**Core Concept: Cash Receipt Import File**

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| Script   |
| Welcome to the AmpliFund training video focused on the cash receipt import file.  |
| If you have numerous historical cash receipts or if you want to start a business process of bulk adding cash receipts to AmpliFund, the import file can be a more expedient way of transferring data.  However, we highly recommend going through the process of manually inputting at least 1 or 2 cash receipts into AmpliFund first.  |
| The cash receipt import file template is always available on the AmpliFund support site, it is an excel file that has a tab to enter cash receipt information and has many columns where you can enter cash receipt details.  To ensure a smooth import, it is important you not adjust the order of columns, number of columns or drop down options.  As this information will be directly imported to AmplIFund use caution when entering data to ensure accuracy including checking spelling.  Remember use caution adding any cash receipt records that you’ve already manually entered into AmpliFund as the import will update those records.  |
| There are two options for using the cash receipt import file.  The first is to import cash receipts for a single grant or you can import cash receipts for multiple grants.  If you are using the file for entering cash receipts for multiple grants at the same time, you will complete the import from the All Grants page rather than on the individual grant and you must include the grant ID.  For either option, you must have master data entered in AmplIFund first, the organization must be already entered.  |
| Let’s look at a blank cash receipt import template file and then we’ll walk through a few examples.  |
| When you receive or download the cash receipt import file it will look like this!  As we scroll across you can see there are many columns you can enter data into.    |
| Now, let’s hop over to this example file where we’ve entered a few cash receipts and walk through some key pieces of information we recommend entering and checking as you go through the file.  As you look at the file, the red triangles indicate there is a comment about the cell, which we recommend you review before entering any data.  Fields with an asterisk are required.  |
| In this example we are entering payments for one grant.  The name is a required field, as is the organization.  The organization must match exactly an organization you already have entered in AmpliFund.  |
| The payment date is not required but maybe helpful for tracking.  The amount is required and should be entered as a number with no symbols.  The payment method is required and has drop down options of ACH/EFT, Check or other.  The payment reference field is option but this may be a good spot for check numbers or ACH confirmation numbers.  |
| GL Accounts and Payment requests do not apply to your subscription so you may leave those blank.  |
| The description and unique identifier allow you to enter some additional information you may want tracked in the system.  |
| If you are importing cash receipts for multiple grants at the same time, you will need to go back and enter the grant ID in column A.  The grant ID can be found on the all grants page in AmpliFund by adding the grant id column to the page view.  |
| Now that you’ve learned about the cash receipt import template file, start entering your cash receipts onto the excel template file.  We recommend you carefully review the template file for accuracy and completion.  Once you’ve completed the file, send to support@amplifund.zendesk.com.  AmpliFund will review the file to confirm there are no issues that would cause an import error.  During our activating advanced features consultation call we will review the import together.  |
| Through this video you’ve learned how to update the cash receipt import file to prepare cash receipt data to be imported into AmpliFund.  Should you have additional questions, please visit our support site.  Thank you!  |