

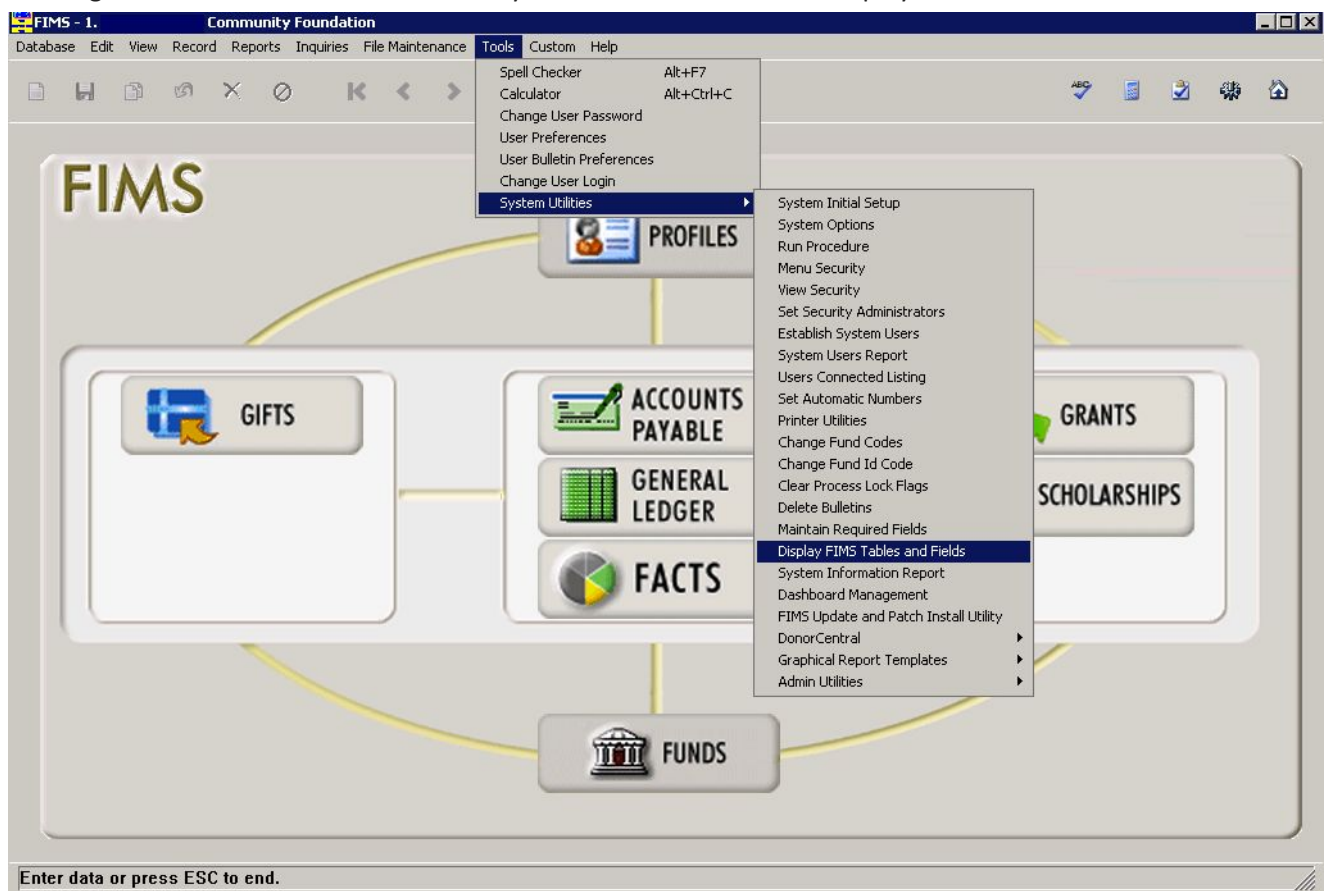


## Download your FIMS data for upload into CommunitySuite Software

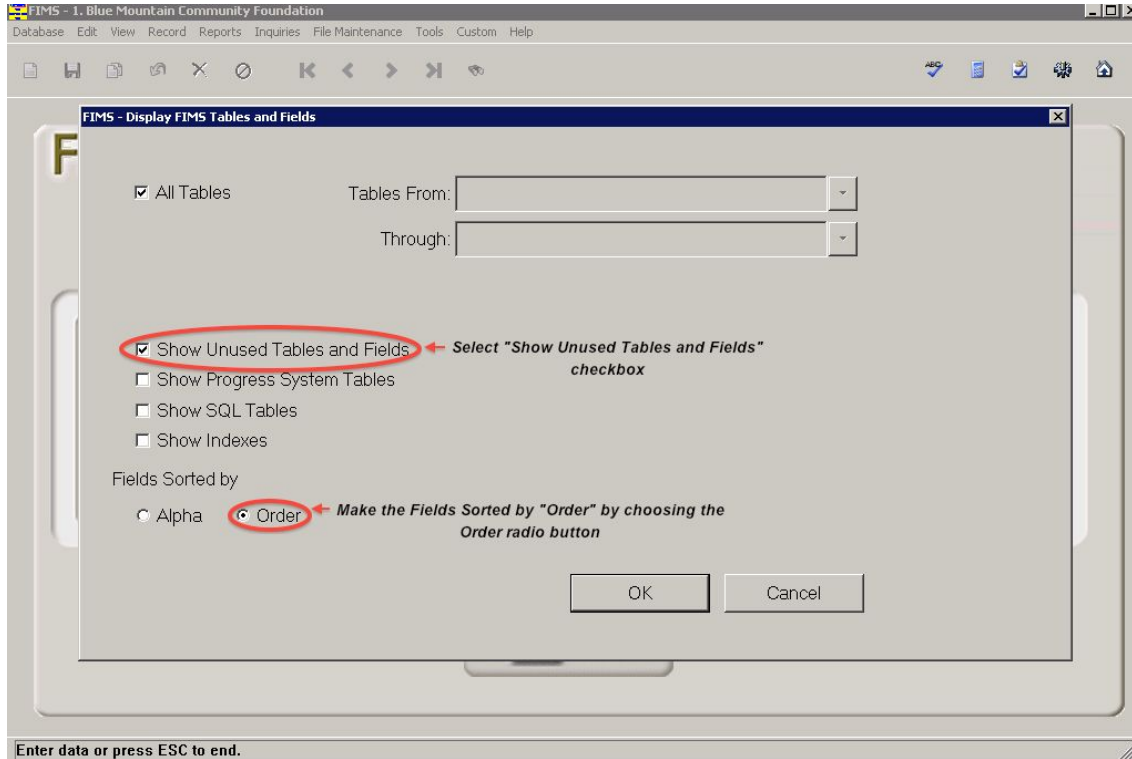
Are you a FIMS user? It is simple to retrieve your data. You don't have to lose any past transactions.

Here are 13 steps to download your data from Microedge FIMS for export to CommunitySuite integrated financial software.

