Instructions – PROCESS_CLASSY_REPORTS Macro

SUMMARY: Takes two files -- a raw Classy Payouts Report export (a CSV file) and a Transactions Report export (a CSV file) -- and combines them and formats the result into one useful, well formatted, time-saving file that you can then save as a normal Excel file. From there, the data is ready to be copy-pasted into Raiser's Edge, ImportOMatic or a fundraising database of your choice.

This software is written in VBA for Excel and distributed as an .XLSM file (macro-enabled Excel file) that can be used immediately. (For more advanced users, you can extract the two .BAS modules from the .XLSM file and add them to your own PERSONAL.XLSB file, if you so choose.)

You can invoke this macro like any other, by pressing Alt-F8 and choosing the correct macro name. The name of the macro is **PROCESS_CLASSY_REPORTS**.

The idea behind the macro is simply one of efficiency. Classy is an excellent platform for non-profits that provides a wealth of donor data. When a donor makes a gift (contribution), a transaction is recorded which can then be exported in a Transaction Report from Classy (what I call a "Details Report"). Secondly, groups of transactions are paid out in Payout Reports. The PROCESS_CLASSY_REPORTS macro will prompt you to select one Payout Report and one Details Report. The idea is to select a Details Report that contains transactions that match the ones contained in your Payout Report. This normally entails that the date ranges for your Payout Report and your Details Report are roughly the same, with the Details Report usually having a slightly earlier date range than the Payout Report, because transactions are typically paid out 1-3 days after the transaction occurs. I have included sample Payout and Details reports in the zip file for you to test the macro with.

In Classy, all Payout Reports have fixed formats, meaning that you cannot change them. You simply specify the TYPE of the Payout Report (Stripe or PayPal, at the moment) and then give a date range, and that's it. You have no control over the particular data fields that are included, or their order.

Creating the Details Reports Automatically

The Details Report (the Transaction Report) on the other hand is customizable by you. There is a section in Classy called **My Reports**. There, you can not only choose the type of transactions (Stripe or PayPal) but you can also specify exactly which columns (fields) you want, and in what order. This macro *requires* that your Details Report have certain columns specified in a certain order.

The following two URLs ***should*** automatically set up the required format for your Details Report, but I haven't found anyone to test them for me yet, and because my organization has only one Classy account, I cannot test it myself. But you can try it and see if it does the trick. In the following links, remember to replace **ORGANIZATION_ID** by your own organization's Classy ID number. After that, you should be able to just copy the entire URL and paste it into your browser, and (hopefully) you'll have the exact report format that you need!

Stripe Transaction (Details) Report:

https://www.classy.org/admin/**ORGANIZATION_ID**/general-
reports/transaction?filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B0%5D%5Btype%5D=standard_filter
&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B0%5D%5Bfield%5D=payment_gateway&filters%5B0%5
D%5Bdata%5D%5Bfilters%5D%5B0%5D%5Boperator%5D=eq&filters%5B0%5D%5Bdata%5D%5Bfilters%
5D%5B0%5D%5Binput%5D%5B0%5D=classy_pay_powered_by_stripe&filters%5B0%5D%5Bdata%5D%5
Bfilters%5D%5B1%5D%5Btype%5D=standard_filter&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%
5D%5Bfield%5D=created_date&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Boperator%5D
=exact&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Binput%5D%5Btype%5D=between&filt
ers%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Binput%5D%5Binput%5D=2022-02-
01&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Binput%5D%5BsecondaryInput%5D=2022-
02-
28&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bkey%5D=tsd&filters%5B0%5D%5Bdata%5
D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B0%5D=successful&filters%5B0%5D%5Bdata%
5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B1%5D=refunded&filters%5B0%5D%5Bdata%
5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B2%5D=chargeback_initiated&filters%5B0%5
D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B3%5D=chargeback_lost&filters%
5B0%5D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B4%5D=test&filters%5B0%
5D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B5%5D=pending&filters%5B0%5
D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B6%5D=failed&filters%5B0%5D%
5Bdata%5D%5Bfilters%5D%5B2%5D%5Btype%5D=custom_filter&filters%5B0%5D%5Bdata%5D%5Breso
urce%5D=transaction&filters%5B0%5D%5Bkey%5D=rf&filters%5B1%5D%5Bfield%5D=organization_id&f
ilters%5B1%5D%5Binput%5D%5B0%5D=51258&filters%5B1%5D%5Boperator%5D=eq&filters%5B1%5D
%5Btype%5D=standard_filter&search&page=1&sort%5B0%5D%5Bfield%5D=id&sort%5B0%5D%5Border
%5D=DESC&selectedColumns%5B0%5D=created_date&selectedColumns%5B1%5D=supporter-
name&selectedColumns%5B2%5D=status&selectedColumns%5B3%5D=frequency&selectedColumns%5
B4%5D=normalized_total_gross_amount&selectedColumns%5B5%5D=normalized_total_net_amount&s
electedColumns%5B6%5D=dedication_type&selectedColumns%5B7%5D=dedication_name&selectedCol
umns%5B8%5D=dedication_message&selectedColumns%5B9%5D=is_anonymous&selectedColumns%5
B10%5D=supporter_phone_number&selectedColumns%5B11%5D=comment&selectedColumns%5B12%
5D=payment_gateway&selectedColumns%5B13%5D=pp_reference_id

