

Servant Keeper Import Utility

Important Steps:

The first key step to using the Servant Keeper Import Utility is to get your data into a usable format. To do this, follow these steps:

Step 1

Export your data from your current software program into a .CSV format.

You must have the following fields in this order:

Env #

Account

Date (yyyymmdd)

Amount


To get your data into this format you should consult with your programs Help Manual or Support Desk. The data should be easily exported into this format.

Step 2

Install the Import Utility to your computer.

1. Insert Servant Keeper CD into your CD drive.
2. Click on [Additional Products].
3. Click on [Install Servant Keeper Import Utility].
4. Click [Next]
5. Next you will see a copy of our license agreement. You will need to agree with our license agreement to complete the installation.
6. Click [Next]
7. Enter the Registration Code you were provided.
8. Click [Next]
9. Next you will need to select the destination for the Import Utility to be installed. The utility should be installed in the same location as Servant Keeper.
10. Click [Next]
11. Click [Finish]
12. You will now find the Import Utility in the Servant Keeper 6 Shortcut folder on your desktop.

Step 3

Once you have your data in the correct format and have the Import Utility installed on your computer, you are ready to begin the import process. The instructions on the next several pages will walk you through the process of importing your data. There are also help tips available throughout the Import Utility. Just look for this  symbol.

If you need further assistance, please contact our Help Desk at 570-748-2800. We have Technicians available 9:00 am – 6:00 pm EST Monday-Friday.

Contribution Import Tool Help Sheet

Step 1

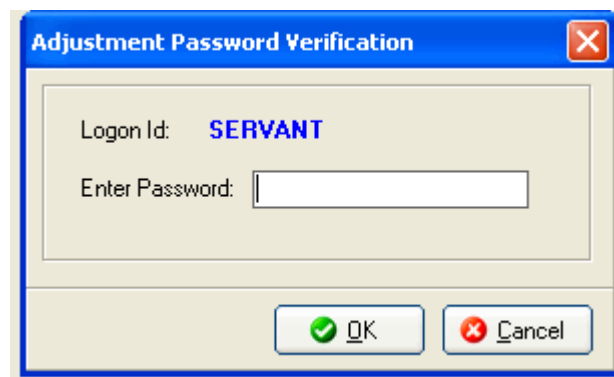


Open the Contribution Manager by clicking on the Contribution Manager shortcut located in your Servant Keeper 6 folder on your desktop.

Step 2

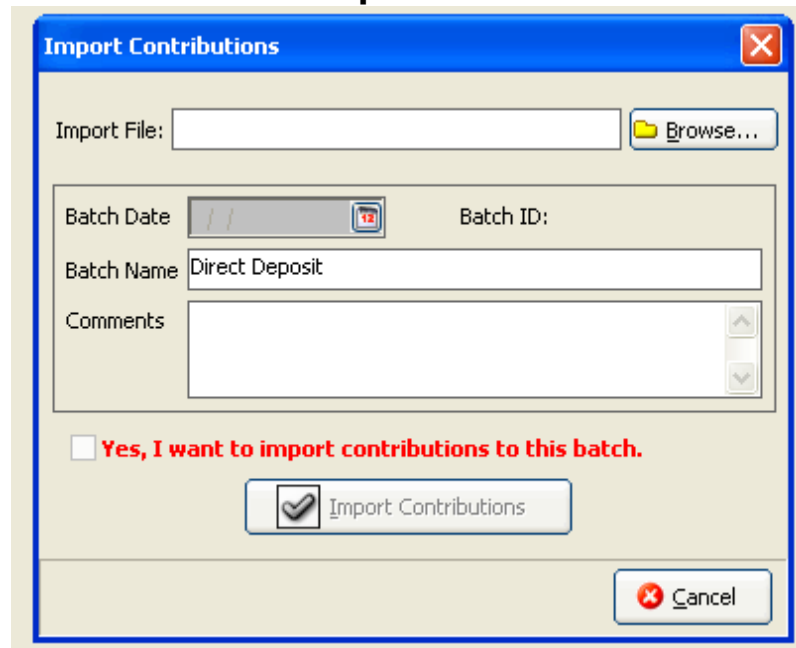
Click the Tools Menu. Click on "Direct Deposit Import Tool", then "Import Direct Deposit Transactions"

Step 3



Please enter your Servant Keeper password and click the **[OK]** button to continue.

