is subject to the restrictions as set forth in the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 subparagraph (c)(1)(ii), or the Commercial Computer Software -- Restricted Rights at CFR 52.227-19, subparagraphs (c)(1) and (2), as applicable. Manufacturer is MicroEdge, LLC. 619 W. 54th Street, New York, NY 10019.*

Copyright © 2014 by MicroEdge, LLC. All rights reserved.

Part number: IMP66-UG

Publication date: December 2014

GIFTS, Employee GIFTS, Matching GIFTS, Volunteer GIFTS, Essential GIFTS, GIFTS Connections, MyGIFTS, Award, Riverside Grants, and the Grants Manager are trademarks of MicroEdge, LLC. Other brands, or products, are the trademarks or registered trademarks of their respective holders, and should be treated as such.

Printed on Recycled Paper.

Contents

Welcome to the Import Module v
About GIFTS Imports vi
About Matching Logic vii
GIFTS Import Types viii
Using this Manual xii
Conventions Used in This Manual xiii
Maintenance and Support Program xv
Using the Documentation xvi

1 General Import Requirements 1
Before You Run Your Import 2
Setting Up the Fiscal Year 3
About the Structure of Import Files 6
General File Specifications 8
Currency and Date Formatting 9

2 Importing Coding Data 11
Coding in GIFTS 12
Setting Up Code Tables 14
Code Matching Logic 18

3 Importing Data into GIFTS 21
Import Task List 22
Task 1: Creating Your Import Files 23
Task 2: Verifying the Import Files 24
Task 3: Setting the Import Options 27
Task 4: Resolving Payments Against the Budget 32
Task 5: Specifying Coding Sheet Defaults 34
Task 6: Running the Import 37
Task 7: Data Verification 39
Canceling and Redoing Imports 40

4 Detailed Request Imports 41
About Detailed Request Import Files 42
Organization Matching Logic 45
Contact Matching Logic 49
Request Import Options and Considerations 50
Master File Layout 54
Payments File Layout 71
Activities File Layout 74
Background/Project Description File Layout 76

5 Detailed Matching Gifts Imports 79
About Detailed Matching Gifts Import Files 80
Detailed Matching Gifts Matching Logic 82
Request Import Options and Considerations 86
Control File Layout 88
Organizations File Layout 90

Matches File Layout 95
Donors File Layout 99
Payments File Layout 103

6 Grant Summary Imports 105

About Grant Summary Import Files 106
Organization Matching Logic 107
Contact Matching Logic 111
Request Import Options and Considerations 112
Grant Summary Import File Layout 114

7 Organization Imports 119

About Organization Import Files 120
Organization Matching Logic 121
Importing Contacts 125
Import File Layout 126

8 Contact Imports 131

About Contact Imports 132
Organization Matching Logic 134
Contact Matching Logic 136
Contact Import File Layout 138

9 User Imports 151

About User Imports 152
User Matching Logic 154

User Import File Layout 155

10 Warning and Critical Messages 159

Warning Messages 160

Critical Messages 161

Welcome to the Import Module

This chapter describes the available GIFTS imports and describes how to use this publication to guide you through the process of creating import files and importing data from an external system into GIFTS.

In This Chapter

About GIFTS Imports ..... **vi**

GIFTS Import Types ..... **viii**

Using this Manual ..... **xii**

Conventions Used in This Manual ..... **xiii**

Maintenance and Support Program ..... **xv**

Using the Documentation ..... **xvi**

About GIFTS Imports

You can use the GIFTS Import Module to populate your database with data from a legacy system or with information tracked elsewhere, such as an outsourced matching gifts program. Users of Employee GIFTS can import and update Donor information from an external source, such as your human resources department.

The GIFTS Import Module does not import data directly from other systems. You must first export data from another system to ASCII data files that comply with the Import Module formats detailed in this document. It is from these ASCII files that GIFTS will attempt to populate its database.

Once you have properly-formatted ASCII files, you can let the Import Module verify the ASCII formatting and run the import. The import process creates GIFTS database records for your data, and produces a report listing all of the records imported. All reports can be saved so that you can review them as often as necessary.

In addition, you can "redo" an import in order to correct errors in the imported data. Redoing an import deletes imported records for that batch and then imports the new data. Be sure to read "Canceling and Redoing Imports" on page 40 for important information about this feature.

About Matching Logic

When you import data into any database system, it is important to avoid the duplication of records so that your reports and queries are accurate. For example, you wouldn't want a report that divides grant proposals ("Requests" in GIFTS) between two "duplicate" Organization records that actually represent the same grantee organization.

To avoid duplicate records, the GIFTS Import Module uses a set of standards called *matching logic* to search your database for matching records before importing the new data. If no existing records match the import data, the data is written to the GIFTS database. If a match is found, however, most imports ignore the new data to prevent the creation of duplicate records.

Note: The one exception is the Donor import described in the *Employee GIFTS User's Guide*, which will update existing records with matching imported data.

Before you create your import files, be sure to read about the matching logic that applies to the type of import you wish to run. For details on code matching logic that applies to all imports, please refer to "Importing Coding Data" on page 11. For details on additional matching logic that applies to individual imports, please refer to the chapters dedicated to those import types.

GIFTS Import Types

The following types of imports are supported by GIFTS. With the exception of the Matching Gifts Summary and Donor imports, you must purchase the optional Import Module to use these imports.

Note: The Matching GIFTS Summary and Donor imports are included with Employee GIFTS. For details on these imports, please refer to the *Employee GIFTS User's Guide*.

Detailed Request Import

This comprehensive import includes detailed information about approved, pending, and declined grant proposals. If the grant proposals are associated with organizations and/or contacts that do not already exist in your GIFTS database, the import process creates the necessary Organization and Contact records.

Important: This import cannot be used to update records. If grant proposals in the import file match existing Request records in GIFTS, the import data will be ignored.

This import can create multiple Payments, "To Do" Activities, and/or Grant Requirements for each imported Request record. It can also contain background information concerning recipient organizations or long descriptions of grant proposals.

If you use the optional Document Manager, you can import Document Activity records that link external documents to GIFTS.

Note: If you are using the optional Budget Module, budget resolutions are not made during the import process. (In general, this import is used to populate the database before any budget information has been entered.) If you import Payments that need to be resolved, GIFTS users will be prompted to resolve them when they work with the Payments.

This import format is detailed in "Detailed Request Imports" on page 41.

Detailed Matching Gifts Import

This import is used to populate Matching Gifts with data from a legacy system. It includes individual gift records, including the donor and recipient organization information. In addition, this type of import groups approved gifts into batches and creates the appropriate Request and Payment records in GIFTS.

Important: This import cannot be used to update records.

This import format is detailed in "Detailed Matching Gifts Imports" on page 79.

Grant Summary Import

This import can be used to import summary information about approved grant proposals, including information about the recipient organization and a single grant payment.

Users of the optional Budget Module can resolve the imported Payments against a single Line Item in their budget, or allow the import to create a separate Line Item for each Payment.

This import may also be used to convert data from other systems (such as spreadsheets of historical data) to maintain only summary information for historical purposes.

Important: This import cannot be used to update records.

This import format is detailed in "Grant Summary Imports" on page 105.

Organization Import

This import can be used to import detailed information about recipient organizations. Each imported record can include the Organization's vendor number, name, address, primary contact, tax ID, telephone number and extension, fax number, e-mail address, and Web site address.

Important: This import cannot be used to update records.

This import is detailed in "Organization Imports" on page 119.

Contact Import

This import includes detailed information about your contacts—including background information, home and office addresses, coding data, and affiliations with Organizations and Requests in your GIFTS database.

Important: This import cannot be used to update records.

This import is detailed in "Contact Imports" on page 131.

User Import

This import allows you to create new GIFTS User records by importing user information. Each imported record can include the user's name, group, email address, and title.

Important: This import cannot be used to update records.

This import is detailed in "User Imports" on page 151.

Matching Gifts Summary Import

This import is suitable for files created by matching gift "outsourcing" agencies. It creates a separate Request in GIFTS for each Organization that received funds during the import period. Each of these Requests represents the *total amount* given to the Organization during the import period.

Important: This import cannot be used to update records.

Note: This import does not include data for individual matching gifts or donors. Users of the optional Employee GIFTS Module can use the Detailed Matching Gifts import to import match records and donor information.

Only one Payment can be associated with each imported Request. You can resolve the imported Payments against a single Line Item in your budget, or allow the import to create a separate Line Item for each Payment.

This import is included with the standard GIFTS product and is documented in the *GIFTS Administrator's Guide*.

Donor Import

This import can be used to populate Employee GIFTS with employee data from your human resources department or another source, and can also be used to periodically update your Donor records. When a matching Donor is found, all of the information in the Donor record is refreshed based on the information in the import file.

This import is included with Employee GIFTS and is detailed in the *Employee GIFTS User's Guide*.

Using this Manual

This publication contains the information you need to import data from external systems into GIFTS. Following is a brief description of the chapters in the *Import Module User's Guide*.

Chapter 1: General Import Requirements Describes the formatting requirements for all import files. Be sure to read this chapter before you create your import files.

Chapter 2: Importing Coding Data Provides a basic understanding of the GIFTS coding structure, as well as the matching logic that is applied to coding data during all imports.

Chapter 3: Importing Data Into GIFTS Provides a step-by-step description of the import process, from planning to implementation.

Chapter 4: Detailed Request Imports Details the matching logic, options, and import file layouts for Detailed Request imports.

Chapter 5: Detailed Matching Gifts Imports Details the matching logic, options, and import file layouts for Detailed Matching Gifts imports.

Chapter 6: Grant Summary Imports Details the matching logic, options, and import file layout for Grant Summary imports.

Chapter 7: Organization Imports Details the matching logic and import file layout for Organization imports.

Chapter 8: Contact Imports Details the matching logic and import file layouts for Contact imports.

Chapter 9: User Imports Details how to import users and import file layouts for User imports.

Chapter 10: Verification Warning and Critical Messages Describes some of the informational, warning, and critical messages displayed by GIFTS when you verify your import files.

For information about the Matching Gifts Summary import, please refer to the *GIFTS Administrator's Guide*. For information about the Donor import, please refer to the *Employee GIFTS User's Guide*.

Conventions Used in This Manual

Before you read the *Import Module User's Guide*, it is helpful to familiarize yourself with the conventions used throughout this manual. Doing so will enhance the usefulness of the documentation.

Essential GIFTS Functionality

For users of Essential GIFTS, the level of functionality that you have is determined by which options, such as the Contacts Manager, that you have purchased. Note that the name "GIFTS" is used generically to refer to any configuration of the system, including the Essential GIFTS configurations.

Since GIFTS is a modular system available in a variety of configurations, the screens shown in this document may not always reflect the configuration of your system.

Procedural and Typographic Conventions

Procedural conventions help identify procedures and tasks you'll perform.

- Important procedures are always given as a numbered set of tasks.
- Check marks indicate a checklist of general items or tasks.
- Characters given in this font are examples of data that you should enter, such as the directory path to a file.
- Data elements within the GIFTS system are presented with an Initial Capital Letter. For example, the word "request" is capitalized when it is used to refer to a Request record within GIFTS.

Different Types of Notes

When appropriate, notes provide additional information or warnings that may apply to you. The *Import Module User's Guide* uses four types of notes. Each type of note serves a unique purpose as defined below.

Note: A note with this format and the heading "Note" provides information that applies to some users. Notes apply to special situations. For example, a

Note might explain minor differences in setup procedures among network and standalone systems.

Important: A note with this format and the heading "Important" provides information that applies to all users. This type of note provides information that is essential to the completion of a task.

Caution: A note with this format and the heading "Caution" provides important information that applies to all users. Pay special attention to these notes.

Tip: A note with this format and the heading "Tip" provides useful information that applies to most users. Although Tips are not essential to the completion of a task, they provide alternative methods, shortcuts, or special applications relating to the procedures in the text.

Maintenance and Support Program

Members of MicroEdge's Maintenance and Support Program receive unlimited telephone consultation on the use of the software, assistance in error isolation and correction, prompt furnishing of any available problem solutions relating to the currently supported versions of GIFTS, and software updates.

Our toll free Technical Support hotline is available Monday through Friday, 9:00 A.M. to 8:00 P.M. Eastern time. You may contact MicroEdge's Technical Support Specialists as follows:

Phone	1-877-704-3343
Fax	(212) 757-1784
E-mail	*helpdesk@microedge.com*
Web	From the GIFTS menu, choose Help ➤ Technical Support and then login to the GIFTS PowerME portal.

Note: To access the Web, you must have an Internet connection (either a LAN connection or a dial-up connection) and a frames-enabled browser (Microsoft Internet Explorer 7.0 or later).

For details about our support policies, please refer to the MicroEdge *Client Resource Guide*. If you have any questions regarding the Maintenance and Support Program, please contact our Client Administration Representative at 1-800-899-0890, option 6, then 2, who will be happy to assist you.

Using the Documentation

MicroEdge provides you with the GIFTS documentation in Portable Document Format (PDF). To view these files, you will need to install Adobe®'s Acrobat® Reader, which is available for free from Adobe Systems, Inc. at *http://www.adobe.com*.

You can print out selected pages, sections, chapters, or the entire book. You can also install the files on your computer or network so you can access them online, and take advantage of features such as a "hot" table of contents, index, and cross-references within books.

Acrobat Reader's other features are described in the Reader's online Help. Note that MicroEdge does not provide technical support for the Acrobat Reader. We cannot assist you with the installation, configuration, or use of this product.

1 General Import Requirements

This chapter describes the system preparations that are necessary for importing data. It also provides universal guidelines that you will need to observe when creating your import files. Be sure to read this chapter before you create your import files and run your import.

For information about GIFTS coding and the code matching logic used by all imports, please refer to "Importing Coding Data" on page 11. For information about additional matching logic used by individual imports, please refer to the chapters dedicated to those import types.

In This Chapter

Before You Run Your Import **2**

Setting Up the Fiscal Year **3**

About the Structure of Import Files **6**

General File Specifications **8**

Currency and Date Formatting **9**

Before You Run Your Import

While you do not have to complete the setup and configuration of GIFTS before importing your data, the following items must be addressed prior to performing any data import:

✔ Make a backup of your GIFTS database. Imports make permanent, irreversible changes to your data.

Tip: Even if you have just installed GIFTS and your database is blank, you should back it up before importing data.

✔ To ensure that your financial data is imported correctly, specify when your fiscal year begins and ends. This procedure is detailed in the next section.

✔ If your imports include codes to be imported for Organization and Request records, you must ensure that the necessary Code Tables are available, or some of your data will not be imported. For details on adding Code Tables to your GIFTS database and importing coding data, please refer to "Importing Coding Data" on page 11.

Note: These coding considerations do not apply to Essential GIFTS users.

✔ If you use branch security, records imported into the database *are stamped with the Branch ID of the user currently logged into the system*. Make sure that a user with the appropriate branch is logged in before importing records from a specific branch.

Setting Up the Fiscal Year

If your organization's fiscal year is different from the calendar year, you can set up the end date and other characteristics of your fiscal year here. You can also specify how Request and Payment Fiscal Years are determined and updated.

To set up your fiscal year, log in to the Administrator Module. From the Administrator menu, choose Setup ➤ Preferences. Fiscal Year setup is found in the Request tab.

First, define your Fiscal Year (FY) by specifying its end date:

Field	Description
FY [current calendar year] ends on:	Enter the last day of the fiscal year shown in the field label. The default date is 12/31/[current calendar year]. For example, if you are setting up your Fiscal Year in December 2004, the field label will read "FY 2004 ends on:". If your fiscal years run from October 1 through September 30, and last year was considered fiscal year 2004, enter 09/30/2004 in this field. This field is required. If cleared, it will reset to the default date specified above.

Next you can determine how the Fiscal Year for each grant (i.e., approved Request) is initially determined during the approval process:

Field	Description
Grant FY Is Based On	Select one of the following options: ❖ Approval date - The fiscal year in which the Request's Approved Date falls is saved as the grant Fiscal Year. ❖ First Payment date - The fiscal year in which the earliest Payment's Date Paid falls is saved as the grant Fiscal Year. If no Payments are marked as Paid before or during Request approval, the Request's Approved Date will determine the grant Fiscal Year.

You can use the next options to allow your GIFTS system to update Fiscal Year fields automatically when Requests or Payments change:

Field	Description
Recalculate Grant FY automatically	Select this check box to allow GIFTS to recalculate an approved Request's Fiscal Year when and if certain dates are changed. Which events cause Fiscal Year to be updated depend on what your grant Fiscal Year is based on. If in the "Grant FY Is Based On:" field you select approval date, grant Fiscal Year will be recalculated if the Request's Approved Date is changed. If you base your grant Fiscal Year on first Payment date, grant Fiscal Year will be recalculated when: ❖ the first Payment is marked Paid. ❖ another Payment is marked Paid (if this Payment's Date Paid is now the earliest, the grant Fiscal Year could change). ❖ the Date Paid of the Payment paid earliest is changed (if the Date Paid is now earlier, or another Payment becomes the earliest paid, the grant Fiscal Year could change). If this check box is cleared, the Request Fiscal Year determined during grant approval will not be updated automatically, even if approval or Payment dates change.

Field	Description
Recalculate FY Automatically (Scheduled Payments)	GIFTS can also be set up to recalculate the Fiscal Year of scheduled, contingent, or canceled Payments, or Payments on hold. Select this check box and GIFTS will recalculate a Payment's Fiscal Year when its Schedule Date changes. If you clear this check box, the Payment's Fiscal Year will remain what it was when first calculated.
Recalculate FY Automatically (Paid Payments)	The Fiscal Year of paid Payments can also be recalculated automatically. From the drop-down menu, select when you want paid Payments' Fiscal Years to be updated: ❖ Never - the Fiscal Year of paid Payments will remain what it was when first calculated. ❖ When paid date changes - any change to the Date Paid of a paid Payment, Date Voided of a voided Payment, or Check Date of a refunded Payment will trigger an update to that Payment's Fiscal Year. ❖ When schedule date changes - any change to the Schedule Date of a paid or voided Payment, or the Received Date of a refunded Payment will trigger an update to that Payment's Fiscal Year

The last fiscal year option allows you to add the Fiscal Year field to pending Requests (normally, the Fiscal Year field is only shown in approved Request):

Field	Description
Show FY for Pending Requests	Select this check box to include the Fiscal Year field on the Page 2 tab of pending Request records. If selected, the Fiscal Year field of pending Requests will be populated with the current fiscal year. This field may be left blank, and will only be recalculated when and if the Request is approved.

About the Structure of Import Files

The requirements in this section apply to all types of GIFTS imports. All GIFTS import files are flat ASCII text files. Within these text files, each line represents an individual *record*, and each tab space on a line represents a new data *field*.

Important: Import files must be assigned DOS file names. Do not use long file names, even if you are using Windows 95 or later.

Imports With Multiple Files

The following imports require a set of ASCII files:

- Detailed Request
- Detailed Matching Gifts
- Contact
- User

The first file is a master file that contains a header record on the first line. This header record provides summary information about the import, including a time-and-date stamp and the names of the other files in the import file set. The remaining lines contain the actual data you are importing.

Other import files are discussed in the chapters of this manual that pertain to the imports listed above.

Imports With One File

The following imports consist of only a master file:

- Grant Summary
- Organization

The first line of the master file is a header record that contains summary information about the import. The remaining lines of the file contain the actual data you are importing.

General File Specifications

All GIFTS import files must conform to the following specifications:

- Flat ASCII text files.
- There is one record per line.
- The fields within each record (line) are tab delimited (ASCII character 9). No other tab characters may appear anywhere in the data that are not field delimiters (including description fields).
- A carriage return (ASCII character 13) and a line-feed (ASCII character 10) terminate each record.
- All blank fields are treated as null entries.
- All times are in 24-hour format (e.g., 20:00).
- Numeric fields (with the exception of currency fields) contain:
  - No decimal point (e.g., 1234).
  - No commas.
  - Leading negative signs, when appropriate (e.g., -1234).

Currency and Date Formatting

The imports are sensitive to the Regional Settings Control Panel of Microsoft® Windows®. The format of the currency and date fields in your import files must comply to the format specified by your workstation's Regional Settings.