PayPal Transaction (Details) Report:

https://www.classy.org/admin/**ORGANIZATION_ID**/general-
reports/transaction?filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B0%5D%5Btype%5D=standard_filter
&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B0%5D%5Bfield%5D=payment_gateway&filters%5B0%5
D%5Bdata%5D%5Bfilters%5D%5B0%5D%5Boperator%5D=eq&filters%5B0%5D%5Bdata%5D%5Bfilters%
5D%5B0%5D%5Binput%5D%5B0%5D=paypal_commerce&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%
5B1%5D%5Btype%5D=standard_filter&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Bfield%
5D=created_date&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Boperator%5D=exact&filters
%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Binput%5D%5Btype%5D=between&filters%5B0%5D
%5Bdata%5D%5Bfilters%5D%5B1%5D%5Binput%5D%5Binput%5D=2022-02-
01&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B1%5D%5Binput%5D%5BsecondaryInput%5D=2022-
02-
28&filters%5B0%5D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bkey%5D=tsd&filters%5B0%5D%5Bdata%5
D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B0%5D=successful&filters%5B0%5D%5Bdata%
5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B1%5D=refunded&filters%5B0%5D%5Bdata%
5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B2%5D=chargeback_initiated&filters%5B0%5
D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B3%5D=chargeback_lost&filters%
5B0%5D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B4%5D=test&filters%5B0%
5D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B5%5D=pending&filters%5B0%5
D%5Bdata%5D%5Bfilters%5D%5B2%5D%5Bdata%5D%5Bfilters%5D%5B6%5D=failed&filters%5B0%5D%
5Bdata%5D%5Bfilters%5D%5B2%5D%5Btype%5D=custom_filter&filters%5B0%5D%5Bdata%5D%5Breso
urce%5D=transaction&filters%5B0%5D%5Bkey%5D=rf&filters%5B1%5D%5Bfield%5D=organization_id&f
ilters%5B1%5D%5Binput%5D%5B0%5D=51258&filters%5B1%5D%5Boperator%5D=eq&filters%5B1%5D
%5Btype%5D=standard_filter&search&page=1&sort%5B0%5D%5Bfield%5D=id&sort%5B0%5D%5Border
%5D=DESC&selectedColumns%5B0%5D=created_date&selectedColumns%5B1%5D=supporter-
name&selectedColumns%5B2%5D=status&selectedColumns%5B3%5D=frequency&selectedColumns%5
B4%5D=normalized_total_gross_amount&selectedColumns%5B5%5D=normalized_total_net_amount&s
electedColumns%5B6%5D=dedication_type&selectedColumns%5B7%5D=dedication_name&selectedCol
umns%5B8%5D=dedication_message&selectedColumns%5B9%5D=is_anonymous&selectedColumns%5
B10%5D=supporter_phone_number&selectedColumns%5B11%5D=comment&selectedColumns%5B12%
5D=payment_gateway&selectedColumns%5B13%5D=pp_reference_id

Creating the Details Reports manually

If those links don’t work for you, you can create your transaction (details) reports manually by adhering to the following instructions. The PROCESS_CLASSY_REPORTS macro requires a specific set of columns in a specific order, as follows:

1. Transaction Date
2. Supporter Name
3. Transaction Status
4. Frequency
5. Gross Transaction Amount
6. Net Transaction Amount
7. Dedication Type
8. Dedication Name
9. Dedication Message
10. Donor is Anonymous
11. Donor Phone Number
12. Donor's Comment

13. Payment Processor
14. Payment Processor Reference ID

So when you create your Transactions (Details) report manually, you need to specify those columns in that order. You'll want to have two Details Reports, one for Stripe transactions and one for PayPal transactions (if your organization accepts both payment methods), because these two types of transactions are paid separately in their own separate Payout Reports.