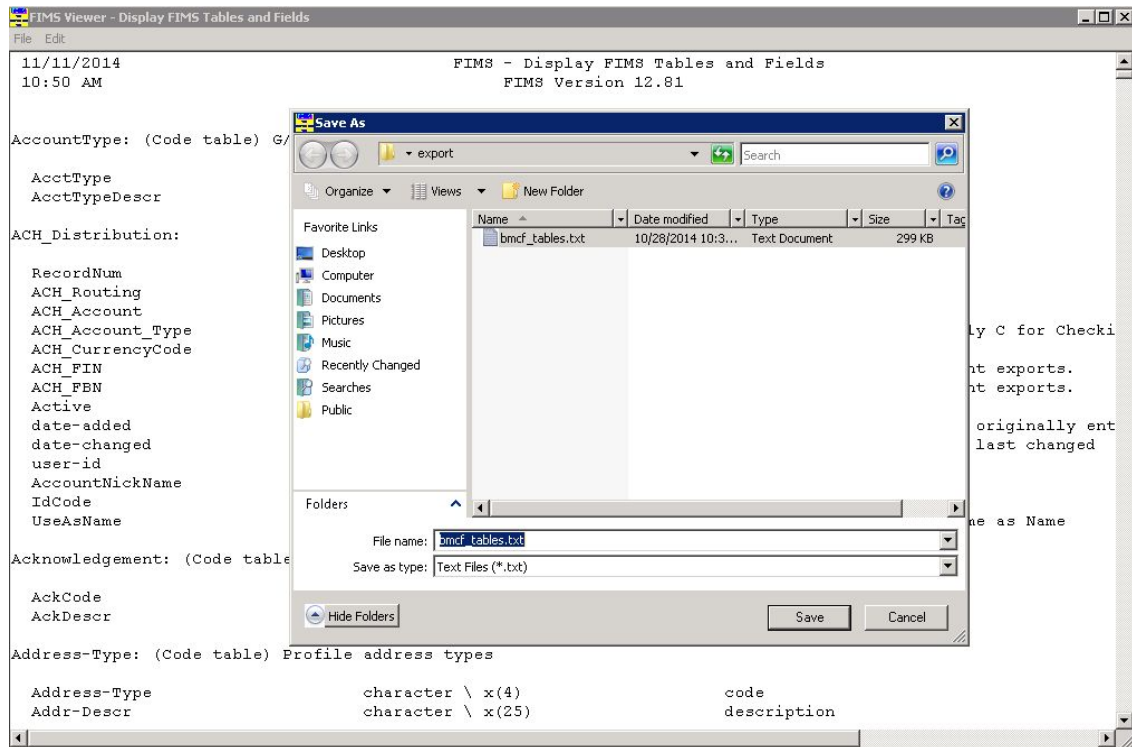
**STEP 1:** Log into FIMS → Go to Tools → Pick "System Utilities" → Select "Display FIMS Tables and Fields"



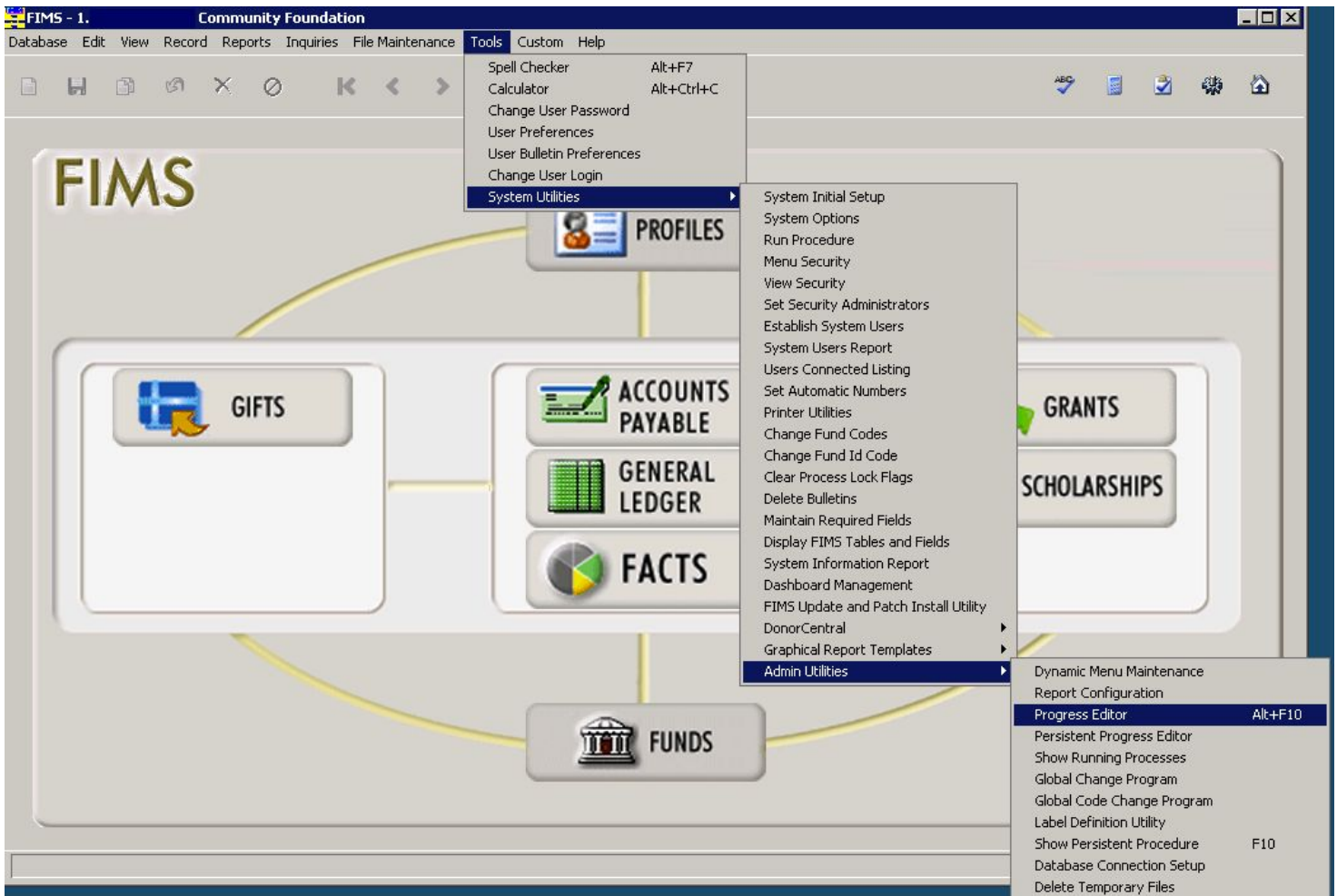
**STEP 2:** In “Display FIMS Tables and Fields” Check the box for “Show Unused Tables and Fields” → Choose to have the Fields sorted by Order by selecting the “Order” radio button→ Select OK



