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Foundation Center Export

eGrant Reporting Instructions

for GIFTS[®] & Essential GIFTS[™]

eGrant Reporting Overview

This supplemental user information is applicable to all GIFTS and Essential GIFTS users. GIFTS and Essential GIFTS both include a **Foundation Center Export Report** for eGrant reporting in the standard reports library.

With this report, foundations can create an electronic file to export grants data from their reports library directly to the Foundation Center, ensuring they are communicating the most accurate and up to date grant information to the philanthropic community.

The eGrant report template and documentation are available for download in PowerME™, the MicroEdge client portal. You can access PowerME by visiting www.microedge.com and clicking on the PowerME Login button. If you do not know your username and password please contact the MicroEdge designated support contact at your organization.

Instructions to create an export file for the Foundation Center

Step 1: While in **GIFTS**, go to **View > Reports**

Step 2: From the **Requests** folder (tab) in the standard reports library, choose the **Foundation Center Export Report**

Step 3: If necessary, specify the grants you wish to include in the export using the **New Search** or **Select Search** buttons

Example:

- Click the **New Search** button
- Select the **Approval Date** radio button
- From the list select **Last Year**
- Click **OK**

Step 4: Click the **Run Selected Report** icon. The report is generated and displayed using the standard reports viewer

Step 5: When the report has finished processing, click **Export Report** on the standard reports viewer toolbar, located at the top left of the report

Step 6: You will be prompted to choose a file format and destination for the export. Choose **Separated Values (CSV)** as the file format, and **'Disk file'** as the destination. Click OK

Step 7: You will be prompted to provide the file name and location where you wish to save the export file. Enter the file name and location, and click Save. The export file will save to the determined location

Step 8: The final step for eGrant reporting is for you to email the export file to the Foundation Center at: egrants@foundationcenter.org

If you require Technical Support, please call (877) 704-3343 or e-mail helpdesk@microedge.com