THE CHURCH OF ENGLAND
Diocese of Manchester
CHURCH FOR A DIFFERENT WORLD

GIFT AID lite

# GAL17 – Importing donations directly from an electronic bank statement

My Giving Online provides a facility to import your donations directly from an electronic bank statement. This presumes you have such a function set up with your bank, if not, it will not work.

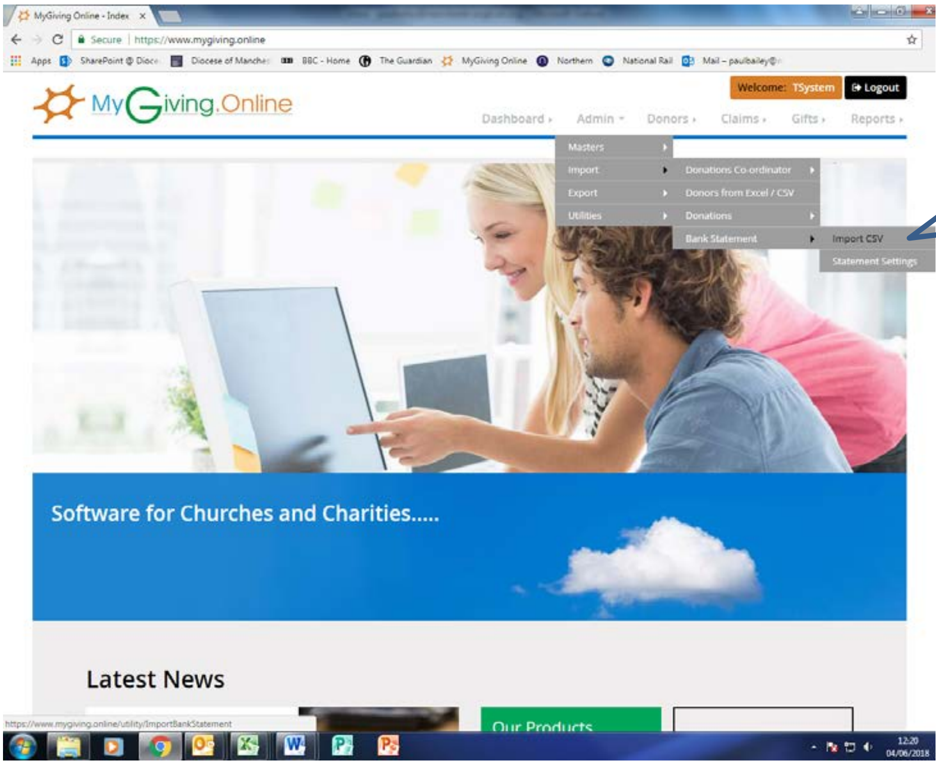
There are three stages to get this up and running. For example, the first time you use it, and if you need to set up more than one bank account, you'll need to create a bank statement template to facilitate the import process. Afterwards you'll need to match the imported columns to those used by My Giving Online. The first time a donor appears on your bank statement you will need to match the details to their donor record in My Giving Online.

The following step-by step guide provides instructions on how to do this in the following sections:

1. Creating a bank statement template
2. Importing the bank statement
3. Matching a name from the bank statement to a donor record
4. Adding a donor in advance of a bank statement arriving

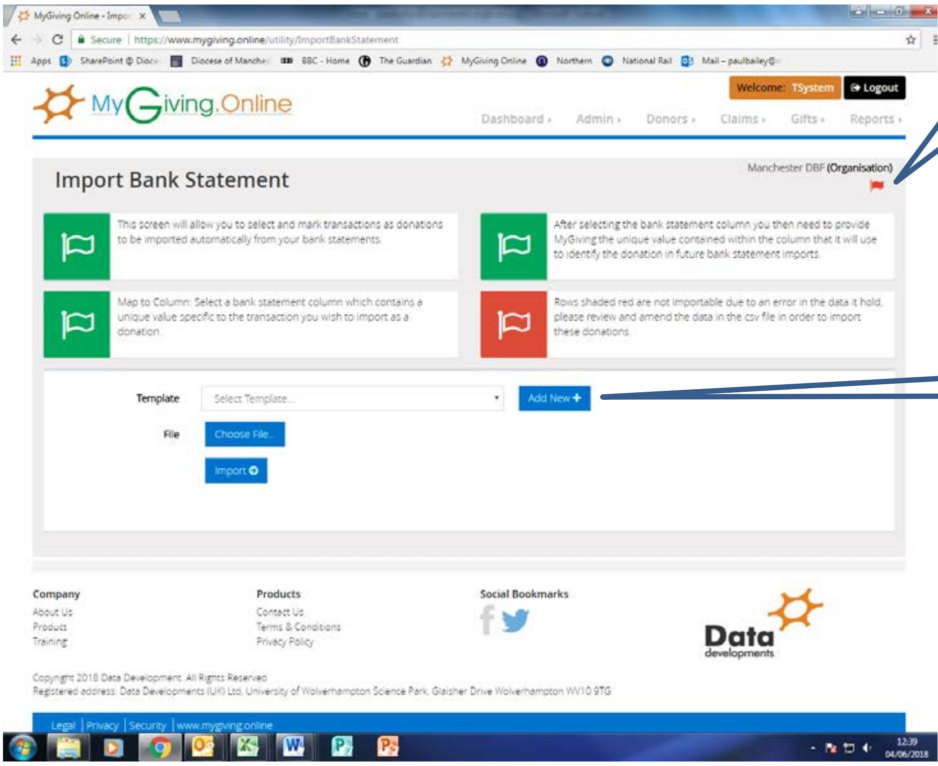
1. Creating a bank statement template

- Step 1




Click on Admin, Import and Import CSV.

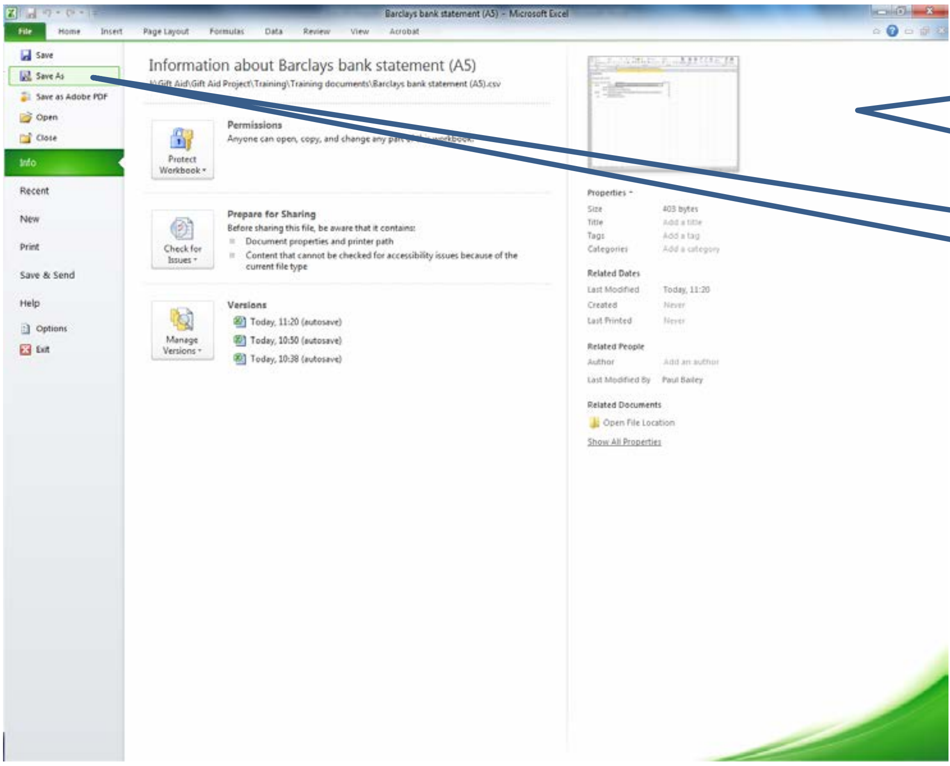
- Step 2




This window will appear on your screen.

Click on Add New.

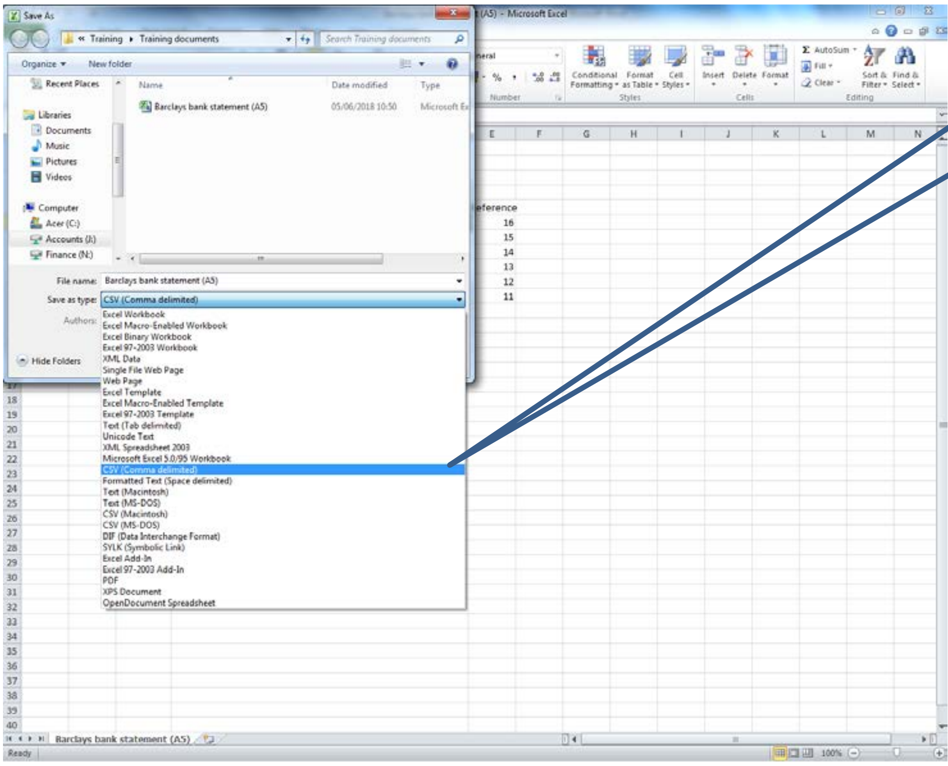
- Step 3




If the file isn't saved as a CSV file you'll need to do this first.