The following requirements, and the sample values shown in this publication, are for the "English (United States)" setting only. If you are using a different Regional Setting, these requirements may be different.

- Currency fields contain:
  - A decimal point (for example, 30000.00).
  - No commas.
  - Leading negative signs, when appropriate.
- All dates in mm/dd/yyyy format.

2 Importing Coding Data

This chapter describes the considerations involved in importing coding data into GIFTS. In addition to a general explanation of the coding structure in GIFTS, the code matching logic used by all imports is detailed as well.

For information about additional matching logic used by individual imports, please refer to the chapters dedicated to those import types.

In This Chapter

Coding in GIFTS **12**

Setting Up Code Tables **14**

Code Matching Logic **18**

Coding in GIFTS

Understanding the basic coding structure of GIFTS will make it easier to see how the matching logic of the Import Module will affect your coding data.

Coding Sheets

A Coding Sheet is the highest level of the GIFTS coding structure, and it contains all of the codes for a specific type of record in GIFTS. There are separate Coding Sheets for Organizations, Contacts, Requests, and Donors.

Code Tables

The Code Table is the highest level of coding within each Coding Sheet. Each Code Table represents a Category with one or more levels of codes that are used to classify individual records.

Each Code Table is a hierarchical structure with a number of *levels*. Codes on each level sub-divide the previous level into more specific definitions. For example, in the sample Program Areas Code Table below, the first level consists of different types of program areas (Arts and Culture, Civic and Community, Education, and Environment). In level two, the Arts and Culture code is further divided into Culture, Media Communications, Performing Arts, and Visual Arts.

This graphic shows the hierarchy of a typical multi-level Code Table for Program Area codes in GIFTS:

Codes

Each code in your GIFTS system is actually identified by two related fields in the database: the Code field and the Description field. Accordingly, your import files contain a Code field and a Description field for each coded field in GIFTS.

The Code field is a short text field containing up to 20 characters, and is usually an abbreviation of the full field name. The Description field allows more than 20 characters for a more complete identification of the code. While the Code field is optional, the Description field must be populated to save a code in the database.

Note: A *parent code* is a code that begins a new level of subcodes beneath it. For example, in the sample Code Table structure above, Media Communications is a parent code for Public Broadcasting. Public Broadcasting is a parent code for both Public Radio and Public TV.

If the coding structure in the system used to create your import data is not the same as the coding structure you have established in GIFTS, your import may create duplicate codes that have the same meaning. Duplicate codes can make it difficult to obtain accurate reports and queries from your database. Fortunately, you can fix duplicate codes in your database by using the Replace Codes feature of the GIFTS Administrator.

For more details on coding in GIFTS and replacing codes, please refer to the *GIFTS Administrator's Guide*.

Setting Up Code Tables

When you are performing an import that includes coding data, you need to make sure your Coding Sheets are configured to handle your imported data. Your imported codes need to be mapped to the correct Code Tables because the Code Tables are used to group, sort and display your data in the standard reports used by GIFTS. When GIFTS is first installed, the following Code Tables are established by default on the appropriate Coding Sheets:

Age Group	Auspices	Budget Committee
Conference Board	Decline Classifications	Ethnicity
Fund	Gender	Geographical Area Served
Internal Program	Organization Type	Population Served
Program Area	Type of Support	

These default Code Tables are associated with system-defined fields within GIFTS records, and cannot be renamed or removed from their respective Coding Sheets.

User-Defined Code Tables

In addition to the default Code Tables, your GIFTS system installs with a number of user-defined Code Tables. You can add these Code Tables to the Organization and Request Coding Sheets to import codes that do not belong in any of the default Code Tables. Once your data is imported, you can rename the user-defined Code Tables to reflect their contents.

- There are five user-defined Code Tables for Organization records. These Code Tables are labeled "Recipient User Table," and are numbered 1-5 for identification (i.e., "Recipient User Table 1").
- There are seven user-defined Code Tables for Request records. These Code Tables are labeled "Request User Table," and are numbered 1-7 for identification (i.e., "Request User Table 1").

Important: Although you are able to create even more custom Code Tables in your GIFTS database, you may not import data into them. Data may only

be imported to the system- and user-defined Code Tables that install with your GIFTS system.

Adding User-Defined Code Tables

Note: This procedure does not apply to Essential GIFTS, which permits the use of pre-defined Code Tables for the Request Coding Sheet only. No coding is provided for Organizations, Contacts, or Donors.

When you install GIFTS, the user-defined Code Tables for Organizations and Requests are automatically created in the database, but they are not added to the appropriate Coding Sheets. In order to import data into these user-defined Code Tables, they must be added to each Coding Sheet manually.

To add the necessary Code Tables to your Coding Sheets:

1. Log in to the Administrator Module.

2. From the Administrator menu, choose Setup ➤ Preferences and go to the Coding Sheet tab.

If any default codes exist, they are displayed in blue type under their Code Tables. These defaults are applied to new records created in GIFTS, but not to imported records. For information about creating default codes for an import, please refer to "Task 5: Specifying Coding Sheet Defaults" on page 34.

3. Use the option buttons (Organization or Request) to go to the Coding Sheet you wish to modify.

4 Click Add. A list of available Code Tables is displayed.

5 Highlight the Code Tables you wish to add.

6 Click Done. The Code Tables you chose are displayed in the Coding Sheet.

For more information about working with the Coding Sheet preferences, please refer to the *GIFTS Administrator's Guide*.

Renaming User-Defined Code Tables

Once you have added a user-defined Code Table to a Coding Sheet, you should rename the table to reflect its contents. You can rename these tables at any time, either before or after a data import.

To rename a user-defined Code Table:

1 Log in to the Administrator Module.

2 From the Administrator menu, choose Setup ➤ Code Tables and go to the Coding Sheets tab.

3 Highlight the user-defined table you want to rename and click Edit Table.

4 In the Table Edit form that opens, edit the entry in the Name field and click OK.

Code Matching Logic

Throughout GIFTS, there are coded fields that restrict data entry to a predefined list of codes. Coded fields may be required or optional, depending on the setup of your GIFTS system.

Example: The Declination Reason field in Request records is a required field used to classify declined grant proposals. This field can be coded so that users can only populate it with "Outside of Guidelines" or "Limited Resources." If you import declined grant proposals, you will need to provide one of these two codes for this field.

Matching Logic

Required coded fields must be completed before their records can be saved in GIFTS. Codes in your import file only need an entry in the Description field in order to search for matches and, if necessary, create a new code in the database. Therefore, if any of your coded fields are required, the import file must at least contain an entry in the Description field. If you also want to populate optional coded fields with your import, you must have entries in their Description fields, too.

Note: Matching code searches are not case-sensitive. So, for example, "arts" in the import file would be considered a match to "ARTS" in the existing GIFTS database.

GIFTS searches for matching codes in the following way:

1. If a coded field is required and only the Code field of the import file is populated, an error is returned. The Description field of your import file must be populated for all required fields.

   If a coded field is optional and only the Code field of the import file is populated, an error is returned. If there is an entry in a Code field of the import file, the corresponding Description field must also have an entry for the import file to be valid.

2. If the Description field for a code is populated in the import file, the system searches the appropriate Code Table (predetermined by the field of the import file) for a code match. The system will first search on the entry in

the Code field, if any exists. If there is no match on the entry in the Code field, the search attempts to match the Description field entry.

3 If there is a match on either the Code or Description field, or on both, the imported code data is ignored and the existing database code is applied to the imported record.

Important: If the import file only includes an entry in the Description field for a code (no value in the Code field), and it exactly matches more than one description under the same parent code in the same level of the Code Table, the *first* match is used to populate the imported record. Therefore, imported records may be coded incorrectly if more than one code in a Code Table has the same description.

4 If no exact match is found, the code from the import file is created in the database.

Important: No changes are ever made to the existing codes in GIFTS.

Code creation is subject to any existing limits on the numbers of codes and levels for each Code Table.

Example: You are importing a code that doesn't match any codes on the appropriate Code Table, so the system attempts to create the new code in the database. However, the Code Table in question has already reached its limit of five codes. In this case, the new code will not be created and the override will be noted in the process log at the end of the import.

The following examples illustrate how this matching logic works.

	Import Code	GIFTS Code	Match?	GIFTS Code After Import
1	Code:HOSP Desc: Hospitals	Code:HOSP Desc: Hospitals	✔	Code:HOSP Desc: Hospitals
2	Code:HOS Desc: Hospital	Code:HOSP Desc: Hospitals		Both codes reside in GIFTS as "duplicates"
3	Code:[blank] Desc: Hospital	Code:[blank] Desc: Hospitals		Both codes reside in GIFTS as "duplicates"
4	Code:HOSP Desc: Hospitals	Code:HOS Desc: Hospitals	✔	Code:HOS Desc: Hospitals

	Import Code	GIFTS Code	Match?	GIFTS Code After Import
5	Code:CIV Desc: Civic	Code:CIV Desc: Civil Liberties	✔ *	Code:CIV Desc: Civil Liberties
6	Code:[blank] Desc: Hospitals	Code:HOSP Desc: Hospitals	✔	Code:HOSP Desc: Hospitals
7	Code:HOSP Desc: Hospitals	Code:[blank] Desc: Hospitals	✔	Code:[blank] Desc: Hospitals

** This match is inaccurate, since the descriptions "Civic" and "Civil Liberties" are intended to represent different information. If you are importing code values, be sure that they are unique.*

3 Importing Data into GIFTS

This chapter describes how to use the Import Module to bring records from external ASCII files into the GIFTS database. The entire import process has been divided into a logical task list to help you plan and execute your imports.

In This Chapter

Import Task List **22**

Task 1: Creating Your Import Files **23**

Task 2: Verifying the Import Files **24**

Task 3: Setting the Import Options **27**

Task 4: Resolving Payments Against the Budget **32**

Task 5: Specifying Coding Sheet Defaults **34**

Task 6: Running the Import **37**

Task 7: Data Verification **39**

Canceling and Redoing Imports **40**

Import Task List

Import processing involves the following tasks:

- ✔ Creating Your Import Files
- ✔ Verifying the Import Files
- ✔ Setting the Import Options (if necessary)
- ✔ Resolving Imported Payments Against the Budget (if necessary)
- ✔ Specifying Coding Sheet Defaults (if necessary)
- ✔ Running the Import
- ✔ Verifying Your Imported Data

Task 1: Creating Your Import Files

Your import files must comply with one of the standard layouts described in this publication. Before you create these files, be sure to:

- Read "GIFTS Import Types" on page viii for an overview of the import types.
- Read the chapter that describes your import type. The "About" section of each chapter includes important information about the purpose of the import and how its file or files need to be structured. Other sections outline matching logic, options, and specific file details.

Task 2: Verifying the Import Files

The verification phase of the import is used to identify the import type (Detailed Request, Detailed Matching Gifts, Grant Summary, Organization, or Contact) and to ensure that there are no errors in the import file or files.

When you verify an import file, the system obtains the import type from its header record, confirms that each record contains the appropriate number of fields, and confirms that the summary information specified in the header reflects the actual contents of the records in the file's data area. Since verification involves checking each record in your import file(s), the processing time will depend on the amount of data being imported.

If you are verifying the master file of a Detailed Request import, or the control file of a Detailed Matching Gifts or Contact import, GIFTS also verifies the other files that can be included with these imports.

Caution: Before you verify or import data, ensure that you have a valid backup of your database. In case of problems, it may become necessary to restore the backup in order to continue working.

Important: Be aware that if you exit the Import Module before you have completed the import, you will have to re-verify the import file before you attempt to re-import the data.

To verify an import file:

1. Log in to the GIFTS Administrator Module.
2. From the Administrator menu, choose File ➤ Import. The Import form is displayed.

Note: You cannot set the import options at this time. The options will only be available once the verification process has been run successfully.

3 Enter the path and filename of the import file. If you are performing a Detailed Request import, select the master file; for Detailed Matching Gifts and Contact imports, select the control file.

You can click Browse to search for the import file.

4 Click the appropriate Organization Match Logic option. (This option does not apply to Detailed Matching Gifts or Contact imports.)

If you are performing a Contact import, the Contact Match Logic options are displayed.

For details on Organization matching logic, please refer to "Organization Matching Logic" on page 121. For details on Contact matching logic, please refer to "Contact Matching Logic" on page 136. For details on the User matching logic, please refer to "User Matching Logic" on page 154.

5 Click Verify to scan the import file. The process log lists any errors or anomalies that are encountered in the file.

❖ If the verification is successful, the log closes and a summary of the import data is displayed.

Summary information from the header record or control file of the import is displayed here.

❖ If there are informational messages or if the verification process was not successful, a detailed description of the errors found is displayed in the log. You can click Print or Save As to keep the contents of the log for your records.

It is necessary to refer to this information in order to correct any errors that may have occurred. Please consult "Warning and Critical Messages" on page 159 for more information about error or informational messages.

Task 3: Setting the Import Options

To access the options for enhancing your imported data, click the Options tab of the Imports form. The available options vary, depending on the type of import you are going to run. There are no options for Organization, Contact, or User imports, so the Options tab is not available for these imports.

Please refer to the appropriate section for the type of import you want to run:

Detailed Request Import Options **27**

Grant Summary Import Options..... **28**

Detailed Matching Gifts Import Options..... **30**

Detailed Request Import Options

There are two options that you can set for Detailed Request imports.

Option	Description
User Information	Choose the user group to which all of the imported staff members (if any) should be assigned.
Scheduled Requirements	If you select this option, the Default Grant Requirements for your system are created for each of the imported Requests. For more information about Default Grant Requirements, please refer to "Applying Default Requirements to Imported Requests" on page 50.

When the options on this tab are complete, you can refer to "Task 5: Specifying Coding Sheet Defaults" on page 34 to define the default codes for the imported Requests.

Grant Summary Import Options

The options for Grant Summary imports apply to the imported Request records and their Payments.

Option	Description
Request Setting of Import	Choose the type and status that you want to apply to the imported Requests. Note that since all records are imported with a disposition of Approved, only the status codes for approved Requests are available.
Incoming Requests Payment Method	For each Request imported, GIFTS creates a single Payment for the *full grant amount*. If you choose the "Mark Payment as 'Paid'" option, the system marks this Payment as Paid and sets the Payment Date to the same day as the grant date. If you choose "Mark Payment as 'Scheduled'," the system marks each Payment as Scheduled. For this option, you must provide a Schedule Date, which can be changed later by editing the Payment records in GIFTS.

Option	Description
Scheduled Requirements	If you select this option, the Default Grant Requirements for your system are created for each of the imported Requests. For more information about Default Grant Requirements, please refer to "Applying Default Requirements to Imported Requests" on page 50.
Budget Posting Method	If you are using the optional Budget Module, you can choose to create a single Line Item within the budget for the entire import, or a separate Line Item for each imported Payment that requires resolution. As you run the import, you will be prompted to choose a Reserve Fund from which to resolve your Line Item(s).
Payment Information	You may choose a Payment type for each Payment created by the import. Note that the code provided here does not override data in the import file where this information has been provided. Only records where the Payment Type field has been left blank are supplied with this code.
User Information	The staff person chosen here is assigned as the staff person responsible for each Request created by the import.
Budget Year	If you use the optional Budget Module and have chosen a Request Type that is included in your budget, the Budget Year specified here is the Budget Year from which funds must be allocated in order to complete the import. **Example:** If the total batch contains a total of $500,000 in grants, you are asked to resolve $500,000 against a Reserve Fund in the Budget Year specified here.

When the options on this tab are complete, you can refer to "Task 5: Specifying Coding Sheet Defaults" on page 34 to define the default codes for the Imported Requests.

Detailed Matching Gifts Import Options

The following options apply to Detailed Matching Gifts imports.

Option	Description
Match Information	If there is more than one Matching Gifts program in your system, you must select a match program for the imported gifts.
Reporting Features	At the end of the import, you can choose to automatically send the following reports to your printer. ❖ The Duplicate Organizations Report lists any Organizations in your database that have *exactly the same name*. This can help you identify duplicate records for cleanup. ❖ The Standard Import Report provides you with detailed information on the records imported. Please note that this report may be lengthy, depending upon the number of imported records.
Scheduled Requirements	This option applies Default Grant Requirements *to every Request created as a result of the import*. These defaults are determined by the Type of the Requests created by the import, which is specified by the match program. In general, you should not apply Requirements if you are importing historical data.
Payment Information	You may assign Payment Type and G/L Account codes to Payments created by the import.

Option	Description
User Information	You can assign the Requests created to a specific member of your staff.

When you complete the options on this tab, please proceed to the following sections to resolve the imported Payments against your Budget (if necessary) and/or define default codes for the imported Requests.

Task 4: Resolving Payments Against the Budget

The Budget tab is only used for Detailed Matching Gifts imports. If a Budget resolution is not required for your import, the Budget tab is not available and you can skip to the next task. If the Budget tab is available, you cannot initiate the import until you have set the Budget options appropriately.

Note: Budget allocation for Grant Summary imports is determined in the Options, as described in "Grant Summary Import Options" on page 28.

Detailed Matching Gifts imports require a Budget resolution if:

- You are using the optional GIFTS Budget Module and your import contains Payments that fall in a year or years for which there is an open budget.
- The Request type assigned to the Matching Gifts program that you selected on the Options tab has been specified to "hit" the budget. (The Request types that "hit" the budget are defined in the Budget Module.)

If you are not familiar with the GIFTS Budget, please refer to the *Budget Module User's Guide*.

You can choose to "Create Line Items for each Payment imported" or "Create a single Line Item for the entire import."

- If you want to be able to see the allocation to each Organization from within the Budget Module, you should choose to create Line Items for each Payment.

  Note: If your import file includes 500 Payments, this means that 500 individual Line Items will be created in the budget. Before you choose this option, you should consider how it will affect your budget reporting.

- If you are only concerned about keeping your budget totals accurate, you will most likely wish to create a single Line Item for the entire import.

In the lower portion of the screen, the Budget Years affected by the import are displayed. For each year, the Total Payment Amount that you need to resolve against the budget is displayed. You must resolve all the Payments for a particular Budget Year from a single Reserve Fund.

For more information about resolving Payments against a Reserve Fund, please refer to the *Budget Module User's Guide*. When you have selected the appropriate Reserve Fund, please continue to the next task to specify your Coding Sheet defaults.

Task 5: Specifying Coding Sheet Defaults

If you are running an import that creates Request records, you can use the Coding Sheet tab of the Import form to supply default codes for these records. Each imported Request that does not contain a code (such as "Arts & Culture") in a given Code Table (such as "Program Area") is given the default code, if any, that you specified for that Code Table.

Note: The codes specified here never override the data supplied by the import file. They are used only to populate coded fields that are blank on the import file.

Note that the following considerations may apply to your import:

- Your GIFTS administrator may have set up default codes that are applied when a user enters a new Request into the system. They do not affect imported records.
- Your GIFTS administrator may have marked coded fields as being *required*, meaning that users who enter Requests must enter a code into the required Code Table before the Request can be approved.

  You may wish to enter defaults to ensure that your imported Requests are not missing required codes. As an alternative, you can search for missing codes after the import.

  If any of your imported Requests do not have a code in a required coded field, a message is generated. (Note, however, that you are still permitted to import the Request.)

To enter a default code:

1 Go to the Coding Sheet tab on the Import form.

2 Highlight the Code Table that you want to create a default for and click Add. A code selection form opens.

3 Highlight the code you want to use as a default for the selected Code Table and click Insert. Close the code selection form to return to the Import form.

To remove a default, highlight the code in the Import form and click Remove. When you are finished, you can proceed to the next task to run the import.

Task 6: Running the Import

Once you have chosen import options and the (optional) default Coding Sheet classifications, you are ready to proceed with your import.

Caution: Before you verify or import data, ensure that you have a valid backup of your database. In case of problems, it may become necessary to restore the backup in order to continue working.

Note: If you use branch security, records imported into the database *are stamped with the Branch ID of the user currently logged into the system*. Make sure that a user with the appropriate branch is logged in before importing records from a specific branch.

To run the import:

1. Click the Import button. A message reminds you to ensure that you have a valid backup of your database.
2. If you have already backed up your database, click Yes to proceed. A message describes the Organization Matching Logic option you chose, and asks you to confirm that it reflects your intentions.
3. Click Yes to proceed.

