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Export the Clear Dates from eCard (or NMI) and Import to SGA

Log in to eCard (or into NMI)

1. In the section for **Reporting**, click **Transactions**.

2. Scroll to the bottom of the Search Transactions section to enter your date range.

    - **Date range:** Instead of strictly using the 1st to the end of the month, you might overlap the 1st and end dates for any month. Example: 09/01/2025 to 10/04/2025

3. Click Submit.

4. Scroll to the bottom and click Comma Separated Value (.csv). The format should be **SGA Export**, and then click **Download Transactions**.

    - **If you have more than 50k transactions:** After you input the date range, click the box **Run in the background**. This will run the report in the background. When the report is finished, an email will be sent to notify you and include a link to download the CSV file.

        - ***NOTE:*** *There will be a message stating what email it will use to notify you....it might be Processing@clientName.org, the* ***to email*** *you should look for. The file it creates is a CSV file with a capacity of 1,048,576 rows.*

5. Open the downloaded file. The sheet name should be **Transactions**. If not, change it.

- Do a **save as** and save it to the most recent Excel format.

- You can name the file anything. Example: *eCard (or NMI) -The Company Name - and the date range.*

Open the SGA Bank Reconciliation

1. In the *Month End > Bank Reconciliation* screen, choose the checkbook dropdown under the Grid Criteria.

2. Click Import from the top menu:

    - **Select the Import Name:** Choose the one for ACH.

    - **Select the Import Type (Credit Cards):** When using eCard or NMI, keep that setting

for both ACH and CC. For ACH.com, use ACH.

- When ready, click the button for import.
- Select the file or drag and drop it in, and click okay. The import will run and give you a log.
- Review the log. The **transactionID** in the log is the Excel file column A = id. On the eCard (NMI) website, it is transactionID. The column called **date_only** is the clear date that gets imported.

3. If your company takes both ACH and Credit Card payments, repeat the above steps for each of the types of imports: ACH or Credit Card.

Additional Information

In the downloaded file, there is more than one row per payment. Example: For a CC Payment, you might see a row for Authorize, a row for Capture, and a row for Settle. The capture represents when PULSE requests a payment. The settle row is when the merchant has accepted the payment.

For ACH, you will see a row for Sale, which is the date that PULSE requested a payment. The Settle row is when the merchant has accepted the payment.

The field **date_only** for a settlement row is the Clear Date that is entered into PULSE. The date that payment is actually transferred to the client's bank is typically one day after the settlement date.

Both credit card and ACH are downloaded using the same exported file. The field **payment_type** shows 'cc' for Credit Card and 'ck' for ACH payments.

The field **responsetext** gets imported into PULSE, but a review here of the messages might help you be proactive.

Customer_id is the PULSE MemberID.