

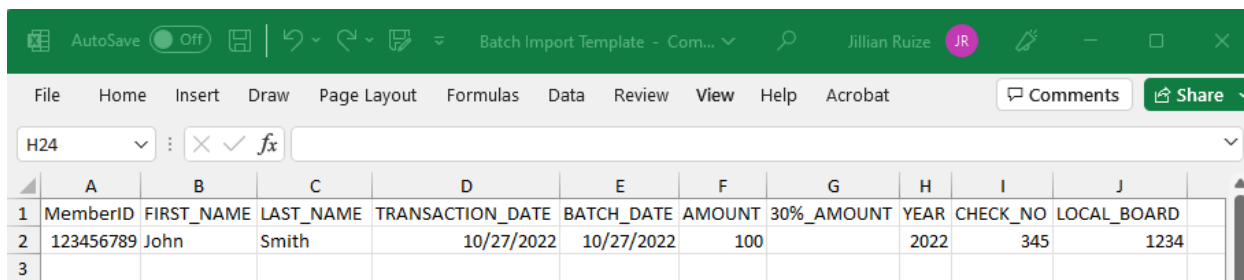
NAR RECEIPT IMPORT

NAR Receipt Import

The NAR - Import function is used to import member receipts from a Microsoft Excel import spreadsheet into Aristotle 360. Note: The acceptable file formats are .xls (Excel 97-2003) and .CSV.

For best results and to ensure the import tool will correctly place the imported data, it is recommended for you to use the Batch Import Template provided by Aristotle.

Here is an example of the spreadsheet:

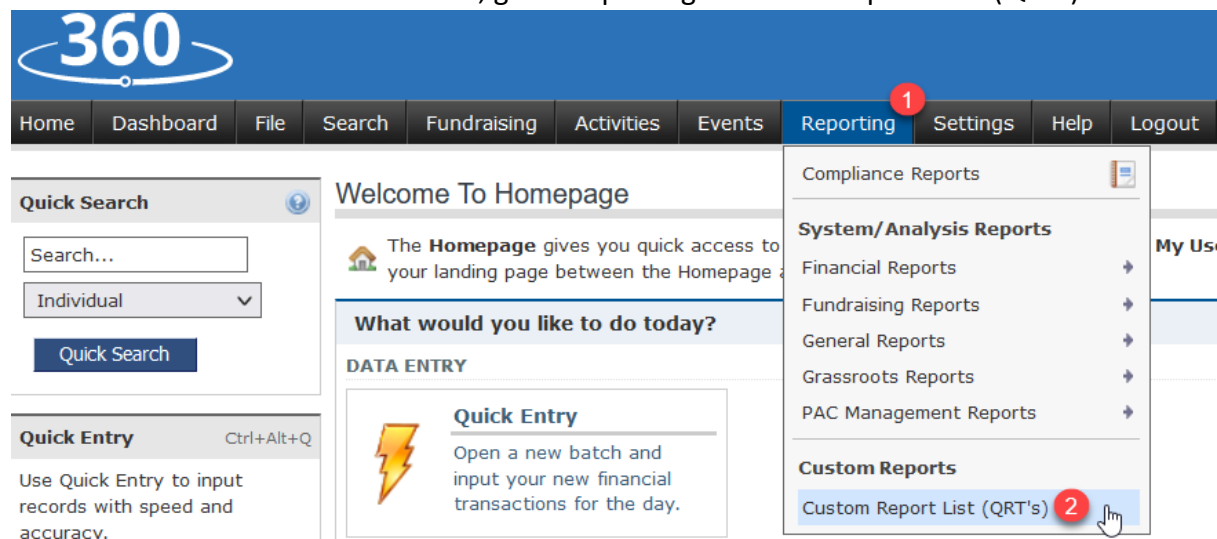


	A	B	C	D	E	F	G	H	I	J
	MemberID	FIRST_NAME	LAST_NAME	TRANSACTION_DATE	BATCH_DATE	AMOUNT	30%_AMOUNT	YEAR	CHECK_NO	LOCAL_BOARD
1	123456789	John	Smith	10/27/2022	10/27/2022	100		2022	345	1234
2										
3										

When saving the spreadsheet to prepare for import, it should be named starting with the NAR batch naming convention. This means that it should begin with the two-digit state identifier and two letter state abbreviation, followed by the date in mmddyy format, and ended with the batch type or RPAC, PAF, or ORG. RPAC is hard/personal dollars. PAF is soft/corporate dollars, and ORG is organization soft dollar contributions. Example: 06CO102722RPAC. You can add to the name if you would like, but it must start with the correct naming convention.