   - If there are required fields on your system's Request Coding Sheets and you did not supply a default value for the import, a message informs you of this fact. You can click Yes to proceed.

   - If you are performing a Matching Gifts Summary or Grant Summary import, are using the Budget Module, and are importing Requests for

an open Budget Year, you are informed that you must resolve the imported Payments against a Reserve Fund in your budget.

Click Yes to continue, and the Budget Resolution window is displayed. For information about resolving Payments against the budget, please refer to the *Budget Module User's Guide*.

4 After you respond to the necessary prompts and start the import, a process log is displayed to track the progress of the import. If any errors are listed, click the Print or Save As button when the import is complete to save them for reference.

For information about canceling and re-doing imports, please refer to "Canceling and Redoing Imports" on page 40.

5 If you chose to generate reports for the import, either a message is displayed when the import is complete or the reports are sent to your printer.

If a message was displayed, you can click Yes to run the reports, or No to conclude the import without running the reports. If you choose Yes, the report is displayed in the report viewer. From the viewer, you can print or export the report.

Note: You cannot generate reports for User imports.

Task 7: Data Verification

Before you begin using GIFTS on a regular basis, you should confirm that all of your data has imported successfully. The best way to go about this is up to you, but try using the following guidelines.

Field-by-Field Comparison Do a field-by-field comparison between your legacy system and GIFTS for at least three or four of your Requests, Organizations, Requirements, and Payments. If you converted matching gifts data, compare several Donor and Matching Gift records. Make sure that each and every field in GIFTS contains the appropriate data.

Compare Reports Run similar reports on GIFTS and your external or legacy system and use them to compare your data. However, be aware that reports in different systems may bear similar names but not report exactly the same data due to the different structures of the systems.

Example: The following GIFTS reports, which can be accessed from either the Report Library or from the History tab of the Import Module, are recommended for comparing matching gifts data:

- Alpha List of Donors
- Matching Gifts by Recipient - Summary
- Matching Gifts by Donor - Summary

You can also review the codes that were imported with the Codes Import Report available from the History tab of the Import Module. You can run the historical reports at any time.

Note: The available reports in the History tab vary according to the type of import that you have performed. Only the reports relevant to the import are available.

If you encounter any discrepancies and are unable to locate their source using this documentation, contact MicroEdge Technical Support for assistance. Be sure to have print screens of the inaccurate data from both systems, and/or reports showing the inaccurate data.

Canceling and Redoing Imports

While an import is in progress, you can cancel it by clicking Cancel. Be aware that this does not delete any of the records that were imported before you clicked Cancel—it simply stops the import.

After canceling an import, you can run the import later or make changes to the import file and then redo the import.

Caution: An import is considered a redo only if GIFTS can detect that you are importing the same data again. If you re-import your data, be sure that the time-and-date stamp in the header record or control file has not changed. If this information is different, GIFTS cannot recognize that you are re-importing the same data and may create duplicate data.

When you redo an import, the system deletes any Requests, Payments, or Requirements that were imported the first time the import was run. Then, the data in the import file is imported in the same manner as a first-time import. Note, however, that GIFTS does not delete the Organizations, Contacts, or codes that were created.

4 Detailed Request Imports

The Detailed Request import includes comprehensive data pertaining to grant Requests and the records associated with them. This chapter describes the matching logic and other considerations involved in running a Detailed Request import. It also provides detailed information on the layout of Detailed Request import files.

In This Chapter

About Detailed Request Import Files.....**42**

Organization Matching Logic **45**

Contact Matching Logic.....**49**

Request Import Options and Considerations.....**50**

Master File Layout.....**54**

Payments File Layout.....**71**

Activities File Layout.....**74**

Background/Project Description File Layout.....**76**

About Detailed Request Import Files

Detailed Request imports can include detailed information about approved, pending, and declined Requests, as well as the Organizations, Contacts, Payments, and Requirements associated with these Requests.

This import can include multiple Payments and/or grant Requirements for each imported Request, plus Organization background information and long Request descriptions.

Detailed Request imports can consist of as many as four separate data files. These files must comply with the requirements detailed in "General Import Requirements" on page 1.

File	Description
Master File	The header (first) record specifies the import type, the total number of Requests, and the file names of any Payments, Requirements, or Background/Long Description files that are to be included with the import. If there are additional files, the header indicates the total number of records contained within each. The header record is followed by the *data records* for each Request that you are importing. Each record contains Request data such as the grantee organization name, the Request ID, the grant fiscal year, and so forth.
Payments File	An optional file that contains Payment information for the Requests in the Master File. The file consists of a record for each Payment to be imported. Each record includes the ID of the Request with which the Payment is associated.
Activities File	An optional file that contains grant Requirements and "To Do" Activities for the Requests in the Master File. The file consists of a record for each Requirement to be imported. Each record includes the ID of the Request with which the Requirement is associated. If you use the optional Document Manager, this file can also include Document Activity records that link external documents to GIFTS.

File	Description
Background/Long Description File	An optional file that contains long project descriptions for imported Requests and/or background information for imported Organizations in the Master File.

Importing Contact Information

For each Request, only a single Primary Contact is included in this type of import. The Contact's full name, title, and salutation are imported. If you wish to import more detailed information about Contacts—including background information, Coding Sheet information, and other affiliations, you can use the Contact import. For detailed information about the Contact import, please refer to "Contact Imports" on page 131.

Important: If you plan to use the Contact import, *do not* include Contact information in your Detailed Request import files. Doing so could result in missing and/or duplicate Contacts.

Import File Naming Conventions

To keep track of your import files, we recommend that you create a system for naming them. For instance, you can start each filename with "RE" to indicate that it is a Detailed Request import file, and follow this with the date of the import.

Instead of the ".TXT" suffix normally used for ASCII text files, you can use suffixes that describe the contents of the file. For instance, a group of Detailed Request import files could have the following names:

File	Extension	Sample Name
Master File	.MST	RE041703.MST
Payments File	.PMT	RE041703.PMT
Activities File	.ACT	RE041703.ACT
Background/Long Description File	.DES	RE041703.DES

About Request IDs

Request records created by this import use the Request ID supplied in the import file. If you are importing Payments, Requirements, Activities, or Project Descriptions for the Requests, you *must* supply a Request ID in the import file. Otherwise, you can leave the Request ID field blank and GIFTS will assign a unique Request ID.

Note: You cannot import a Request if it has the same ID as a Request that already exists in GIFTS. If there is a match in the Request ID field during the import, a message will be returned in the process log and the Request in the import file will be ignored.

Organization Matching Logic

The Detailed Request import allows you to determine how aggressively you want GIFTS to search for duplicate Organization records. There are two matching logic options available on the Import form that you use to initiate your imports. The option you choose may affect the way you create your import file and the nature of the information that you include within it. We recommend that you take the time to understand this process before you create your import files.

The two options are:

- Match on Vendor Number only
- Match on Vendor Number, Tax ID, Name, State and Postal Code

Match on Vendor Number Only

With this approach, GIFTS searches for matches between the Vendor Numbers in your database and the Vendor Numbers specified in the import file. (In GIFTS, Vendor Numbers are displayed on the Background tab of each Organization record.)

The matching possibilities are as follows:

- If no exact match is found for a Vendor Number in the import file, a new Organization record is created and populated with the Organization information from the import file.
- If an exact match is found for one Organization in GIFTS, no record is created and—if you are importing a Request—the Request is associated with the existing Organization.
- If an exact match is found for more than one Organization in GIFTS, no record is created and the discrepancy is noted in the process log for the import. If you are importing a Request, the Request is associated with the *first* matching Organization found by the import.

Considerations If your Organization Vendor Numbers were not entered consistently, duplicate Organization records may be created where no exact match is found between the import file and your database.

Solution After the import, use the Administrator Module to merge duplicate Organizations. Note that this can be time consuming if many duplicates were created by the import.

Match on Vendor No., Tax ID, Name, State, and Postal Code

With this approach, GIFTS makes several attempts to match the Organization in the import file with an Organization in your GIFTS database. Note that the State field may also be known as County or Province, as determined by the Regional Settings control panel of Microsoft® Windows.®

The matching logic is as follows:

1. Does the Vendor Number in the import file match the Vendor Number of an Organization in GIFTS?

   - If there is no match, proceed to Question #2.
   - If the Vendor Number matches a single Organization record in GIFTS, the Organization information is not imported.
   - If the Vendor Number matches more than one Organization in GIFTS, GIFTS checks the Tax ID, Name, State, and Postal Code fields of the potential matches to ensure that the correct match is made.

If...	Then...
the Tax ID, Name, State, and Postal Code of a potential match *all* match the corresponding fields of the import file	There is a correct match and the Organization is not imported.
the Tax ID of a potential match is blank, but the Name, State, and Postal Code match the import file	There is a correct match and the Organization is not imported.
the Tax ID of a potential match *does not* match the import file	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.

If...	Then...
the Tax ID of a potential match *does* match the import file, but either the Name, State, or Postal Code doesn't match	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.

2 Does the Tax ID in the import file match the Tax ID of an Organization in GIFTS?

If...	Then...
the Tax ID is blank in the import file	Proceed to #3.
the answer is "no"	Proceed to #3.
the answer is "yes" and the potential match does not have a Vendor Number	Proceed to #3.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.

3 Do the Name, State, and Postal Code of the import file match the corresponding fields of an Organization in GIFTS? (Note that all three fields must match.)

If...	Then...
the answer is "no"	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match *does not* have a Vendor Number	There is a correct match and the Organization is not imported.

Considerations If an incorrect match is found, an imported Request can be associated with the wrong Organization and the correct Organization record would not be created.

Solution Use the process log at the end of the import to identify Organizations that were not imported due to matches with existing

GIFTS records. Manually enter the Organizations that were matched incorrectly, and transfer the incorrectly assigned Requests to the appropriate Organizations.

Contact Matching Logic

The following logic is used to match Contacts included in the Detailed Request import. This import can include a Primary Contact with each imported Request or Organization.

Important: The Contact matching logic discussed in this section only applies to the Detailed Request import. For Contact matching logic applied to another type of import, please refer to the chapter in this manual that deals with the appropriate import type.

When Organizations Match

If an imported Organization matches an existing GIFTS Organization, and both records contain a Primary Contact, GIFTS attempts to match the Contact information based on the last name, first name, and middle name of the Contact.

- If there is an exact match on all fields, the Contact is not imported and the Request is assigned to the Primary Contact from the existing Organization.
- If there is not an exact match on all fields, a new Contact record is created with data from the import file. A Request Primary Contact Affiliation identifies this person as the Primary Contact for the Request (the Primary Contact for the existing Organization is not altered).

  Important: Multiple records for the same Contact may be created by this process, since GIFTS does not attempt to match the Primary Contact of a Request with the Primary Contact of another Request for that same Organization.

When Organizations Don't Match

If the imported Organization *does not* match any existing Organization, a new Organization is created from the import file. A Contact record is also created from the import file and assigned as the Primary Contact to both the Organization and the Request. There is no attempt to search for an existing Contact.

Request Import Options and Considerations

The following options and considerations apply to Detailed Request imports:

- "Request Coding"
- "Applying Default Requirements to Imported Requests"
- "Importing Payments"
- "Importing Payments with Negative Amounts"

Request Coding

Coding is used in GIFTS to classify Requests for searching and reporting purposes. To minimize the chances of incorrectly coding your imported Requests, it is important to familiarize yourself with the basic GIFTS coding structure before you import data. For general coding information and details on coding considerations for data imports, please refer to "Importing Coding Data" on page 11.

Applying Default Requirements to Imported Requests

If your administrator has established Default Grant Requirements for a Request type, you will need to decide whether or not these Requirements should be attached to imported Requests of the same type. Once you have verified your import files, a check box labeled "Create scheduled requirements when creating request records" will be available on the Options tab of the Import form.

Tip: If you are populating the GIFTS database with historical data, you should choose *not* to create these Requirements.

Importing Payments

Important: Importing Payments as part of the Detailed Request import is optional. If you do not wish to import Payments, you may skip this section.

The Payments file contains information about Payments to be associated with imported Requests (they cannot be for Requests already existing in your GIFTS system). For each Request, you can import one or more Payments.

Important: If you are using the Budget Module, please note that budget adjustments are not made during the import process. (In general, this import is used to populate the database before any budget information has been entered.) If you import Payments that need to be resolved against an open budget year, GIFTS will prompt users working with those Payments to resolve them.

During the import, the Payments in the import file are scanned to ensure that they meet the same criteria as Payments generated within GIFTS. Only Payments with a status that is valid for the disposition of the associated Request will be imported. The valid Payment statuses for each Request disposition are as follows:

Request Disposition	Valid Payment Statuses
Pending	Scheduled, Hold, and Canceled
Approved	Scheduled, Paid, Void, Hold, Canceled, and Refund
Declined	Void, Hold, and Canceled

GIFTS also verifies that the data provided for each Payment is sufficient for assigning the status you have indicated.

Payments with a status of...	Must contain a...	Otherwise...
[All Payments]	Payment Amount	The Payment is not imported.

Payments with a status of...	Must contain a...	Otherwise...
Scheduled, Hold, or Canceled	A Schedule Date *and* positive Payment Amount	The Payment is not imported.
Void	A Paid Date (used as the Void Date) *and* a negative Payment Amount or Payment Amount of zero.	The Payment is not imported. (If the Payment Amount is negative, field 19 must contain a valid Payment ID.)
Paid	Paid Date	GIFTS imports a scheduled Payment.
Paid	Positive Payment Amount	GIFTS imports a refunded Payment if the Payment Amount is negative, or a voided Payment if the Payment Amount is zero.
Refund	Paid Date	The Payment is not imported.
Refund	Negative Payment Amount	GIFTS imports a voided Payment if the Payment Amount is zero. Otherwise, if a Paid Date exists, GIFTS imports a paid Payment.

If the Payment Status field in the import file is blank, GIFTS assigns a status using the following logic:

- If the Payment Amount is positive and no Paid Date is supplied, it is assigned a status of Scheduled. If a Paid Date is supplied, it is assigned a status of Paid.
- If the Payment Amount is zero, the Payment is assigned a status of Void.
- If the Payment Amount is negative, the Payment is assigned a status of Refund.

Importing Payments with Negative Amounts

As each Payment is imported, GIFTS compares the total of the Payments scheduled to the total Grant Amount of the Request. GIFTS does not allow

the sum of a Request's Payments to exceed the Grant Amount at any time, as this would violate the integrity of the data in GIFTS.

If you plan to import Payments with a negative amount, such as refunds or voids, you should make sure that these Payments are imported *before* the positive Payments for the same Request. Once the Grant Amount is adjusted down by negative Payments, the original (positive) Payments may exceed the Grant Amount and will not be imported.

Example: You paid a grant of $10,000 in one installment of $10,000, but later received a refund of $2,000, which is represented in your data by a Payment with a Payment Amount of -$2,000. You then adjusted the Grant Amount to $8,000.

If you import the refund first, GIFTS verifies that -$2,000 is less than $8,000, and successfully imports the refund. Then, when you import the $10,000 Payment, the sum of the two Payments does not exceed $8,000 and GIFTS successfully imports it.

However, if you try to import the $10,000 Payment first, GIFTS reports an error because the $10,000 Payment exceeds the Grant Amount of $8,000.

Master File Layout

The Detailed Request import Master File contains a set of fields that may be used to populate GIFTS Request records and their related Organization and Contact records. The first record in the Master File is a header record that contains summary information about the entire import, including the data records and any optional import files that have been included. This section describes the layout of the header record and data area of the Master File.

Importing Type, Status, and Disposition Codes

To supply the type, status and disposition for each Request, you have two options:

- Enter the appropriate values into the Request Type, Request Status and Disposition fields.
- In the Request Information field (#55), enter one of the following codes to populate all three fields (in order to simplify your data entry and ensure consistency)

Code	Result
P	Request Type is "Cash Grants," Request Status is blank, and Request Disposition is "Pending."
R	Request Type is "Cash Grants," Request Status is blank, and Request Disposition is "Declined."
G	Request Type is "Cash Grants," Request Status is blank, and Request Disposition is "Approved."
H	Request Type is "Cash Grants," Request Status is "Closed Grant," and Request Disposition is "Approved."

If you enter any value other than P, R, G or H into an import record's Request Information field, the system uses the data entered in the record's Request Type, Request Status and Disposition fields.

Header Record Layout

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

	Field Name	Description	GIFTS Format / Example	Req
1	File Type	Indicates to GIFTS that this is an import file. If the text "GFW_IMPORT_FILE" is not in this field, GIFTS cannot recognize the file as a valid import file.	Fixed characters (literal): GFW_IMPORT_FILE	✔
2	Import Type	Indicates the type of import file to GIFTS. Without this information, GIFTS cannot determine what type of import to run.	Fixed characters (literal): REQ	✔
3	Import Description	A description of the import.	Text Limited to 255 characters.	✔
4	Import Date	The date that this import was created.	Date Format Example: 10/07/2003	✔
5	Import Time	The time that this import was created	24-Hour Time Format Example: 21:12	✔
6	Total Batch Grant Amount	Total Grant Amount to be imported. Do not include Request Amounts in this total.	Limited to 12 digits, including decimal. Example: 300000.00	✔
7	Total Number of Requests	Total number of Requests to be imported.	Limited to five digits. Example: 1290	✔
8	Payments Filename	Name of the import file containing Payment information. The path is assumed to be the same as that used for the Master File.	A Windows filename. Example: RE041703.PMT	
9	Payments File Record Count	Number of records in the Payments import file. *Required only if a Payments Filename (field 8) is supplied.*	Limited to five digits. Example: 1290	(✔)

	Field Name	Description	GIFTS Format / Example	Req
10	Payments File Payment Total Amount	Sum of Payment Amount field in Payments import file. *Required only if a Payments Filename (field 8) is supplied.*	Limited to 12 digits, including decimal. Example: 300000.00	(✔)
11	Activities Filename	Name of the import file containing Activity information. The path is assumed to be the same as that used for the Master File.	A Windows filename. Example: RE041703.ACT	
12	Activities File Record Count	Number of records in the Activities import file. *Required only if an Activities Filename (field 11) is supplied.*	Limited to five digits. Example: 1290	(✔)
13	Background/ Project Description Filename	Name of the import file containing Organization Backgrounds or Project Descriptions for Requests. The path is assumed to be the same as that used for the Master File.	A Windows filename. Example: RE041703.DES	
14	Background/ Project Description File Record Count	Number of records in the Background/Project Description import file. *Required only if a Background/Project Description Filename (field 13) is supplied.*	Limited to five digits. Example: 1290	(✔)

Data Area Layout

Each line of the data area should include the information for a single Request. For convenience, the available fields are organized into categories, such as "Organization Information."

Important: The categories indicated in this document are for reference purposes only—do not enter them into your import files.

