



ACTIVE Network Statement of Work

ACTIVE Net Technical Services
3rd Party Data Conversion - Memberships

Sept 2016

3RD PARTY DATA CONVERSION - MEMBERSHIPS OVERVIEW

3rd Party Data Conversion – Memberships services involve the planning, extraction, testing, and deployment required to convert customers, memberships and related information into ACTIVE Net.

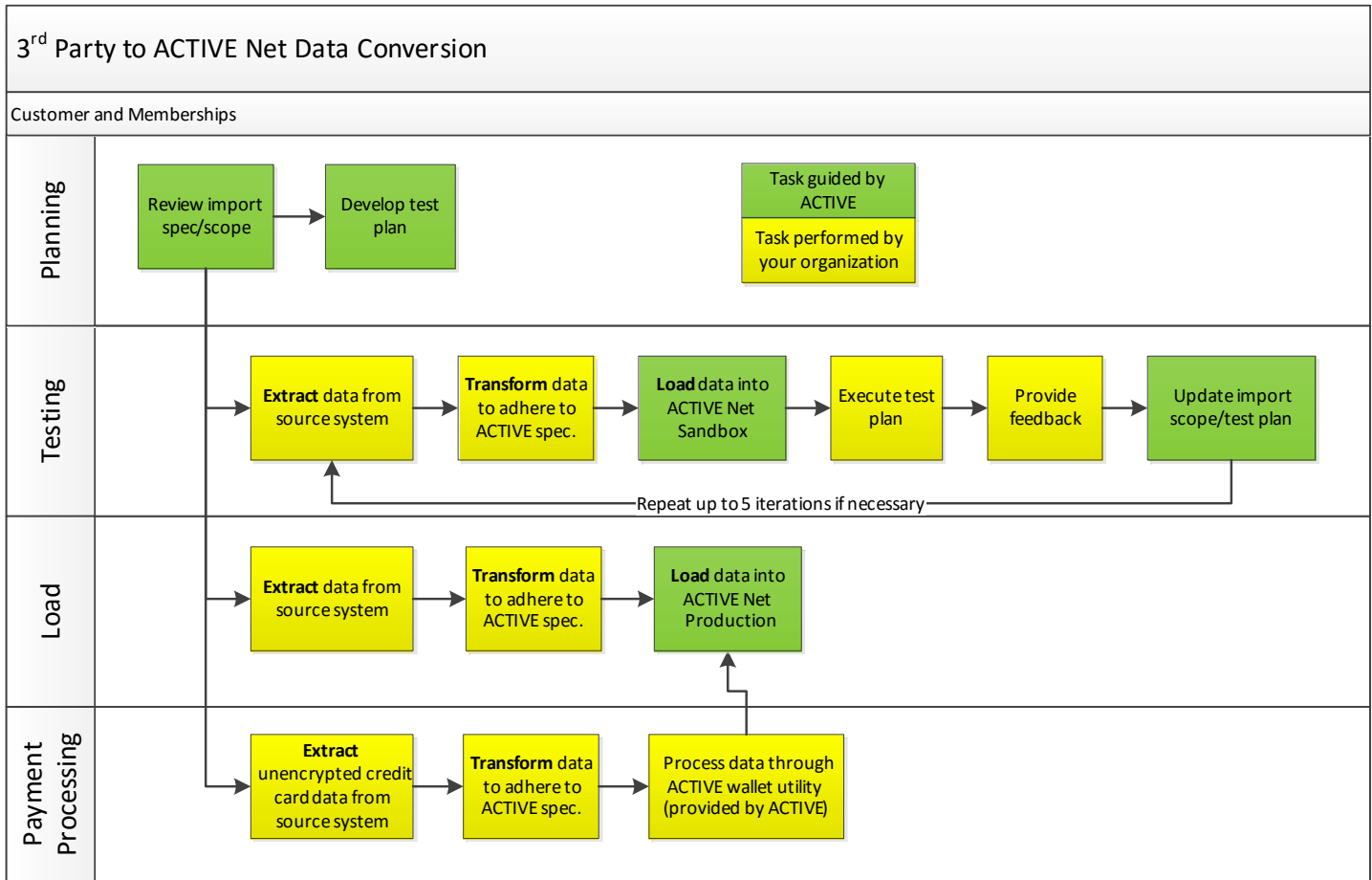
OBJECTIVES

- **Planning:** Determine a mutually agreeable import scope based upon the constraints identified below and the constraints of your organization's data source.
- **Extraction:** Extract data from your organization's data source
- **Transformation:** Format membership and customer data to adhere to the specification outlined in Appendix A
- **Testing:** Test data from your organization's data source against your ACTIVE Net configuration and business practices through the ACTIVE Net Sandbox environment
- **Load:** Import membership and customer data into the ACTIVE Net production environment

