



MicroEdge

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Foundation Center Export

eGrant Reporting Instructions

for **FIMS**

eGrant Reporting Overview

This supplemental user information is applicable to all FIMS users. FIMS includes a **Foundation Center Export Report** for eGrant reporting in its 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 **FIMS**, go to **Reports>Grants>Foundation Center Survey Report**

Step 2: Select the **Date Range** of the grants that you want to include in the export

Step 3: Click **OK**

Step 4: The system prompts you to select the path and file name where you want to save the exported data. Save the file with a .txt extension

Step 5: Click the **Run Report** button. A confirmation window indicates how many records were exported

Step 6: 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 (800) 256-7772 or e-mail fimssupport@microedge.com