After you have prepared and saved your batch import spreadsheet, you are ready to import.

From the Aristotle 360 home screen, go to Reporting > Custom Reports List (QRTs)



The screenshot shows the Aristotle 360 home screen. The top navigation bar includes Home, Dashboard, File, Search, Fundraising, Activities, Events, Reporting (highlighted with a red circle 1), Settings, Help, and Logout. The Reporting dropdown menu is open, showing options like Compliance Reports, System/Analysis Reports, Financial Reports, Fundraising Reports, General Reports, Grassroots Reports, PAC Management Reports, and Custom Reports. The Custom Reports section is expanded, and the 'Custom Report List (QRT's)' link is highlighted with a red circle 2 and a mouse cursor.

Select the **NAR – Import** Option under All Reports. Tip: Click the green push pin to the right of the report title to pin this report to the top of the list so it will be easier to find next time.

NAR - Import



Click [here](#) to run NAR Import routine

This is what the NAR Receipt Import Screen will look like. Be sure to edit or verify the highlighted fields. See details below for step-by-step instructions.

NAR Receipt Import	
State/Federal:	☒ State ☐ Federal
Type:	☒ Excel ☐ CSV
First row must be the header	
Import File:	06CO102722RPAC.xls Browse.
Filing Committee:	COLORADO RPAC
Account:	CO - Checking
Batch Name:	06CO102722RPAC
Batch Date:	10/27/2022
Batch Amount:	\$
Receipt Type:	Contribution
Receipt SubType:	Check
Receipt Period:	Other 2022
Local Association:	
Send report result to:	jillian.ruize@aristotle.com
☐ Perform receipt checks	
Import!	

Import Steps:

- 1) Select the State radio button.
- 2) Select the file Type.
- 3) Click Browse to locate and select the import file.
- 4) Select the Account.
- 5) You can leave the Batch Name blank and the system will automatically name the batch the same as your Import File, or you can enter the batch name you would like to import to.
- 6) You can enter a batch date or leave it blank and the system will automatically select the earliest receipt date to fill in as the batch date.
- 7) The batch amount is not necessary but can be filled in for tracking purposes.
- 8) The Receipt Type and Subtype default to Contribution/Check. -Typically, users leave these settings, but they can be changed as necessary.
- 9) The Receipt Period will default to Other and the current year (e.g., Other 2022). This is your compliance period, **NOT** the recognition year. The recognition year will be taken from the field on your import spreadsheet.
- 10) The Local Association field is not necessary as that will be taken from the field on your import spreadsheet. However, if you would like to force the entire import file to one local board, enter the 4 digit association code in this field.
- 11) You will receive two emails from the import, one that it has started and the other when it completes. Your email address will be auto filled.
- 12) **Always uncheck the box** next to Perform receipt checks.
- 13) Click Import!

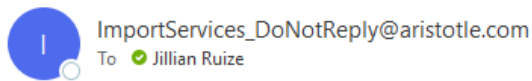
Once you click Import, you will see this screen:

QRT List: Available Reports

Your import is being processed and will finish shortly. Please click on the File tab and then Batches to locate your new batch. Thank you.

You will receive two emails from Import Services.
The first email will notify you that an Import has initiated:

AI360 Import Result

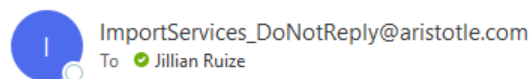


Tue 10/25/2022 4:48 PM

Import has initiated.
Import by: Jillian Ruize
Batch: 43SC10252022PAF
Time: 10/25/2022 7:47:32 PM

The second email will provide the outcome of the import. See the descriptions on the image for more information:

AI360 Import Result



Tue 10/25/2022 4:48 PM

Follow up. Completed on Tuesday, October 25, 2022.