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

Organization Information

	Field Name	Description	GIFTS Format / Example	Req
1	Vendor Number	The unique ID of the Organization from the source database. This field is used by the Organization matching logic of the import. It is also used to populate the Vendor Number field in GIFTS.	Alphanumeric, limited to 20 characters. Example: UWNY Example: 1002	✔
2	Organization Name	The name of the Organization	Limited to 255 characters. Example: United Way of New York	✔
3	Organization A.K.A.	An alternate name that may be used to refer to this Organization. *If not supplied, Organization A.K.A. name is the same as Organization Name (field 2).*	Limited to 255 characters.	
4	Organization Legal Name	The legal name of this Organization. *If not supplied, Organization Legal Name is the same as Organization Name (field 2).*	Limited to 255 characters.	
5	Organization Sort Name	The preferred name with which the Organization is sorted. For instance, “Brooklyn Ballet, The” would be a likely sort name for “The Brooklyn Ballet.” *If not supplied, Organization Sort Name is calculated based on Organization Name (field 2), so that words like “The” and “A” are placed at the end of the name after a comma.*	Limited to 255 characters.	
6	Organization Address 1	The first line of the address of the Organization.	The combined size of all address lines (1,2,3) must not exceed 255 characters. Example: 123 N. Main St.	
7	Organization Address 2	The second line of the Organization’s address.	Example: Floor 10, Suite 405	

	Field Name	Description	GIFTS Format / Example	Req
8	Organization Address 3	The third line of the Organization's address.	Example: New York, NY 10019	
9	Organization City	The city where the Organization is located.	Limited to 50 characters.	
10	Organization State Code	The state, province, or county where the Organization is located.	Limited to 20 characters.	
11	Organization Postal Code	The postal (or ZIP) code where the Organization is located.	Limited to 20 characters.	
12	Organization Country	The country where the Organization is located.	Limited to 50 characters.	
13	Organization Phone	The telephone number for the Organization.	Limited to 30 characters. Should be supplied pre-formatted. Example: 212-421-9293	
14	Organization Extension	The telephone extension for the Organization.	Limited to 30 characters. Example: 250	
15	Organization Fax Number	The fax number for the Organization.	Limited to 30 characters. Should be supplied pre-formatted. Example: 212-421-9883	
16	Organization E-mail Address	The e-mail address for the Organization.	Limited to 75 characters. Example: *helpdesk@microedge.com*	
17	Organization WWW Address	The World Wide Web address for the Organization.	Limited to 75 characters. Example: *www.microedge.com*	
18	Organization Tax ID	The Tax ID number of the Organization. This field is used by the Organization matching logic of the import. The Tax ID should be supplied if it is available.	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
19	Organization Tax Status Code	The tax status code of this Organization.	Limited to 20 characters. Example: NPO	
20	Organization Tax Status Description	A description of the Organization's tax status. *Required only if an Organization Tax Status Code (field 19) is supplied.*	Limited to 75 characters. Example: Non-profit organization	(✔)
21	Organization Tax Status Date	The date used to classify the tax status code.	Date format. Example: 10/07/2003	
22	United Way Flag	Determines whether the Organization is a member of the United Way.	Yes, if recipient Organization is a United Way member; No, if not. Defaults to No if this field is left blank. Example: No	
23	Charitable Organization Flag	Determines whether the Organization should be marked as a charitable organization.	Yes, if recipient Organization is charitable; No, if not. Defaults to No if this field is left blank. Example: Yes	

Contact Information

	Field Name	Description	GIFTS Format / Example	Req
24	Contact Last Name	The last name of the Organization's Contact. A Contact for the Organization may or may not be supplied. *The last name of Contact is required only if choosing to create a Contact record. If any of the remaining fields in this section are provided, this field is required.*	Limited to 50 characters.	(✔)
25	Contact First Name	The first name of the Organization's Contact.	Limited to 50 characters.	

	Field Name	Description	GIFTS Format / Example	Req
26	Contact Middle Name	The middle name of the Organization's Contact.	Limited to 50 characters.	
27	Contact Title	The title of the Contact at his or her Organization.	Limited to 100 characters.	
28	Contact Salutation	The salutation used for correspondence to the Organization's Contact.	Limited to 100 characters. Example: Mr. Jones	
29	Contact Prefix	The Contact's prefix.	Limited to 50 characters. Example: Ms.	
30	Contact Suffix	The Contact's suffix.	Limited to 50 characters. Example: Jr.	
31	Filler	For future use.	Leave empty.	
32	Filler	For future use.	Leave empty.	

Organization Classification Codes

The import can insert codes into the *pre-defined* Code Tables shipped with the GIFTS product. If you wish to import Organization codes that are not accommodated by pre-defined tables like "Organization Type," you can import them to the Organization *user-defined* Code Tables using fields 43–52 of the import file. For details on importing codes, please refer to "Importing Coding Data" on page 11.

	Field Name	Description	GIFTS Format / Example	Req
33	Organization Type Level 1 Code	The Code value for Level 1of the Organization Type Code Table.	Limited to 20 characters. Example: EDU	
34	Organization Type Level 1 Description	Description value for Level 1 of the Organization Type Code Table. *Required only if a Level 1 Code value is supplied.*	Limited to 75 characters. Example: Education	(✔)
35	Organization Type Level 2 Code	The Code value for Level 2 of the Organization Type Code Table.	Limited to 20 characters. Example: PRE	

	Field Name	Description	GIFTS Format / Example	Req
36	Organization Type Level 2 Description	Description value for Level 2 of the Organization Type Code Table. *Required only if a Level 2 Code (field 35) is supplied.*	Limited to 75 characters. Example: Preschool	(✔)
37	Conference Board Code	Code value for the Conference Board Code Table.	Limited to 20 characters. Example: HHS	
38	Conference Board Description	Description value for the Conference Board Code Table. *Required only if a Code (field 37) is supplied.*	Limited to 75 characters. Example: Health and Human Services	(✔)
39	Auspices Code	Code value for the Auspices Code Table.	Limited to 20 characters. Example: GOV	
40	Auspices Description	Description value for the Auspices Code Table. *Required only if a Code (field 39) is supplied*	Limited to 75 characters. Example: Government	(✔)
41	A/P Vendor ID	Reserved for use with conversions from Blackbaud's Award.	Leave empty.	
42	Filler	For future use.	Leave empty.	
43	Organization User Table 1 Code	Code value for Organization user-defined Code Table 1.	Limited to 20 characters.	
44	Organization User Table 1 Description	Description value for Organization user-defined Code Table 1. *Required only if a Code (field 43) is supplied.*	Limited to 75 characters.	(✔)
45	Organization User Table 2 Code	Code value for Organization user-defined Code Table 2.	Limited to 20 characters.	
46	Organization User Table 2 Description	Description value for Organization user-defined Code Table 2. *Required only if a Code (field 45) is supplied.*	Limited to 75 characters.	(✔)
47	Organization User Table 3 Code	Code value for Organization user-defined Code Table 3.	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
48	Organization User Table 3 Description	Description value for Organization user-defined Code Table 3. *Required only if a Code (field 47) is supplied.*	Limited to 75 characters.	(✔)
49	Organization User Table 4 Code	Code value for Organization user-defined Code Table 4.	Limited to 20 characters.	
50	Organization User Table 4 Description	Description value for Organization user-defined Code Table 4. *Required only if a Code (field 49) is supplied.*	Limited to 75 characters.	(✔)
51	Organization User Table 5 Code	Code value for Organization user-defined Code Table 5.	Limited to 20 characters.	
52	Organization User Table 5 Description	Description value for Organization user-defined Code Table 5. *Required only if a Code (field 51) is supplied.*	Limited to 75 characters.	(✔)
53	Filler	For future use.	Leave empty.	
54	Filler	For future use.	Leave empty.	

Request Information

	Field Name	Description	GIFTS Format / Example	Req
55	Request Type Code	This field can contain one of the Request Information codes described in “Importing Type, Status, and Disposition Codes” on page 54.	If fields 55–58 are all blank, code “H” is the default. Example: G	
56	Request Type Description	Description of the value in the Request Type Code field. *Required only if the Request Type Code (field 55) does not contain one of the system-defined Request Information Codes.*	Limited to 75 characters. Example: Cash Grant	(✔)

	Field Name	Description	GIFTS Format / Example	Req
57	Request Status Description	Status for this Request. *Required only if the Request Type Code (field 55) does not contain one of the system-defined Request Information Codes.*	Limited to 75 characters. Example: Active Grant	(✔)
58	Request Disposition	Disposition for this Request. *Required only if the Request Type Code (field 55) does not contain one of the system-defined Request Information Codes.*	Must be one of the following: Approved, Pending, or Declined. Example: Approved	(✔)
59	Request ID	Value used as the ID for the Request record. *Required if you are importing Payments, Requirements or Activities for the Request.*	Limited to 20 characters. If omitted, GIFTS automatically assigns an ID.	(✔)
60	Reference Number	The reference number of the Request.	Limited to 20 characters.	
61	Fiscal Year	The fiscal year to which the grant belongs.	If not provided, this field is calculated for Approved Requests. Example: 2000	
62	Request Amount	Amount requested by the recipient Organization. *Required for Requests with a disposition of Pending or Declined.*	Limited to 12 digits, including decimal. Defaults to 0.00 if this field is left blank. Example: 300.00	
63	Grant Date	The award date of the grant. *Required for Requests with a disposition of Approved.*	Date format. Example: 08/25/2000	(✔)
64	Grant Amount	The *total* amount awarded for the grant. *Required for Requests with a disposition of Approved.*	Limited to 12 digits, including decimal. Defaults to 0.00 if this field is left blank. Example: 300.00	

	Field Name	Description	GIFTS Format / Example	Req
65	Grant Start Date	Start date of grant. If not provided, grant date is used. *This field is ignored if the Request disposition is Pending or Declined.* **Please Note:** This date is used along with the Grant End Date to calculate the Grant Term for the Request.	Date format. Example: 10/07/2000	
66	Grant End Date	End date of grant. If not provided, this is set to one year later than the start date. *This field is ignored if the Request disposition is Pending or Declined.* **Please Note:** This date is used along with the Grant Start Date to calculate the Grant Term for the Request.	Date format. Example: 10/07/2000	
67	Subdivision	The subdivision of the Organization submitting the Request.	Limited to 255 characters. Example: Education Department	
68	Declination Date	Date on which the Request was declined. *Required if the Request disposition is Declined.*	Date format. Example: 08/25/2000	(✔)
69	Declination Reason Code	The optional Code value for the Declination Reason Code Table.	Limited to 20 characters. Example: RES	
70	Declination Reason Description	The Description value for the Declination Reason Code Table. If the disposition of the imported Request is Declined and no value is supplied here, GIFTS inserts the default value of "Outside of Guidelines."	Limited to 75 characters. Example: Limited Resources	
71	Received Date	Date Request was received.	Date format. Example: 10/07/2000	✔
72	Board Meeting Date	Board meeting date.	Date format. Example: 10/07/2000	

	Field Name	Description	GIFTS Format / Example	Req
73	Project Title	A short project title for the Request. If no title is supplied, GIFTS leaves this field blank.	Limited to 255 characters. Example: Library Restoration Project	
74	Staff Code	Login ID of the staff member assigned to manage this Request. *Required if a Staff Description (field 75) has been supplied.*	Limited to 20 characters. Example: DB	(✔)
75	Staff Description	The description of the staff member assigned to this Request. This is usually his or her full name. *Required if a Staff Code (field 74) has been supplied.*	Limited to 50 characters. Example: Debra Billings	(✔)
76	Filler	For future use.	Leave empty.	
77	Filler	For future use.	Leave empty.	
78	Pledge Flag	Determines whether the Request is a pledge.	Yes, if Request is a pledge; No, if not. Defaults to No if this field is left blank. Example: No	
79	Recommended Amount	The recommended grant amount.	Limited to 12 digits, including a decimal. Example: 321.01	

Request Classification Codes

Important: If you are not familiar with GIFTS coding and the matching logic that the Import Module applies to coded fields, please refer to "Importing Coding Data" on page 11.

	Field Name	Description	GIFTS Format / Example	Req
80	Fund Code	Fund code used to classify the Request.	Limited to 20 characters. Example: COR	
81	Fund Description	Fund description. *Required if a Fund Code (field 80) has been supplied.*	Limited to 75 characters. Example: Corporation	(✔)

	Field Name	Description	GIFTS Format / Example	Req
82	Internal Program Code	Internal program code for the Request.	Limited to 20 characters. Example: PCI	
83	Internal Program Description	Internal program description. *Required if an Internal Program Code (field 82) has been supplied.*	Limited to 75 characters. Example: Prenatal Care Initiative	(✔)
84	Support Type Code	Support type code used to classify the Request.	Limited to 20 characters. Example: PS	
85	Support Type Description	Support type description. *Required if a Support Type Code (field 84) has been supplied.*	Limited to 75 characters. Example: Program Support	(✔)
86	Budget Committee Code	Budget committee code used to classify the Request.	Limited to 20 characters. Example: EVP	
87	Budget Committee Description	Budget committee description. *Required if a Budget Committee Code (field 86) has been supplied.*	Limited to 75 characters. Example: Executive VP	(✔)
88	Program Area Level 1 Code	Program area (Level 1) code used to classify the Request.	Limited to 20 characters. Example: EDU	
89	Program Area Level 1 Description	Program area (Level 1) description. *Required if a Program Area Level 1 Code (field 88) and/or a Program Area Level 2 Description (field 91) have been supplied.*	Limited to 75 characters. Example: Education	(✔)
90	Program Area Level 2 Code	Program area (Level 2) code used to classify the Request.	Limited to 20 characters. Example: HE	
91	Program Area Level 2 Description	Program area (Level 2) description. *Required if a Program Area Level 2 Code (field 90) and/or a Program Area Level 3 Description (field 93) have been supplied.*	Limited to 75 characters. Example: Higher Education	(✔)
92	Program Area Level 3 Code	Program area (Level 3) code used to classify the Request.	Limited to 20 characters. Example: AE	

	Field Name	Description	GIFTS Format / Example	Req
93	Program Area Level 3 Description	Program area (Level 3) description. *Required if a Program Area Level 3 Code (field 92) and/or a Program Area Level 4 Description (field 129) have been supplied.* **Please Note:** You can enter Level 4 and Level 5 Program Area codes in fields 128-131.	Limited to 75 characters. Example: Arts Education	(✔)
94	Gender Code	Gender code used to classify the Request.	Limited to 20 characters. Example: FO	
95	Gender Description	Gender description. *Required if a Gender Code (field 94) has been supplied.*	Limited to 75 characters. Example: Females Only	(✔)
96	Age Group Code	Age group code used to classify the Request.	Limited to 20 characters. Example: IF	
97	Age Group Description	Age group description. *Required if an Age Group Code (field 96) has been supplied.*	Limited to 75 characters. Example: Infants (0-5)	(✔)
98	Ethnicity Code	Ethnicity code used to classify the Request.	Limited to 20 characters. Example: POR	
99	Ethnicity Description	Ethnicity description. *Required if an Ethnicity Code (field 98) has been supplied.*	Limited to 75 characters. Example: Portuguese	(✔)
100	Population Served Code	Population code used to classify the Request.	Limited to 20 characters. Example: DV	
101	Population Served Description	Population served description. *Required if a Population Served Code (field 100) has been supplied.*	Limited to 75 characters. Example: Disaster Victims	(✔)
102	Geographical Area Level 1 Code	Geographical area (Level 1) code used to classify the Request.	Limited to 20 characters. Example: NA	

	Field Name	Description	GIFTS Format / Example	Req
103	Geographical Area Level 1 Description	Geographical area (Level 1) description. *Required if a Geographical Area Level 1 Code (field 102) and/or a Geographical Area Level 2 Description (field 105) have been supplied.*	Limited to 75 characters. Example: North America	(✔)
104	Geographical Area Level 2 Code	Geographical area (Level 2) used to classify the Request.	Limited to 20 characters. Example: USA	
105	Geographical Area Level 2 Description	Geographical area (Level 2) description. *Required if a Geographical Area Level 2 Code (field 104) and/or a Geographical Area Level 3 Description (field 107) have been supplied.*	Limited to 75 characters. Example: United States of America	(✔)
106	Geographical Area Level 3 Code	Geographical area (Level 3) code used to classify the Request.	Limited to 20 characters. Example: NE	
107	Geographical Area Level 3 Description	Geographical area (Level 3) description. *Required if a Geographical Area Level 3 Code (field 106) and/or a Geographical Area Level 4 Description (field 109) have been supplied.*	Limited to 75 characters. Example: Northeast	(✔)
108	Geographical Area - Level 4 Code	Geographical area (Level 4) code used to classify the Request.	Limited to 20 characters. Example: MAS	
109	Geographical Area Level 4 Description	Geographical area (Level 4) description. *Required if a Geographical Area Level 4 Code (field 108) and/or a Geographical Area Level 5 Description (field 111) have been supplied.*	Limited to 75 characters. Example: Mid-Atlantic States	(✔)
110	Geographical Area Level 5 Code	Geographical area (Level 5) code used to classify the Request.	Limited to 20 characters. Example: NJ	

	Field Name	Description	GIFTS Format / Example	Req
111	Geographical Area Level 5 Description	Geographical area (Level 5) description. *Required if a Geographical Area Level 5 Code (field 110) has been supplied.*	Limited to 75 characters. Example: New Jersey	(✔)
112	Filler	For future use.	Leave empty.	
113	Filler	For future use.	Leave empty.	
114	Request User Table Code 1	Request User Table 1 code.	Limited to 20 characters.	
115	Request User Table Description 1	Description of the Request User Table 1 code. *Required if a Request User Table Code 1 (field 114) has been supplied.*	Limited to 75 characters.	(✔)
116	Request User Table Code 2	Request User Table 2 code.	Limited to 20 characters.	
117	Request User Table Description 2	Description of the Request User Table 2 code. *Required if a Request User Table Code 2 (field 116) has been supplied.*	Limited to 75 characters.	(✔)
118	Request User Table Code 3	Request User Table 3 code.	Limited to 20 characters.	
119	Request User Table Description 3	Description of the Request User Table 3 code. *Required if a Request User Table Code 3 (field 118) has been supplied.*	Limited to 75 characters.	(✔)
120	Request User Table Code 4	Request User Table 4 code.	Limited to 20 characters.	
121	Request User Table Description 4	Description of the Request User Table 4 code. *Required if a Request User Table Code 4 (field 120) has been supplied.*	Limited to 75 characters.	(✔)
122	Request User Table Code 5	Request User Table 5 code.	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
123	Request User Table Description 5	Description of the Request User Table 5 code. *Required if a Request User Table Code 5 (field 122) has been supplied.*	Limited to 75 characters.	(✔)
124	Request User Table Code 6	Request User Table 6 code.	Limited to 20 characters.	
125	Request User Table Description 6	Description of the Request User Table 6 code. *Required if a Request User Table Code 6 (field 124) has been supplied.*	Limited to 75 characters.	(✔)
126	Request User Table Code 7	Request User Table 7 code.	Limited to 20 characters.	
127	Request User Table Description 7	Description of the Request User Table 7 code. *Required if a Request User Table Code 7 (field 126) has been supplied.*	Limited to 75 characters.	(✔)
128	Program Area Level 4 Code	Program area (Level 4) code used to classify the Request.	Limited to 20 characters.	
129	Program Area Level 4 Description	Program area (Level 4) description. *Required if a Program Area Level 4 Code (field 128) and/or a Program Area Level 5 Description (field 131) have been supplied.*	Limited to 75 characters.	(✔)
130	Program Area Level 5 Code	Program Area (Level 5) code used to classify the Request.	Limited to 20 characters.	
131	Program Area Level 5 Description	Program Area (Level 5) description. *Required if a Program Area Level 5 Code (field 130) has been supplied.*	Limited to 75 characters.	(✔)

Payments File Layout

This optional import file contains Payment information associated with the Requests in the Detailed Request import Master File. This file is used to create one or more Payments for each imported Request. If this file is not included, no Payments are created from the import.

Note: Payments can only be imported for Requests that are created by the same import. You must create Payments for existing Requests from within GIFTS.

This file does not use a header record—the appropriate summary information is contained in the header record of the Master File. Each line (record) in this file describes a single Payment.

