

# How to Upload Special Giving/Offerings to the Data Hub Successfully

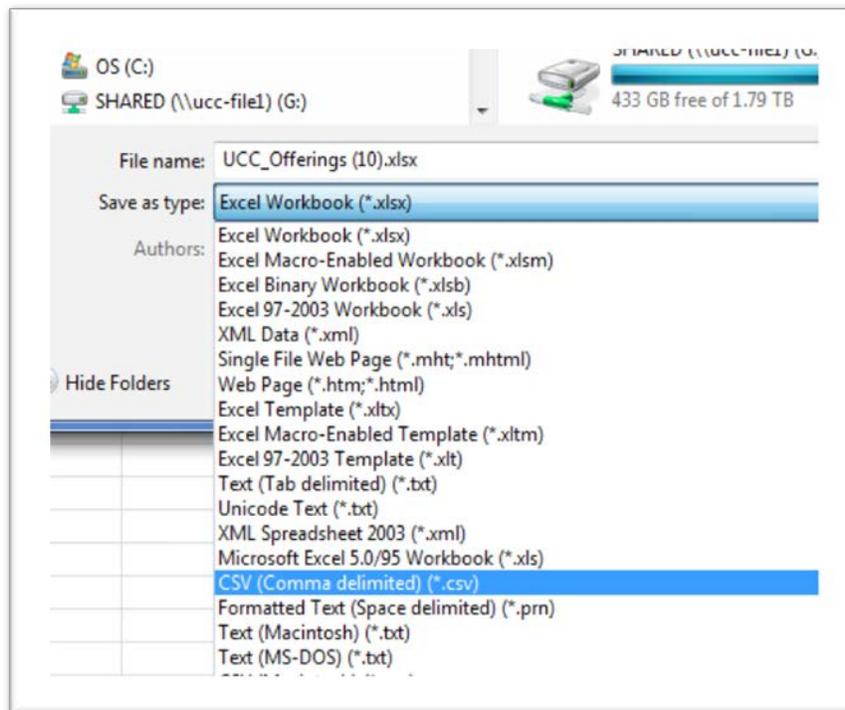
This document will guide you step-by-step into how you will upload the special offerings data into the Data Hub!

First we must begin with the most important piece – creation of the data file. There is more than one way to achieve this. **This year, the data file must be saved as a comma delimited (\*.CSV) file or it will NOT upload.**

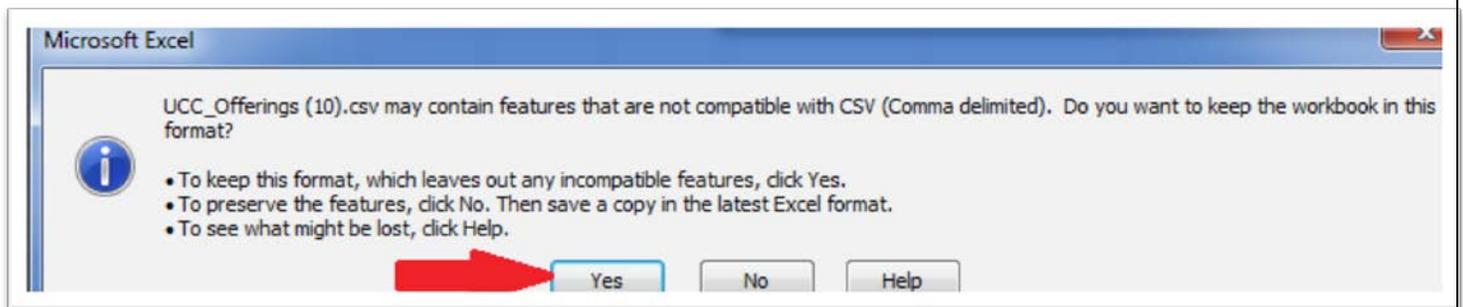
Options for creating the data file:

- 1) Retrieve the data from the software utilized by your conference to maintain church offerings. Export into an Excel spreadsheet. After formatting and completing all computations (i.e. total special support) **save as type comma delimited (\*.CSV) Excel file.**
- 2) Create your own spreadsheet in Excel, manually enter the financial information, and **save as type comma delimited (\*.CSV) Excel file.**
- 3) Download the ready-made template, accessible through the Data Hub that is formatted specifically for the upload process. Again, **save as type comma delimited (\*.CSV) Excel file.** See page 2 to learn how to access the template.