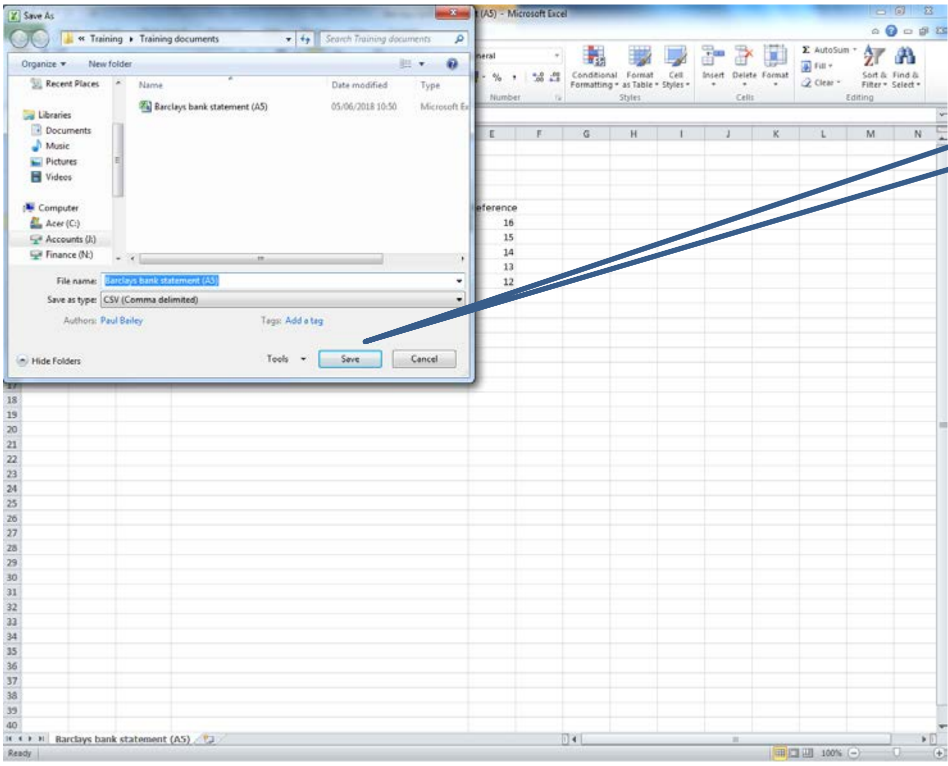
Click on File and Save As.

- Step 4



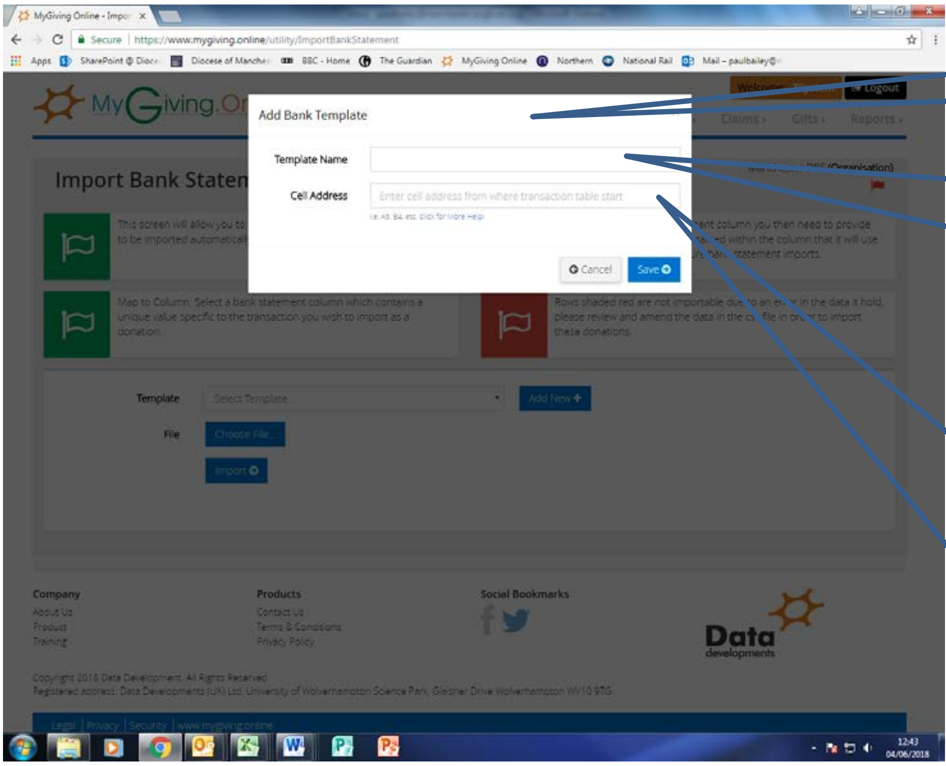

Click on Save as type drop down list and pick CSV (Comma delimited).

- Step 5




Click on Save to store your changes.

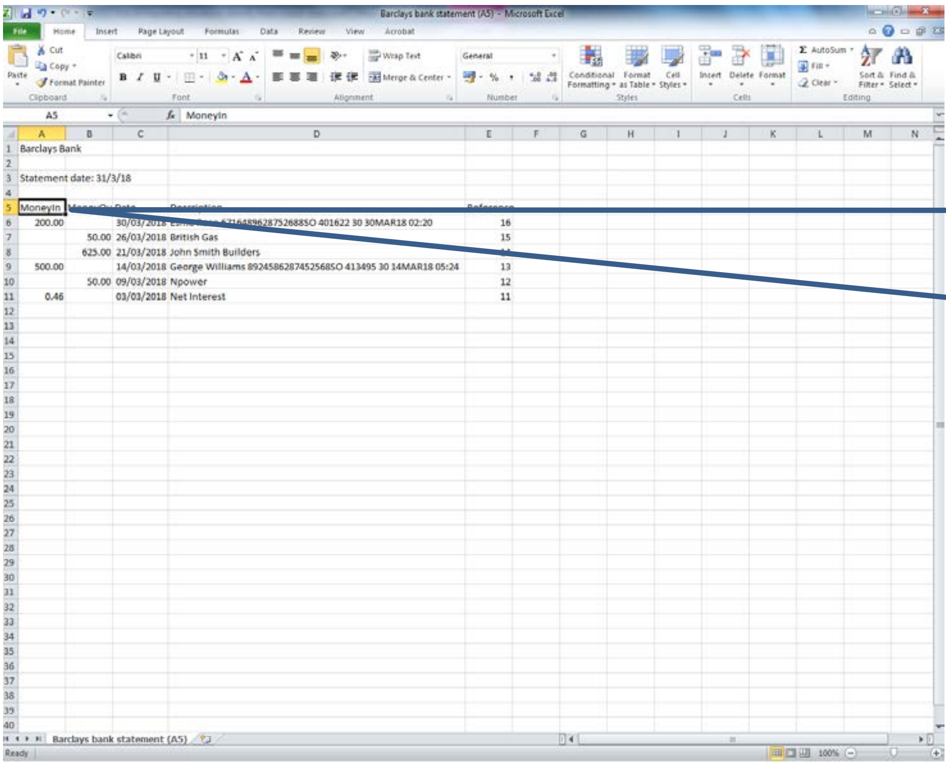
- Step 6




This pop up will appear.

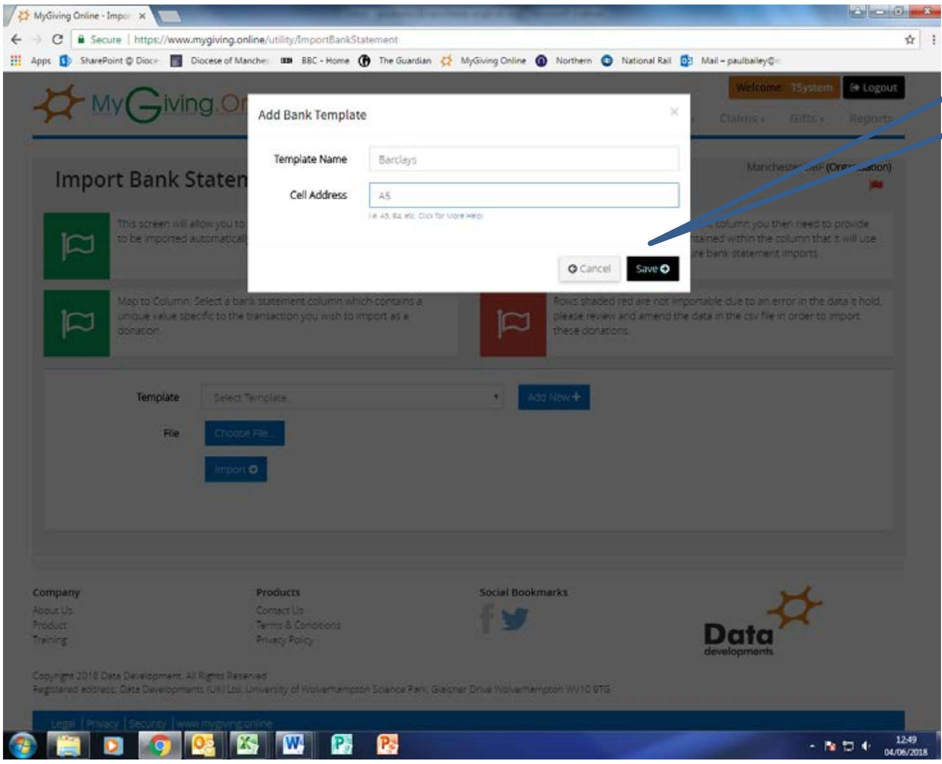
In Template Name add the name of the account (e.g. Barclays).

My Giving Online needs to know where on the CSV file the transaction table starts in the Cell Address box. This needs to be an actual cell address from the spreadsheet (e.g. A1, A5, B4 or B6).




This is the example bank statement used for this exercise. You'll see the cell reference where the transaction table starts is A5.

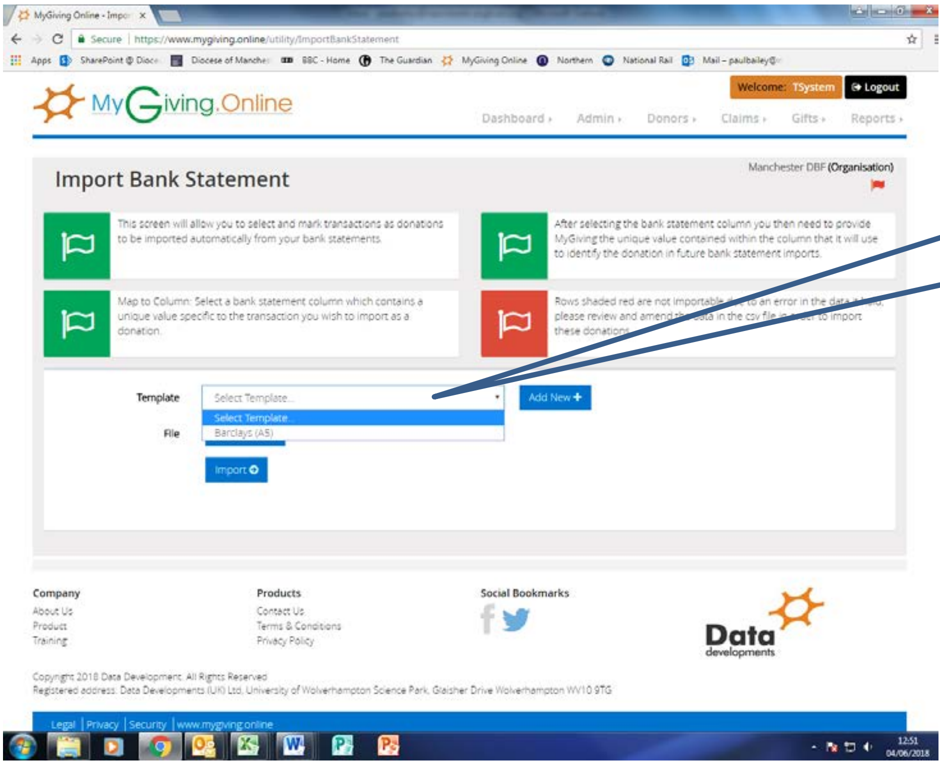
- Step 7




Once you have done this, click on Save to store your changes.