TASKS

- **Planning:** ACTIVE will work with a representative from your organization to establish a mutually agreeable import scope that adheres to the constraints of your source system and to the constraints and specification detailed below. ACTIVE will work with a representative from your organization to map fields from your organization's data source to the destination fields in ACTIVE Net.
- **Extraction:** A representative from your organization will extract data from your source system. If importing credit cards a representative from your organization will obtain unencrypted card data in your environment from your vendor/merchant. If importing EFT account information a representative from your organization will obtain unencrypted account information in your environment from your vendor/merchant.
- **Transformation:** A representative from your organization will format the data to adhere to the specification outlined in Appendix A and provide to ACTIVE. If importing credit cards a representative from ACTIVE will provide your organization with a utility to convert credit cards into ACTIVE Net wallet IDs. A representative from your organization will execute this tool within your environment. A representative from your organization will provide the file containing wallet IDs back to ACTIVE for import.
- **Testing:** A representative from ACTIVE will import data into an ACTIVE Net sandbox environment. A representative from ACTIVE will provide a test plan to confirm validity of data against business and software constraints. A representative from your organization will add organization specific test cases to the test plan if needed. A representative from your organization will complete the test plan and provide feedback back to ACTIVE on the test results. Upon completion of the test plan a representative from your organization will update the ACTIVE Net if needed. Testing will be repeated up to 5 times if necessary.
- **Deployment:** A representative from your organization will provide the membership data files including credit card wallet IDs to be imported into the ACTIVE Net production environment. A representative from your organization will sign off on the completeness and accuracy of the data provided. A representative from ACTIVE will import the data into your ACTIVE Net production environment.

The follow flowchart outlines the tasks distribution for 3rd Party Data Conversion – Membership services.



DELIVERABLES

- A one-time import of membership and customer data into your ACTIVE Net production environment.
- Up to 5 test iterations of imports of membership data into your ACTIVE Net sandbox environment for validation by your organization.

ASSUMPTIONS

- Your representative is empowered to represent the interests of your organization and can decisions as they pertain to your ACTIVE Net site and your data source
- Your representative will have access to ACTIVE Net, internet, phone, and able to install and utilize Cisco Webex software to participate in remote desktop sharing
- Your organization will perform work associated with each task within the allocated timeframe. Missed deadlines will result in rescheduling services at additional cost to your organization.
- A representative from your organization will be available on call for questions from your Technical Consultant on all scheduled import dates.
- Your organization is able to obtain data from your source system and will ensure data integrity of the files provided to ACTIVE for import. Issues owing to the data accuracy or completeness of the import files may need to be corrected in ACTIVE Net manually by your organization.

CONSTRAINTS

The 3rd Party Data Conversion – Memberships services are bound to the following constraints:

- All services will be conducted remotely.
- All services will be conducted between 6am to 6pm PST, Monday-Friday, excluding North American holidays.
- The import file format is tab delimited. No other formats are accepted.
- Header fields must be included in the import file for all fields to be imported.
- Import field specifications can be found in Appendix A.
- Required fields must be included in the import file.
- Optional fields will be subject to the ACTIVE Net configuration decisions made by your organization
- 3rd Party Data Conversion - Membership services are incompatible with Customer Import, Scheduled Customer Import, and Organization Import services.
- ACTIVE will import all valid records within each file provided. Your organization is responsible for filtering data, if necessary, prior to providing it to ACTIVE.
- All destination fields in ACTIVE Net are fixed. Data in the import file cannot be remapped to different fields.
- Import records are identified in the below specification using primary keys (PK). Once a record with a primary key is imported into ACTIVE Net it is assumed that ACTIVE Net is the primary system of record. Any subsequent imports of a record with the same primary key will reject that record as a duplicate. Subsequent imports cannot be used to update imported records in ACTIVE Net.
- Duplicate records must be excluded from import files.
- Unencrypted card numbers are required by your organization in order to import credit card information for membership renewals.
 - ACTIVE will provide a utility to tokenize unencrypted card numbers into wallet IDs for import into ACTIVE Net. See the notes section of the import file specification for the membership wallet file in appendix A for more information.
- All imported memberships are treated as paid in full. Importing membership payment plans is therefore unsupported.