Step 4



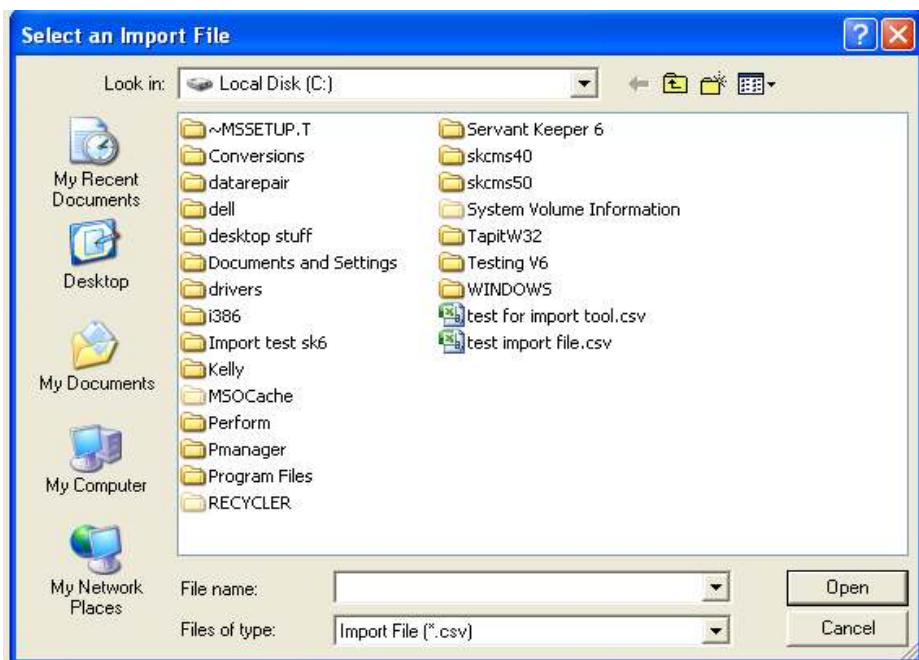
In this step you want to click the **[Browse]** button and find your import file. **This file needs to be in a comma separated value file format(.csv). Here is an example of a .csv file opened in Excel and then in Notepad:**

This is the Excel example:

1	General Fund	20070505	120
2	Tithes & Offerings	20070713	150
3	Ed Newman Fund	20070712	500
4	Missions	20070505	200
5	Missions	20070505	900

This is the Notepad example:

```
1,General Fund,20070505,120
2,Tithes & Offerings,20070713,150
3,Ed Newman Fund,20070712,500
4,Missions,20070505,200
5,Missions,20070505,900
```



After clicking the **[Browse]** button, please choose your import file.

It will tell you how many entries have been imported and how many entries were rejected. Click the **[OK]** button to continue. If all entries are in the correct format and all accounts and envelope numbers match in Servant Keeper you will get this box telling you only how many entries have been imported. When you click the **[OK]** button, you will skip the next step.

Step 6

Tag	Batch Date	Batch Id	Env #	Account	Amount	Rejected Reason(s)
<input checked="" type="checkbox"/>	05/05/2007	3	2	Tithes & Offerings	150	INVALID ACCT_NAME
<input type="checkbox"/>	05/05/2007	3	3	Ed Newman Fund	500	INVALID ACCT_NAME
<input type="checkbox"/>	05/05/2007	4	2	Tithes & Offerings	150	INVALID ACCT_NAME
<input type="checkbox"/>	05/05/2007	4	3	Ed Newman Fund	500	INVALID ACCT_NAME

This is where you can fix your rejected entries. Click on the entry to highlight it then click on the **[Fix]** button to continue.

After clicking on the **[Fix]** button you will see this window:

Here you can fix the envelope number and the account. Click the **[Save]** button after making corrections to continue. You will then see this window:

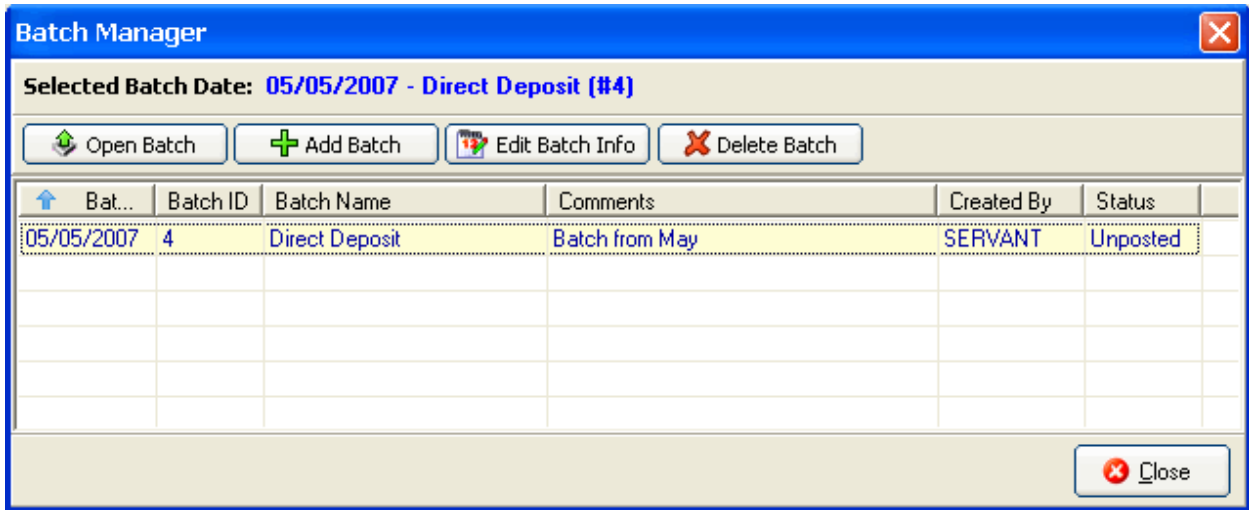
This window is telling you that the entry has been corrected and will be removed from the rejected entry list. Click the **[OK]** button to continue. Repeat these steps until all entries are corrected.