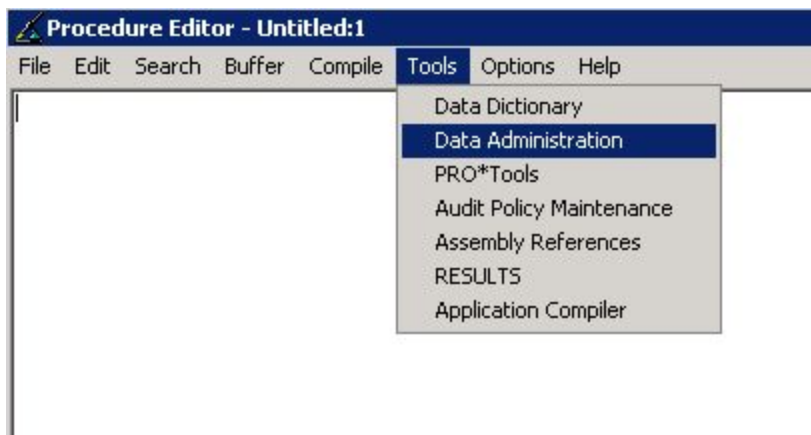
**STEP 3:** The FIMS viewer will show your tables and fields→ Go to File in the upper left-hand corner and choose Save As→ Save the tables file as a text file (.TXT) in a folder on your desktop→ Select Save