Start your reply all with: [Approved.](#) [Received, thank you.](#) [Please confirm receipt.](#) Feedback

Import procedure type: NAR
Import executed by: Jillian Ruize
Batch name: 43SC10252022PAF **This is the name of the Batch the receipts are now in**
File name: 43SC10252022PAF

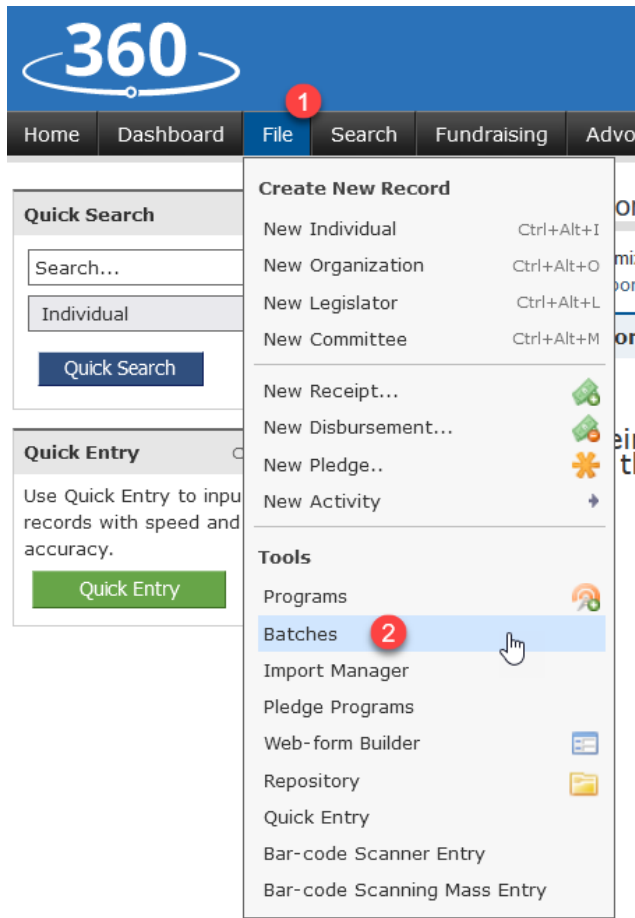
Import procedure completed successfully.

Count Total
File total: 8 \$3,440.00 **There were 8 receipts in this import file**
Existing: 0 0
Inserted: 6 \$3,040.00 **6 receipts were successfully added to the batch**

Total existing Records: 6

2 records couldn't be processed. **There were 2 receipts that were not added and need to be researched and corrected prior to re-entering**
List of bad records:
750002346, Caroline, Broach, 10/19/2022, 10/19/2022, 300.0000, , 2022, 1153, 7500, , 66f96151-e943-47ee-a273-79908ecd2e58, , R, A, , 0, False, 7500, -Individual name does not match. **This reason shows that the name and member ID do not match**
752000135, Cindy, Fox Miller, 10/20/2022, 10/20/2022, 100.0000, , 2022, 2242, 7470, , a030a3f6-241a-4e8d-a080-4a7b517b87f1, , R, A, , 0, False, 7520, -Individual name does not match.

To locate the batch, from the Aristotle 360 Home Screen, go to File > Batches.



This is what the Batches screen will look like. Your import file will appear in the list.

Batches

Batches help you group your related transactions to ensure data-entry accuracy.

Filing Committee: MARYLAND RPAC [Go to Committee](#)

Batch Name:

ID Number:

From: 9/27/2022

To: 10/27/2022

☒ Open ☐ Closed ☐ All ☐ Include Empty Batches

[Print](#) [Reset](#) [Search Batches](#)

Name	ID	Date	Closed	Receipts	Disbursement
22MD10272022RPAC	186134	10/27/2022		\$3,369.00	\$0.00
22MD10272022RPAC_2023 Funds	186135	10/27/2022		\$7,989.00	\$0.00
22MD10262022RPACForNovOnline	185686	10/23/2022		\$175.00	\$0.00

Total number of records: 4

[New Batch](#)