APPENDIX A: IMPORT FILE SPECIFICATIONS

File Listing

IMPORT FILE NAME	PURPOSE
Account_Balance	Current balance for a customer or company. Record is only needed if the account balance has a value
Accounting_Event	Historical financial events from the source system for read only display in ACTIVE Net
Company	Import of organizations. Inactive organizations can be excluded, but organizations must be included if they have an account balance or subsidy attached.
Company_Customer	The assignment of specific persons as contacts of a company/organization. This is a many-to-many relationship, a person can be a contact for multiple companies/organizations (Deemed Authorized Agent in ACTIVE Net)
Custom_Question_Answer	For customer records, this includes any "custom questions" and answers provided will be converted
Customer	Import of customer records. Inactive customers can be excluded, however any customer with account balances, membership passes, gift certificates, etc., reference by any other import files must be included.
Customer_Alt_Key	Import of the customer alternate key records where the customer record is considered 'active'
Customer_Creditcard_Wallet	Used to create saved credit cards for customers
Customer_Creditcard	In conjunction with corresponding wallet file, this file is used to create saved credit cards for customers
Customer_Demo	Any number of descriptive categorization strings which are associated with a person
Customer_Note	Generates "comments" in the customer notes and alerts section. More than one note can be created for a customer
Family	The creation of family records. Families group customers together for purposes of reporting and communication.
Family_Customer	The assignment of specific persons to specific families created in the 'Family' Import File. Note that this is a many-to-many relationship; a customer can be in multiple families. This relationship can also specify a family role. The import will create any family roles not already existent in ACTIVE Net
Gift_Cert	Import of gift certificate records where the balance is greater than \$0
Membership	Information about each membership which is being imported into ACTIVE Net including effective date, expiry date, and renewal information.
Membership_Pass	The pass number assigned to each member used for check-in
Membership_Wallet	The AMS wallet ID for each membership. Your organization must obtain unencrypted credit card information. ACTIVE will provide a tool to generate AMS wallet IDs. The membership wallet file links a membership with an AMS wallet for credit card renewal.
Scholarship_Package	Creates a financial assistances which applies to membership renewals
Third_Party_Billing	Imports a subsidy commitment of a sponsoring organization which applies to membership renewals

Field Types

DATA TYPE	DESCRIPTION
PK	Primary key of a record in the source system. This does not need to be numeric, and can be up to 50 characters. Cannot be blank.
FK	Foreign key to a record in the source system. Like primary keys, up to 50 characters. If marked as required, it must be non-blank.
Int	Integer. If null in source system, must be written as "0". Cannot be blank.
Money	Fractional value with up to two decimal places. Values should not include "\$" or "," characters. If null in source system, must be written as "0" or "0.00". Cannot be blank.
Date	Must be in YYYY-MM-DD format. If null in source system, column must be empty (no blanks), or written as "1899-12-30".
Date/time	Must be in YYYY-MM-DD hh:mm:ss format (24h time). If null in source system, column must be empty (no blanks), or written as "1899-12-30".
Char(size)	Character string. Size specifies the maximum data size allowed. If marked as required, it must be non-blank.
Phone	Should contain only numeric characters in the first 10 spaces, which are interpreted as 3 digits of area code, and 7 digits of number. Up to 22 characters after that are interpreted as the extension. Normal phone number punctuation (parentheses, hyphens and spaces) will be removed during import.
Text	<p>Up to 4000 bytes for each line in the database character set. This data type is equivalent to the CHAR and VARCHAR2 data types in the database. If marked as required, it must be non-blank.</p> <p>Because of the tab-delimited format, data should not contain tabs, line feeds or carriage returns (ASCII 9, 10 and 13), because these will interfere with the parsing. The following special ASCII characters are supported:</p> <p>ASCII 9 (tab) -> ASCII 1 ASCII 10 (line feed) -> ASCII 2 ASCII 13 (return) -> ASCII 3</p>
SmallInt	Small integer with range from -32768 to 32768. If null in source system, must be written as "0". Cannot be blank.
Boolean	Must be "0" (false) or "1" (true). Cannot be blank.

Import File Specification: Account_Balance

Current balance or credit values for a customer or organization. A record is only needed if the account balance or credit has a value. Records are not needed for \$0 balances or credits.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Account_balance_id	PK	Y	Unique identifier of the balance entry from the source system
Account_Type	INT	Y	1 = Customer Account, 2 = Organization Account
Customer_ID	FK	Y	This field is required if Account_Type = 1 for a Customer account . The customer ID must be a valid customer ID present in the customer file.
Company_ID	FK	Y	This field is required if Account_Type = 2 for an Organization account. The company ID must be a valid company ID present in the company file.
Current_Balance	Money	Y	Current balance of the account. If a positive balance is input, the customer owes the organization money; a payment plan will be created along with the necessary receipt. If a negative balance is input, the customer is owed money; a credit on account is created, along with the necessary receipt. Records with a \$0 balance are ignored.