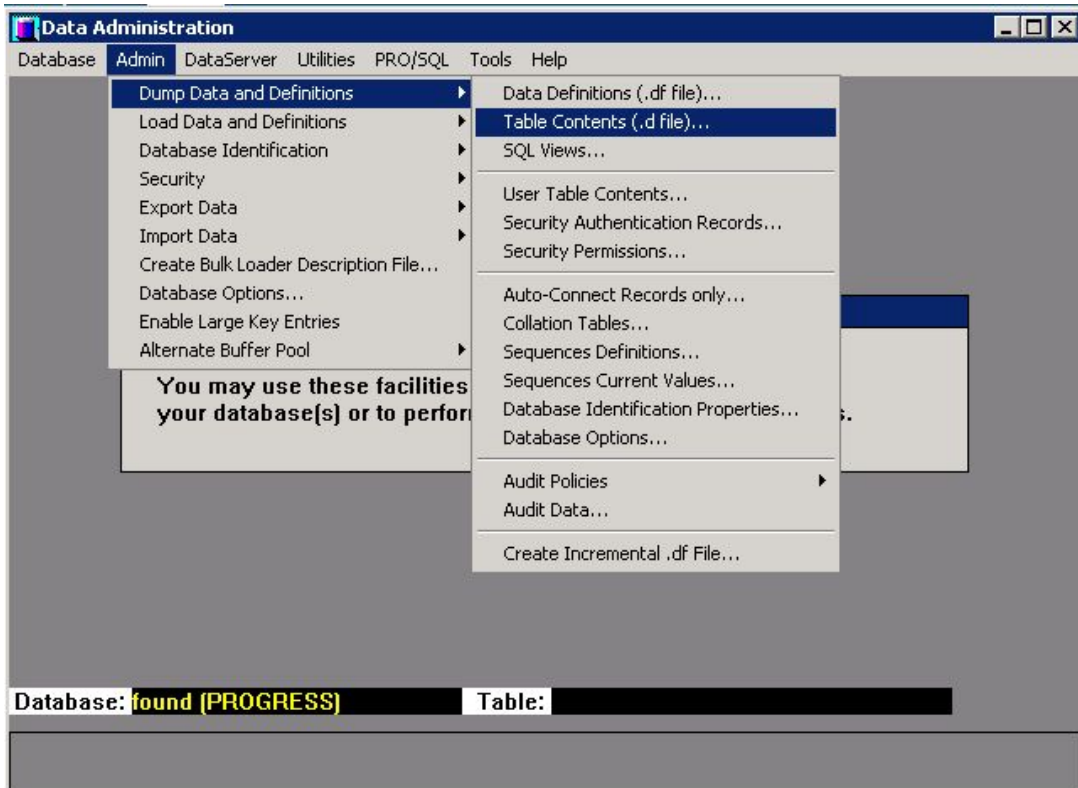
**STEP 4:** In FIMS go to Tools→ Select “System Utilities” → Then “Admin Utilities” → Pick “Progress Editor”



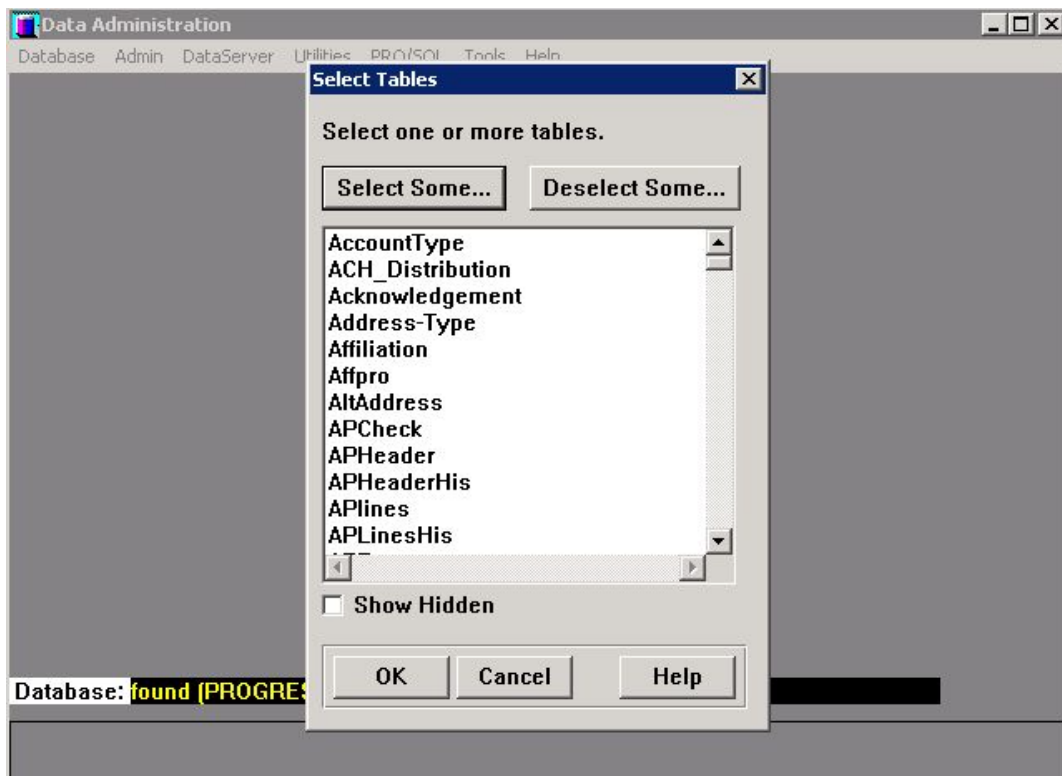
**STEP 5:** In Procedure Editor→ Go to Tools→ Select “Data Administration”