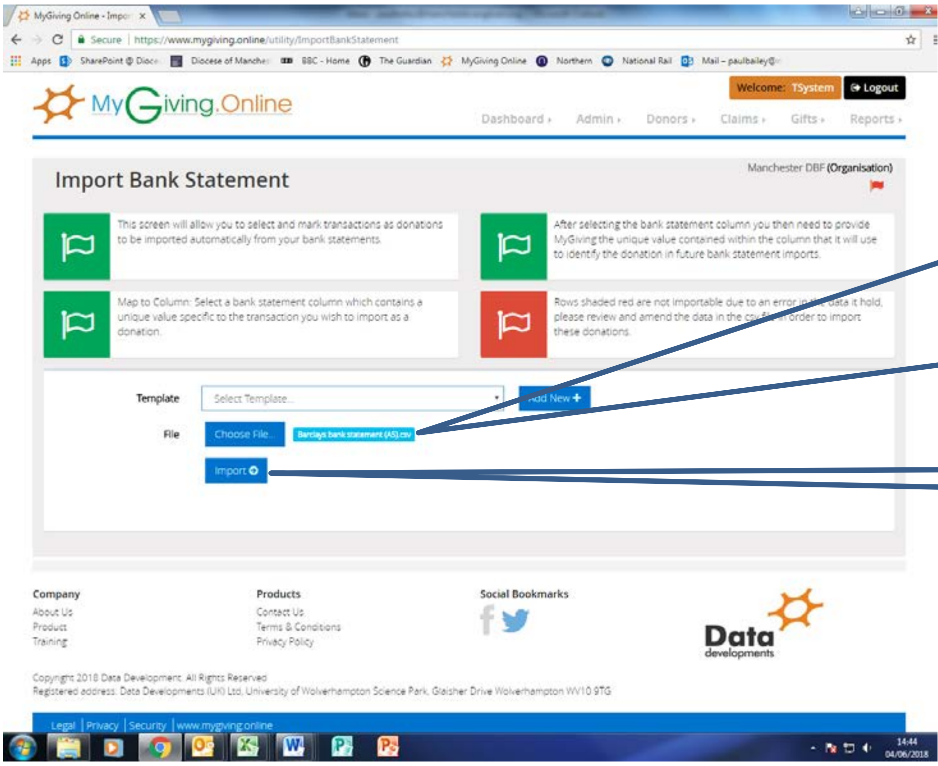
2. Importing the bank statement

- Step 1




From the drop down list, choose the name of your template.

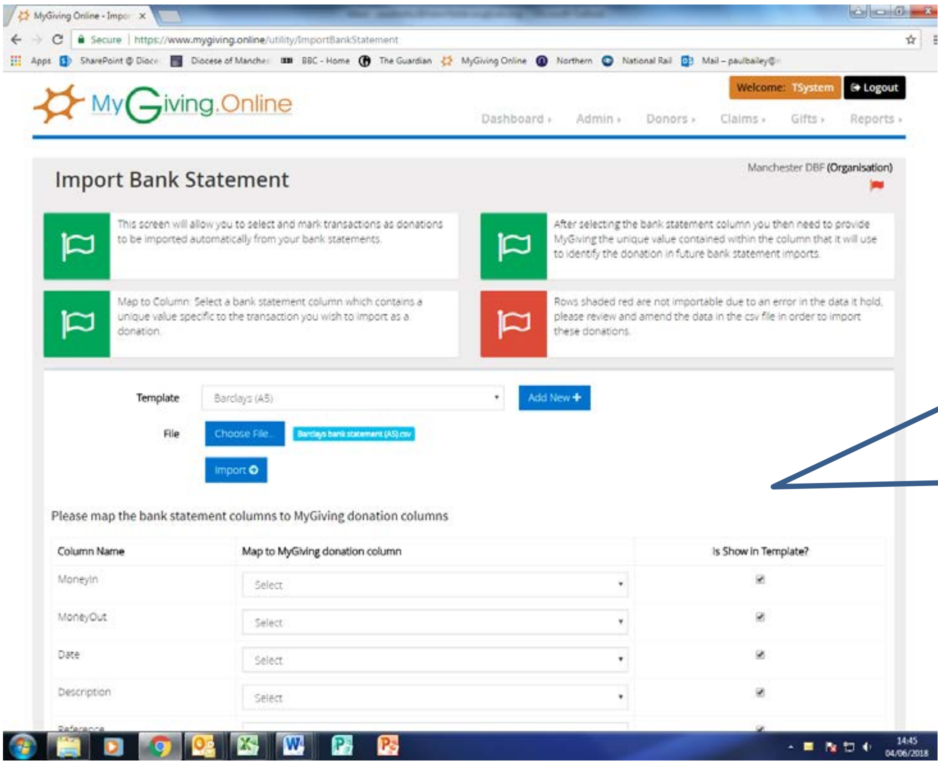
- Step 2




Click on Choose File and find the file location of the bank statement you'd like to import. Once you have chosen the file it will appear alongside the Choose File button.

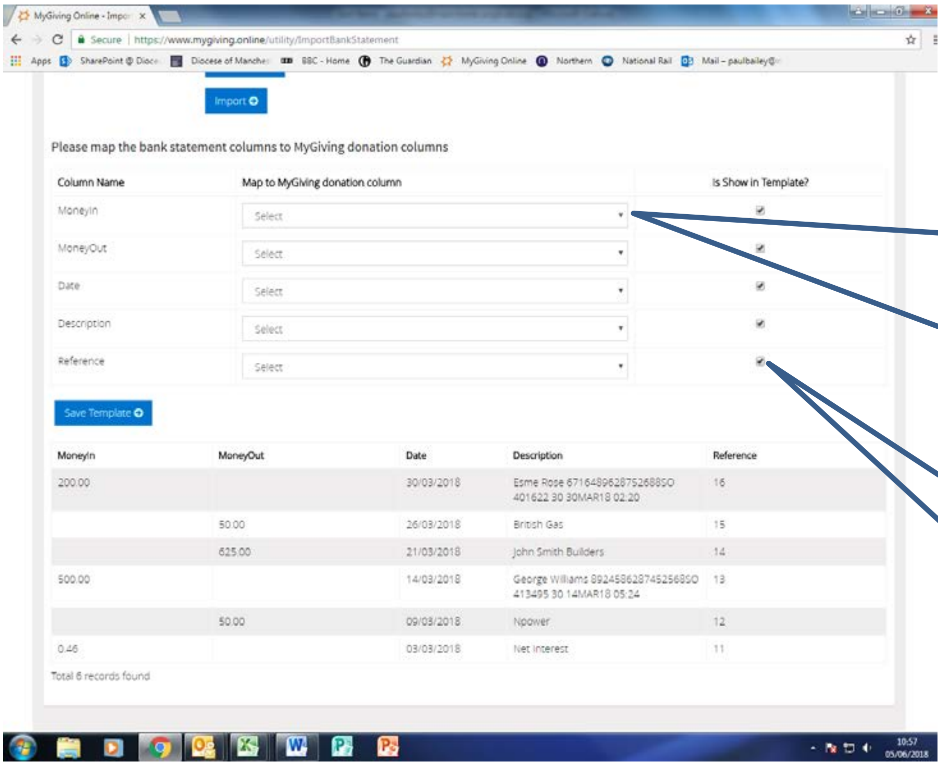
Click on Import.

- Step 3




New information will appear at the bottom of the screen. Scroll down to see the tasks you need to action.

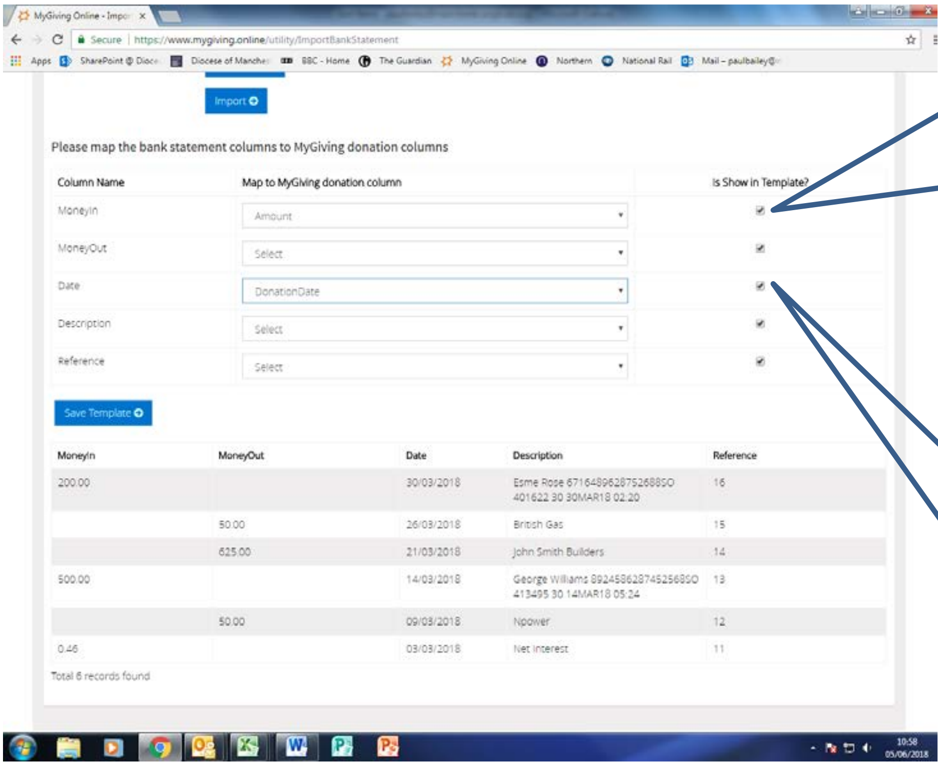
- Step 4




For the first time only, My Giving Online needs your instruction to match the titles of the bank statement columns to those used by the software.

If a column name isn't used in the template you need to untick the box.