Notes:

- Multiple balance and/or credit records can be imported for each customer or company
- Balances and credits are imported as distinct entities.
- Each imported customer or company balance creates a receipt with the following details:
 - **Transaction Type:** Account Debit
 - **Transaction Description:** "Importer payment plan creation"
 - **Debit GL Account:** Accounts Receivable
 - **Credit GL Account:** ACTIVE Net Import A/R offset account
- Each imported customer or company credit creates a receipt with the following GL account postings:
 - **Transaction Type:** Account Debit
 - **Transaction Description:** "Importer account debit to create customer balance"
 - **Payment Type:** Credit Memo
 - **Debit GL Account:** ACTIVE Net Import A/R offset account
 - **Credit GL Account:** Customer Credit Account
- Imported balances and credits do not contain notes or references to any service entities in ACTIVE Net. They are visible to staff and customers simply as an "Imported Balance" or "Imported Credit"

Import File Specification: Accounting_Event

Historical financial events from the source system for read only display in ACTIVE Net.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Accounting_Event_ID	PK	Y	Primary Key ID from the source system. This value should be unique for each record to ensure duplicate records are not imported.
Account_Type	INT	Y	1 = Customer Account, 2 = Organization Account
Customer_ID	FK	N	This field is required if Account_Type = 1 for a Customer account . The customer ID must be a valid customer ID present in the customer file.
Company_ID	FK	N	This field is required if Account_Type = 2 for an Organization account. The company ID must be a valid company ID present in the company file.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Reference	INT	N	Accounting Reference number
General_Transaction_Type	Char(100)	Y	Name of the general transaction type
Detailed_Transaction_Type	Char(100)	N	Name of the detailed transaction type
Effective_date	Date/Time	Y	Effective date of the accounting event
Amount	Money	Y	The amount involved in the accounting event
Annotation	Char(2000)	N	Additional detailed information about the accounting event

Notes:

- A "balance" value will display the net value of all imported amounts. If importing accounting events each debit (charge) should have an accompanied credit (payment) where applicable.

Date	Customer	Transaction	Reference	Amount	Balance
Feb 25, 2011	Adrian Wong	Payment	Payment: Visa Card*	(\$174.00)	\$0
Feb 25, 2011	Caden Wong	League Fee	League Registration Fee - Caden Wong - T-Ball (Co-Ed) - 46BASEBALL - 2011 SPRING - 001	\$144.00	\$174.00
Feb 25, 2011	Adrian Wong	Pass Fee	Pass Fee - Adrian Wong - Mays Family YMCA - Annual Program Registration - Program - Annual	\$30.00	\$30.00
Feb 26, 2010	Adrian Wong	Payment	Payment: Check	(\$158.00)	\$0
Feb 26, 2010	Caden Wong	League Fee	League Registration Fee - Caden Wong - T-Ball - 3-4 - 57BASEBALL - 2010 SPRING - 001	\$128.00	\$158.00
Feb 26, 2010	Janice Wong	Pass Fee	Pass Fee - Janice Wong - Braundera Family YMCA - Program - Program - Annual	\$30.00	\$30.00

Import File Specification: Company

Company or organization contact information. Companies can perform transactions such as making payments, holding permits, and third party billing in ACTIVE Net.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Company_ID	PK	Y	ID of the company for import
Title	Char(50)	Y	Name of the company
Address1	Char(75)	Y	First line of company's address
Address2	Char(75)	N	Second line of company's address
City_Name	Char(40)	Y	Name of the city the company is located in
Province_code	Char(15)	Y	Name of province the company is located in
Postal_Code	Char(10)	Y	Postal/Zip code of the company. Supported format is 5 digits (US); 9 digits (US, with or without -) and 6 characters (CDN, with or without blank)
Country	Char(2)	N	Country the company is located in; "US" or "CA"
Phone1	Phone	N	The primary phone number of the company; consists of the 3 digit area code, 7 digit phone number and phone extension
Phone2	Phone	N	The secondary phone number of the company
Phone 3	Phone	N	The fax phone number of the company
Email_address	Char(100)	N	Email address of the company

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Geographic_area_id	FK	N	ID of the area the company is located in. A list of geographic area IDs will be provided by ACTIVE.

Notes:

- Customer Type is used for fee determination in ACTIVE Net. Customer Type must be assigned to organizations after import.

Import File Specification: Company_Customer

Creates the link between a company and a customer in ACTIVE Net, otherwise known as an 'Authorized Agent'. An authorized agent is required in order for a company to complete a transaction. Authorized agents can be added to companies in ACTIVE Net manually if desired.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Company_Customer_ID	PK	Y	A unique identifier for the relationship of a person and an company. If no such key exists in the source system, provide -1.
Customer_ID	FK	Y	Customer ID of the company contact. A corresponding record with the same customer ID must exist in the customer file.
Company_ID	FK	Y	ID of the company. A corresponding record with the same company ID must exist in the company file.

Notes:

- Multiple agents can be imported for each company.