You'll also need to set a filter for your Transactions (Details) Reports. To set the filter for your Details Report in your **My Report** setup, choose **Filter** with **Property** = **Payment Processor**, **Operator** = **Is Equal To** and **Value = 1, Value = Classy Pay Powered by Stripe** (for a Stripe Details Report) OR **Value = 1, Value = PayPal Commerce** (for a PayPal Details Report).

Classy will let you then set a date range and download (export) your Details Report immediately; for the Payout Report, you set a date range and then choose export, and then Classy sends you an e-mail containing a link to download it (which normally comes within a couple of minutes).

Once you have your Payout and Details reports downloaded, running the macro is simple: Run the PROCESS_CLASSY_REPORTS macro, select the payout and details reports, and it does the rest. (I've given you a sample Payout Report and Details Report that you can test the macro with.) When it finishes, it will give you a message that you should now save the resulting file as an Excel file to preserve the formatting.

Here's what the macro does:

1. It combines the data fields that are contained only in the Details report into the Payout report, creating one report that has everything you need for gift entry into Raiser's Edge or ImportOMatic or another fundraising database platform. It does this by matching Details Report transactions with Payout Report transactions via a field called the Payment Processor Reference ID, which will be the same in both reports.

2. It nicely formats all of the data, including the dreaded "East Coast zip codes" that begin with one or more leading zeroes. Note that the leading-zero problem is not a Classy problem, but rather an Excel problem: Excel looks at your CSV file and takes anything that *looks* like a number with leading zeroes and immediately removes those leading zeroes. My macro KNOWS that this should be a zip code and converts leading-zero zip codes to text fields with their leading zeroes preserved. The macro code works well with both USA and Canadian zip codes.

3. It combines the **Billing Address** and **Billing Address 2** fields into just the **Billing Address** field. Many Raiser's Edge users use only a single line for the address field (combining both street address and any apt/suite/etc.) for convenience, so the macro does this automatically.

4. It takes the TEXTUAL fields **Dedication Type**, **Dedication Name**, **Dedication Message** and **Donor's Comment** and cleans up the text and combines it into a single handy field that you can simply cut and paste into your RE Reference field. Not only that, but it also adds text that indicates whether it's a Stripe or PayPal transaction, and whether it's a one-time gift or a recurring gift. All in one convenient field that you can simply cut and paste into your RE Reference field.

5. It sorts the transactions by Payout Date firstly and by Transaction Date secondly, and then groups the sorted transactions by Payout Date. The resulting groups are then summed, automatically giving you totals for both the **Gross Transaction Amount** and the **Net Amount** in a **green-colored row**. Note that sometimes Classy will make *more* than one payout on a single day, and my macro would have no way of knowing about that, so sometimes you may need to further divvy up these groups. What's nice is, these

totals are *formulas*, not hard coded, so you can copy and repurpose them when you need to split up a group. (See the included video for how to do that.)

6. It formats your amounts to look like amounts (with currency formatting) and your phone numbers to look like phone numbers.

7. It adjusts column widths and in general tries to lay everything out nicely for you.

8. As mentioned earlier, the macro does the work of matching up detail transaction rows to payout transaction rows. The payout report actually contains most of the data we want already, with the following exceptions: **Dedication Type**, **Donor Is Anonymous**, **Donor Phone Number**, and **Donor's Comment**. When the **PROCESS_CLASSY_REPORTS** macro finishes, it creates a file with a header row colored yellow except for some orange-colored fields at the end. Those orange-colored fields represent the data that was taken from the Details Report (from one of those four columns I just mentioned) and combined into this "new, enhanced" payout report. That means that ***IF*** *there was a match, the orange Reference field (and possibly other orange fields) will contain some data*. **If the orange Reference field for a given payout transaction contains NO data, that means that no match for that transaction was found in your Details report.** If on the other hand there were transactions in the Details report that didn't match any rows in the Payout report, then those transactions were simply ignored.

9. Refunds are highlighted in red and, if possible, displayed near the original transactions that they are refunding. If, for example, the original transaction and its refund were both disbursed in the same payout, then they can be grouped together. However, sometimes the original transaction will appear in an earlier disbursement and its payout will appear in a later disbursement; in such cases, they cannot be grouped together.

Thank you for reading this far. If you have any questions at all, please do not hesitate to ask me.

If you find this tool useful, please consider making a donation to Childhaven.

Thank you,

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