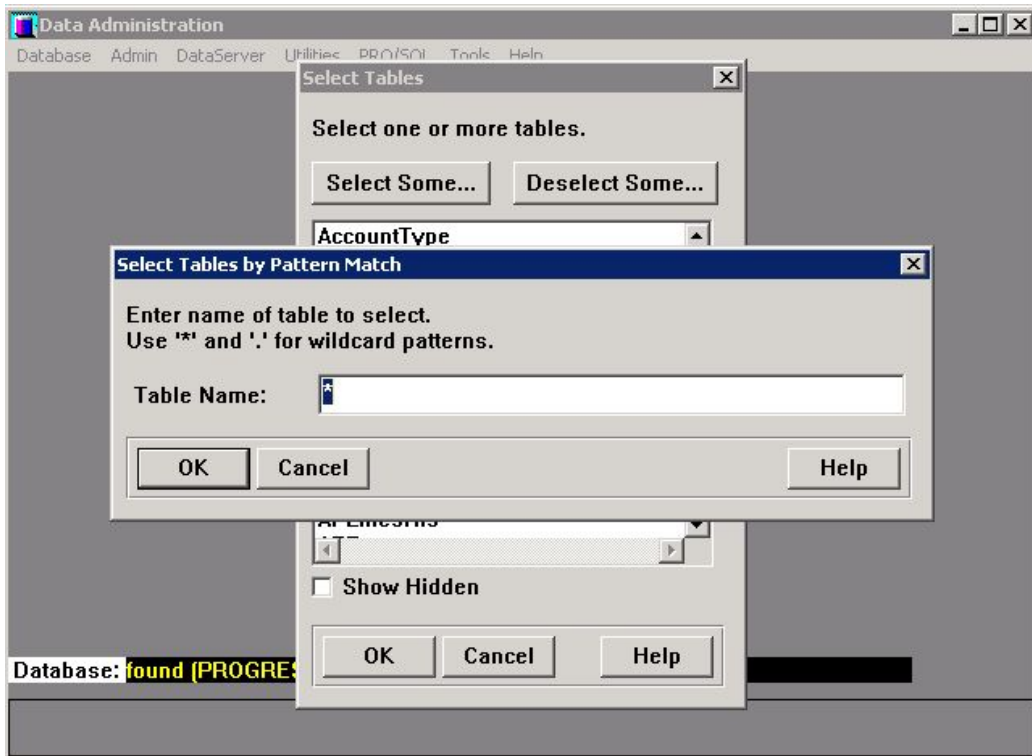
**STEP 6:** In Data Administration → Go to Admin → Select “Dump Data and Definitions” → Pick “Table Contents”



