Upload Fundraising Data

Financials & Trips · https://docs.dacapoinventory.com/doc/upload-fundraising-data/

Bring catalog or company fundraising deposits into Da Capo Inventory from a spreadsheet so student accounts stay current.

Where to go

Financials, Trips & Fees → Upload Fundraising Data

Before you upload

1. Download the official template from the upload page.
2. Keep the header row exactly as provided (including **STUDENT LAST NAME** on the expected row).
3. Put student data starting on the correct data row (typically row 3).
4. Save as .xls, .xlsx, or .csv.

Upload steps

1. Choose your file and upload.
2. Review the **Matched Student** column — every row should match the right student.
3. Fix unmatched rows before continuing.
4. Continue to Step 2 to finish posting deposits.

If you leave mid-upload, return to Upload Fundraising Data and continue the unfinished import when offered.

After deposits post, use your fundraising account tools to view balances and the full ledger.