## Note

**The instructions in this document were derived in MSOffice 360. Adjustments may be needed to use earlier versions of Office.**

## Introduction

The process falls into very few simple steps: download the data from Beacon, adjust it to suit HMRC requirements, download the HMRC template, fill it with our data, and upload the result.

## Download the data from Beacon

1. From the main menu page, Finance column, click Gift Aid declaration.
2. On the subsequent page, set the dates required and click Refresh
3. At the bottom of the page click Download Excel
4. Beacon will download an XLS file
5. Save this file (it matters not whether you save as xls, xlsx, or ods. I will refer to this file later as *downloaded.xls*

## Adjust data to suit HMRC

1. Enter the following formula in cell J2: =CONCATENATE(LEFT(H2,6),RIGHT(H2,2))
2. Move the cursor to the bottom right corner of cell J2 until it becomes a + sign
3. Drag this sign to the bottom of the data.
4. Column J should now contain dates without centuries.
5. Highlight the dates in column J, right click and Copy
6. Highlight the dates in column H, right click and Paste, Values
7. Column H should now contain dates without centuries
8. Delete column J (the entire column – not just the data
9. Save the file again
10. Re-save the sheet, this time as csv – we’ll call this *downloaded.csv*
11. Close all your open spreadsheets
12. Open *downloaded.csv*
13. This will have stripped off all formatting information and distributed the data across columns in a spreadsheet we’ll call *clean.xlsx*.

## Upload to HMRC

1. Fetch the HMRC template from their website.
2. Copy and paste the entire contents of *clean.xlsx* into the HMRC template. Check totalling etc.
3. Upload as HMRC instructions