Data Area Layout

	Field Name	Description	GIFTS Format / Example	Req
1	Request ID	Request ID of the associated Request. This Request must have been imported as part of the same Detailed Request import.	Limited to 20 characters. Example: 354	✔
2	Payment Amount	Amount of the Payment.	Limited to 12 digits, including decimal. Example: 500.00	✔
3	Payment Number	The number of the Payment in a series of Payments for the same Request.	An integer between one and 255. Example: 3	
4	Fund Code	Fund code used to classify this Payment.	Limited to 20 characters. Example: COR	
5	Fund Description	Description of the Fund code. *Required if a Fund Code (field 4) has been supplied.*	Limited to 75 characters. Example: Corporation	(✔)
6	Schedule Date	Date on which the Payment is (or was) scheduled to be paid.	Date format. Example: 10/07/2003	✔

	Field Name	Description	GIFTS Format / Example	Req
7	Paid Date	The date on which the Payment was paid. *Required if a Payment should have a status of Paid.*	Date format. Example: 10/07/2003	(✔)
8	Check Number	Payment check number (for paid Payments).	Limited to 20 characters. Example: 0034532	
9	Vendor Number of the Payee	The unique ID of the payee Organization, as represented in the source database. This information is used to populate the Vendor Number field in GIFTS and to determine if the payee Organization already exists in the GIFTS database, as described in "Organization Matching Logic" on page 45.	Alphanumeric, limited to 20 characters. Example: UWNY Example: 1002	✔
10	Payee Name	The name of the payee Organization.	Limited to 255 characters. Example: Sample Grantee	✔
11	Payment Type Code	The Payment Type code.	Limited to 20 characters. Example: CC	
12	Payment Type Description	Description of the Payment Type code. *Required if a Payment Type Code (field 11) has been supplied.*	Limited to 75 characters. Example: Charitable Contribution	(✔)
13	Notes	Any notes associated with the Payment.	Limited to 255 characters.	
14	Payment Budget Year	The Budget Year this Payment will tap. *If not supplied, this value is calculated using the Paid Date (field 7) and your fiscal year setup in the GIFTS Administrator preferences.*	Example: 2003	
15	G/L Account	The Code and Description of the Payment's General Ledger Account.	The Code and Description must be delimited by ASCII Character 253 (ý). Example: 3721ýEndowment	

	Field Name	Description	GIFTS Format / Example	Req
16	Payment Status	For details on the status of imported Payments, please refer to “Importing Payments” on page 51.	Any of the of the following literal values: Scheduled, Paid, Void, Hold, Canceled or Refund.	
17	Wire Transfer	Was this payment made by wire transfer?	YES or NO (literal) If field is blank, default is NO.	
18	Payment ID	Value used as the ID for the Payment record.	A positive integer no greater than 2,147,483,647. This number must not be the same as an existing Payment ID in GIFTS. If omitted, GIFTS assigns an ID.	
19	Payment Original ID	If this Payment is being created to void a paid Payment, enter the Payment ID of the original paid Payment into this field. To void the Payment, the Payment Amount (field 2) of this Payment should be a negative number that cancels out the amount of the Payment identified in this field. **Note:** The ID in this field must correspond with a paid Payment that resides in the GIFTS database before this Payment is imported.	Required if the Payment status is Void *and* the Payment Amount is negative.	(✔)

Activities File Layout

This optional import file can contain Grant Requirements, Activities, and external document information associated with the Requests in the Master File. The Request associated with each Activity must have been created by the same import.

This file does not affect the Default Grant Requirements, if any, that you can choose to apply to the imported Requests. For details on Default Grant Requirements, please refer to "Applying Default Requirements to Imported Requests" on page 50

This file does not use a header record—the appropriate summary information is contained in the header record of the Master File. Each line (record) in this file is used to create a single Activity record.

Data Area Layout

	Field Name	Description	GIFTS Format / Example	Req
1	Request ID	Request ID of the associated Request. The Request must have been created by this import.	Limited to 20 characters. Example: 354	✔
2	Schedule Date	Date on which the Requirement or Activity is scheduled	Date format. Example: 10/07/2003	✔
3	Done Date	Date on which the Requirement or Activity was completed. If no date is supplied here, the Requirement or Activity is marked as "Open."	Date format. Example: 10/07/2003	
4	Staff Code	The Login ID of the person responsible for this Requirement or Activity. *Required if a Staff Description (field 5) has been supplied.*	Limited to 20 characters. Example: DB	(✔)

	Field Name	Description	GIFTS Format / Example	Req
5	Staff Description	The description (usually his or her name) of the person responsible for this Requirement or Activity. *Required if a Staff Code (field 4) has been supplied.*	Limited to 50 characters. Example: Debra Billings	(✔)
6	Type Code	The optional Requirement Type or Activity Type code.	Limited to 20 characters. Example: FR	
7	Type Description	Description of the Requirement type or Activity type. *Required. Use "External Document" if this record includes a Document File Name (field 10).*	Limited to 75 characters. Example: Financial Report	✔
8	Notes	Any notes associated with this Requirement or Activity.	Limited to 255 characters.	
9	Filler	Reserved for MicroEdge use.	Leave empty.	
10	Document File Name	The file name and path for the external document associated with this Activity record. *This field should only be populated when the Type Description (field 7) is "External Document."*	Example: C:\StatusReps\applicant1.doc	(✔)

Background/Project Description File Layout

This optional import file contains background information for Organizations and/or long project descriptions for Requests included in the Detailed Request import Master File. The Organization associated with each background, and the Request associated with each project description, must have been created by the same import.

This file does not use a header record—the appropriate summary information is contained in the header record of the Master File. Each line (record) in this file describes a single Organization Background or Request Project Description (Long) field.

- If a record is found to contain a Vendor Number, the text is placed in the Organization Background field.
- If a record is found to contain a Request ID, the text is placed in the Request Project Description (Long) field.

	Field Name	Description	GIFTS Format / Example	Req
1	Request ID	Request ID of the associated Request. This Request must have been created by the same Detailed Request import. If provided, the text is imported as a Request Project Description (Long). *Required if the Vendor Number (field 2) is blank. If a Vendor Number is specified, this field must be blank.*	Limited to 20 characters. Example: 354	(✔)
2	Vendor Number	Vendor Number of the associated Organization. This Organization must have been created by the same Detailed Request import. *Required if the Request ID (field 1) is blank. If a Request ID is specified, this field must be blank.*	Limited to 20 characters. Example: 1002	(✔)

	Field Name	Description	GIFTS Format / Example	Req
3	Text Field (long)	Long text describing either the project associated with the Request *or* the Organization's background.	Limited to 2K (more than 255 characters).	✔

5 Detailed Matching Gifts Imports

The Detailed Matching Gifts import includes detailed information about matching gifts, their recipient Organizations, and Donors. This chapter describes the matching logic and other considerations involved in running a Detained Matching Gifts import. It also provides detailed information on the layout of Detailed Matching Gifts import files.

In This Chapter

About Detailed Matching Gifts Import Files.....**80**

Detailed Matching Gifts Matching Logic **82**

Request Import Options and Considerations.....**86**

Control File Layout **88**

Organizations File Layout **90**

Matches File Layout **95**

Donors File Layout.....**99**

Payments File Layout.....**103**

About Detailed Matching Gifts Import Files

The Detailed Matching Gifts import is used to populate Matching GIFTS with data from a legacy system. This import includes individual Matching Gift records, plus the Donor and recipient Organization information for each Matching Gift.

The import also groups approved gifts into batches and creates the appropriate Request (grant) and Payment records for each batch.

Tip: In general, imports do not change and/or update existing records in the GIFTS database. However, during the Detailed Matching Gifts import, a number of Organization fields are updated if they are blank in the database. For details about these exceptions, please refer to "Recipient Organization Matching Logic" on page 82.

About the Import File Set

The Detailed Matching Gifts import is made up of several files. These files must comply with the requirements detailed in "General Import File Requirements" on page 31.

- A *Control File* that includes summary information for the import.
- An *Organizations File* that contains information about each recipient Organization associated with a Matching Gift record in the import.
- A *Donors File* that contains information about each Donor associated with a Matching Gift record in the import.
- A *Matches File* that contains the information specific to each matching gift.
- A *Payments File* that contains information about Payments made to the recipient Organizations. This file is used to import information about Payments that have already been paid. In other words, it is used to import historical Payment information.

Import File Naming Conventions

To keep track of these files, we recommend that you create a system for naming them. For instance, you can start each file name with "MG" to indicate that it is a Detailed Matching Gifts import file, and follow this with the date of the import.

It is a good idea to use the same name for each file in the import, and add a unique extension to each file name. So, for instance, a group of Detailed Matching Gift import files could have the following names:

File	Extension	Sample Name
Control File	CTL	MG041703.CTL
Organization File	ORG	MG041703.ORG
Donor File	DON	MG041703.DON
Matches File	MTC	MG041703.MTC
Payment File	PMT	MG041703.PMT

Grouping Matches for Payment

When Matching Gifts are processed, the gifts for a particular period are grouped together by the recipient Organization so that a single check can be cut for that Organization for the period (regardless of the number of individual Donor gifts during that period). Payments are grouped using the Payment ID supplied in the import file.

After the Payments are grouped, they are verified against the Payment information included in the import file. The Payments are updated with any notes from the import file, and any discrepancies in the amount of the Payments are logged and reported in the process log created by the import.

Detailed Matching Gifts Matching Logic

This section describes the matching logic used by the Detailed Matching Gifts import to scan the following data:

- Recipient Organizations
- Donors
- Contacts
- Contact Affiliations

For information about the matching logic used for codes, please refer to "Code Matching Logic" on page 18.

Recipient Organization Matching Logic

Detailed Matching Gifts imports search for duplicate records by checking for a match between the Vendor Numbers of the Organizations in the import file and the Vendor Numbers of the Organizations in GIFTS. (In GIFTS, Vendor Numbers are displayed on the Background tab of each Organization record.)

If no exact match is found, a new Organization record is created and populated with the Organization information from the import file. If an exact match is found, no record is created and the Request created by the import is associated with the existing Organization.

When a matching Organization is found, GIFTS verifies that the existing Organization includes the following Employee Gifts information:

- FICE No.
- Accrediting Agent
- Employee GIFTS Class
- Matching Gifts Contact

All of these fields reside on the Emp GIFTS tab of the Organization record. If any of them is blank in the GIFTS database, it is populated with the data

from the import file. Note that these fields are only updated if they are blank—existing information is not changed.

Note: The same rule applies to the Organization Type codes for existing Organizations—if the Organization Type 1 and Organization Type 2 fields in the GIFTS Organization record are blank, they will be updated with the Type information from the import file.

Considerations If your Organization Vendor Numbers were not entered consistently, duplicate Organization records may be created where no exact match exists between the import file and your database.

Solution After the import, use the Administrator Module to merge duplicate Organizations. For details, please refer to the *GIFTS Administrator's Guide*.

Donor Matching Logic

GIFTS attempts to match Donor information in the import file with records in the database as follows:

1. Whenever you import Donor information, GIFTS first attempts to match the Donors based on their Social Security Number or Employee ID. If a match is found in this way, the existing Donor in GIFTS is updated with the information from the import file. In addition, if that person was found in the database as a Contact (part of the grant-tracking functions of GIFTS), the Contact record is updated to indicate that the individual is also a Donor.

   Important: Be sure to use unique values in the Social Security Number or Employee ID field of each Donor in order to avoid incorrect matches during the import.

2. If no match is found on Social Security Number or Employee ID, the system attempts to match the Donor by searching these four fields:

   - Last Name
   - First Name
   - Middle Name

- Date of Birth

If an exact match is found on *all four of these fields*, and the person is specifically listed in the database as a Donor, the existing record in GIFTS is updated with the information from the import file.

3. If no match is found, or if a match is found on Last Name, First Name, Middle Name, and Date of Birth but the person has been entered into GIFTS as a Contact and not a Donor, a new Donor record is created.

Contact Matching Logic

The following logic is used to match Contacts included in Detailed Matching Gifts import files. Remember, Contacts are persons related to the recipient Organization (as opposed to Donors, who are employees of your company).

- If a match is found for a recipient Organization that already has a Matching Gifts Contact, the Contact in the import file is compared with the Organization's Matching Gifts Contact using the Last Name, First Name, and Middle Name fields.
  - If there is an exact match *on all three fields* (or if there is no Contact in the import file), the Contact is not imported. The existing Matching Gifts Contact is assigned as the Primary Contact for the Request that is created by the import.
  - If there is not an exact match, a new Contact record is created from the import file. This Contact is *not* assigned as the Matching Gifts Contact for the Organization (the existing Matching Gifts Contact remains unchanged). However, the imported Contact is assigned as the Primary Contact for the Request that is created by the import.
- If a match is found for a recipient Organization that does not have a Matching Gifts Contact, a new Contact is created from the import file and assigned as the Matching Gifts Contact for the Organization. The imported Contact is also assigned as the Primary Contact for the Request that is created by the import.

Note on Affiliations

Affiliations are records that link Contacts to Organizations and Requests. Data imports may create new Affiliation records, even when there is no need to create a new Contact record. The Detailed Matching Gifts Import creates Affiliations when:

- ✔ A newly created Contact is assigned as the Matching Gifts Contact for an Organization.
- ✔ A new or existing Contact is assigned as the Primary Contact for an imported Request.
- ✔ A new or existing Organization is assigned as the Primary Organization for a newly created Contact.

Request Import Options and Considerations

The following options and considerations apply to Request imports:

- "Request Coding"
- "Applying Default Requirements to Imported Requests"
- "Resolving Imported Payments Against the Budget"

Request Coding

Coding is used in GIFTS to classify Requests for searching and reporting purposes. To minimize the chances of incorrectly coding your imported Requests, it is important to familiarize yourself with the basic GIFTS coding structure before you import data. For general coding information and details on coding considerations for data imports, please refer to "Importing Coding Data" on page 11.

Applying Default Requirements to Imported Requests

If your administrator has established Default Grant Requirements for a Request type, you will need to decide whether or not these Requirements should be attached to imported Requests of the same type. Once you have verified your import files, a check box labeled "Create scheduled requirements when creating request records" will be available on the Options tab of the Import form.

Tip: If you are populating the GIFTS database with historical data, you should choose *not* to create these Requirements.

Resolving Imported Payments Against the Budget

If you are using the GIFTS Budget Module, you will be prompted to resolve imported Payments against your Budget when you run a Detailed Matching Gifts import. You must have a Reserve Fund with a sufficient available balance, or have a budget that allows Reserve Funds to carry a negative balance. For detailed information on resolving Payments against a budget, please refer to the *Budget Module User's Guide*.

Control File Layout

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)" may be required, depending upon the value in a related field or fields.

	Field Name	Description	GIFTS Format / Example	Req
1	File Type	Literal field that indicates to GIFTS that this is an import file.	Enter the following (literal): GFW_IMPORT_FILE	✔
2	Import Type	Literal field that indicates the type of import to GIFTS.	Enter the following (literal): MG_INITIAL_DETAIL	✔
3	Import Description	A description of the import to be displayed on the History tab of the GIFTS Import Module.	Limited to 255 characters. Example: Our Matching Gift Program	✔
4	Import Date	The date that this import was created.	Date format. Example: 08/25/2003	✔
5	Import Time	The time this import was created	24-hour time format. Example: 20:00	✔
6	Match File Record Count	Total number of Matching Gifts to be imported.	Limited to five digits. Example: 10000	✔
7	Total Match Batch Gift Amount	Total gift amount to be imported. Please note only award amounts will be totaled.	Limited to 12 digits, including decimal. Example: 300000.00	✔
8	Organization File Record Count	Number of records in the Organization file. *Required when new Organization records are being imported.*	Limited to five digits. Example: 10000	✔
9	Donor File Record Count	Number of records in the Donor File. *Required when new Donors are being imported.*	Limited to five digits. Example: 10000	✔
10	Payment File Record Count	Number of records in the Payments File.	Required if matches are to be paid or refunded. Limited to five digits. Example: 10000	✔

	Field Name	Description	GIFTS Format / Example	Req
11	Payment File Payment Total Amount	Sum of Payment Amount (field 2) in the Payments File.	Required if supplying a Payments File. Limited to 12 digits, including decimal. Example: 300000.00	✔

Organizations File Layout

Recipient Information:

	Field Name	Description	GIFTS Format / Example	Req
1	Vendor Number	The unique ID of the recipient Organization, as represented in the source database. This field is used by the Organization matching logic of the import. It is also used to populate the Vendor Number field in GIFTS.	Alphanumeric, limited to 20 characters. Example: UWSJ Example: 1002	✔
2	Name	The name of the recipient Organization.	Limited to 255 characters. Example: United Way of San Jose	✔
3	AKA Name	An alternate name by which this recipient may be referred. *If not supplied, recipient A.K.A. is the same as Name (field 2).*	Limited to 255 characters.	
4	Legal Name	The legal name of this Organization. *If not supplied, Legal Name is the same as Name (field 2).*	Limited to 255 characters.	
5	Sort Name	The preferred sort order of this Organization. (Typically, with words such as “The” and “A” moved to the end of the name.) *If not supplied, Sort Name is calculated based on the same logic as applied in GIFTS.*	Limited to 255 characters.	
6	Address 1	The first line of the Organization’s address.	The combined size of all address lines (1,2,3) must not exceed 255 characters. Example: 123 N. Main St.	
7	Address 2	The second line of the Organization’s address.	Example: Floor 10	

	Field Name	Description	GIFTS Format / Example	Req
8	Address 3	The third line of the Organization's address.	Example: Suite 405	
9	City	The city where the Organization resides.	Limited to 50 characters.	
10	State	The state, province, or county where the Organization resides.	Limited to 20 characters.	
11	Postal Code	The postal code where the Organization resides.	Limited to 20 characters.	
12	Country	The country where the Organization resides.	Limited to 50 characters.	
13	Phone	The phone number for the Organization.	Limited to 30 characters. Format as desired. Example: (304) 421-9200	
14	Extension	The phone extension for the Organization.	Limited to 30 characters. Example: 250	
15	Fax Number	The fax number for the Organization.	Limited to 30 characters. Format as desired. Example: (304) 421-9243	
16	E-mail Address	The e-mail address for the Organization.	Limited to 75 characters. Example: info@microedge.com	
17	WWW Address	The World Wide Web address for the Organization.	Limited to 75 characters. Example: www.microedge.com	
18	Organization Class Description	A class description for the Organization.	Limited to 255 characters.	
19	Tax ID	The Tax ID number of the Organization. This field is used by the Organization matching logic of the import. The Tax ID should be supplied if it is available.	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
20	Tax Status Description	Description of tax status.	Limited to 255 characters. Example: 501(c)3	
21	Tax Status Date	Tax Status Date affiliated with the tax status description.	Date format. Example: 03/01/2000	
22	Tax Notes	Other IRS information.	Limited to 255 characters.	
23	FICE No	Organization education institute file number (FICE).	Limited to 20 characters.	
24	Accrediting Agent	Organization accrediting agent.	Limited to 50 characters.	
25	Filler	For future use.	Leave empty.	
26	United Way Flag	Organization United Way flag (Yes or No).	Yes or No (literal). Defaults to "No." Example: No	
27	Hold GIFTS	If an Organization is on hold (Hold GIFTS = Yes), matches cannot be approved.	Yes or No (literal). Defaults to "No." Example: No	
28	Hold GIFTS Remarks	Reason matches cannot be approved for the Organization. *Available only if the Hold GIFTS field is "Yes."*	Limited to 255 characters.	
29	Background	A long text field for entering information about the background of the Organization.	Limited to 64,000 characters.	
30	Merge to Organization Vendor Number	Not in use.	Leave empty.	
31	Filler	For future use.	Leave empty.	
32	Filler	For future use.	Leave empty.	

Recipient Matching Gifts Contact Information:

	Field Name	Description	GIFTS Format / Example	Req
33	Contact Last Name	The last name of the Matching Gifts Contact, if any. *Required if you choose to create a Contact record. If you leave this field blank, leave fields 34–41 blank too.*	Limited to 50 characters. Example: Smith	(✔)
34	Contact First Name	The first name of the Matching Gifts Contact.	Limited to 50 characters. Example: Jane	
35	Contact Middle Name	The middle name of the Matching Gifts Contact.	Limited to 50 characters. Example: Marie	
36	Contact Title	The title of the Matching Gifts Contact.	Limited to 100 characters. Example: Director	
37	Contact Salutation	The salutation of the Matching Gifts Contact.	Limited to 100 characters. Example: Dear Sir	
38	Contact Prefix	The Contact's name prefix.	Limited to 50 characters. Example: Dr.	
39	Contact Suffix	The Contact's name suffix.	Limited to 50 characters. Example: Jr.	
40	Filler	For future use.	Leave empty.	
41	Filler	For future use.	Leave empty.	

Recipient Classifications:

	Field Name	Description	GIFTS Format / Example	Req
42	Organization Type Level 1 Description	Description value for Level 1 of the Organization Type Code Table.	Limited to 255 characters. Example: Education	
43	Organization Type Level 2 Description	Description value for Level 2of the Organization Type Code Table. *This field may only be populated if a Level 1 Description (field 42) is supplied.*	Limited to 255 characters. Example: Preschool	

	Field Name	Description	GIFTS Format / Example	Req
44	Filler	For future use.	Leave empty.	
45	Filler	For future use.	Leave empty.	

