4. Importing Payments Processed in *A!Online* into an *Auction!* project

Applies to: *Organizations having a license for Auction! V4 with premium features enabled and a A!Online auction*.

Background: In order to import the payments processed in an **A!Online** event into an **Auction!** V4 project, you must have a license for **Auction!** V4 with premium features enabled. After bringing in all the winning bids as set forth in the PDF entitled *Import Results from A!Online* into **Auction!** and after all the credit cards on file have been charged for the items in the **A!Online** platform as set forth in the pdf entitled *How to Process Credit card in A!Online*, you can bring in the results of those payments into the **Auction!** project. This allows you to have a complete **Auction!** project for reporting, creating statements for purchasers and planning for future events well after the online auction has ended. You must be an administrator in **A!Online** to do get the needed **A!Online** file.

Step by Step Instructions

1. Log into **A!Online**: https://admin.asimobile.net/

2. In the **Reports** area tab click **Online Auction Reports**.

3. In the list of reports, near the bottom under Accounting Reports choose **User Payment Activity**.

4. Choose the link to download to **CSV** underneath the **Output** header.

5. **Save** the file onto your computer.

Now in Auction!

1. Open the *Auction!* Project.
2. Click **Data Exchange** on the ribbon.
3. Click **Credit Card Sync** on the ribbon.
4. Click **Record Payments** on the ribbon. This button is almost all the way to the right on the ribbon, just to the left of the **Clear Qck Checkout** button.

5. **Browse** for your **Online Payment History** spreadsheet.

6. On the left hand side under **Select Sync format** choose: **A!Online Payments Only**.

7. Click **Sync Now** on the ribbon.

8. You will see a log of the results. If the **Warning and Error** buttons on the ribbon are greyed out, you have no warnings or errors.
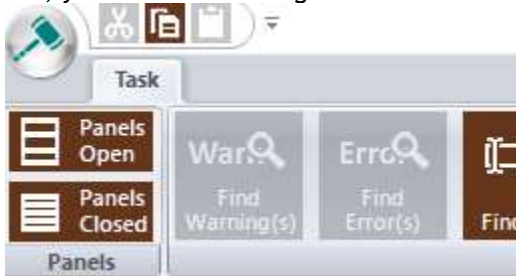
You can close the log. Your import was a success.
To continue in *Auction!* to print reports or documents, click **Home** and then choose the appropriate **Task** from the ribbon.