\*\*To save as comma delimited (\*.CSV): Click File → Save as → use the drop down menu for Save as type ▼ scroll down to select CSV (Comma delimited) (\*.csv) → and Save.



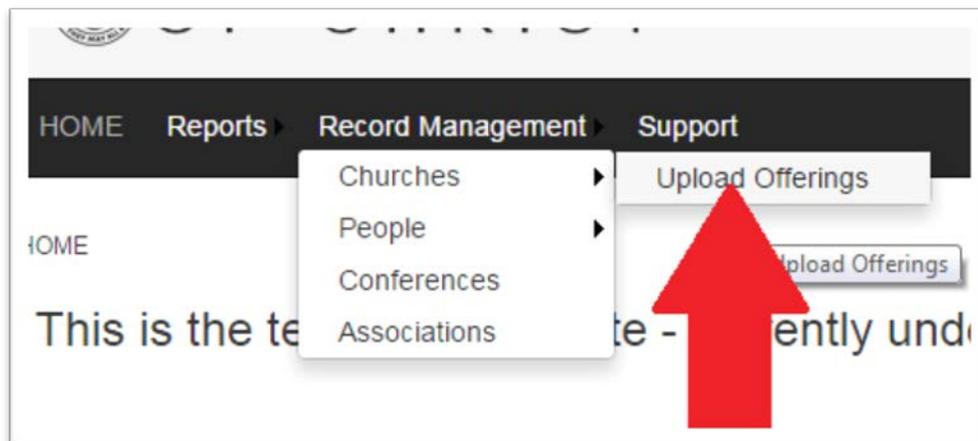
You'll be asked to confirm that you want to keep the workbook in this format? Click Yes.



When you exit out of the file, you will be asked one more time. Do you want to keep the workbook in this format? **Click Yes again** to close the file.

**To download the Template**, once you are logged in to the Data Hub – go to **Record Management**. Hover your mouse over the **Churches** selection and to the right you will see - **Upload Offerings**.

Click on **Upload Offerings**.



You should now be on the **Upload Offerings** page.

IOME > Record Management > Churches > Upload Offerings

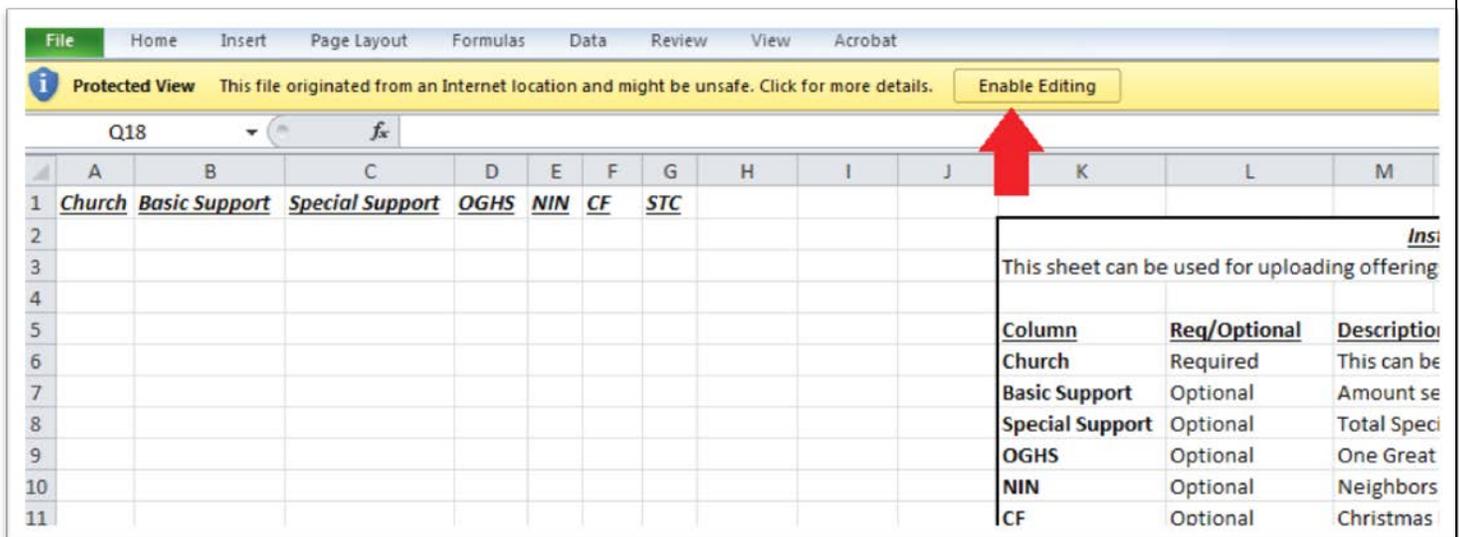
## Upload Offerings (For Year 2015)