Import File Specification: Custom_Question_Answer

Import of Custom Question answers that were previously asked and tied to a customer's account

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_ID	FK	Y	ID of the customer to whom this answer applies to. A corresponding record with the same customer ID must exist in the customer file.
Question	Char(500)	Y	Text of the question which was answered. If question text is an exact match to an existing custom question in ACTIVE Net that question is used. If question text is not an exact match a new custom question record will be created upon import.
Answer	Char(500)	Y	Answer to the question

Notes:

- Combination of Customer_ID and Question must be unique in the file

Import File Specification: Customer

Import of customer records. All customers with account balances, membership passes, gift certificates, or references in any other import files must be included.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Customer_ID	PK	Y	Unique ID of the customer
First_Name	Char(40)	Y	First name of the customer
Last_Name	Char(40)	Y	Last name of the customer
Address1	Char(75)	Y	First line of the customer's address
Address2	Char(75)	N	Second line of the customer's address
City_name	Char(40)	Y	City name that the customer lives in
Province_Code	Char(15)	Y	Province that the customer lives in
Postal_Code	Char(10)	Y	Postal/Zip code of the customer. Supported format is 5 digits (US); 9 digits (US, with or without -) and 6 characters (CDN, with or without blank)
Country	Char(2)	N	Country the customer lives in
Business_Phone	Phone	N	Business phone number of the customer; consists of the 3 digit area code, 7 digit phone number and phone extension
Home_Phone	Phone	N	Home phone number of the customer; consists of the 3 digit area code, 7 digit phone number and phone extension
Fax_Phone	Phone	N	Fax phone number of the customer; consists of the 3 digit area code, 7 digit phone number and phone extension
Pager_Phone	Phone	N	Pager phone number of the customer; consists of the 3 digit area code, 7 digit phone number and phone extension
Cell_Phone	Phone	N	Pager phone number of the customer; consists of the 3 digit area code, 7 digit phone number and phone extension
Email_address	Char(100)	N	Email address of the customer. If login names are not provided email should be unique. This will allow you to generate an invitation through ACTIVE Net for customers with email addresses on file to log in online. If duplicate email addresses are provided staff will need to manually update login information after import.
Birthdate	Date	N	Birthdate of the customer
Gender	Char(1)	Y	M = Male, F = Female; O = Other
Alert_Text	Text	N	Alert text of the customer; visible within the customer account in ACTIVE Net
Resident_flag	Boolean	Y	Residency status of the customer; 1 = Resident Status, 0 = Non-Resident Status
Active_flag	Boolean	Y	1 = Active; 0 = Inactive (retired customer)
Modified_Datetime	Date/Time	N	Modified date of the customer record
Creation_Datetime	Date/Time	N	Creation date of the customer record
Age_Category_ID	FK	N	Age Category of the customer. A list of age category IDs will be provided by ACTIVE.
Geographic_Area_ID	FK	N	Geographic area is used in ACTIVE Net to establish residency for new customers. If used for establishing residency, geographic area idea should be assigned to imported customers to ensure data completeness. Your organization is responsible for configuration of geographic areas in ACTIVE Net. Once configured, a list of geographic area IDs will be provided by ACTIVE.
Middle_Name	Char(30)	N	Middle name of the customer
Title	Char(30)	N	Title of the customer ie. 'Mr.', "Mrs.", "Dr.", etc.
Emergency_fname_1	Char(50)	N	First name of emergency contact #1

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Emergency_lname_1	Char(50)	N	Last name of emergency contact #1
Emergency_Phone_1	Phone	N	Phone # of emergency contact #1
Emergency_Relationship_1	Char(50)	N	Relationship of emergency contact #1
Emergency_fname_2	Char(50)	N	First name of emergency contact #1
Emergency_lname_2	Char(50)	N	Last name of emergency contact #1
Emergency_Phone_2	Phone	N	Phone # of emergency contact #1
Emergency_Relationship_2	Char(50)	N	Relationship of emergency contact #1
Promotional_email_flag	Boolean	Y	Customer email list status, 1 = Opt in to email list; 0 = Opt out of email list
Promotional_postal_mail_flag	Boolean	Y	Customer mail list status, 1= Opt into mail list; 0 = Opt out of mail list
Loginname	Varchar(100)	N	Unencrypted password of the customer record, used to access the public site. If login is provided, password is required. If the unencrypted password cannot be obtained a placeholder should be used. It can be reset by the customer after import. If no password is provided staff will need to manually enter a password after import.
Password	Varchar(40)	N	Unencrypted password of the customer record, used to access the public site
Notes	Text	N	Miscellaneous notes about the customer

Notes:

- The default Customer Type configured in ACTIVE Net by your organization is applied to all imported customers.
- Residency for imported records is established only based on the “Resident” field in the import data file.
- If login name and password are not provided, they will need to be entered by staff manually after import

