Preparing Network for Good Sheets for Import

Includes NYC Marathon/CrowdRise Reports

1. Starting in the Network for Good workbook (originally titled DownloadReport):
2. Delete blank rows
3. Sort by Source Website, and scroll to the CrowdRise donations.
4. Pull out all of the NYC Marathon gifts, and put them in a separate (Marathon) worksheet in this workbook.
   1. In Marathon worksheet, subtract NPO Fees column from Donation Amount column (ignoring Donor Fees column). Find sum of this new amount (Net Donation).
5. Replace the dates in the donation date column with the process date (this will be the gift date).
6. This sheet is now ready for IOM.
7. In the CrowdRise workbook:
8. Find column Payment Processor. Delete all marked Not Donated Through CrowdRise
9. Find sum of Net Donation column. Should be equal to calculated net donation total in Marathon worksheet in NFG work book (I.2.a.)
10. Add two columns on the end for Check Date and Check Number, copied from NFG sheet Payment Date and Payment Via columns
11. Replace date in Transaction Date column with process date from NFG check
12. Now ready for IOM.
13. Import
14. Format zip codes correctly so as not to lose leading zeroes.
15. Remember to delete summation rows at bottom before importing.