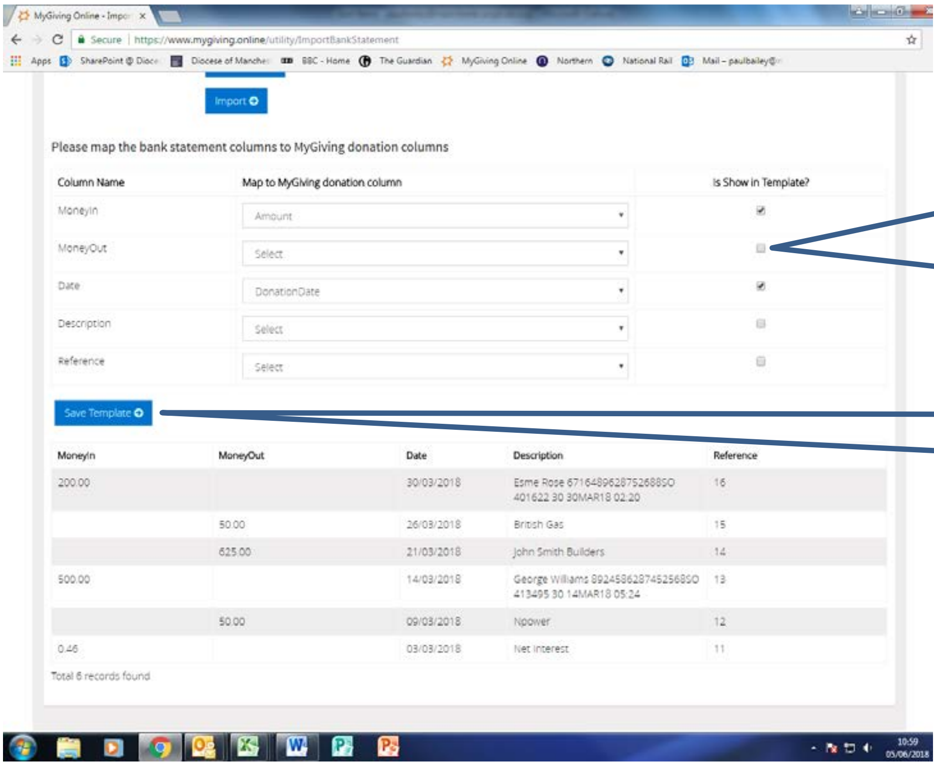
- Step 5




For MoneyIn, select Amount in the column used by My Giving Online and leave ticked to show in the template.

For Date, select DonationDate in the column used by My Giving Online and leave ticked to show in the template.

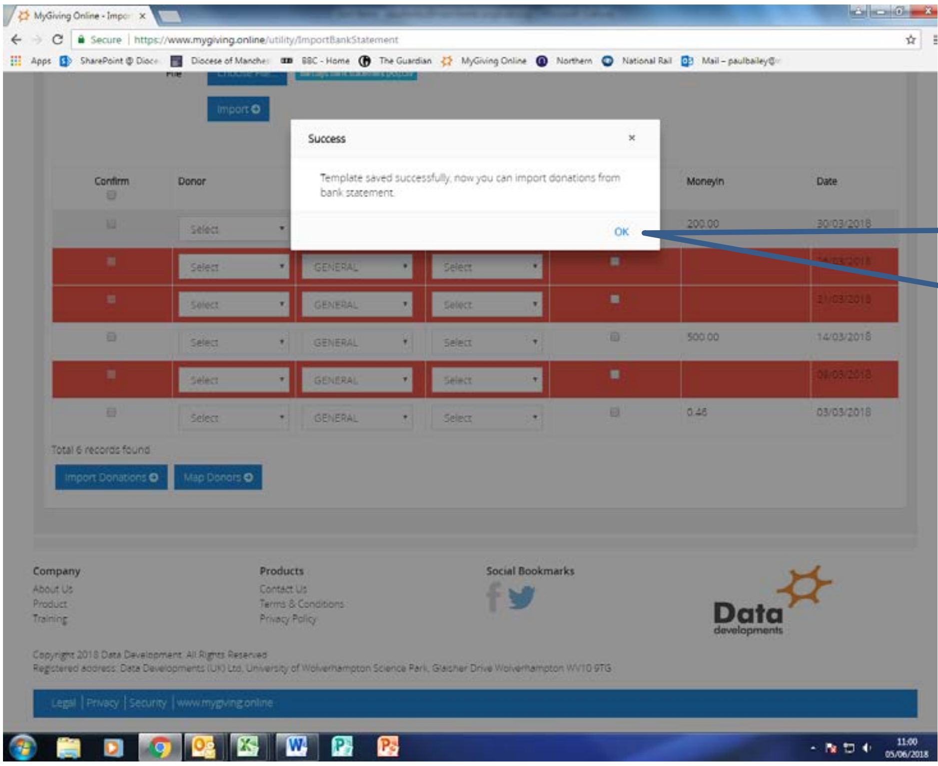
- Step 6




For MoneyOut, Description and Reference untick the boxes to show in the template.

Click on Save Template to store your changes.

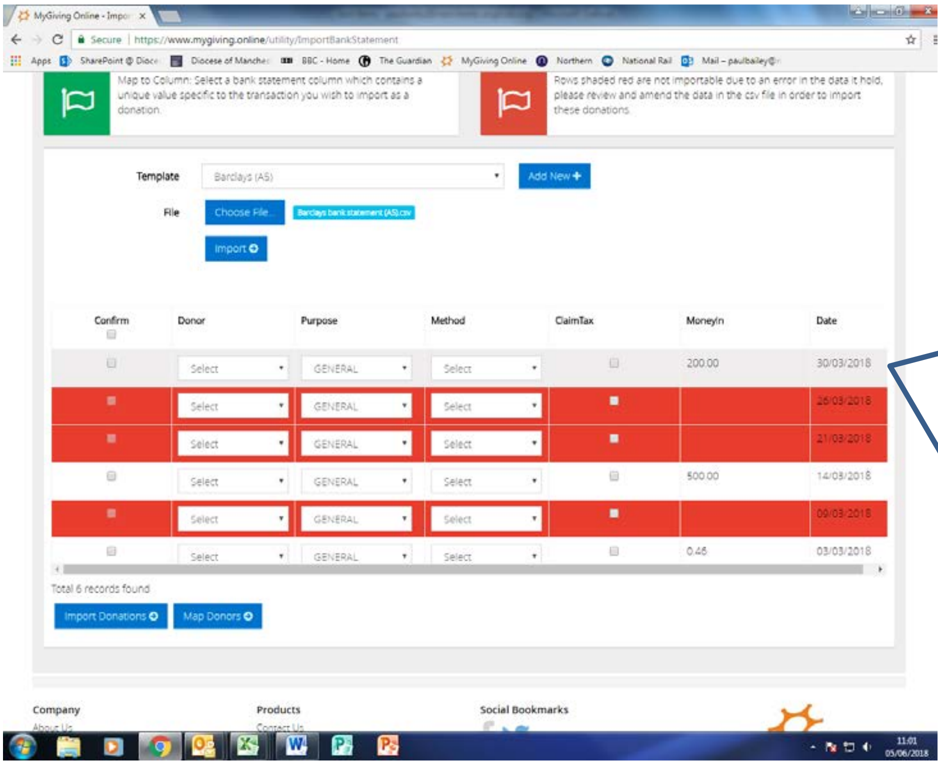
- Step 7




A message will appear stating you have been successful. Click on OK.

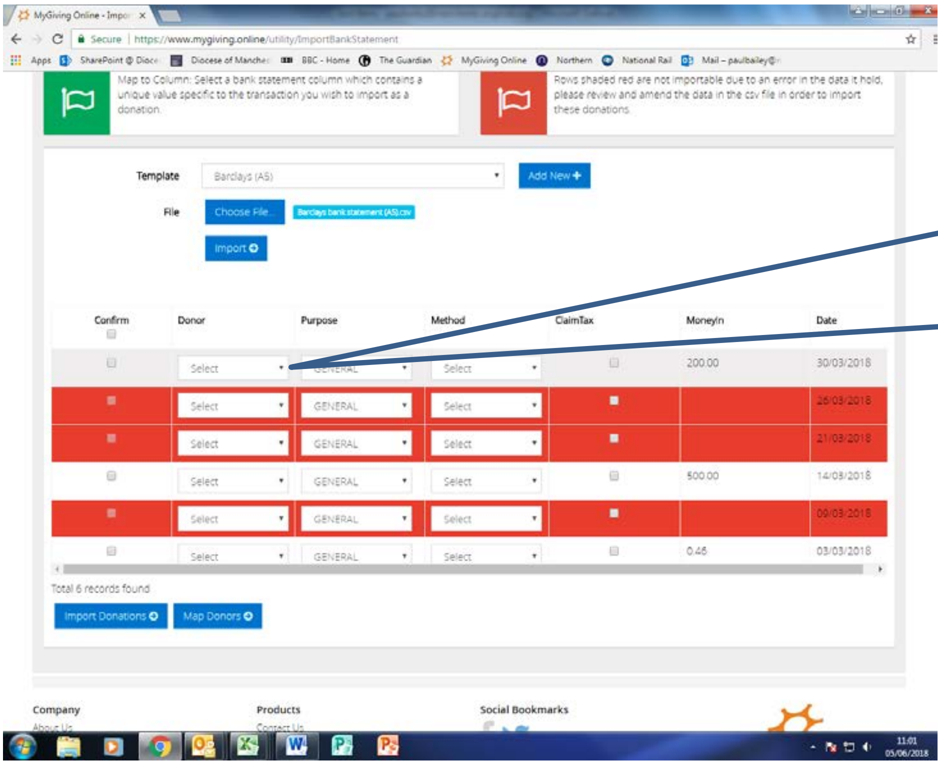
3. Matching a name from the bank statement to a donor record

- Step 1



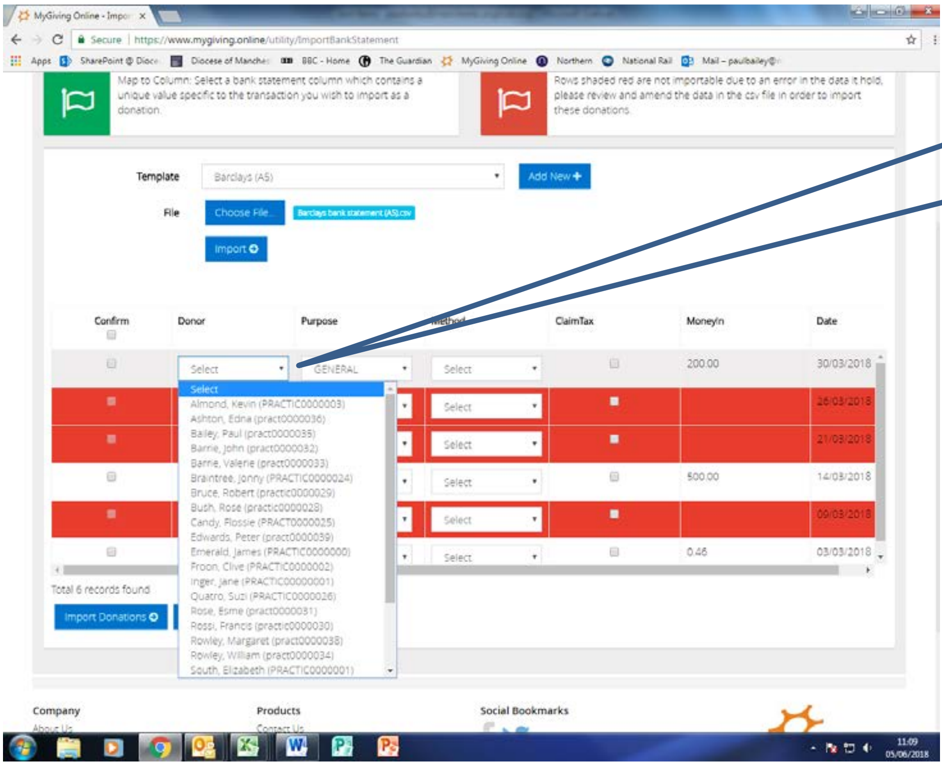

If the donation details have been imported successfully you'll be able to see the donations amounts and dates. The relevant rows will be white in colour; if they all remain red the process hasn't worked properly.