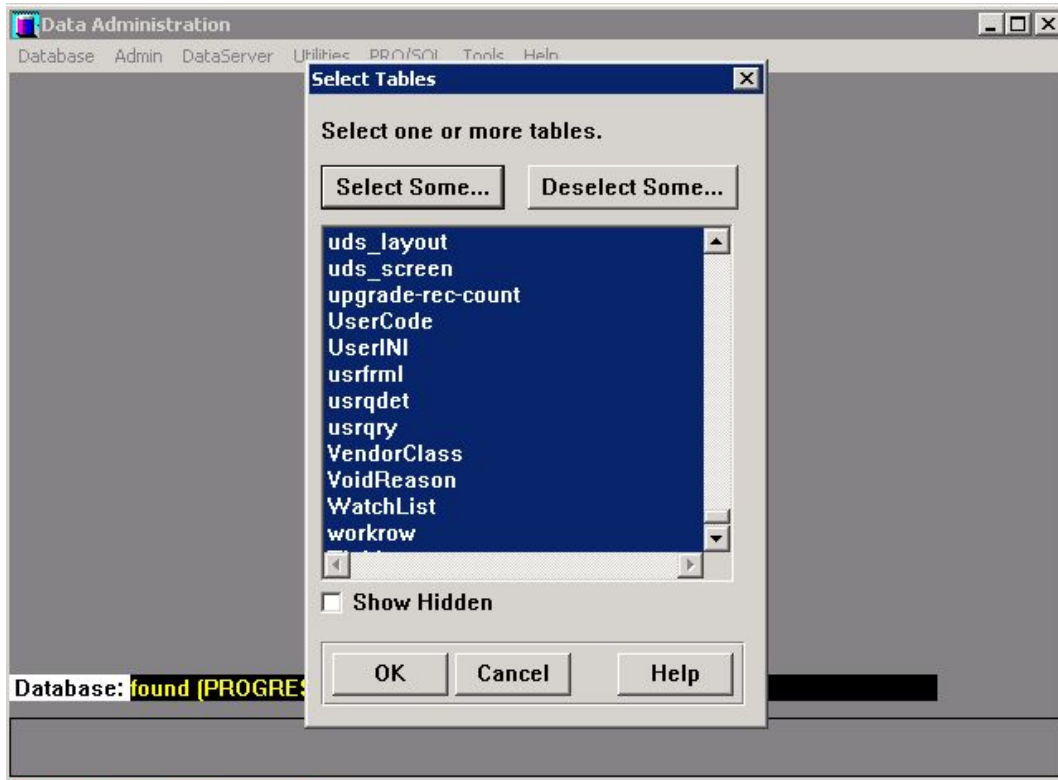
**STEP 7:** In the Select Tables window → Choose “Select Some” → Select the OK button



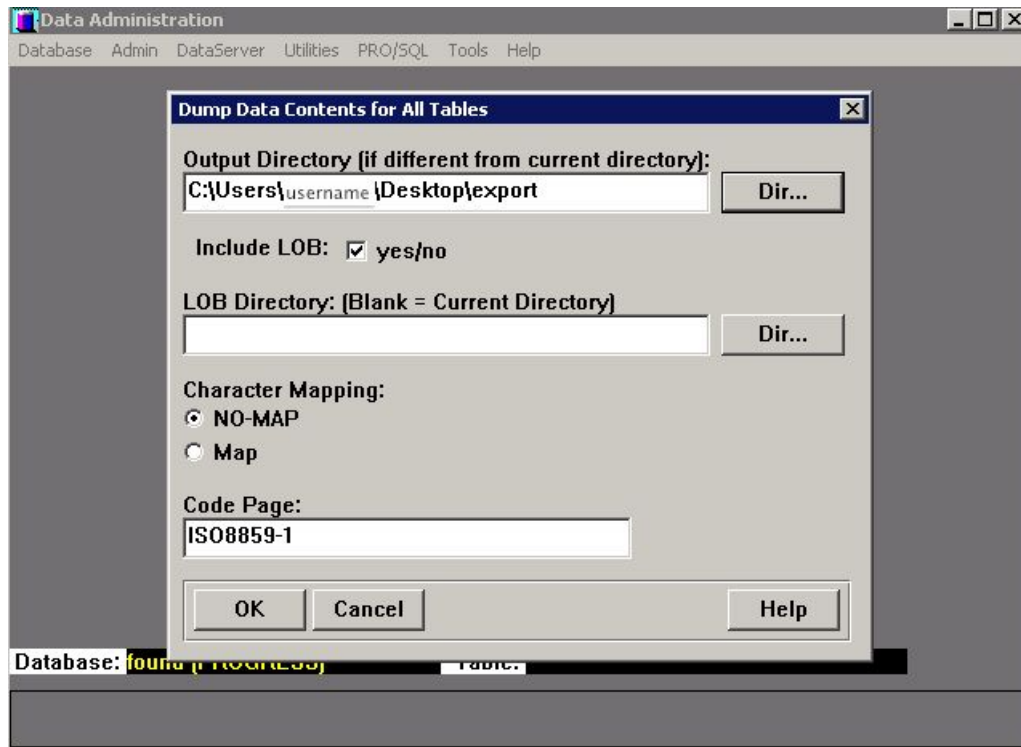
**STEP 8:** The next screen is “Select Tables by Pattern Match” and the text field will have a \* → Select OK