Matches File Layout

	Field Name	Description	GIFTS Format / Example	Req
1	Filler	For future use.	Leave empty.	
2	Vendor Number	The unique ID of the recipient Organization, as represented in the source database. This field is used by the Organization matching logic of the import. It is also used to populate the Vendor Number field in GIFTS.	Alphanumeric, limited to 20 characters. Example: UWSJ Example: 1002	✔
3	SSN	The Social Security number of the Donor. (The logic used to determine Donor matches is described in "Donor Matching Logic" on page 83.) *Required if an Employee ID (field 4) has not been supplied.*	Limited to 20 characters. Example: 253-32-8022	(✔)
4	Employee ID	The employee number of the Donor. (The logic used to determine Donor matches is described in "Donor Matching Logic" on page 83.) *Required if a SSN (field 3) has not been supplied.*	Limited to 20 characters. Example: 253-22447	(✔)
5	Filler	For future use.	Leave empty.	
6	Gift Date	Date gift was given by Donor.	Date format. Example: 12/25/2003	✔
7	Purpose / Description	A description of the match.	Limited to 255 characters.	
8	Gift Amount	Amount of the gift given to the Organization by the Donor.	Limited to 12 digits, including decimal. Example: 200.00	✔
9	Received Date	Date the gift was received in the office.	Date format. Example: 02/11/2003	✔

	Field Name	Description	GIFTS Format / Example	Req
10	Disposition	The disposition of the Matching Gift (Approved, Declined, or Pending).	Must be 'Approved,' 'Declined,' or 'Pending' (literal). Example: Approved	✔
11	Disposition Date	Date on which the disposition was set.	Date format. Example: 03/23/2003	✔
12	Match Amount	Amount of the gift that will be matched by the company. *If not supplied, this field defaults to the Gift Amount (field 8).*	Limited to 12 digits, including decimal. Example: 200.00	
13	Award Amount	Award amount of the Matching Gift. (The amount of the Matching Gift that will actually be paid to the recipient Organization.) *Required for pending and approved Matching Gifts, and optional for declined Matching Gifts. If not supplied, this field is set to zero.*	Limited to 12 digits, including decimal. Example: 200.00	✔
14	Bonus Amount	Amount in addition to the match amount to be awarded. *If supplied, this amount is indicated in the Manual Award Remarks field of the Matching Gift record in GIFTS.*	Limited to 12 digits, including decimal. Example: 200.00	
15	Gift Year	The year from which the funds are taken (for tracking annual limits).	Date format. Example: 2003	✔
16	Period Description	Description of the period of the Matching Gifts being brought in. Gifts are grouped by this description (along with the payment year) when creating Requests and Payments.	Limited to 50 characters.	
17	Gift Type Description	Description of the Matching Gift, to be used as a code value in GIFTS.	Limited to 255 characters.	✔
18	Hold Reason Description	Description of the hold reason.	Limited to 255 characters.	

	Field Name	Description	GIFTS Format / Example	Req
19	Hold Remarks	Comments indicating why a match may be on hold. *Required only if a Hold Reason Description (field 18) has been supplied.*	Limited to 255 characters.	
20	Payment ID	The ID of the Payment in the Payments File that is used to pay the Matching Gift (which must have a disposition of Approved in order to be paid). *Required only if supplying a Payments File.*	Numerical, from 1–2,147,483,647.	✔
21	Division Description	The division to which this Matching Gift should be assigned. The division is stored in the Matching Gift record so that historical reports remain accurate even if the Donor's division changes over time. *If not supplied, the match is assigned to its Donor's division (field 10, Donors file).*	Limited to 255 characters.	
22	Organization Class Description	The organization class to which this Matching Gift should be assigned. This is stored in the Matching Gift record so that historical reports remain accurate, even if the Organization's class changes over time. *If not supplied, the match is assigned to the recipient Organization's class (field 18, Organizations file).*	Limited to 255 characters.	

	Field Name	Description	GIFTS Format / Example	Req
23	Donor Class Description	The donor class to which this Matching Gift should be assigned. This is stored with the Matching Gift record so that historical reports remain accurate, even if the Donor's class changes over time. *If not supplied, the match is assigned to the recipient Donor's class (field 12, Donors file).*	Limited to 255 characters.	
24	Matches / Spouse Flag	Indicates whether the spouse of an employee made the donation.	Yes or No (literal). Defaults to "No." Example: No	
25	Filler	For future use.	Leave empty.	
26	Filler	For future use.	Leave empty.	
27	Filler	For future use.	Leave empty.	
28	Filler	For future use.	Leave empty.	
29	Filler	For future use.	Leave empty.	
30	Filler	For future use.	Leave empty.	

Donors File Layout

Note: If you are using the GIFTS Branch Security Module, the Donor import does not create new codes for Donor Branch/Division. If the verification process finds Donor Branch/Division codes in the import file that do not already exist in the database, GIFTS requires that you add the codes before proceeding. This design ensures that you do not compromise the security of your data by inadvertently creating new branches in GIFTS. For details on setting up new branches, please refer to the *GIFTS Administrator's Guide*.

	Field Name	Description	GIFTS Format / Example	Req
1	SSN	The Social Security number of the Donor. The logic used to determine Donor matches is described in "Donor Matching Logic" on page 83. *Required only if the Employee ID (field 2) is not specified.*	Limited to 20 characters. Example: 132-31-9304	✔
2	Employee ID	The employee number of the Donor. The logic used to determine Donor matches is described in "Donor Matching Logic" on page 83. *Required only if the SSN (field 1) is not specified.*	Limited to 20 characters.	✔
3	Last Name	The last name of the Donor.	Limited to 50 characters.	✔
4	First Name	The first name of the Donor.	Limited to 50 characters.	
5	Middle Name	The middle name of the Donor.	Limited to 50 characters.	
6	Salutation	The salutation of the Donor.	Limited to 100 characters. Example: Dear Sir	
7	Title Position	Position/Title of the Donor.	Limited to 100 characters.	
8	Prefix	The Donor's name prefix.	Limited to 50 characters. Example: Dr.	
9	Suffix	The Donor's name suffix.	Limited to 50 characters. Example: Jr.	
10	Division Description	Description of this Donor's division.	Limited to 255 characters.	

	Field Name	Description	GIFTS Format / Example	Req
11	Department	Department of the Donor.	Limited to 30 characters.	
12	Donor Class Description	Description of the Donor's class.	Limited to 255 characters.	
13	Date of Birth	Donor's date of birth.	Date format. Example: 05/14/1948	
14	Notes	Comments regarding the Donor.	Limited to 255 characters.	
15	Start Date	The date the Donor was hired.	Date format. Example: 09/04/1988	
16	Termination Date	The date the Donor was terminated, or that they became ineligible to participate in the Matching Gifts program.	Date format. Example: 08/25/2000	
17	Retire Date	The date the Donor retired.	Date format. Example: 05/14/1997	
18	Death Date	The date the Donor died.	Date format. Example: 08/25/1996	
19	Spouse Name	The complete name of the Donor's spouse as it should appear in reports and correspondence.	Limited to 50 characters.	
20	Home Address 1	The first line of the Donor's address.	The combined size of all address lines (1,2,3) must not exceed 255 characters. Example: 123 N. Main St.	
21	Home Address 2	The second line of the Donor's address.	Example: Apt. 10B	
22	Home Address 3	The third line of the Donor's address.		
23	Home City	The city where the Donor resides.	Limited to 50 characters.	
24	Home State	The state, province, or county where the Donor resides.	Limited to 20 characters.	
25	Home Postal Code	The postal code where the Donor resides.	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
26	Home Country	The country where the Donor resides.	Limited to 50 characters.	
27	Home Phone	The phone number of the Donor.	Limited to 30 characters. Format as desired. Example: (304) 421-9225	
28	Home Fax	The fax number for the Donor's home.	Limited to 30 characters. Format as desired. Example: (304) 421-9243	
29	Business Address 1	The first line of the Donor's business address.	The combined size of the address fields (1,2, and 3) must not exceed 255 characters.	
30	Business Address 2	The second line of the Donor's business address.	Example: Floor 10	
31	Business Address 3	The third line of the Donor's business address.	Example: Suite 405	
32	Business City	The city where the Donor's business resides.	Limited to 50 characters. Example: New York	
33	Business State	The state, province, or county where the Donor's business resides.	Limited to 20 characters. Example: NY	
34	Business Postal Code	The postal code where the Donor's business resides.	Limited to 20 characters. Example: 10019	
35	Business Country	The country where the Donor's business resides.	Limited to 50 characters. Example: USA	
36	Business Phone	The phone number of the Donor's business.	Limited to 30 characters. Format as desired. Example: (615) 254-1172	
37	Business Phone Extension	The phone extension for the Donor's business.	Limited to 30 characters. Example: 250	
38	Business Fax	The fax number for the Donor's business.	Limited to 30 characters. Format as desired. Example: (615) 254-1170	

	Field Name	Description	GIFTS Format / Example	Req
39	Hold GIFTS	If a Donor is on hold, matches entered for the Donor cannot be approved.	Yes or No (literal). Defaults to "No." Example: No	
40	Hold GIFTS Remarks	Reason the Donor may not have matches approved. *Available only if the Hold GIFTS value (field 39) is "Yes."*	Limited to 255 characters.	
41	Merge to Donor ID	Not in use.	Leave empty.	
42	VIP Flag	Indicates whether the Donor is a VIP.	Yes or No (literal). Defaults to "No." Example: No	
43	Filler	For future use.	Leave empty.	
44	Filler	For future use.	Leave empty.	
45	Filler	For future use.	Leave empty.	
46	Filler	For future use.	Leave empty.	
47	Filler	For future use.	Leave empty.	
48	Filler	For future use.	Leave empty.	
49	Filler	For future use.	Leave empty.	

Payments File Layout

	Field Name	Description	GIFTS Format / Example	Req
1	Payment / External ID	Associates the Payment with the appropriate Matching Gift. *This ID should be found in field 20 of the appropriate Matching Gifts records.*	Numerical, from 1–2,147,483,647.	✔
2	Payment / Amount	Amount of the Payment. *The Payment Amount is used to determine the Payment Status, as follows:* ❖ *The Payment's status is Paid if the amount is positive.* ❖ *The Payment's status is Refund if the amount is negative.* ❖ *No Payment is created if the amount is zero.*	Limited to 12 digits, including decimal. Example: 2000.00	✔
3	Payment / Fiscal Year	The fiscal year from which the Payment is paid. If not supplied, the fiscal year is calculated from the Payment Date (field 4).	Date format. Example: 2003	
4	Payment / Payment Date	The date the Payment was paid.	Date format. Example: 08/01/2003	✔
5	Payment / Check Number	The check number of the Payment.	Limited to 20 characters. Example: 003823	
6	Payment / Notes	Any comments about the Payment.	Limited to 255 characters. Example: Delivered by messenger.	
7	Filler	For future use.	Leave empty.	
8	Filler	For future use.	Leave empty.	
9	Filler	For future use.	Leave empty.	
10	Filler	For future use.	Leave empty.	

	Field Name	Description	GIFTS Format / Example	Req
11	Filler	For future use.	Leave empty.	
12	Filler	For future use.	Leave empty.	

6 Grant Summary Imports

This chapter describes the matching logic and other considerations involved in running a Grant Summary import. It also provides detailed information on the layout of Grant Summary import files.

In This Chapter

About Grant Summary Import Files **106**

Organization Matching Logic **107**

Contact Matching Logic **111**

Request Import Options and Considerations **112**

Grant Summary Import File Layout **114**

About Grant Summary Import Files

This import is used to import summary information about grants, including information about the grantee Organization and a single Payment. Note that only one Payment can be associated with each imported Request, and all Requests are imported with a disposition of Approved.

During the import, you can resolve the imported Payments against a single Line Item in your budget, or create a separate Line Item for each Payment.

The import file is a single file that consists of a single header record followed by a data record for each grant that you wish to import. This file must comply with the requirements detailed in "General Import Requirements" on page 1.

Organization Matching Logic

The Grant Summary import allows you to determine how aggressively you want GIFTS to search for duplicate Organization records. There are two matching logic options available on the Import form that you use to initiate your imports. The option you choose may affect the way you create your import file and the nature of the information that you include within it. We recommend that you take the time to understand this process before you create your import files.

The two options are:

- Match on Vendor Number only
- Match on Vendor Number, Tax ID, Name, State and Postal Code

Match on Vendor Number Only

With this approach, GIFTS searches for matches between the Vendor Numbers in your database and the Vendor Numbers specified in the import file. (In GIFTS, Vendor Numbers are displayed on the Background tab of each Organization record.)

The matching possibilities are as follows:

- If no exact match is found in the GIFTS database for a Vendor Number in the import file, a new Organization record is created and populated with the information from the import file.
- If an exact match is found for one Organization in GIFTS, no record is created and—if you are importing a Request—the Request is associated with the existing Organization.
- If an exact match is found for more than one Organization in GIFTS, no record is created and the discrepancy is noted in the process log for the import. If you are importing a Request, the Request is associated with the *first* matching Organization found by the import.

Considerations If your Organization Vendor Numbers were not entered consistently, duplicate Organization records may be created where no exact match is found between the import file and your database.

Solution After the import, use the Administrator Module to merge duplicate Organizations. Note that this can be time-consuming if many duplicates were created by the import.

Match on Vendor No., Tax ID, Name, State, and Postal Code

With this approach, GIFTS makes several attempts to match the Organization in the import file with an Organization in your GIFTS database. Note that the State field may also be known as County or Province, as determined by the Regional Settings control panel of Microsoft® Windows.®

The matching logic is as follows:

1. Does the Vendor Number in the import file match the Vendor Number of an Organization in GIFTS?
   - If there is no match, proceed to Question #2.
   - If the Vendor Number matches a single Organization record in GIFTS, the Organization information is not imported.
   - If the Vendor Number matches more than one Organization in GIFTS, GIFTS checks the Tax ID, Name, State, and Postal Code fields of all potential matches to ensure that the correct match is made. Note that the scenarios in the following table only apply to the group of GIFTS Organizations identified as potential matches based on the Vendor Number.

If...	Then...
the Tax ID, Name, State, and Postal Code of a GIFTS Organization *all* match the corresponding fields of the import file	There is a correct match and the Organization is not imported.
the Tax ID of a GIFTS Organization is blank, but the Name, State, and Postal Code all match the import file	There is a correct match and the Organization is not imported.

If...	Then...
the Tax ID of a GIFTS Organization *does not* match the import file	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.
the Tax ID of a GIFTS Organization *does* match the import file, but either the Name, State, or Postal Code doesn't match	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.

2 Does the Tax ID in the import file match the Tax ID of an Organization in GIFTS?

If...	Then...
the answer is "no"	Proceed to #3.
the Tax ID is blank in the import file	Proceed to #3.
the answer is "yes" and the GIFTS Organization does not have a Vendor Number	Proceed to #3.
the answer is "yes" and the GIFTS Organization has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.

3 Do the Name, State, and Postal Code of the import file match the corresponding fields of an Organization in GIFTS? (Note that all three fields must match.)

If...	Then...
the answer is "no"	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match *does not* have a Vendor Number	There is a correct match and the Organization is not imported.

Considerations If an incorrect match is found, an imported Request can be associated with the wrong Organization and the correct Organization record would not be created.

Solution Use the process log at the end of the import to identify Organizations that were not imported due to matches with existing GIFTS records. Manually enter the Organizations that were matched incorrectly, and transfer the incorrectly assigned Requests to the appropriate Organizations.

Contact Matching Logic

The following logic is used to match Contacts included in the Grant Summary import. This import can include a Primary Contact with each imported Request or Organization.

Important: The Contact matching logic discussed in this section only applies to the Grant Summary import. For Contact matching logic applied to another type of import, please refer to the chapter in this manual that deals with the appropriate import type.

When Organizations Match

If an imported Organization matches an existing GIFTS Organization, and both records contain a Primary Contact, GIFTS attempts to match the Contact information based on the last name, first name, and middle name of the Contact.

- If there is an exact match on all fields, the Contact is not imported and the Request is assigned to the Primary Contact from the existing Organization.
- If there is not an exact match on all fields, a new Contact record is created with data from the import file. A Request Primary Contact Affiliation identifies this person as the Primary Contact for the Request (the Primary Contact for the existing Organization is not altered).

  Important: Multiple records for the same Contact may be created by this process, since GIFTS does not attempt to match the Primary Contact of a Request with the Primary Contact of another Request for that same Organization.

When Organizations Don't Match

If the imported Organization *does not* match any existing Organization, a new Organization record is created from the import file. A Contact record is also created from the import file and assigned as the Primary Contact to both the Organization and the Request. There is no attempt to search for an existing Contact.

Request Import Options and Considerations

The following options and considerations apply to the Grant Summary import:

- "Request Coding"
- "Applying Default Requirements to Imported Requests"
- "Resolving Imported Payments Against the Budget"

Request Coding

Coding is used in GIFTS to classify Requests for searching and reporting purposes. To minimize the chances of incorrectly coding your imported Requests, it is important to familiarize yourself with the basic GIFTS coding structure before you import data. For general coding information and details on coding considerations for data imports, please refer to "Importing Coding Data" on page 11.

Applying Default Requirements to Imported Requests

If your administrator has established Default Grant Requirements for a Request type, you will need to decide whether or not these Requirements should be attached to imported Requests of the same type. Once you have verified your import files, a check box labeled "Create scheduled requirements when creating request records" will be available on the Options tab of the Import form.

Tip: If you are populating the GIFTS database with historical data, you should choose *not* to create these Requirements.

Resolving Imported Payments Against the Budget

If you are using the GIFTS Budget Module, you will be prompted to resolve imported Payments against your Budget when you run a Grant Summary import. You must have a Reserve Fund with a sufficient available balance, or have a budget that allows Reserve Funds to carry a negative balance. For detailed information on resolving Payments against a budget, please refer to the *Budget Module User's Guide*.

Grant Summary Import File Layout

The Grant Summary Import File contains a set of fields that are used to populate the GIFTS database with information about grants, including information on recipient Organizations and Payments.

Header Record Layout

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)" may be required, depending upon the value in a related field or fields.

	Field Name	Description	GIFTS Format / Example	Req
1	File Type	Indicates to GIFTS that this is an import file. If the text "GFW_IMPORT_FILE" is not in this field, GIFTS will not recognize the file as a valid import file.	Fixed characters (literal): GFW_IMPORT_FILE	✔
2	Import Type	Indicates the type of import file to GIFTS. Without this information, GIFTS cannot determine what type of import to run.	Fixed characters (literal): GEN	✔
3	Import Description	A description of the import. This field is the default Project Title for all Requests that do not specify a Project Title (field 24, Data Record).	Limited to 255 characters.	✔
4	Import Date	The date that this import was created.	Date format. Example: 08/25/2003	✔
5	Import Time	The time that this import was created	24-hour time format. Example: 20:00	✔
6	Total Batch Amount	Total grant amount to be imported.	Limited to 12 digits, including decimal. Example: 300000.00	✔
7	Total Number of Requests	Total number of Requests (grants) to be imported.	Limited to 5 digits. Example: 1290	✔

Data Record Layout

Each data record should include the import data for a single grant, which consists of the following fields.

	Field Name	Description	GIFTS Format / Example	Req
1	Vendor Number	The unique ID of the Organization from the source database. This field is used by the Organization matching logic of the import. It is also used to populate the Vendor Number field in GIFTS.	Alphanumeric, limited to 20 characters. Example: UWNY Example: 1002	✔
2	Organization Name	The name of the Organization	Limited to 255 characters. Example: United Way of New York	✔
3	Organization A.K.A.	An alternate name that may be used to refer to this Organization. *If not supplied, Organization A.K.A. name is the same as Organization Name (field 2).*	Limited to 255 characters.	
4	Organization Address 1	The first line of the Organization's address.	Limited to 100 characters.	
5	Organization Address 2	The second line of the Organization's address.	Limited to 100 characters.	
6	Organization City	The city where the Organization is located.	Limited to 50 characters.	
7	Organization State	The state, province, or county where the Organization is located.	Limited to 20 characters.	
8	Organization Postal Code	The postal (or ZIP) code where the Organization is located.	Limited to 20 characters.	
9	Organization Country	The country where the Organization is located.	Limited to 50 characters.	