1. Create a spreadsheet for Church Offerings (or start with the [template](#)) and save it to your computer.
2. Select the offerings file:
3. Press Upload:

Click on the text **TEMPLATE** and an Excel file will automatically download to your computer.



Click on the downloaded file to open it. Click on **Enable Editing** so that you may use the template.



Column	Req/Optional	Description
Church	Required	This can be
Basic Support	Optional	Amount se
Special Support	Optional	Total Speci
OGHS	Optional	One Great
NIN	Optional	Neighbors
CF	Optional	Christmas

\*Note the labels for each column (CHURCH, BASIC SUPPORT, SPECIAL SUPPORT, OGHS, NIN, CF, and STC). You must use this exact language in your file in order for the Data Hub to recognize the

corresponding fields. **If you are opting to use your own exported Excel spreadsheet, your file needs to be formatted EXACTLY to ensure accuracy and saved as comma delimited.**

**Church** - Requires the full conference and church ID number or the just the church number.

For example:

Conference and Church Number – 520015

Church Number – 0015

Please choose one format for consistency. There should not be any dashes or decimal points used in this file. We only want whole numbers.

Sort this column from the smallest number to the largest. I recommend sorting the Church column first, prior to adding any of the remaining data to be sure your file is in the correct order from the beginning. If any of your church id numbers are incorrect – the upload will not be successful.

**Basic Support** – should be the amount sent to the conference. For this report, basic support is **never** included in the special support total. There is an example on page 5.

**Special Support** - refers to the **Total Special Support** for all UCC agencies and organizations sent through the conference or association office. Essentially, Special Support = the total of all four special offerings (+) any other UCC-related giving that was sent through the conference office. When a church gives to other UCC entities, this total will be larger than the four special offerings combined.

This includes One Great Hour of Sharing (OGHS), Neighbors In Need (NIN), Strengthen the Church (STC), and the Christmas Fund (CF). **Some examples of UCC-related agencies to be included in this total – conference per capita giving/dues, UCC seminaries, conference capital campaigns, Back Bay Mission, Emmaus Homes, UCC Camps, disaster relief – this is not an exhaustive list.** Each conference varies in this regard. It will be up to you to know whether or not the organization and/or agency is UCC-related. If you have any issues with this, feel free to send an email to [billingt@ucc.org](mailto:billingt@ucc.org) and we can work together on getting this corrected.

You will need to compute the Special Support total. Again – we only want total figures, no cents.

**Enter the gift amount for each of the corresponding offerings: OGHS, NIN, CF, and STC.**

Here is an example of what your completed spreadsheet will look like prior to uploading into the Data Hub. There are no commas, no decimals, and no groupings by association - only totals. There are no duplicates and only one church record per row. **The highlighted row gives you an example of a computed Special Support total (DO NOT combine Basic Support) that is more than the OGHS, NIN, CF and STC combined (\$316) because they gave to other UCC related agencies.** You'll need to add (compute) the gifts for UCC related agencies, in this case (\$160), into the Special Support column to get the complete total. Notice the Basic Support amount of \$730 is not included in the Special Support total of \$476, only the other gifts to UCC-related agencies, plus OGHS, NIN, CF, and STC.

	A	B	C	D	E	F	G
1	<b>Church ID</b>	<b>basic support</b>	<b>special support</b>	<b>oghs</b>	<b>nin</b>	<b>cf</b>	<b>stc</b>
2	45010	12662	2398	1268	765	1118	183
3	45011	3184	65	0	45	0	0
4	45012	730	476	186	100		30
5	45013	8280	8169	951	510	661	115
6	45014	15007	1627	0	512	498	77
7	45015	8900	1653	0	574	599	480
8	45016	4000	1310	0	0	0	0
9	45017	26025	4624	0	530	0	465
10	45018	47942	14147	4935	5212	500	500
11	45019	1537	0	900	0	0	0

Now you want to save this file as (\*.csv) to your desktop and name it so that you may access it again. You may need to refer back to this file in the event of a future data discrepancy, so you will want to save this file for your records.