Import File Specification: Customer_Alt_Key

Alternate keys can be used in ACTIVE Net to assign a unique or non-unique identifier for customers. Alternate keys can also be used for facility access scanning when linked to memberships through your ACTIVE Net configuration.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_ID	FK	Y	ID of the customer to whom this alternate key applies to. A corresponding record with the same customer ID must exist in the customer file.
Alt_Key_Type_ID	FK	Y	Alternate key type ID. Please request list of alternate key type IDs from ACTIVE technical consultant if using Alternate Keys
Alt_Key_Status_ID	FK	N	Alternate key status ID. Please request list of alternate key status IDs from ACTIVE technical consultant if using Alternate Keys
Alt_Key_Value	Char(50)	Y	Alternate Key Value

Import File Specification: Customer_Creditcard

Account credit cards can be imported for customers to use for future purchases in ACTIVE Net. All records in the customer credit card file must have a corresponding record in the customer credit card wallet file.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_Credit_Card_ID	PK	Y	Unique identifier for the customer/credit card combination. A corresponding record with the same customer credit card ID must exist in the customer credit card wallet file.
Customer_ID	FK	Y	Unique ID of the customer record. A corresponding record with the same customer ID must exist in the customer file.
Credit_Card_Last_Four	Char(50)	Y	The last four digits of the credit card
Card_Expiry_Date	Date	Y	The expiry date of the credit card
Cardholder_Name	Char(100)	Y	Name as printed on the credit card

Import File Specification: Customer_Creditcard_Wallet

Import file to be provided to ACTIVE.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_Credit_Card_ID	FK	Y	Unique identifier for the customer/credit card combination. A corresponding record with the same customer credit card ID must exist in the customer credit card file.
Wallet_ID	Varchar(100)	Y	Wallet ID for the credit card

Source file for wallet ID creation

In order to generate the customer credit card wallet file, your organization must obtain a file containing the unencrypted credit card data in the following format. ACTIVE will provide your organization with a utility which converts unencrypted card numbers into ACTIVE Net wallet IDs. Your organization will provide the file containing wallet IDs back to ACTIVE for import.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_Credit_Card_ID	FK	Y	Unique identifier for the customer/credit card combination. A corresponding record with the same customer credit card ID must exist in the customer credit card file.
Credit_card_number	Varchar(20)	Y	Unencrypted credit card number
Expiry_date	Varchar(6)	Y	Credit card expiration date
Cardholder_name	Varchar(40)	Y/N	Requirement dependent on your organization and the credit card provider

Import File Specification: Customer_Demo

The import of demographic information tied to the customer record. Demographics can be used for customer categorization and reporting purposes in ACTIVE Net.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_ID	FK	Y	ID of the customer to whom the demographic is assigned. A corresponding record with the same customer ID must exist in the customer file.
Demographic	Char(30)	Y	Name of demographic key to assign to the customer record.

Import File Specification: Customer_Note

Import of customer notes into ACTIVE Net. Notes are general pieces of information that are stored within a customer account for reference by staff. Notes cannot be reported on. Notes are not visible to customer online.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Customer_Note_ID	PK	Y	Unique identifier for the customer note.
Customer_ID	FK	Y	Unique ID of the customer the note will be attached to. A corresponding record with the same customer ID must exist in the customer file.
Note	Text	Y	The content of the note that will be attached to the customer

Notes:

- All notes are imported as type: "Imported Note"
- More than one note can be imported per customer.

Import File Specification: Family

Creates family groupings in ACTIVE Net. The family file must be accompanied by the family customer file.

COLUMN	DATA TYPE	REQ ?	DESCRIPTION
Family_ID	PK	Y	Unique ID of the family in the source system
Title	Char(50)	Y	The family name. Family name can be the last name of the family.
Customer_ID	FK	Y	Customer ID of the customer to be marked as 'Head of Household' of the family in ACTIVE Net. A corresponding record with the same customer ID must exist in the customer file.

Notes:

- All customers must be associated with at least 1 family.
- Customers may be associated with multiple families.

Import File Specification: Family_Customer

The family customer file contains all family members within each family to be imported into ACTIVE Net. Relationships may be specified by the use of a family role.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Family_Customer_ID	PK	Y	Unique identifier for the relationship of a customer and a family. If no such key exists in the source system, provide a -1
Customer_ID	FK	Y	Unique ID of the customer/family member. A corresponding record with the same customer ID must exist in the customer file.
Family_ID	FK	Y	Unique ID of the family. A corresponding record with the same family ID must exist in the family file.
Role			The role of the family member. Example: Parent, Child, Guardian

Notes:

- Head of household should be included in the family customer file.
- If a customer is part of multiple families they should have multiple records in the family customer file
- If a role is not included in the import file a default family role will be assigned

Import File Specification: Gift_Certificate

Import of gift certificate records where the balance is greater than \$0. Known as Gift Cards within ACTIVE Net

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Gift_Cert_ID	PK	Y	Unique ID of the gift certificate
Creation_Date_Time	Date/Time	Y	Original creation date/time of the gift certificate
Current_Balance	Money	Y	Current balance of the gift certificate. Must be >0.
Gift_Cert_Number	Char(20)	Y	Unique gift certificate card number. If using card readers to validate gift cards in ACTIVE Net the full number encoded into the card should be used.