	Field Name	Description	GIFTS Format / Example	Req
10	Contact Last Name	The last name of the Organization's Primary Contact. (Contact information is optional.) *Required if any of the other Contact Name fields (fields 11–12) are populated.*	Limited to 50 characters.	(✔)
11	Contact First Name	The first name of the Organization's Primary Contact.	Limited to 50 characters.	
12	Contact Middle Name	The middle name of the Organization's Primary Contact.	Limited to 50 characters.	
13	Organization Contact Title	The title of the Contact at their Primary Organization.	Limited to 100 characters.	
14	Contact Salutation	The salutation of the Contact.	Limited to 100 characters. Example: Dear Sir	
15	Organization Type 1	Description for the Organization Type Level 1 code. *Required if Organization Type 2 (field 16) is specified. If this description is not found in GIFTS, it is created during the import.*	Limited to 75 characters. Example: Government	(✔)
16	Organization Type 2	Description for the Organization Type Level 2 code. *If this description is not found in GIFTS, it is created during the import.*	Limited to 75 characters. Example: Social Services	
17	Filler	Reserved for system use.	Leave empty.	
18	Tax ID	The tax ID number of the Organization. This field can be used to match against a pre-existing Organization in GIFTS, as described in "Organization Matching Logic" on page 107.	Limited to 20 characters.	
19	Grant Date	The award date of the grant.	Date format. Example: 08/25/1998	✔

	Field Name	Description	GIFTS Format / Example	Req
20	Grant Amount	The *total* amount of the grant.	Limited to 12 digits, including decimal. Example: 300.00	✔
21	Payment Date	The actual date the grant was paid. *If this date is not supplied, the Grant Date (field 19) is used as the Payment Date.*	Date format. Example: 08/25/1998	
22	Filler	Reserved for system use.	Leave empty.	
23	Filler	Reserved for system use.	Leave empty.	
24	Project Title	The Project Title for the grant. *If this field is blank, the text in the Import Description field (field 3, Header Record) is used as the Project Title.*	Limited to 255 characters. Example: Library Restoration Project	
25	Filler	Reserved for system use.	Leave empty.	
26	Program Area	Description for the Program Area Level 1 code. *If this description is not found in GIFTS, it is created during the import.*	Limited to 75 characters. Example: Education	
27	Fund Donor	Description for the Fund code. *If this description is not found in GIFTS, it is created during the import.*	Limited to 75 characters. Example: Corporation	
28	Payment Type	Description for the Payment Type code for the imported Request's Payment. *If this Description is not found in GIFTS, it is created during the import.*	Limited to 75 characters. Example: Charitable	

7 Organization Imports

This chapter describes the matching logic and other considerations involved in running an Organization import. It also provides detailed information on the layout of Organization import files.

In This Chapter

About Organization Import Files **120**

Organization Matching Logic **121**

Importing Contacts **125**

Import File Layout **126**

About Organization Import Files

Organization imports can include detailed information about grantee Organizations. Each imported record can include the Organization's Vendor Number, name, address, Primary Contact, Tax ID, telephone number and extension, fax number, e-mail address, and Web site address.

The import file is a single file that consists of a single header record followed by a data record for each Organization that you wish to import. This file must comply with the requirements detailed in "General Import File Requirements" on page 31.

Organization Matching Logic

The Detailed Request import allows you to determine how aggressive you wish GIFTS to be when searching for duplicate Organization records. There are two matching logic options available on the Import form that you use to initiate your imports. The option you choose may affect how you create your import file and the nature of the information that you include within it. We recommend that you take the time to understand this process before you create your import files.

The two options are:

- Match on Vendor Number only
- Match on Vendor Number, Tax ID, Name, State and Postal Code

Match on Vendor Number Only

With this approach, GIFTS searches for matches between the Vendor Numbers in your database and the Vendor Numbers specified in the import file. (In GIFTS, Vendor Numbers are displayed on the Background tab of each Organization record.)

The matching possibilities are as follows:

- If no exact match is found for a Vendor Number in the import file, a new Organization record is created and populated with the Organization information from the import file.
- If an exact match is found for one Organization in GIFTS, no record is created and—if you are importing a Request—the Request is associated with the existing Organization.
- If an exact match is found for more than one Organization in GIFTS, no record is created and the discrepancy is noted in the process log for the import. If you are importing a Request, the Request is associated with the *first* matching Organization found by the import.

Considerations If your Organization Vendor Numbers were not entered consistently, duplicate Organization record may be created where no exact match is found between the import file and your database.

Solution After the import, use the Administrator Module to merge duplicate Organizations. Note that this can be time consuming if many duplicates were created by the import.

Match on Vendor No., Tax ID, Name, State, and Postal Code

With this approach, GIFTS makes several attempts to match the Organization in the import file with an Organization in your GIFTS database. Note that the State field may also be known as County or Province, as determined by the Regional Settings control panel of Microsoft® Windows®.

The matching logic is as follows:

1 Does the Vendor Number in the import file match the Vendor Number of an Organization in GIFTS?

- If the answer is no, proceed to Question #2.
- If the Vendor Number matches a single Organization record in GIFTS, there is a match and the Organization information is not imported.
- If the Vendor Number matches more than one Organization in GIFTS, GIFTS checks the Tax ID, Name, State, and Postal Codes of the potential matches to ensure that the correct match is made.

If...	Then...
the Tax ID, Name, State, and Postal Code of a potential match *all* match the corresponding fields of the import file	There is a correct match and the Organization is not imported.
the Tax ID of a potential match is blank, but the Name, State, and Postal Code match the import file	There is a correct match and the Organization is not imported.
the Tax ID of a potential match *does not* match the import file	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.

If...	Then...
the Tax ID of a potential match *does* match the import file, but either the Name, State, or Postal Code don't match	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.

2 Does the Tax ID in the import file match the Tax ID of an Organization in GIFTS?

If...	Then...
the answer is "no"	Proceed to #3.
the Tax ID is blank in the import file	Proceed to #3.
the answer is "yes" and the potential match does not have a Vendor Number	Proceed to #3.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.

3 Do the Name, State, and Postal Code of the import file match the corresponding fields of an Organization in GIFTS? (Note that all three fields must match.)

If...	Then...
the answer is "no"	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match *does not* have a Vendor Number	There is a correct match and the Organization is not imported.

Considerations If an incorrect match is found, an imported Request can be associated with the wrong Organization and the correct Organization record would not be created.

Solution Use the process log at the end of the import to identify Organizations that were not imported due to matches with existing

GIFTS records. Manually enter the Organizations that were matched incorrectly, and transfer the incorrectly assigned Requests to the appropriate Organizations.

Importing Contacts

Each Organization in the Organization import can include a Primary Contact, but there is no matching logic applied to Contacts. Contacts are handled by the import as follows:

- If the Organization is matched with an existing Organization according to the matching logic described in the previous section, no Contact information is imported.
- If the Organization is not matched with an existing GIFTS record, the Organization and its Primary Contact are imported. GIFTS does not search for a matching Contact record.

Import File Layout

Header Record Layout

	Field Name	Description	GIFTS Format / Example	Req
1	File Type	Identifies the file as a GIFTS import file.	Fixed characters (literal): GFW_IMPORT_FILE *Without this text, GIFTS cannot recognize the file as a valid import.*	✔
2	Import Type	Indicates the type of import file.	Fixed characters (literal): ORG *Without this text, GIFTS cannot determine what type of import to run.*	✔
3	Import Description	A description of the import.	Limited to 255 characters.	✔
4	Import Date	The date that this import was created.	Date format. Example: 08/25/2003	✔
5	Import Time	The time that this import was created.	24-hour time format. Example: 20:00	✔
6	Total Number of Organizations	Total number of Organizations to be imported.	Limited to 5 digits. Example: 1290	✔

Data Record Layout

Each data record should include the import data for a single Organization, and consist of the

following fields.

	Field Name	Description	GIFTS Format / Example	Req
1	Vendor Number	The unique ID of the Organization from the source database. This field is used by the Organization matching logic of the import. It is also used to populate the Vendor Number field in GIFTS.	Alphanumeric, limited to 20 characters. Example: UWA Example: 1002	✔
2	Organization Name	The name of the Organization.	Limited to 255 characters. Example: United Way of Akron	✔
3	Organization A.K.A.	An alternate name that may be used to refer to this Organization. *If not supplied, Organization A.K.A. name is the same as Organization Name (field 2).*	Limited to 255 characters.	
4	Organization Address 1	The first line of the Organization's address.	Limited to 100 characters.	
5	Organization Address 2	The second line of the Organization's address.	Limited to 100 characters.	
6	Organization City	The city in which the Organization is located.	Limited to 50 characters.	
7	Organization State	The state, province, or county in which the Organization is located.	Limited to 20 characters.	
8	Organization Postal Code	The postal (or ZIP) code in which the Organization is located.	Limited to 20 characters.	
9	Organization Country	The country in which the Organization is located.	Limited to 50 characters.	
10	Contact Last Name	The last name of the Organization's Primary Contact. (Contact information is optional.) *Required if any other Contact name fields (fields 11–12) are supplied.*	Limited to 50 characters.	(✔)
11	Contact First Name	The Contact's first name.	Limited to 50 characters.	

	Field Name	Description	GIFTS Format / Example	Req
12	Contact Middle Name	The Contact's middle name.	Limited to 50 characters.	
13	Organization Contact Title	The title of the Contact at his or her Primary Organization.	Limited to 100 characters.	
14	Contact Salutation	The salutation of the Contact.	Limited to 100 characters. Example: Dear Sir	
15	Organization Type 1	The description for the Organization Type Level 1 code. *Required if Organization Type 2 is defined.*	Limited to 75 characters. Example: Government	(✔)
16	Organization Type 2	The description for the Organization Type Level 2 code.	Limited to 75 characters. Example: Social Services	
17	Filler	For future use.	Leave empty.	
18	Tax ID	The tax ID number of the Organization. This field is used by the Organization matching logic of the import. The tax ID should be supplied if it is available.	Limited to 20 characters.	
19	Organization Telephone	The Organization (and Contact) telephone number.	Limited to 30 characters. Should be supplied pre-formatted. Example: (212) 757-1522	
20	Organization Extension	The extension for the Organization (and Contact) telephone number.	Limited to 30 characters. Example: 238	
21	Organization Fax	The Organization (and Contact) fax number.	Limited to 30 characters. Should be supplied pre-formatted. Example:(212) 757-1713	
22	Organization E-mail	The Organization (and Contact) e-mail address.	Limited to 75 characters. Example: info@microedge.com	

	Field Name	Description	GIFTS Format / Example	Req
23	Organization WWW	The Organization's World Wide Web address.	Limited to 75 characters. Example: www.microedge.com	

8 Contact Imports

Contact imports can include detailed information about Contacts and multiple Contact Affiliations for Requests in your system. This chapter describes the matching logic and other considerations involved in running a Contact import. It also provides detailed information on the layout of Contact import files.

In This Chapter

About Contact Imports **132**

Contact Matching Logic **136**

Contact Import File Layout **138**

About Contact Imports

This import can include detailed information about Contacts—including background information, home and office addresses, Coding Sheet information, and Affiliations with Organizations and Requests in your GIFTS database.

The Contact import establishes relationships between imported Contacts and existing Requests and Organizations in GIFTS. You must create or import these records prior to running your Contact import.

Important: This import only creates new Contact records. If you have already created Contacts as part of another import, the Contact import *will not* update those records.

Contact Import Files

Contact imports can include as many as four separate data files. The contents of these files are as follows.

File	Required?	Description of File Contents
Control	✔	Summary information for the import, including the total number of Contacts and the number of records contained in the other files of the import.
Contacts	✔	All basic information for each Contact, and most of the information provided during data entry for a Contact record, such as background and educational information. Basic coding (Gender, Age Group, and Ethnicity) can be included, but is only used if the optional Codes file is not used. (If the Codes file exists, the coding data in this file is ignored.)
Codes		Coding for the Contacts included in the import. You can provide coding for any Code Table available on the Contact Coding Sheet. For details on the GIFTS coding structure and importing codes, please refer to “Importing Coding Data” on page 11.
Affiliations		Data that associates Contacts with Organizations and Requests in your GIFTS database.

These files must comply with the requirements detailed in "General Import Requirements" on page 1.

Contact Import File Naming Conventions

To keep track of your import files, we recommend that you create a system for naming them. For instance, you can start each filename with "CON" to indicate that it is a Contact import file, and follow this with the date of the import.

Instead of the ".TXT" suffix normally used for ASCII text files, you can use suffixes that describe the contents of the file. For instance, a group of Contact import files could have the following names:

File	Extension	Sample Name
Control File	.CTL	CON503.CTL
Contact File	.CON	CON503.CON
Codes file	.COD	CON503.COD
Affiliations File	.AFF	CON503.AFF

About Addresses

If the City, State Code, and Postal Code fields of the import file are blank, GIFTS attempts to extract this information from the Address fields. GIFTS will extract the information if it can find an Address field containing data with the following structure: "<alpha: city>, <alpha: two-letter state code> <numeric zip code>".

Example: You may wish to enter "New York, NY 10019" in the Address 3 field, rather than "New York" in the City field, "NY" in the State Code field, and "10019" in the Postal Code field.

Organization Matching Logic

During the Contact import, GIFTS makes several attempts to match each Organization in the import file with an existing Organization in your GIFTS database. Note that the State field may also be known as County or Province, as determined by the Regional Settings control panel of Microsoft® Windows®.

The matching logic is as follows:

1 Does the Vendor Number in the import file match the Vendor Number of an Organization in GIFTS?

- If there is no match, proceed to Question #2.
- If the Vendor Number matches a single Organization record in GIFTS, the Organization information is not imported.
- If the Vendor Number matches more than one Organization in GIFTS, GIFTS checks the Tax ID, Name, State, and Postal Code fields of the potential matches to ensure that the correct match is made.

If...	Then...
the Tax ID, Name, State, and Postal Code of a potential match *all* match the corresponding fields of the import file	There is a correct match and the Organization is not imported.
the Tax ID of a potential match is blank, but the Name, State, and Postal Code match the import file	There is a correct match and the Organization is not imported.
the Tax ID of a potential match *does not* match the import file	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.
the Tax ID of a potential match *does* match the import file, but either the Name, State, or Postal Code doesn't match	There is no match. The next potential match is checked. If there are no more potential matches, proceed to #2.

2 Does the Tax ID in the import file match the Tax ID of an Organization in GIFTS?

If...	Then...
the Tax ID is blank in the import file	Proceed to #3.
the answer is "no"	Proceed to #3.
the answer is "yes" and the potential match does not have a Vendor Number	Proceed to #3.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.

3 Do the Name, State, and Postal Code of the import file match the corresponding fields of an Organization in GIFTS? (Note that all three fields must match.)

If...	Then...
the answer is "no"	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match has a Vendor Number that did not match in #1	There is no match, and the import data is used to create a new Organization record in GIFTS.
the answer is "yes" and the potential match *does not* have a Vendor Number	There is a correct match and the Organization is not imported.

Considerations If an incorrect match is found, an imported Request can be associated with the wrong Organization and the correct Organization record would not be created.

Solution Use the process log at the end of the import to identify Organizations that were not imported due to matches with existing GIFTS records. Manually enter the Organizations that were matched incorrectly, and transfer the incorrectly assigned Requests to the appropriate Organizations.

Contact Matching Logic

When a Contact in the import file is matched with an existing GIFTS Contact, *no information about the Contact is imported*. The purpose of this import is to create new Contacts, not to update existing Contact records. After verification of your import files, you will be asked to choose from two matching logic options:

- Import Only New Contacts
- Import All Contacts

Import Only New Contacts

This option matches on the Contact's full name *and either of the following*:

- The city, state, postal code, and telephone number of the Contact's Primary Address.
- The Contact's Primary Organization.

  (The Contact's Office Address is flagged as his or her *Primary Address* if the import file specifies a Primary Organization. If the Contact does not have a Primary Organization, the Contact's Home Address is flagged as the Primary Address.)

When a match is found, a message is added to the process log. After the import, you can reference the log to make sure no Contacts were matched inappropriately.

Import All Contacts

Every Contact in the import file is imported. After the import, you can consolidate any duplicate Contact records using the GIFTS Administrator Module. Note that the duplicate consolidation process is not automatic; you will have to search for and consolidate each duplicate record.

This method is preferable if you do not have any Contact data entered into GIFTS. It is also useful if the information in your Contact import files is more complete and up-to-date than the information that is already in your

GIFTS system. In such a case, you may prefer to consolidate duplicate records that are created, rather than keying in data excluded by the import.

Contact Import File Layout

Contact imports consist of the required Control and Contact files, as well as the optional Codes and Affiliations files.

Control File Layout

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

	Field Name	Description	GIFTS Format / Example	Req
1	File Type	Literal field that indicates to GIFTS that this is an import file.	Enter the following (literal): GFW_IMPORT_FILE	✔
2	Import Type	Literal field that indicates to GIFTS what type of import file this is.	Enter the following (literal): CONTACTS	✔
3	Import Description	Description for Contacts file.	Limited to 255 characters.	✔
4	Import Date	The date that this import was created.	Date format. Example: 08/25/2003	✔
5	Import Time	The time that this import was created	24-hour time format. Example: 20:00	✔
6	Total Number of Contacts	The total number of Contacts to be imported.	Example: 1500	✔
7	Total Number of Codes	The total number of records in the optional Codes file. *Required if a Codes file is included in the import.*	Example: 564	(✔)
8	Total Number of Affiliations	The total number of records in the optional Affiliations file. *Required if an Affiliations file is included in the import.*	Example: 1290	(✔)

Contact File Layout

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

Part 1: Basic Contact Information

	Field Name	Description	GIFTS Format / Example	Req
1	Full Name	The Contact's full name, including any prefixes (like Mr.) and suffixes (like Jr.). *If you prefer to enter this data in discrete fields, use fields 2–6. This field is required if there is no data in Field 5, and is ignored if there is data in Field 5.*	Limited to 255 characters. GIFTS attempts to parse the data in this field by searching for standard name formats like "Ms. Della Evans" or "Evans, Della."	(✔)
2	Prefix	The Contact's prefix.	Limited to 20 characters. Example: Ms.	
3	First Name	The Contact's first name.	Limited to 50 characters.	
4	Middle Name	The Contact's middle name.	Limited to 50 characters.	
5	Last Name	The Contact's last name.	Limited to 50 characters.	(✔)
6	Suffix	The Contact's suffix.	Limited to 50 characters. Example: Ph.D.	
7	Formal Salutation	The default salutation used for correspondence with this Contact. *If not provided, GIFTS constructs the salutation based on the defaults specified in the system preferences.*	Limited to 100 characters.	
8	Informal Salutation	The informal salutation for this Contact, which can be merged in Contact and Donor correspondence. *If not provided, GIFTS constructs the salutation based on the defaults specified in the system preferences.*	Limited to 100 characters.	

	Field Name	Description	GIFTS Format / Example	Req
9	Addressee Salutation	The default salutation used in address blocks for this Contact. *If not provided, GIFTS constructs the salutation based on the defaults specified in the system preferences.*	Limited to 100 characters.	
10	Title	This field is imported only if the Contact is affiliated with a Primary Organization.	Limited to 100 characters. Example: Director of Operations	
11	Social Security #	The Contact's Social Security number.	Limited to 20 characters. *Include dashes, if desired. Dashes are not supplied automatically.*	
12	Date of birth	The Contact's date of birth.	Date format. Example: 08/25/2003	
13	Spouse's name	The name of the Contact's spouse.	Limited to 50 characters.	

Part 2: Primary Organization and Organization Address/Contact Office Address

The following fields can include information about the Contact's office address and the Contact's Primary Organization, including the Organization's address.

- If the Organization matches an existing Organization in GIFTS, this data *is not* imported to the existing Organization record.
- If the Organization does not match an existing Organization in GIFTS, this data is used to create a new Organization record. Therefore, the address data in these fields is applied to the Organization's address *and* the Contact's office address.

Note: Address information for Organizations in GIFTS is never updated with information from this file. The address information is used for newly created Organizations only.

The Contact's office address is flagged as his or her Primary Address if the import specifies a Primary Organization. If the Contact does not have a Primary Organization, the Contact's home address is flagged as the Primary Address.