Now we will move onto **Step 2** – Select the offerings file we just completed → click on **Browse**.

IOME > Record Management > Churches > Upload Offerings

## Upload Offerings (For Year 2015)

1. Create a spreadsheet for Church Offerings (or start with the [template](#)) and save it to your computer.
2.  Select the offerings file:
3.  Press Upload:

Locate the file you just saved on your computer. Select the file → click on open. Now your file is selected.

## Upload Offerings (For Year 201

1. Create a spreadsheet for Church Offerings (or start with the [template](#)) a

2.  Select the offerings file:

[UCC\\_Offerings \(1\).xlsx](#)

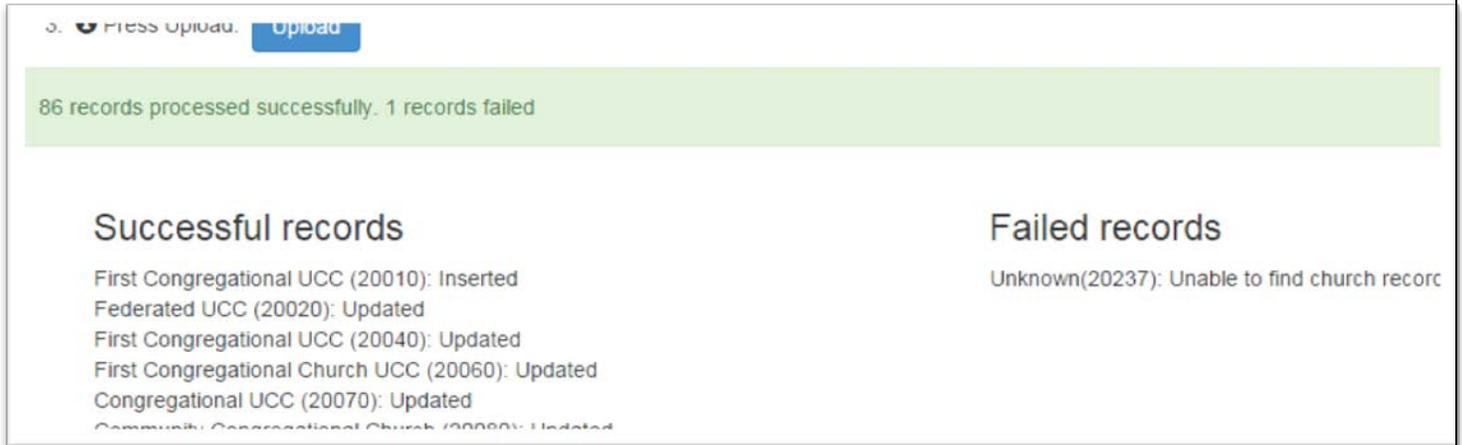
3.  Press Upload:

Upload



**Step 3**- Press **Upload**.

**You will receive instant feedback on this page about the success of your upload.**



3. Press Upload. Upload

86 records processed successfully. 1 records failed

Successful records	Failed records
First Congregational UCC (20010): Inserted	Unknown(20237): Unable to find church record
Federated UCC (20020): Updated	
First Congregational UCC (20040): Updated	
First Congregational Church UCC (20060): Updated	
Congregational UCC (20070): Updated	
Community Congregational Church (20080): Updated	

**Successful records** – provides you with a list of churches that were updated successfully. Congratulations!

**Failed records** – provides you with a list of churches that failed to upload. More than likely the church ID# is incorrect or the church does not yet exist in the Data Hub.

Once you figure out why the records failed to upload, go back to your Excel data file and correct them. Save the file again, except this time you will only need to upload the records that failed. You can do this by creating a smaller excel file (copy and paste). Then start with Step 2. Records that were successfully uploaded previously can be re-uploaded, and no changes will occur to those records.

**Finally, compare a few church records from your Excel spreadsheet to the church's finance tab in the Data Hub to be sure everything uploaded correctly.**

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