Step 7



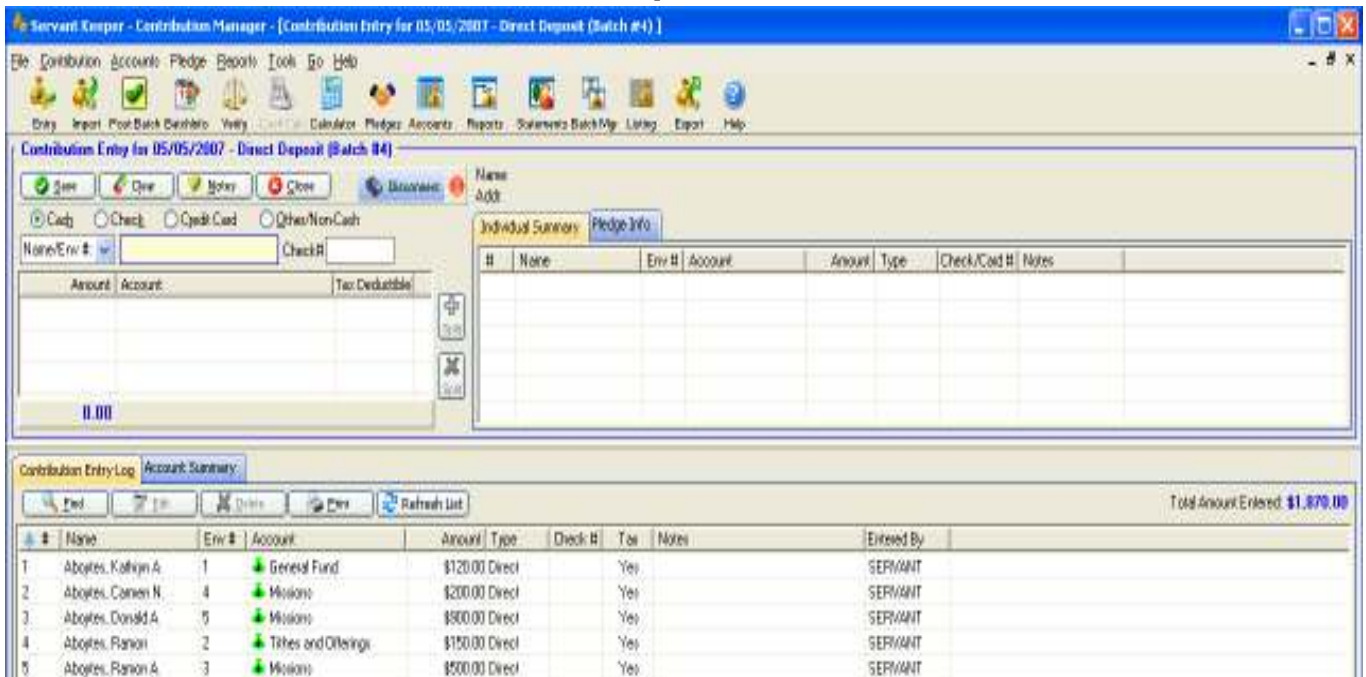
After closing the Fix Entry window, click on the Batch Mgr button on the button bar. It is the 12th icon from the left.

Step 8



You will then see your imported batch listed in the Batch Manager. Click the **[Open Batch]** button to open the batch to post it.

Step 9



After opening the batch, you will see all of your imported entries listed in the Contribution Entry Log. If you have no more entries to enter, simply click the **[Post Batch]** button to post and complete the batch.