

LUCIS Software

Instructions to Import Adventist Giving Transactions

This feature requires that you have updated to LUCIS Software version 3.3.11 or newer. To check which version you have installed, click “Help” and then “About LUCIS Software”. If you need to update, click “Check for Updates...” from the same menu.

The Adventist Giving import process is relatively straightforward. The user downloads the CSV export file from Adventist Giving, edits it in Excel if needed, and then imports into an empty Open Batch in the LUCIS Software Donations Module. Following are step by step instructions...

Verify the Open Batch is Empty

1. In LUCIS Software, from the “Donations” menu, select “Donations Open Batch Entry” or select “Enter Offerings” on the graphical menu.
2. Verify that the Open Batch is empty. The message to the right of the date should read “Open batch is empty”.
 - If the Open Batch has sets posted, then you must close the open batch before importing entries from Adventist Giving.

Check Donor ID's and Offering Numbers (this will likely only impact future Official Deposit Reports)

3. Login to the Treasury portal for Adventist Giving (adventistgiving.org)
4. Select “Manage offering categories”.
5. Verify that the code for each offering is correct and matches the Offering Number used in LUCIS Software (Offering Query).
6. Back up to the main management page and select “Active Donors”
7. Verify the ID for each Donor matches the Donor ID in LUCIS Software (Donor Query).

Download the CSV Official Deposit Report

8. From the main page of the Adventist Giving Treasury Portal, click “Generate Reports”
9. From the “Official deposit reports” section, click the “CSV” button to the right of the report you want to download.
10. Save the CSV file to your c:\lucis\data folder or other suitable location.
11. If you have Excel and would like to verify the export file, simply double click on the saved file and it should open in Excel.
 - Check that there is a Donor ID listed for all rows in the “Donor ID” column. If there are ID's missing, check LUCIS Software for the correct Donor ID and enter it into the spreadsheet on the correct row.
 - Check that there is an Offering Number listed for each row in the “Code” column. If there are codes missing, check LUCIS Software for the correct Offering Number and enter it into the spreadsheet on the correct row.
 - If you made changes, save the spreadsheet before exiting.

Importing into LUCIS Software

12. In LUCIS Software, from the “Donations” menu, select “Donations Open Batch Entry” or select “Enter Offerings” on the graphical menu.
13. From the “Donations Open Batch Entry” window, select “Entries” from the menu and then “Import Entries to Open Batch”
14. Select the “Import File Name” -> which is the file you downloaded from Adventist Giving
15. Make sure the “Import Format” is set to “AG Adventist Giving format”
16. Click the “Validate” button and then if there are no errors, click the “Import” button.
 - If you have any warnings, read the message which is typically related to a last name or first name mismatch with Adventist Giving. Verify that the names are correct before importing.
 - If you have any errors, these are typically related to Donor ID’s or Offering Numbers, click the “Preview Log” menu option and then go back to step 7 and find the record related to the error message and fix as needed. If the error is related to a missing Donor or Offering, you may need to add these using the Donor Editor or Offering Editor in LUCIS Software.
17. Once the import is complete, the imported entries will be in the open batch and available for review.
18. After a final review, proceed with your normal process of closing the batch and posting it to the GL.