- Step 2



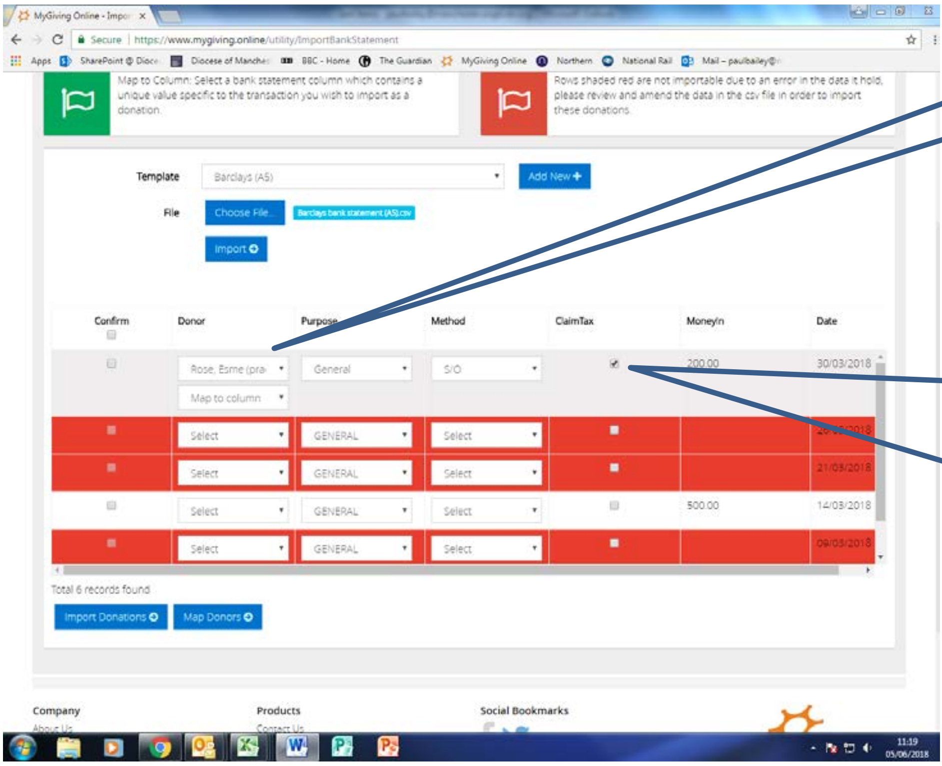

Choose the names of the donors that matches against each of the donation amounts. This will be shown in the transaction description in your bank statement.

- Step 3



In the Donor column, click on Select to show the drop down list of your donors.

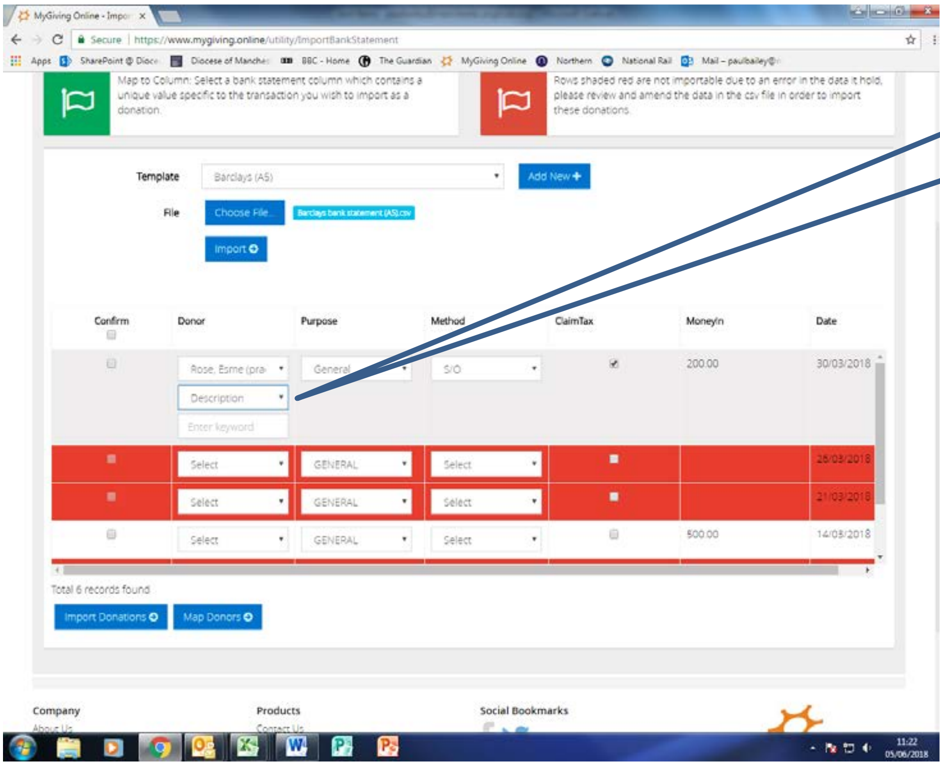
- Step 4



In this example, the name of the donor has been chosen.

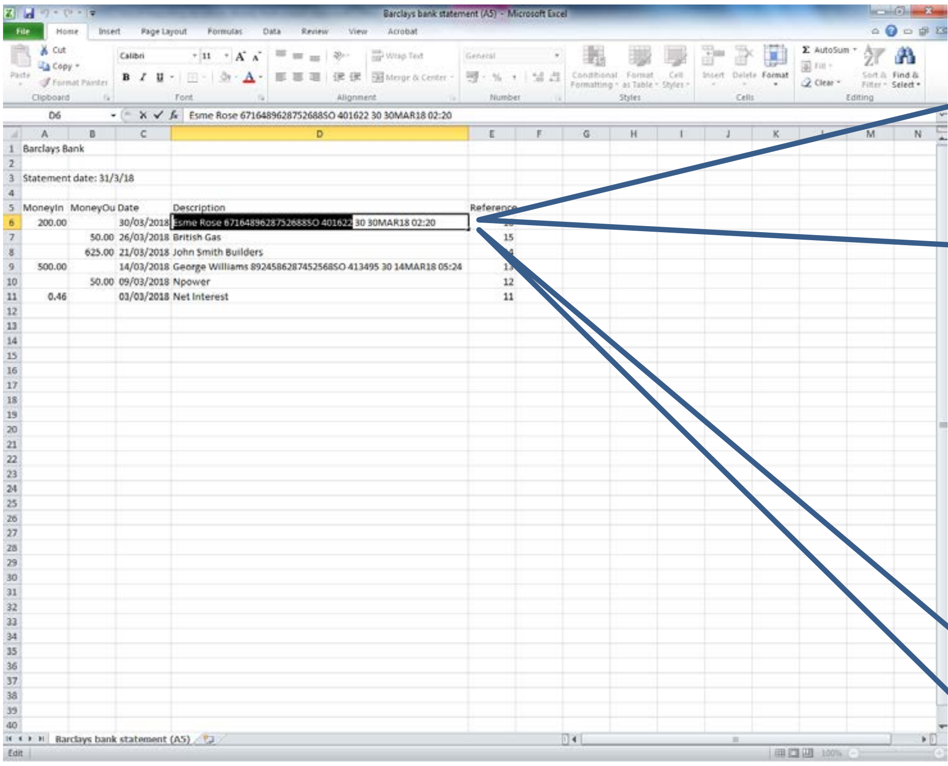
Once you have chosen the donor's name you'll see their defaults are also added, including whether you can claim Gift Aid.

- Step 5




Click on the Map to column drop down list, and choose Description.

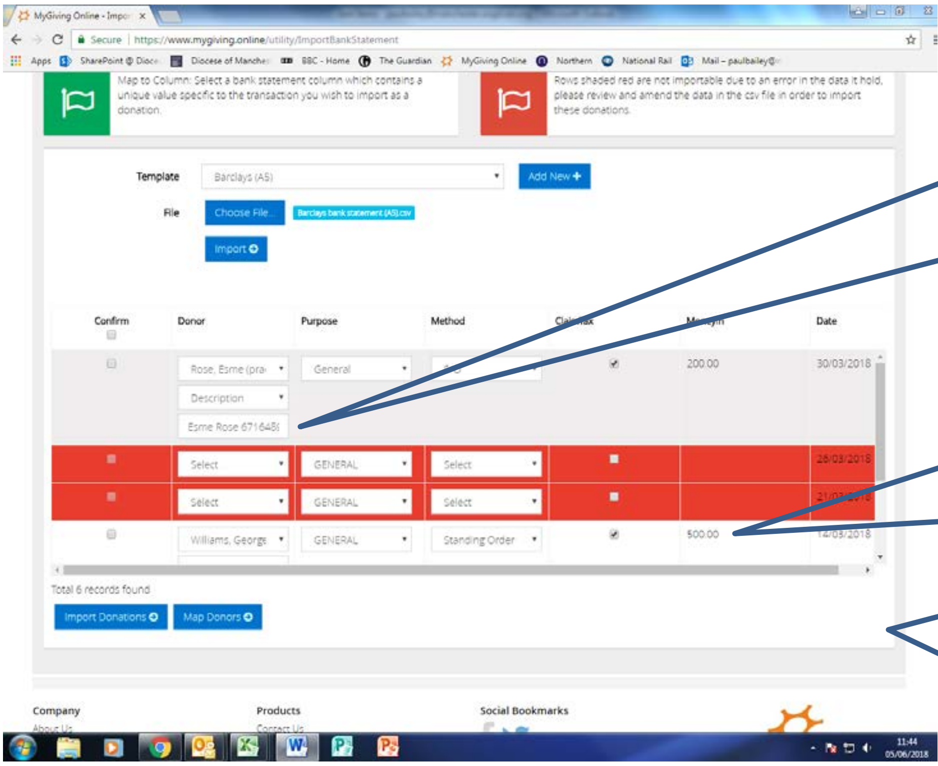
- Step 6




Open your bank statement spreadsheet and identify the information in the transaction description that will appear in all future monthly statements. For example, you won't need the date and time if this included.

Select the text as instructed and either right click on your mouse and choose copy, or press CTRL and C.