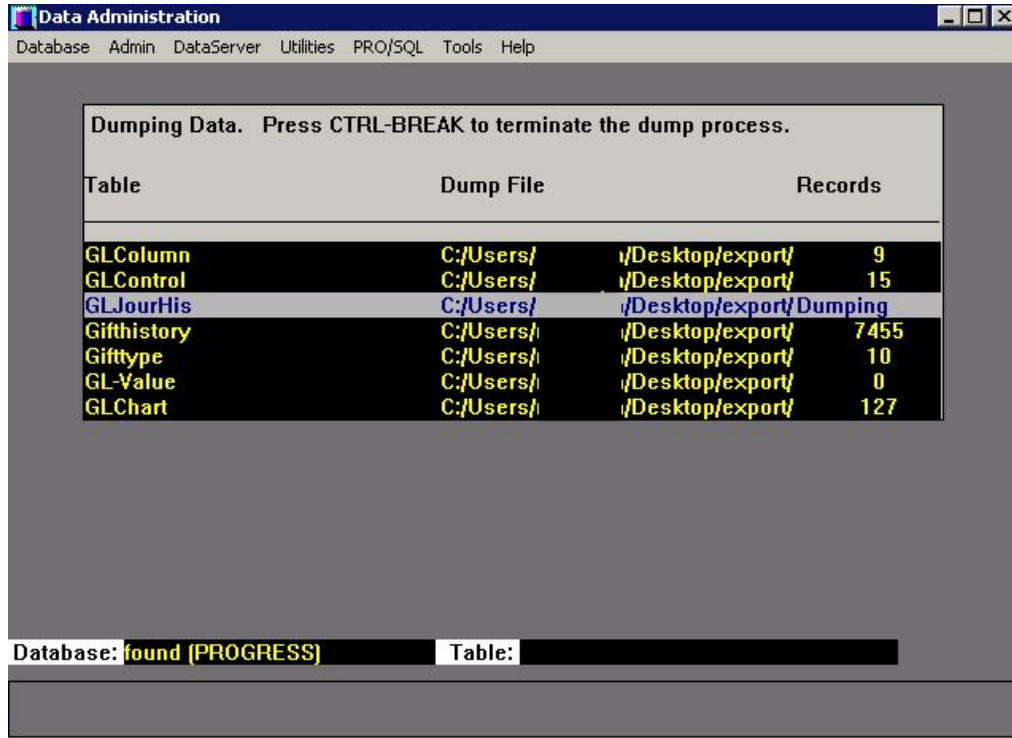
**STEP 9:** All the tables will be highlighted in blue → Choose OK



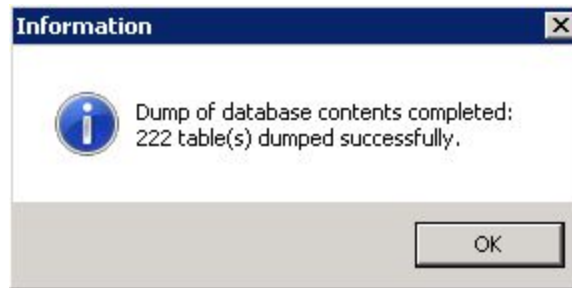
**STEP 10:** Select the Directory button and choose where you want to download the file to (put it in the export folder with the Tables and Fields Text file from STEP 3) → Select OK



**STEP 11:** Your FIMS system will begin dumping all of your data files as specified, it will look like this during the process . . .



**STEP 12:** When the data dump is completed successfully you will get the following message → Choose OK



**Step 13: FINISHED**, Good work getting all of your data ready for upload to CommunitySuite! Zip up the folder with your exported data (avg. size is 15 mb). Send the data to us. Email your data to your Foundant CommunitySuite Client Support Manager. Contact Foundant support if you have questions by calling 406.585.1221 option #2 or email us at [cssupport@foundant.com](mailto:cssupport@foundant.com)

**NOTE:** If you are on FIMS hosted in the Cloud you will need to contact MicroEdge to download your data.

**Not using CommunitySuite yet?**

Go to <https://communityfoundations.foundant.com> to learn about our integrated software for Community Foundations.

*FIMS Conversion Instructions developed by D. N. Kinsey, L&D (2016)*