	Field Name	Description	GIFTS Format / Example	Req
14	Organization Name	The name of the Contact's Primary Organization. *Required if you are including Organization information.*	Limited to 255 characters.	(✔)
15	Vendor Number	Used to match the Organization in the import file with an existing Organization in GIFTS. *This field should be supplied if available to ensure that the Organization is matched correctly with existing data in GIFTS.* *The Vendor Number is displayed on the Background tab of the Organization record.*	Limited to 20 characters.	
16	Tax ID	Used to match the Organization in the import file with an existing Organization in GIFTS. *This field should be supplied if available to ensure that the Organization is matched correctly with existing data in GIFTS.* *The Tax ID is displayed on the Tax Status tab of the Organization record.*	Limited to 20 characters.	
17	Address 1	First line of the address block.	Limited to 50 characters.	
18	Address 2	Second line of the address block.	Limited to 50 characters.	
19	Address 3	Third line of the address block.	Limited to 50 characters.	
20	Address 4	Fourth line of the address block.	Limited to 50 characters.	
21	Address 5	Fifth line of the address block.	Limited to 50 characters.	
22	City	Office address city.	Limited to 50 characters.	
23	State Code	Office address state.	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
24	Postal Code	Office address postal code.	Limited to 20 characters.	
25	Country	Office address country.	Limited to 50 characters.	
26	Telephone	Office telephone number.	Limited to 30 characters. *Include dashes or parentheses, if desired. They are not added by the system.*	
27	Extension	Office telephone extension.	Limited to 30 characters.	
28	Fax	Office fax number.	Limited to 30 characters. *Include dashes or parentheses, if desired. They are not added by GIFTS.*	

Part 3: Contact Home Address

	Field Name	Description	GIFTS Format / Example	Req
29	Home Address 1	First line of the address block for the Contact's home address.	Limited to 50 characters.	
30	Home Address 2	Second line of the address block for the Contact's home address.	Limited to 50 characters.	
31	Home Address 3	Third line of the address block for the Contact's home address.	Limited to 50 characters.	
32	Home Address 4	Fourth line of the address block for the Contact's home address.	Limited to 50 characters.	
33	Home Address 5	Fifth line of the address block for the Contact's home address.	Limited to 50 characters.	
34	Home City	Home address city.	Limited to 50 characters.	
35	Home State Code	Home address state or province code.	Limited to 20 characters.	
36	Home Postal Code	Home address postal code.	Limited to 20 characters.	
37	Home Country	Home address country.	Limited to 50 characters.	

	Field Name	Description	GIFTS Format / Example	Req
38	Home Telephone	Home telephone number.	Limited to 30 characters. *Include dashes or parentheses, if desired. They are not added by GIFTS.*	
39	Home Fax	Home fax number.	Limited to 30 characters. *Include dashes or parentheses, if desired. They are not added by GIFTS.*	

Part 4: Additional Contact Information

	Field Name	Description	GIFTS Format / Example	Req
40	E-mail Address	The Contact's e-mail address.	Limited to 75 characters.	
41	Mobile telephone	The Contact's mobile telephone number.	Limited to 30 characters. *Include dashes or parentheses, if desired. They are not added by GIFTS.*	
42	Pager telephone	The Contact's pager number.	Limited to 30 characters. *Include dashes or parentheses, if desired. They are not added by GIFTS.*	
43	Notes	Miscellaneous notes related to the Contact (displayed on the Page 2 tab of the Contact record).	Limited to 255 characters.	
44	System Use	Reserved for system use.	Leave empty.	
45	Source/Reference	The ID of the GIFTS user responsible for maintaining the Contact's mailing list information. *Must match an existing GIFTS Login ID.*	Limited to 20 characters.	

	Field Name	Description	GIFTS Format / Example	Req
46	Mailing Lists	The mailing lists to which the Contact belongs. *These values are matched against the Descriptions in the Mailing List Code Table.*	Limited to 255 characters. Each Description value must be delimited by a comma. Example: Newsletter,Annual Report,Holiday Cards	
47	Gender	The Description value for the Gender code. *This is imported only if the Gender Code Table is included on the Contact Coding Sheet and if the optional Codes file is not being used.*	Limited to 75 characters.	
48	Age Group	The Description value for the Age Group code. *This is imported only if the Age Group Code Table is included on the Contact Coding Sheet and if the optional Codes file is not being used.*	Limited to 75 characters.	
49	Ethnicity	The Description value for the Ethnicity code. *This is imported only if the Ethnicity Code Table is included on the Contact Coding Sheet and if the optional Codes file is not being used.*	Limited to 75 characters.	
50	Degree Awarded	The highest degree that the Contact has attained.	Limited to 75 characters. Example: Ph.D.	
51	Year Awarded	The year in which the Contact received their highest degree.	A four-digit number. Example: 1996	

	Field Name	Description	GIFTS Format / Example	Req
52	School/Institution	If the option in the GIFTS Preferences, "Require contact's school to be on file," is active, this field must contain the Vendor Number (located on the Background tab of the Organization record) of an existing Organization in GIFTS. If this option is off, simply enter the name of the Contact's school where they earned their highest degree, or leave this field blank.	Vendor Number is limited to 20 characters. Example: NEWU The school name is a text field limited to 255 characters. Example: New University	
53	Discipline(s)	The discipline(s) that the Contact has studied. These values are matched against the Description values in the Discipline Code Table.	Limited to 255 characters. Each Description value must be delimited by a comma. Example: Anthropology,Art History,Physics	
54	External ID	A unique number or text string identifying the Contact. This ID is used to associate this Contact with Code and Affiliation records in your additional import files, and will not be available in GIFTS. *Required if the optional Codes or Affiliations files are to be included in the import.*		(✔)
55	System Use	Reserved for system use.	Leave empty.	
56	System Use	Reserved for system use.	Leave empty.	

Codes File

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

The codes you import must be imported to an existing GIFTS Code Table. In addition, this Code Table must be on the Contact Coding Sheet. For information about how imported codes are matched with existing codes, please refer to "Code Matching Logic" on page 18.

	Field Name	Description	GIFTS Format / Example	Req
1	Contact External ID	The External ID of the Contact associated with this code, as specified in field 54 of the Contact import file.		✔
2	System Use	Reserved for system use.	Leave empty.	
3	System Use	Reserved for system use.	Leave empty.	
4	System Use	Reserved for system use.	Leave empty.	
5	Table Name	The name of the Code Table into which this code should be placed. *This table name must* exactly *match a table name in GIFTS, and this table must be included on the Contact Coding Sheet.*	Limited to 75 characters.	✔
6	Level 1 Description	The Description value of the first-level code. *Required if a Level 2 Description (field 7) has been supplied.*	Limited to 75 characters.	✔
7	Level 2 Description	The Description value of the second-level code. *Required if a Level 3 Description (field 8) has been supplied.*	Limited to 75 characters.	(✔)
8	Level 3 Description	The Description value of the third-level code. *Required if a Level 4 Description (field 9) has been supplied.*	Limited to 75 characters.	(✔)
9	Level 4 Description	The Description value of the fourth-level code. *Required if a Level 5 Description (field 10) has been supplied.*	Limited to 75 characters.	(✔)
10	Level 5 Description	The Description value of the fifth-level code.	Limited to 75 characters.	

	Field Name	Description	GIFTS Format / Example	Req
11	System Use	Reserved for system use.	Leave empty.	
12	System Use	Reserved for system use.	Leave empty.	

Affiliations File

Affiliations must identify the Request or Organization with which the Contact is to be affiliated. During the import, GIFTS uses the data in this file to match Requests and Organizations as follows:

- **Requests**—The Request ID field in the import file is checked against existing Requests in GIFTS. If an *exact* match is found, an Affiliation is created that names the imported Contact as the Primary Contact of the existing Request. Another Affiliation is created that names the Primary Organization for the existing Request as the Primary Organization for the imported Contact. If no exact match is found, the Affiliation is not imported.
- **Organizations**—Organizations in the Affiliations file are matched using the Organization Vendor Number, Tax ID, and Organization Name fields. An *exact match in any of these fields* will create an Affiliation that names the imported Contact as the Primary Contact of the existing Organization. Another Affiliation is created that names the existing Organization as the Primary Organization for the imported Contact. If an exact match is not found, no Affiliation is imported.

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

	Field Name	Description	GIFTS Format / Example	Req
1	Contact External ID	The External ID of the Contact associated with this Affiliation, as specified in field 54 of the Contact import file.		✔
2	Request ID	The ID of the GIFTS Request with which the Contact is affiliated. *Required if no Organization is matched by fields 3, 4, or 5.*	Limited to 20 characters. Example: 9804	(✔)

	Field Name	Description	GIFTS Format / Example	Req
3	Organization Vendor Number	The Vendor Number of the GIFTS Organization with which the Contact is affiliated. (The Vendor Number is displayed on the "Background" tab of Organization records.) *Required if no Request ID (field 2) is supplied and no Organization is matched by fields 4 or 5.*	Limited to 20 characters. Example: B1538	(✔)
4	Organization Tax ID	The Tax ID of the GIFTS Organization with which the Contact is affiliated. (The Tax ID is displayed on the 'Tax Status' tab of Organization records.) *Required if no Request ID is supplied in field 2 and no Organization is matched by fields 3 or 5.*	Limited to 20 characters.	(✔)
5	Organization Name	The name of the GIFTS Organization with which the Contact is affiliated. *Required if no Request ID is supplied in field 2 and no Organization is matched by fields 3 or 4.*	Limited to 255 characters.	(✔)
6	Role	The role that describes the nature of this Affiliation. *This value is matched against the Description values in the Contact Role Code Table.*	Limited to 75 characters. Example: Technical Advisor	✔
7	From	The start date of this Affiliation.	Date format. Example: 08/25/2003	
8	To	The closing date of this Affiliation.	Date format. Example: 08/25/2003	
9	Notes	Notes related to this specific Affiliation.	Limited to 255 characters	

	Field Name	Description	GIFTS Format / Example	Req
10	Primary Flag	For each Request, GIFTS tracks a single Primary Contact. For each Contact, GIFTS tracks a single Primary Organization (which is usually the Contact's employer). These relationships are recorded by *Primary Affiliation* records. This flag Indicates whether this is a Primary Affiliation. Primary Affiliations are not affected by the Role specified in field 6.	Either Y or N (literal) "Y" indicates that this is a Primary Affiliation. ❖ If a Request ID is in field 2, the Contact is specified as its Primary Contact. ❖ If no Request is associated with this Affiliation, the Organization matched by field 3, 4, or 5 is the Contact's Primary Organization. If a Primary Affiliation already exists for the Request or Organization, this record is still imported, but it is not imported as a Primary Affiliation.	
11	System Use	System use only.	Leave empty.	
12	System Use	System use only.	Leave empty.	

9 User Imports

User imports can include detailed information about users. Each imported record can include the user's name, group, email address, and title. This chapter describes the matching logic and other considerations involved in running a User import. It also provides detailed information on the layout of User import files.

In This Chapter

About User Imports **152**

User Matching Logic **154**

User Import File Layout **155**

About User Imports

The first file is a master file that contains a header record on the first line. This header record provides summary information about the import, including a time-and-date stamp and the names of the other files in the import file set. The remaining lines contain the actual data you are importing. This file must comply with the requirements detailed in "General Import File Requirements" on page 31.

Important: This import only creates new User records. If you have already created Users as part of another import, the User import *will not* update these records.

User Import Files

User imports can include as many as two separate data files. The contents of these files are as follows.

File	Required?	Description of File Contents
Control	✔	Summary information for the import, including the total number of Users and the number of records contained in the other files of the import.
Users	✔	All basic information for each User, and most of the information provided during data entry for a User record, such as name, email address, and title.

User Import File Naming Conventions

To keep track of your import files, we recommend that you create a system for naming them. For instance, you can start each filename with "USR" to indicate that it is a User import file, and follow this with the date of the import.

Instead of the ".TXT" suffix normally used for ASCII text files, you can use suffixes that describe the contents of the file. For instance, a group of User import files could have the following names:

File	Extension	Sample Name
Control File	.CTL	USR503.CTL
User File	.USR	USR503.USR

User Matching Logic

During a User import, GIFTS attempts to confirm that the Login_IDs do not already exist in the Users table. If there is an existing Login_ID in GIFTS that matches one in the import, then a new record for this user will not be created. An error message indicates that the user was not imported.

User Import File Layout

User imports consist of the required Control and User files.

Control File Layout

All fields marked as required "✓" in the layout must contain a value. Fields flagged as conditionally required "(✓)"may be required, depending upon the value in a related field or fields.

	Field Name	Description	GIFTS Format/ Example	Req
1	File Type	Literal field that indicates that indicates to GIFTS that this is an import file.	Enter the following (literal): **GFW_IMPORT_FILE**	✔
2	Import Type	Literal field that indicates that indicates to GIFTS what type of import file this is.	Enter the following (literal): **USERS**	✔
3	Import Description	Description for Users file.	Limited to 255 characters.	✔
4	Import Date	The date that this import was created.	Date format: Example: 02/14/2008	✔
5	Import Time	The time that this import was created.	24-hour time format. Example: 2000	✔
6	Total Number of Users	Total number of users listed in the associated users (.USR) file.	Example: 564	✔

User File Layout

The second file, the users (.USR) file, contains information about the users you want to import. Each line or row in this file contains data for one user. The file includes the following fields:

	Field Name	Description	GIFTS Format/ Example	Req
1	Login ID	The unique ID of the new user, which will be used as the his/her Login ID. If this field is blank, the system will attempt to create a Login ID from the user's first initial and last name (e.g., JSMITH for Joe Smith).	Limited to 20 characters. Example: JSMITH	
2	First_Name	These three fields will be combined and imported to the GIFTS Users Name field. A space will be placed between each of the three names.	Limited to 50 characters.	✔
3	Middle_Name			
4	Last_Name			
5	Group	The name of the user group to which the new user should be added.	Limited to 50 characters.	✔
6	Email Address	The email address of the staff person being added as a GIFTS user.	Limited to 75 characters. Example: jsmith@email.com	
7	Password_Numeric	User's password. When the user logs in to GIFTS, s/he will have to provide his or her Login ID (field 1) and this password.	Limited to 50 characters.	

	Field Name	Description	GIFTS Format/ Example	Req
8	Title	The user's title at your organization.	Limited to 100 characters. Example: Program Officer	
9	RC_Access_Flag	Indicates if the user has access to ReviewerCONNECT as an internal reviewer (Yes) or not (No). If the field is blank, No is entered.	Yes or No	
10	MyGIFTS_Access	Indicates if the user has access to MyGIFTS and the type of access: 0 (no), 1 (yes), and 2 (read only). If the field is blank, 0 (no) is entered. If the field is not 0, 1, or 2, then 0 is assumed.	Limited to 0, 1, or 2.	

10 Warning and Critical Messages

This chapter lists some of the messages that you may encounter while verifying your ASCII import files in GIFTS. If you encounter a message that you do not understand or if you require additional assistance, please contact MicroEdge Technical Support.

In This Chapter

Warning Messages.....**160**

Critical Messages **161**

Warning Messages

The importing of data is a complex process that can result in permanent changes to your system, so the verification process notifies you not only of errors within your import file, but also of any notable changes that your import will cause.

For instance, some imports can affect the Codes and Descriptions in your Code Tables, as described in "Coding in GIFTS" on page 12. The process log details such changes so that you can ensure that the effects of your import reflect your intentions.

Warning messages are informational, and do not prevent you from completing the import. You can note the changes that will be made and continue, or address the message as described here.

Category [Cat] does not exist in the Request Coding Sheet. Codes specified for [Code] cannot be associated with the Request record. This message is generated when a Category (i.e., Code Table) needed for the import has not been added to the Request or Organization Coding Sheet.

If you ignore this message, the codes in the import file for this Code Table will not be imported. To resolve this message, add the missing Code Table to your Coding Sheets, as described in "Setting Up Code Tables" on page 14.

Note that Essential GIFTS does not track certain codes, and you therefore cannot eliminate these informational messages. They should be ignored.

The Request Status [Status] already exists in GIFTS and is available for use by Requests of Disposition [Disp]. If this Request Status is imported, this Request Status will be available for Requests of all Dispositions. This message notifies you that a Request status code in the import already exists in GIFTS, but is used for Requests of a different disposition. (In general, Request status codes are specific to a single disposition, such as Pending. The same is true for imported Request status codes.) This message informs you that the imported status code will be made available for Requests of all dispositions.

If you wish to change the status code, you can either change the status code used in GIFTS, or change the code in your import files.

Critical Messages

If GIFTS encounters an error in the number of fields or other formatting errors in the file, a critical message similar to the following is displayed.

Critical messages must be resolved before you can import your data. The following are some of the critical messages you may encounter during the import verification operation:

Invalid import date specified The Import Date field in your import file contains an incorrectly formatted date. Change the value in this field to comply with standard date formatting.

The Request Id ['xx'] already exists in GFW. A Request in the import file has the same Request ID as a Request that already resides in GIFTS. Please contact MicroEdge Technical Support for assistance.

The Request Id ['xx'] already exists in GFW. Payment records can only be imported for requests that are created via the requests import. This error is generated when a Request in the import file has the same Request ID as a Request in GIFTS *and* the import includes Payments for this Request. Please contact MicroEdge Technical Support for assistance.

[#] Request record(s) were expected, but [#] were found The total number of records specified in the header of the import file does not match the total number of records present in the file.

Total grant amount of [$] was expected, but a total of [$] was found The total grant amount specified in the header of the import file does match the sum total grant amount of the records present in the file.

Invalid [import file type] file specified. [Import file type] file ['xx'] does not exist. Please make sure that the file [xx] resides in the same directory as the [Master/Control] file. Your main import file (i.e., Master or Control) references an optional import file that is not found by the verification

process. Optional files must reside in the same directory as the main import files.

Invalid header format for a [import type] Import. Expected number of fields (xx) did not match number of fields found (xx) in header. Your header record contains an incorrect number of data fields for the type of import you are running. A similar message may appear for any import record that contains an incorrect number of data fields. The number of fields for each record within your import files must comply with the import file layouts detailed in this manual.

If you encounter any of these specific critical messages, you must correct the errors before you can proceed with the import. Messages in the process log, on the other hand, may be either informational or may indicate an error.

If you require assistance in identifying and/or resolving problems related to your import, please contact MicroEdge Technical Support.

Index

C

canceling imports 40
Code Tables 12
    setting up 14
    user-defined 14
    user-defined, renaming 16
    user-defined, setting up 15
codes 13
coding data 11
    Code Tables 12
    Code Tables, setup 14
    Code Tables, user-defined 14
    codes 13
    Coding Sheets 12
    defaults 34
    matching logic 18
Coding Sheets 12
Contact import x, 131
    addresses 133
    Affiliations File layout 147
    Codes File layout 145
    Contact file layout 139
    Contact matching logic 136
    Control File layout 138, 155
    files 132
    naming files 133, 152
    Organization matching logic 134
critical messages 161

D

Detailed Matching Gifts import ix, 79
    Affiliations 85
    Contact matching logic 84
    Control File layout 88
    default Requirements 86
    Donor matching logic 83
    Donors File layout 99
    Matches File layout 95
    naming files 81
    Organization matching logic 82
    Organizations File layout 90
    Payments 81
    Payments File layout 103
    Payments, resolving 87
Detailed Request import viii, 41
    Activities File layout 74
    Background/Project Description File layout 76
    Contact matching logic 49
    Contacts 43
    default Requirements 50
    Master File layout 54
    naming files 43
    options 27
    Organization matching logic 45
    Payments 51
    Payments File layout 71
    Payments, negative 52
    Request IDs 44
    Requests 50
    type, status & disposition 54
Donor import xi

F

file specifications 8
file structure 6
fiscal year

setup 3
formatting
currency 9
dates 9
import files 8

G

Grant Summary import ix
Contact matching logic 111
default Requirements 112
file layout 114
options 28
Organization matching logic 107
Payments 113

I

imports
about vi
canceling and redoing 40
coding data 11
Detailed Request options 27
file specifications 8
file structure 6
Grant Summary options 28
requirements 1
running 37
types viii
user 151
verifying files 24
verifying imported data 39

M

Matching Gifts Summary import x
matching logic vii
coding data 18
MicroEdge, contacting xv

O

Organization import ix, 119
Contacts 125
file layout 126
Organization matching logic 121

P

Payments, negative 52

R

redoing imports 40

S

support xv

U

User imports 151

V

verifying import files 24
verifying imported data 39

W

warning messages 160