- Step 7

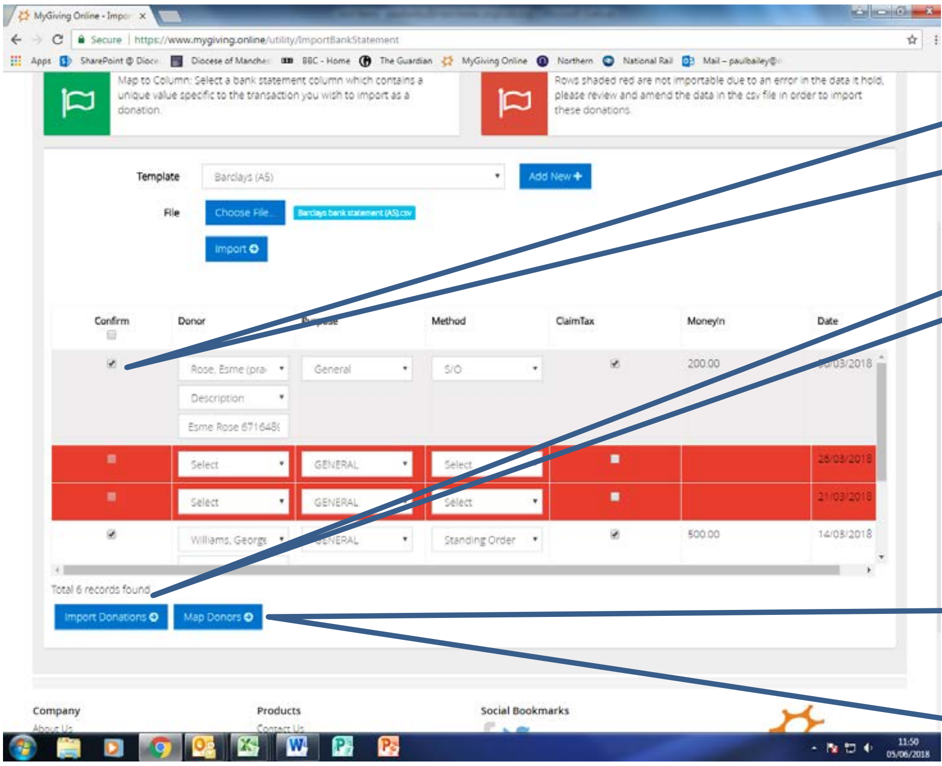



In the Enter keyword box, you need to add the transaction description text from your bank statement.

Repeat this process for each of the individual Standing Orders from your bank statement.

Each time you add a new donor you'll need to complete this process.

- Step 8

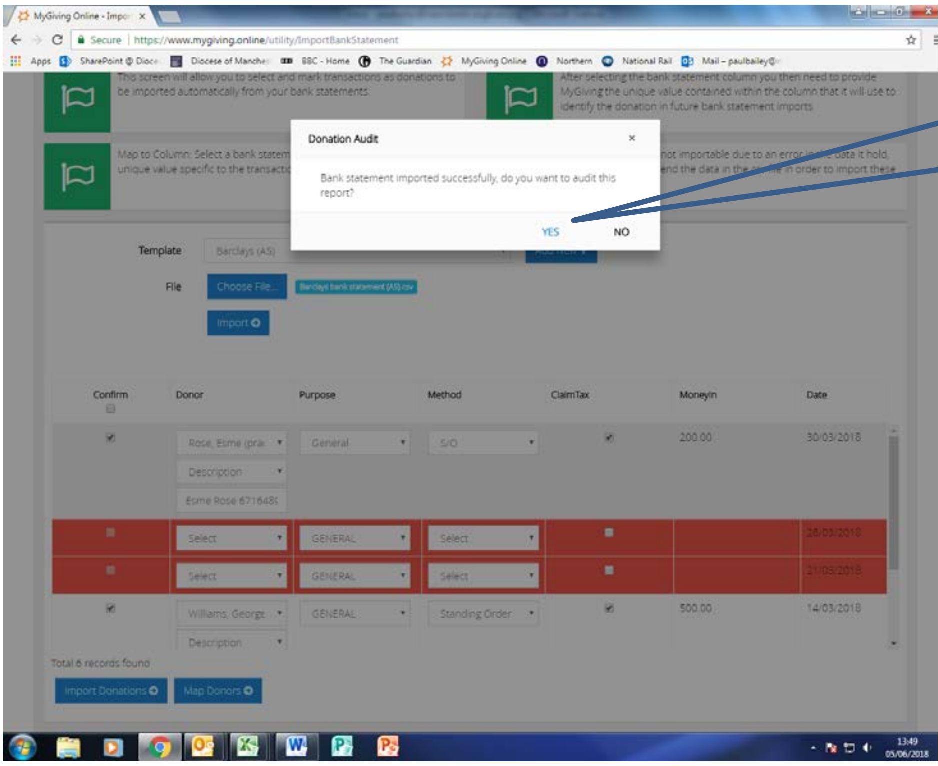



Tick the box to confirm you wish to transfer the transaction(s).

Click on Import Donations.

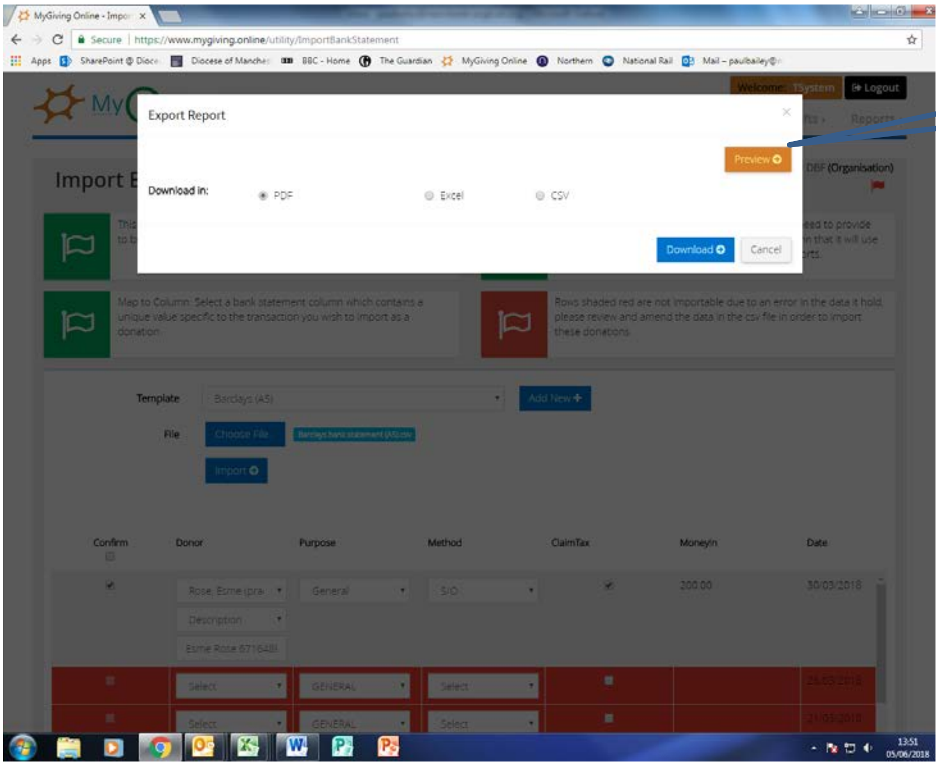
If a transaction for one of your donors hasn't appeared yet on a statement, you can create this in advance by clicking on Map Donors (see below for instructions).

- Step 9



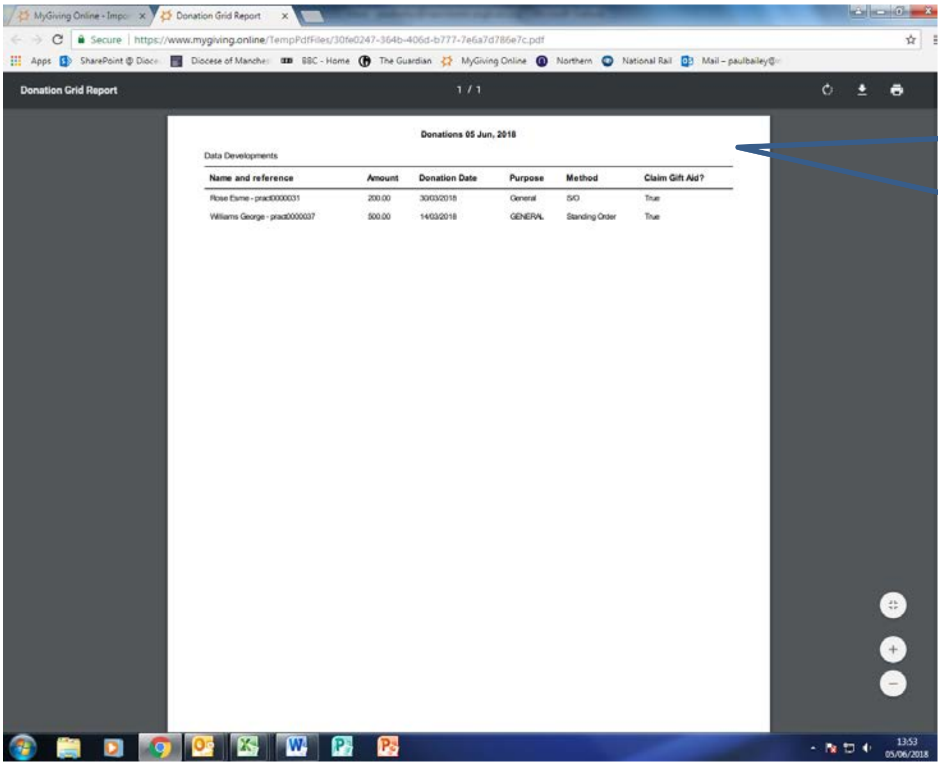

An audit report can be printed out for your records by clicking on Yes.

- Step 10



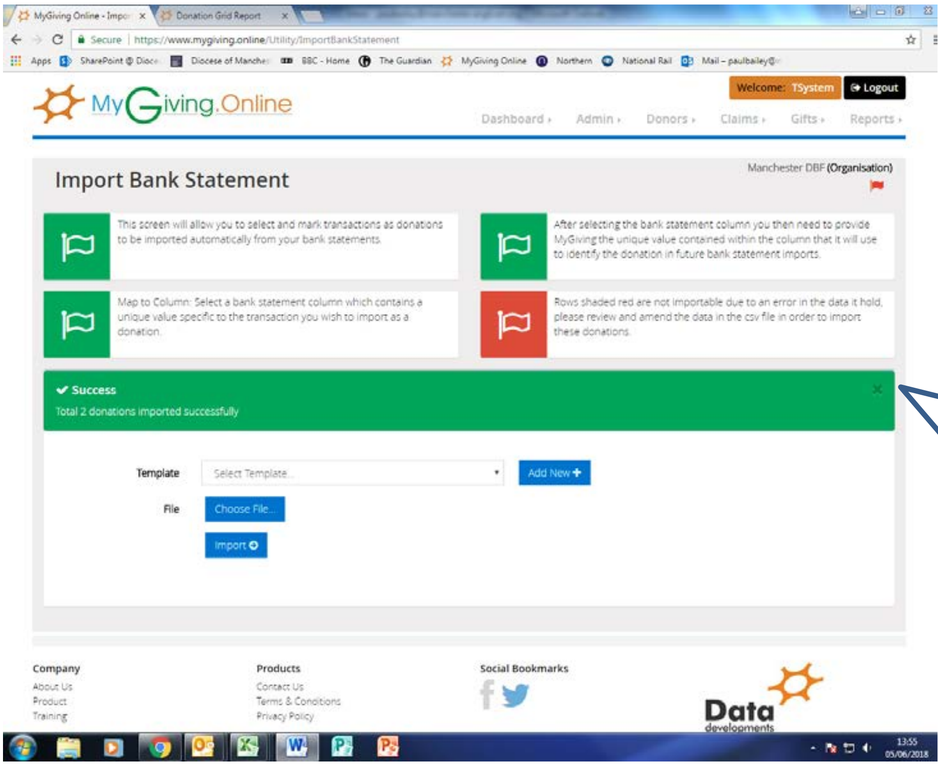

Click on Preview.

