Master MIP Import Templates for One-Click Data Entry

Last Template Review Date: _____

Turn massive CSVs into single-click batches. Follow this worksheet to design, test, and deploy reusable import templates in MIP Fund Accounting. Tick each task, list the owner, and schedule the next refresh.

Step 1 — Scope & Source Your Data

Task	✔	Owner / Notes
Identify high-volume upload (payroll JE, AP invoices, AR donations, etc.)	☐	_____
Export sample CSV/TXT from source system; clean headers	☐	_____
Freeze column order to prevent drift	☐	_____

Step 2 — Copy & Customize a Definition (.DEF) File

Task	✔	Owner / Notes
Browse to \MIP\Imports\Samples and copy a DEF that matches your module	□	_____
Rename file (e.g., Payroll_JE.def)	□	_____
Edit in a text editor:	□	_____

- **`FILE=` absolute CSV path**

- **`CONTEXTID=` (GL, AP, AR, etc.)**

- **`FILETYPE=DELIMITED` and delimiter**

Task	✔	Owner / Notes
Update TRANSACTION LINE positions for segments, debit, credit, memo	□	_____
Set `DATE-MASK=MM/DD/YY` or needed regional pattern	□	_____
Enable `AUTO-SESSION-ID=YES` to avoid overwrite	□	_____

Step 3 — Validate Before You Post

Task	✔	Owner / Notes
Run File › Import › Validate Only	□	_____
Fix any "Field position out of range" or date-mask errors	□	_____
Repeat until validation log is clean	□	_____

Step 4 — Post & Review

Task	✔	Owner / Notes
Switch to Validate & Post mode	□	_____
Review created session totals; confirm debit = credit	□	_____
Approve batch; archive CSV & log for audit trail	□	_____

Step 5 — Automate & Maintain

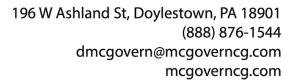| Task	✔	Owner / Notes
Store DEF in shared folder; document purpose & owner	☐	_____
Schedule nightly CSV exports (CRM, payroll, etc.) to that folder	☐	_____
Use a tool (Power Automate, Zapier, Windows Task Scheduler) to launch silent import	☐	_____
Test template in sandbox after any chart-of-accounts change	☐	_____
Quarterly template review for new columns or format tweaks	☐	_____

Pro Tips for Error-Free Imports

- *Lock Column Order: Hide unused columns—never delete.*

- *Declare Date Masks: Prevent "01 Jan 1900" surprises.*

- *Unique Keys: Map invoice numbers to stop duplicates.*

- *Sandbox First: Validate against a test company before production.*

- *Session Trail: Imports log user, time, and totals—audit gold.*

Quick Troubleshooter

Symptom	Likely Cause	Fast Fix
Dates import as 01/01/1900	Mask mismatch	Correct DATE-MASK in DEF
"Field position out of range"	CSV columns ≠ DEF map	Recount CSV, adjust positions
Batch totals = 0	Amounts imported as text	Check number format, remove commas
Duplicate docs posted	No duplicate check	Turn on duplicate flag in AP

Why Templates Beat Copy-Paste

Spreadsheet Headaches	Template Wins
Manual column matching, typos	Automated mapping every run
No audit trail	Session log stamped w/ user & time
Slow scaling as volumes grow	Same one-click speed at 5 or 5,000 rows

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Need Plug-and-Play Templates?

McGovern Consulting Group builds import packages tailored to your segments, trains your team, and automates nightly feeds—so five-thousand-row Fridays become a non-event.