- Imported gift certificates do not have an expiry date.
- The current balance being imported cannot be a negative amount
- Each imported gift card creates a receipt with the following details:
 - **Transaction Type:** Gift Card Sale
 - **Transaction Description:** "Importer payment plan creation"
 - **Customer:** Drop-in Customer
 - **Payment Type:** Memo
 - **Debit GL Account:** ACTIVE Net Import Cash Account
 - **Credit GL Account:** ACTIVE Net Import Liability Account

Import File Specification: Membership

The membership file contains a record for each membership "unit" to be imported into ACTIVE Net.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
membership_id	PK	Y	The membership ID. This is a unique ID for each membership "unit". Each family membership should have a single record in the membership file.
package_id	FK	Y	The membership package ID given to each member upon import. Please request list of Package IDs from ACTIVE technical consultant upon completion of membership configuration in ACTIVE Net.
customer_id	FK	Y	The customer ID of the customer purchasing the membership. In the case of family memberships use the customer ID of the "primary" member or head of household responsible for the membership. A corresponding record with the same customer ID must exist in the customer file.
creation_datetime	Date/Time	Y	The date and time recorded as the time of the order, and therefore the date and time of the financial data.
start_date	Date/Time	Y	The date and time recorded in the membership as when it was sold; normally this is the same as creation_datetime
effective_date	Date	Y	The date when the membership is effective for use. Use the effective date from your source system for accurate record keeping in ACTIVE Net.
expiry_date	Date	Y	The date when the membership expires. Memberships configured for automatic renewal will renew starting at 12:01am on the expiry date. Memberships with an expiry date of "1899-12-30" will be flagged in ACTIVE Net to "never expire".
punches_purchased	SmallInt	Y	The number of punch purchased in a membership punch pass (0 if not a punch pass)
punches_used	Int	Y	The number of punch used so far in a membership punch pass (0 if not a punch pass)
membership_cost	Money	Y	The amount that the membership pass was sold for. If revenue for imported memberships is already recognized in your source system memberships it is recommended that a value of "0.00" is assigned to prevent double postings in your general ledger.
auto_renewal_type	Int	Y	0 = No auto-renewal 1 = Auto-renewal by Credit Card 2 = Auto-renewal by Electronic Check Payment (ECP) 4 = Auto-renewal by payment plan
credit_card_last_four	Char(50)	N	For autorenewal by credit card, the last four digit of the credit card number to be viewed by staff in the UI. Required if auto_renewal_type = 1.
card_expiry_date	Date	Y	For autorenewal by credit card, the expiry date of the credit card to be viewed by staff in the UI. Required if auto_renewal_type = 1. Otherwise, enter "1899-12-30" if no card expiration date is applicable.
bank_institution_id	Char(50)	N	For autorenewal by ECP, the bank institution ID which is supported only in Canada; Together with the bank transit number will serve as the auto renewal bank number for Canadian EFT. Required if auto_renewal_type = 2.
transit_number	Char(50)	N	For autorenewal by ECP, The transit number of the bank; As a standalone number, it will serve as the auto renewal bank number for US EFT. Required if auto_renewal_type = 2. Note: Routing numbers are 9 digits
account_number	Char(50)	N	For autorenewal by ECP, the account number for Canadian and US EFT; Required if auto_renewal_type = 2.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
account_type	Char(1)	N	For autorenewal by ECP, 'C' for checking account; 'S' for saving account. Required if auto_renewal_type = 2.
account_holder_customer_id	FK	N	For CC, ECP and manual deduction autorenewals, this is the ID of the account holder. If not provided, the card holder will be assumed to be the primary member. A corresponding record with the same customer ID must exist in the customer file.
member_since	Date	N	"Continuous member since" date. This date is used as a reference for staff in the UI
usage_fee_id	FK	N	If a usage fee was paid with this membership, the usage fee ID. A list of usage fee IDs will be provided to your organization upon completion of membership configuration in ACTIVE Net.
usage_fee_amount	Money	N	Use "0" for all records If a usage fee/join fee was paid with this membership in your source system.