- Step 11



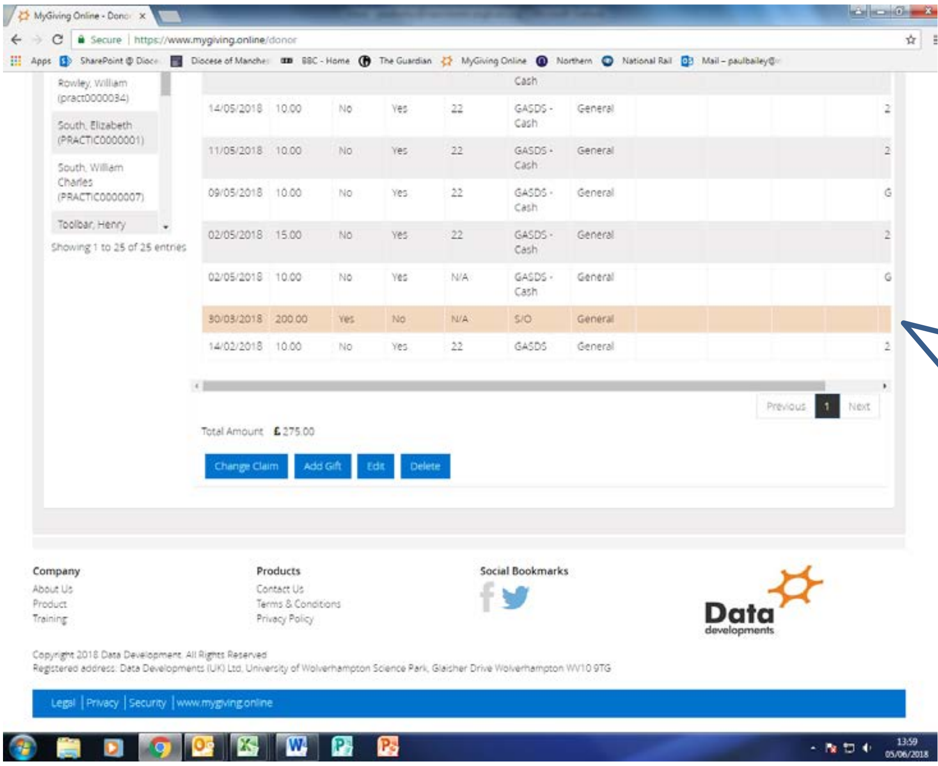

A PDF copy of the report will open in a new tab. Print a copy for your records.

- Step 12




A message appears confirming you have successfully added the donations.

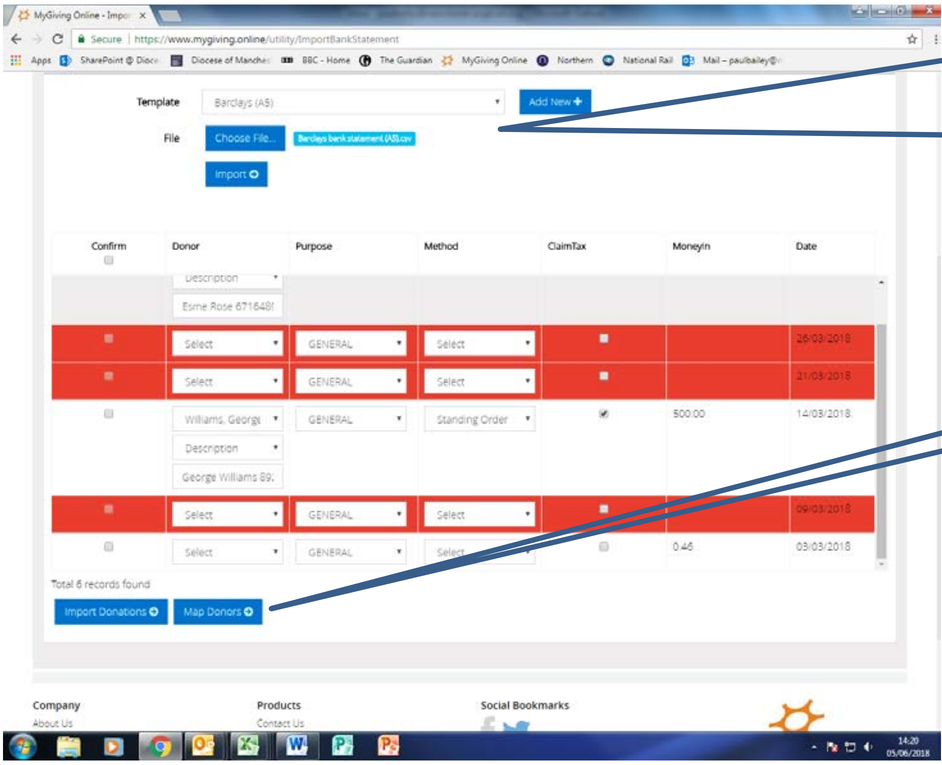
- Step 13




You will see the donation has appeared in the donor's record.

4. Adding a donor in advance of a bank statement arriving

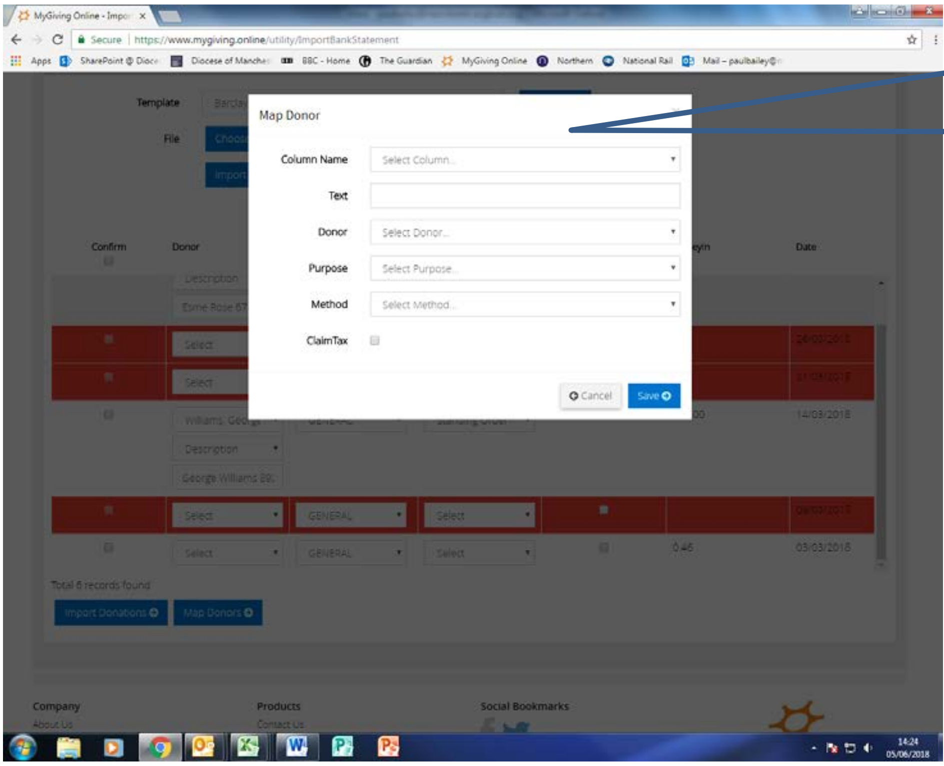
- Step 1




As previously explained, select a bank statement Template and choose a file containing a statement.

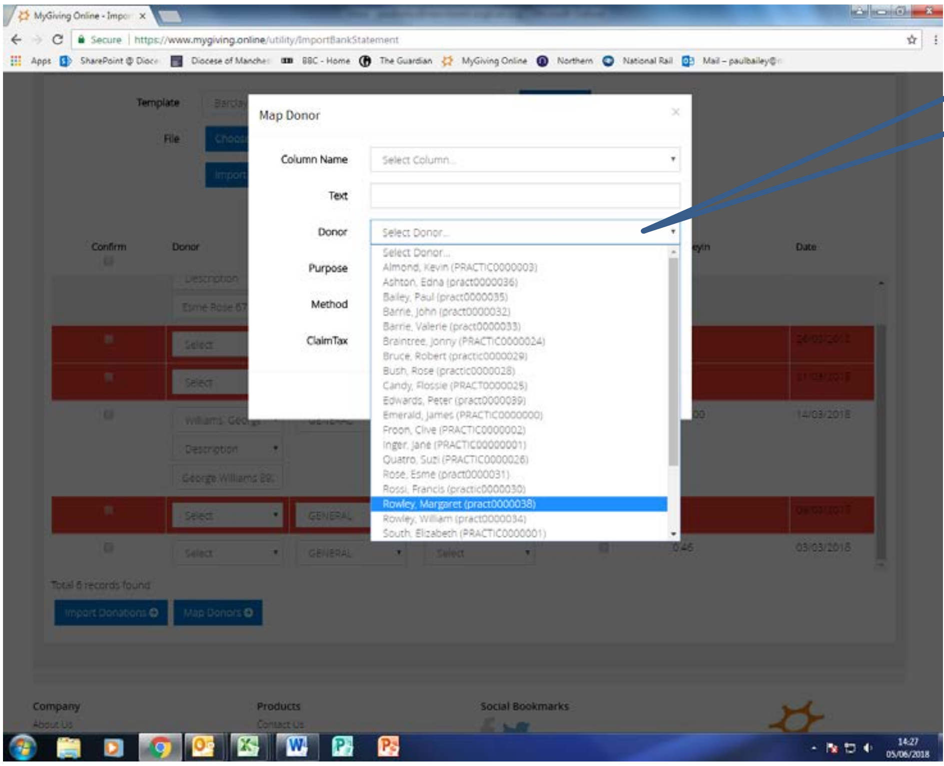
Click on Map Donors.

- Step 2



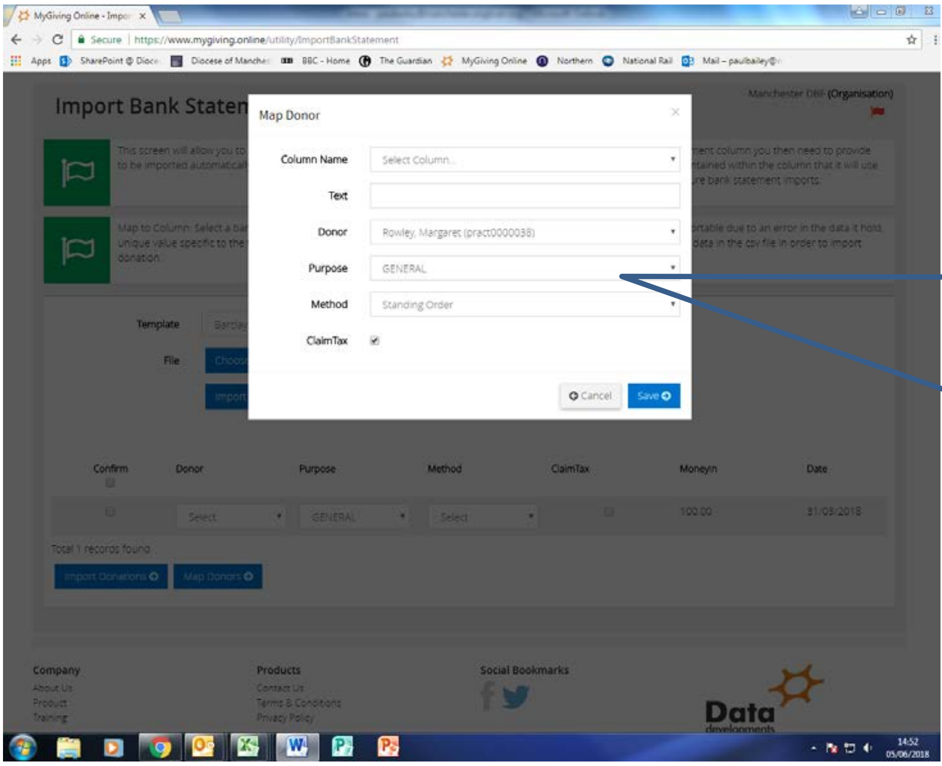

This pop up window will appear. See below for the instructions on how to complete it.

