

Auction Source History Import Sample File – download for the supported fields in Auction Source database. All fields that you would like Auction Source to import should be broken out into their proper fields per the sample file. Rules and suggestions for a smooth and useful database export from your databases. **Phone** is required and used tie the record back to the master record. **Source** is also required and represents the type of history record. **Source** can be Underwriting, Auction Item, Auction Purchase, Raffle, Reservations, Ads, Committee, or Golf. **Event Name** is required and represents the event that the history information occurred during.

Amount is how much the person paid or the value of the auction item donated. **Description** is the description for the history information. In Ads, it is the size of the ad. In Auction Purchase and Auction Item it is the description of the item purchased or donated. For Underwriting, it is the Underwriting Category. **Date Entered** is the date the history record was created. **How Paid** is the field used to show how the history record was paid for, for example: check, cash, charge, donation, etc... The **Solicitor** for the history record can also be imported.