

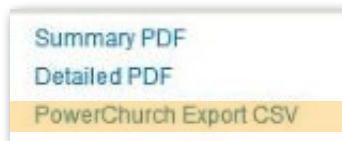
POWER CHURCH IMPORT PROCESS

Pre-Import Steps

- 1 In the WeShare **Control Panel**, click on the **Manage Giving Opportunities** icon and any **Manage Collection** button. Then click the **Collection Details** icon.
- 2 In the **Fund Number** box, enter the Power Church fund number that corresponds to that collection. Click **OK** to save. Repeat this process for each collection.
- 3 In the WeShare **Control Panel**, click on the **Manage Users** icon and then on any individual donor name missing an **Envelope ID** number. Navigate to the **Giving Account Settings** tab.
- 4 In the WeShare **Envelope ID** field, enter the **Envelope Number** for the parishioner. Repeat this process for every donor.

Preparing the WeShare Export File & Importing

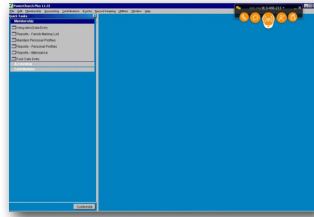
- 1 Go to the WeShare **Control Panel**, click on the **Reports & History** icon. Select from either the **Transfer Reports** (to import each deposit separately) or the **Financial Export** (to import multiple deposits grouped by date range) icon.
- 2 Choose the report you want to upload into Power Church and select the **Power Church Export CSV**.



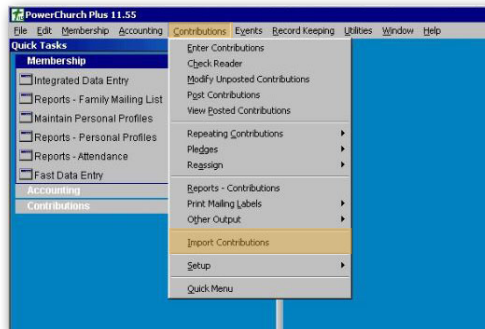
- 3 You will then be prompted to **Save** the file. Save it into a folder on your computer that will be easy for you to find later. Create WeShare folder if needed.



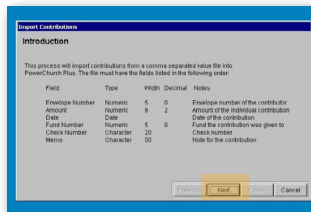
4 Once the file is saved, open **Power Church**.



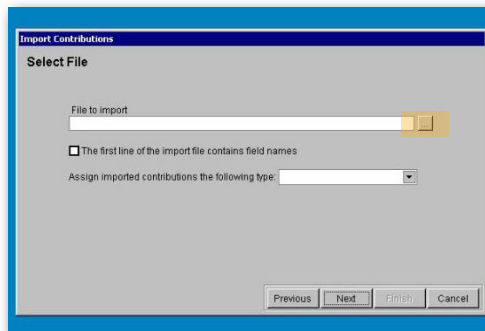
5 Click on the **Contributions** menu and then click **Import Contributions**.



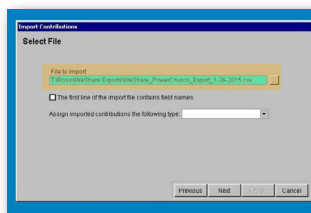
6 Import Contributions Introduction screen will pop up. Click **Next**.



7 On the right of the **File to Import** field, click on the small square.



8 Navigate to the folder where you had previously saved the Power Church CSV file and click to open it.



- 9 Where it says **Assign Imported Contributions** the following type, choose Online or WeShare from the drop down menu. Click **Next**.

Select File

File to import
T:\Ross\WeShare Exports\WeShare_PowerChurch_Export_1-26-2015.csv

The first line of the import file contains field names

Assign imported contributions the following type: Cash
Check
Credit Card
Online

Previous Next Finish

- 10 Review donations on **Confirmation** screen. If everything looks correct click **Finish** to import the contributions.

Import Contributions

Confirmation

Please verify the information below. Double click a row to edit the contribution before it is imported. Contributions shown in red will not be imported.

Env. No.	Name	Fund	Fund Description
2249	Allan Buck	100	Regular
3121	Robert Perkins	100	Regular
2993	John Renfro	100	Regular
1263	Paul Fahy	102	Catholic Times
2485	Faney Bartley	101	Solemnity of the BVM

Previous Next Finish Cancel

- 11 You will receive notification that contributions have been imported. They can now be found in the Modify Unposted Contributions screen. You may also print a report from here as well.

Import Contributions

Finish

The contributions have been imported. They can now be found in the Modify Unposted Contributions screen.

Print Report

Close