Notes:

- Your organization is responsible for membership package configuration in ACTIVE Net. Once configured a list of ACTIVE Net Package IDs will be provided to your organization for mapping to your source system. Your organization is responsible for mapping ACTIVE Net package IDs to the membership types of your source system.
- All imported memberships are considered paid in full upon import. Membership payment plans are not supported.
- If membership cost >\$0 a receipt is created with the following detail:
 - Transaction Type:** Membership Sale
 - Payment Type:** Memo
 - Debit GL Account:** ACTIVE Net Import Cash Account
 - Credit GL Account:** Revenue (the membership revenue account assigned to the package)

Import File Specification: Membership_Pass

Each member which is granted access to your facilities or programs as part of a membership in the membership file should have a pass number.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
membership_id	FK	Y	The membership which grants access to the pass holder. A corresponding record with the same membership ID must exist in the membership file. Each record in the membership file must have at least 1 record in the pass file per person per membership.
customer_id	FK	Y	Each person on that membership. Family memberships should include a separate record for each family member within the membership including the primary member identified in the membership file. A corresponding record with the same customer ID must exist in the customer file.
pass_number	varchar(16)	Y	Membership card number printed on pass and used for scanning. Members with more than 1 membership should have a distinct pass number for each membership layout configured in ACTIVE Net.

Notes:

- Pass numbers must be unique across customers for each membership layout configured in your ACTIVE Net site.
- Pass numbers must not overlap pass numbers which already exist in ACTIVE Net as a result of membership sales.

Import File Specification: Membership_Wallet

Source file for wallet ID creation

In order to generate the membership wallet file, your organization must obtain a file containing unencrypted credit card data in the following format. ACTIVE will provide your organization with a utility which converts unencrypted card numbers into ACTIVE Net wallet IDs. Your organization will provide the above file containing wallet IDs back to ACTIVE for import.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Membership_ID	PK	Y	The membership id for the credit card renewal associated to each wallet ID. A corresponding record with the same membership ID must exist in the membership file.
Credit_card_number	Varchar(20)	Y	Unencrypted credit card number
Expiry_date	Varchar(6)	Y	Credit card expiration date
Cardholder_name	Varchar(40)	Y/N	Requirement dependent on your organization and the credit card provider

Import file to be provided to ACTIVE.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
Membership_ID	PK	Y	The membership id for the credit card renewal associated to each wallet ID. A corresponding record with the same membership ID must exist in the membership file.
Wallet_ID	Varchar(100)	Y	Wallet ID for the credit card. This field is generated by the ACTIVE Net wallet ID generator.

Import File Specification: Scholarship_Package

Scholarship records to be applied during renewal. Scholarships are used when your organization provides financial assistance to customers.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
scholarship_package_id	PK	Y	A unique identifier for this scholarship assignment
scholarship_id	FK	Y	The scholarship ID. Please request list of Scholarship IDs from ACTIVE technical consultant upon completion of your ACTIVE Net configuration if using Scholarships.
customer_id	FK	Y	The customer ID of the customer receiving the scholarship. A corresponding record with the same customer ID must exist in the customer file.
package_id	FK	Y	The package that this scholarship can be applied to upon renewal. Please request list of Package IDs from ACTIVE technical consultant upon completion of membership configuration.
amount	money	Y	The maximum amount of money for this scholarship. If amount is 0, the scholarship will be created for an "unspecified amount"

COLUMN	DATA TYPE	REQ?	DESCRIPTION
percentage	money	Y	The percentage discount of the customer's fee for the package (must be between 0 - 100).
amount_per_usage	money	Y	The maximum amount of the customer's fee which will be paid on renewal. (must be between 0 - 100)
start_date	Date/Time	Y	The date the scholarship becomes effective. Enter "1899-12-30" if no start date.
expiration_date	Date/Time	Y	The date the scholarship expires. Enter "1899-12-30" if no expiration date.

Notes:

- Imported scholarships can be applied to membership renewals only.

Import File Specification: Third_Party_Billing

Company subsidy commitments which are applied during membership renewal. Upon successful renewal of a membership with a third party billing assignment a balance will be created against the company account in ACTIVE Net.

COLUMN	DATA TYPE	REQ?	DESCRIPTION
third_party_billing_id	PK	Y	Unique ID of the subsidy commitment between the company and customer
customer_id	FK	Y	ID of the customer receiving a subsidy. A corresponding record with the same customer ID must exist in the customer file.
company_id	FK	Y	ID of the company providing the subsidy. A corresponding record with the same company ID must exist in the company file.
date_effective	date	N	Date the subsidy becomes effective. If blank, is effective on date of import.
date_expires	date	Y	Date the subsidy commitment expires
subsidy_amount	money	Y	>0 if subsidy was for a fixed amount and there is a remaining balance
subsidy_percentage	money	Y	>0 and <100 if subsidy was for a percentage of membership fees. If an amount >0 is specified, the TPB will be created as percentage-based

Notes:

- When imported, third party billing will be applied to the customer's membership renewals by default.
- Upon renewal, a balance will be placed on the company account for the amount or percentage specified.