Benevity Parser

Download Benevity Files

Run the parser

Open Parser file

Click “Select Source File” and choose the donations\_report .csv

Click “Select Destination Location” and choose the desired output folder

Click Start

Program will run—it may take a minute to run. Be patient.

Post-Processing

Put process date into Gift Date column, copy down.

Put check date into Check Date column, copy down.

Put check number into Check No column, copy down

Fees:

Open “DonationSourceSummary” pdf

For each project, total the fees

Apply project fees to any row of “Gift Fees” column whose Reference column matches the project

Sort

Go to Data tab, click Sort

First, sort by Const ID (A to Z) then Last Name (A-Z)

Save file as csv

Import

Use “Benevity” IOM profile