

SAMPLE IMPORT SPREADSHEET

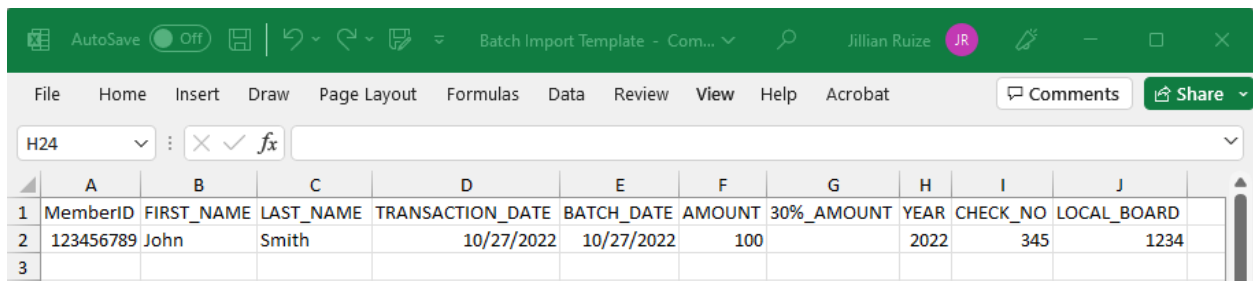
Sample Import Spreadsheet

An import spreadsheet is used to import member receipts from a Microsoft Excel 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.

When saving the spreadsheet to prepare for import, it should always 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.

Here is an example of the spreadsheet:



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

Please note that column G for 30% Amount is left blank intentionally. Do not use this column.