- Step 3



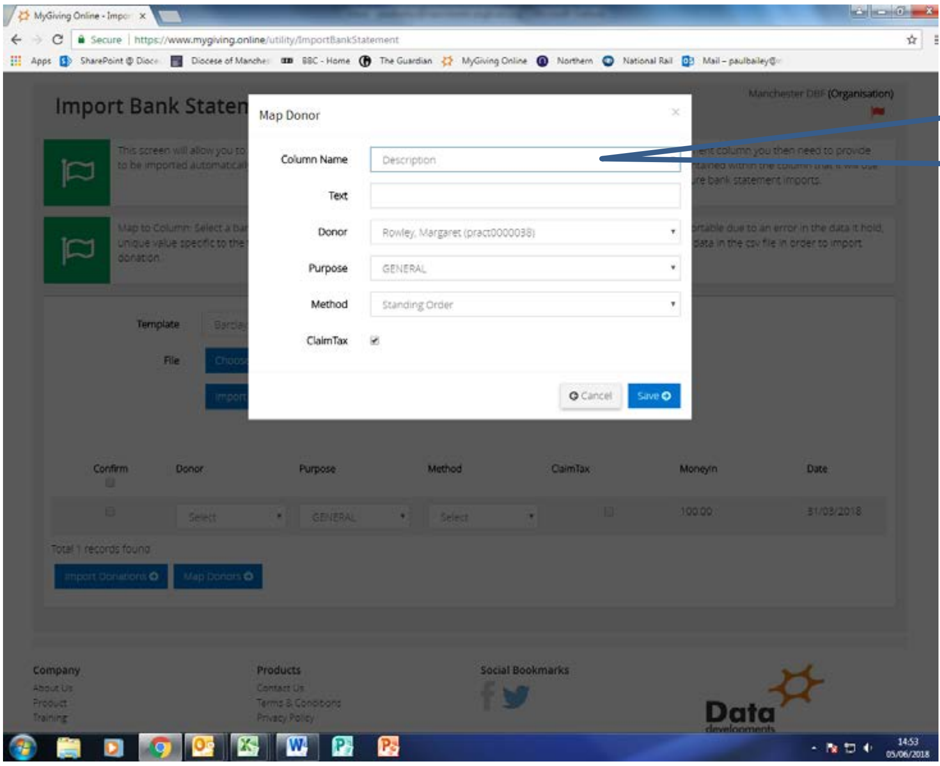

Select the donor of your choice from the drop down list.

- Step 4



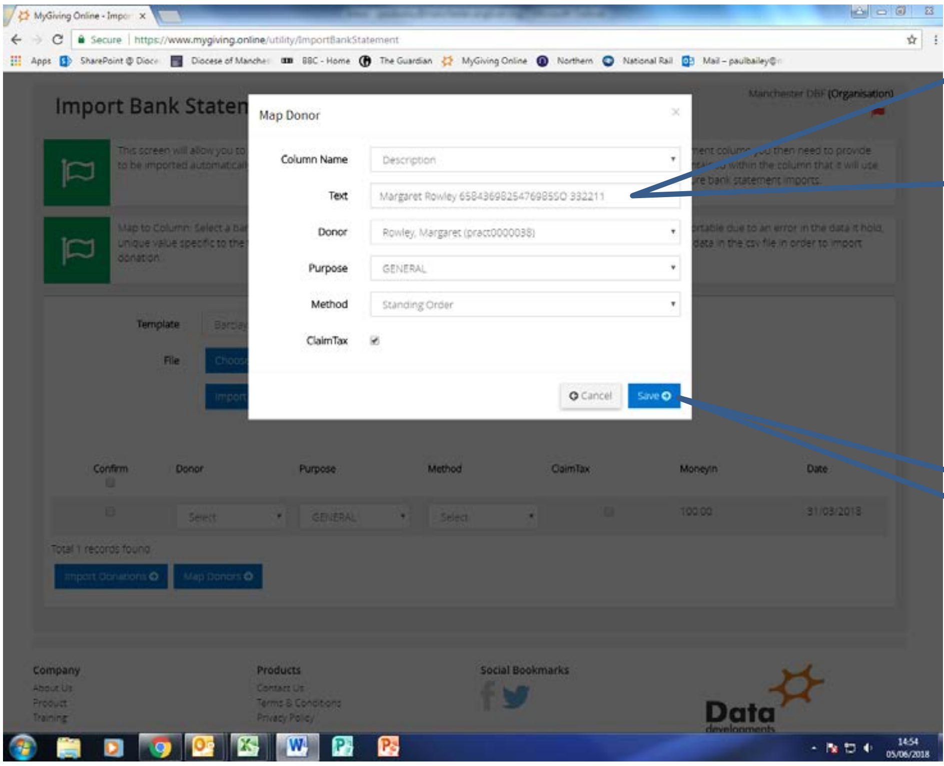

Once you have chosen a donor their defaults will be added in the Purpose and Method fields, and if appropriate the Claim Tax box will be ticked. You can change these if you wish.

- Step 5




From the Column Name drop down list, choose Description.

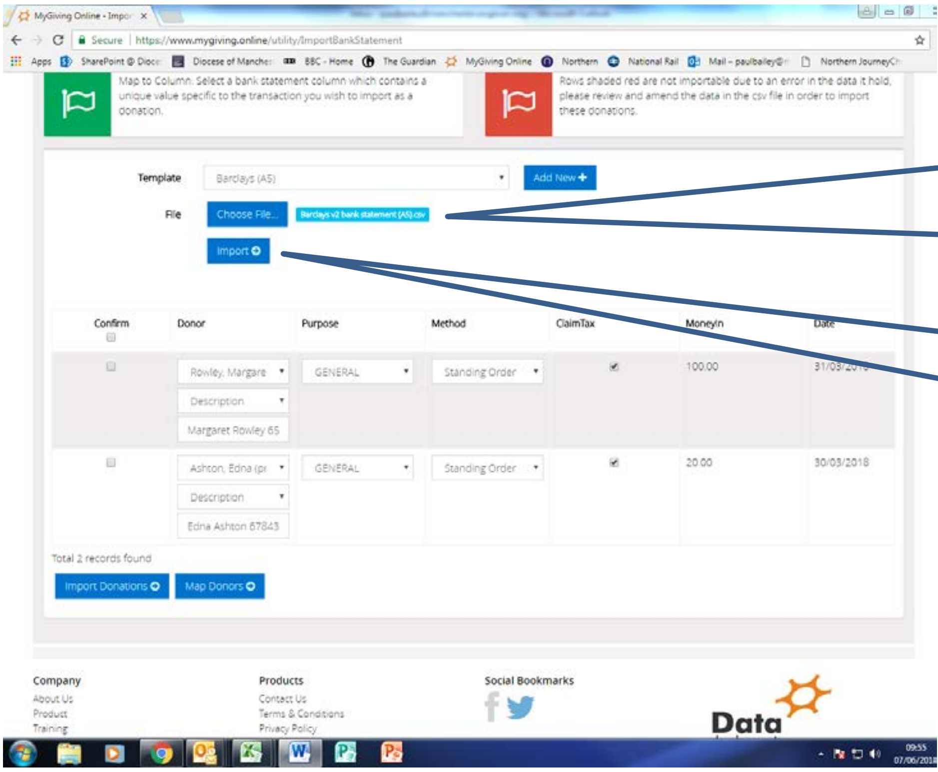
- Step 6




In the Text field enter the details that will uniquely identify the donor from a bank statement. This would usually be their name, account number and sort code.

Click on Save to store your changes.

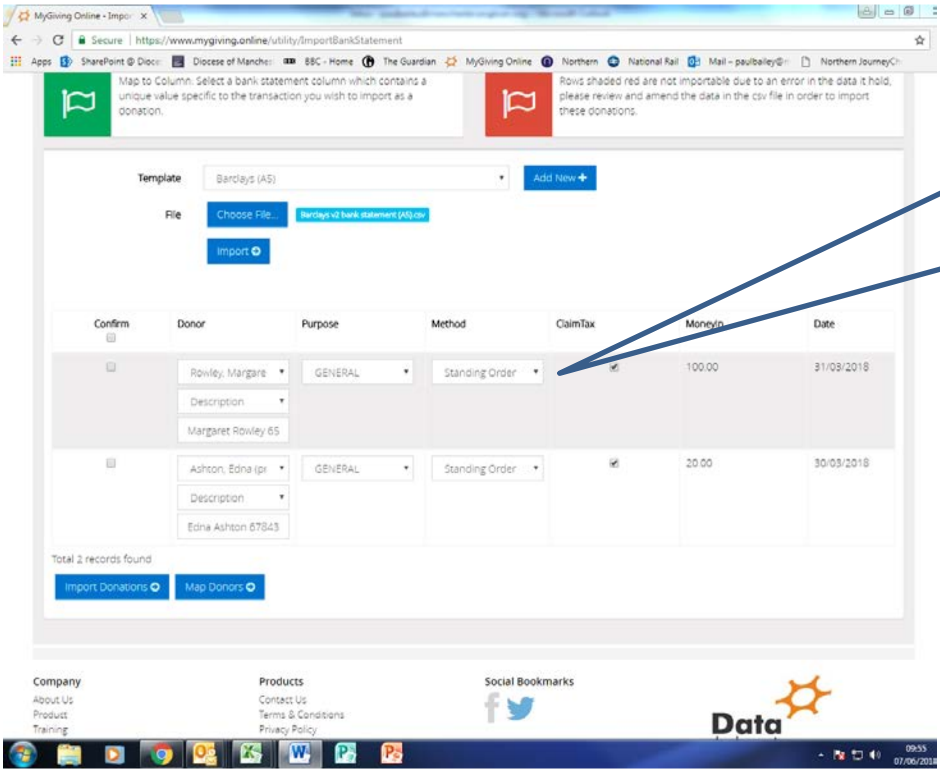
- Step 7




You can then import your donations in the usual way when your bank statement arrives.

Choose a template, the file containing the latest statement and click on Import.

* Step 8




The mapped donor's donation will appear on the screen. You can change the Purpose and Method if needed.