

Financial CSV Import Tool – Version 1.0

Description

This plugin gives you the ability to bulk upload financial transactions into Rock from external sources.

Usage

To get started uploading financial transactions into Rock, simply create a new page and add the “Finance Import” block to the page. Next, you will need to set one required block setting that indicates if you will be passing in the Person Id or Envelope Number for person matching.

There is also one option block setting that allows you to pass in a Financial Transaction Attribute, if needed.

That’s it. Not too bad, right? Let’s take a look at the block settings and CSV file requirements in more detail.

CSV File Format

The CSV file expects the following six columns:

1. Person Id
2. Envelope Number
3. Account Id
4. Activity
5. Amount
6. Date

Person Id

If the “Match People By” block setting is set to “Person Id” then you can pass in the Rock Person Id in this field and the transaction will be matched to that person.

Envelope Number

If the “Match People By” block setting is set to “Envelope Number” then you can pass in the Envelope Number for the person. If more than one person is found with that Envelope Number, then the transaction will be matched to the head of household.

Account Id

This column is for passing in the Id of the Financial Account that the transaction should be applied to.

Activity

If the “Finance Activity Attribute” block setting is set, then you can use this column to pass in an Entity Attribute that you have created on the Financial Transaction Entity.

It is important to note, this block expects the Financial Transaction Entity Attribute to be of Field Type “Defined Value”. You will need to pass in the exact name of the Defined Values, and the block will set the Financial Transaction Attribute accordingly.

Passing values in this column is optional. If you do not need to use this functionality, you do not need to provide values.

Amount

This column is for passing in the amount of the transaction.

Date

This column is for passing in the date of the transaction.

Block Settings

Let’s take a look at the block settings for the Finance Import block.

Setting	Default Value	Description
Name	Finance Import	This will show in the block title.
Finance Activity Attribute	None	This dropdown will look for any Entity Attributes on the Financial Transaction Entity.
Match People By	None	Allows for transaction matching to be performed by the Rock Person Id or the Envelope Number.

Importing a CSV File

Let's take a look at the process from start to finish for importing a CSV file. We will assume that you have already created a page and added the "Finance Import" block to that page.

You will be greeted with a page much like the one below:

Financial Transaction CSV Import

Home > Financial Transaction CSV Import

Finance Import

Please format your CSV in the following way
Person Id, Envelope Number, Account Id, Activity (Optional), Amount, Date

1 Transaction Source

2 Transaction Type

CSV File

Upload

Import

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1. You can optionally choose a Transaction Source for all the transactions.
2. You are required to choose a Transaction Type that will apply to all transactions.

You will get the following message once the import is complete.

Financial Transaction CSV Import

Home > Financial Transaction CSV Import

Finance Import

Import Complete

Successfully imported 1 of 1 records.
[Go to Batch](#)

Now let's go take a look at the Batch that was created.

Financial Batch Detail
Home > Batches > Imported Financial Data

Imported Financial Data Batch #2 Pending

Date Range
2/3/2021 12:00 AM to 2/3/2021 12:00 AM

Transaction Amount / Control / Variance
\$100.00 / \$100.00 / \$0.00

Notes
Batch created from financial import block.

Account Totals

General Fund	\$100.00
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Currency Totals

	\$100.00
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[Edit](#) [Match Transactions](#) [Audit Log](#)

Transactions Transactions Transaction Details Options

Person	Date / Time	Amount	Currency Type	Transaction Code	Accounts	Summary
<input type="checkbox"/> Gibb, Jason	2/3/2021 12:00:00 AM	\$100.00			General Fund: \$100.00	x

50 500 5,000 1 Transactions
-- Move Transactions To Batch --

Total Results

General Fund	\$100.00
Total:	\$100.00

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Notice that the Batch was given a status of Pending. We also see that the transaction was successfully matched to a person.

The block also allows for not passing in a Person Id or Envelop number value in the CSV file if you would rather perform the transaction matching from within Rock's Match Transactions tool.