



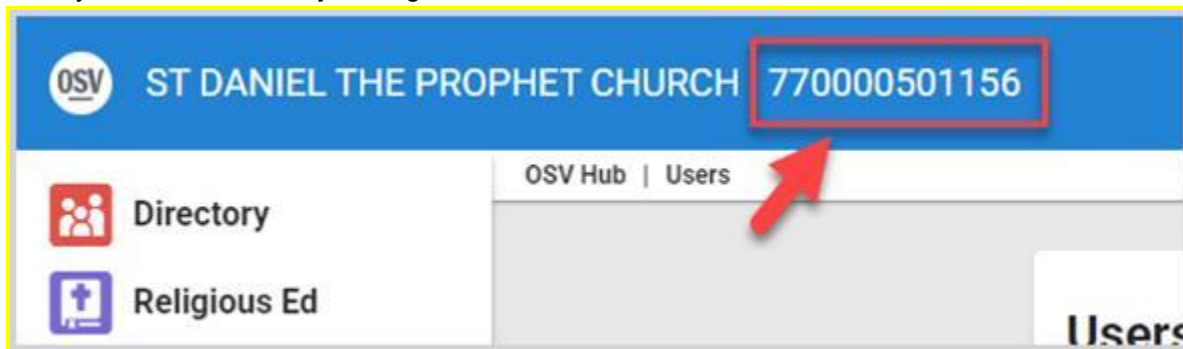
OSV/ Camino API Import Instructions

The following training document will teach you how to import online contributions from OSV into Camino using the API.

First, you will need to generate a token from the OSV hub. You can find instructions for this process by clicking here:

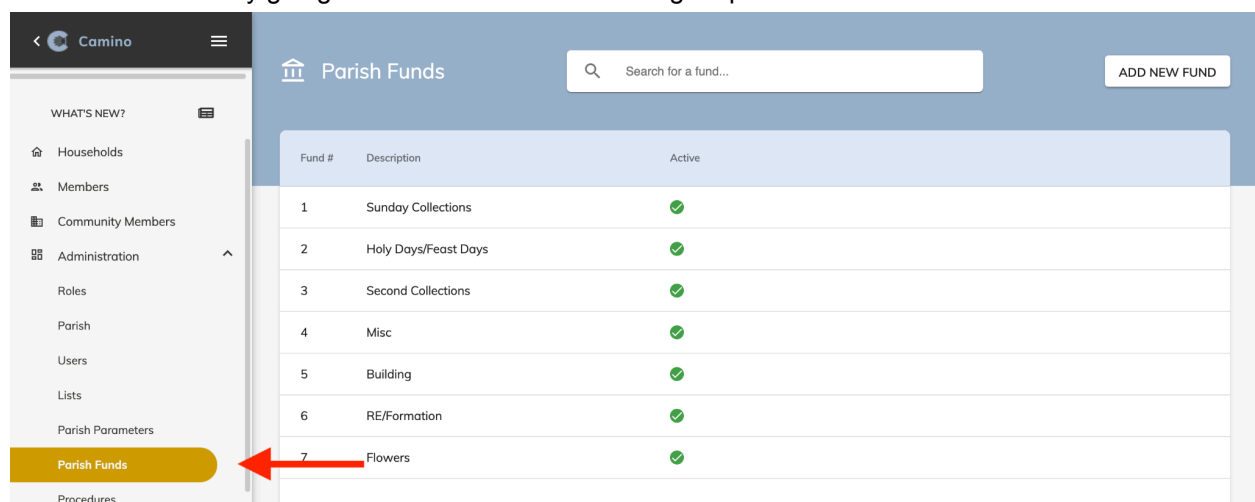
https://osvhub.com/staff/help#/en_US/api-integrations/generate-camino-personal-access-token

Next, you will need to find your Organization ID.



Once you have the token and Organization ID, please reach out to Camino support so we can set up the API with your credentials. A customer support representative will contact you once everything is set up. You can then proceed to the next steps.

Locate the Camino fund number for the funds you would like to use for the API. You can find the fund number in Camino by going to Administration and clicking on parish funds.



The fund number is noted in the left-hand column.

Parish Funds		
Search for a fund...		
ADD NEW FUND		
Fund #	Description	Active
1	Sunday Collections	✓
2	Holy Days/Feast Days	✓
3	Second Collections	✓
4	Misc	✓

Once you have the fund number, you will go to OSV and put the fund number in the “Fund Number” field that you can find by editing the fund.

Next, you will find the activity name in Camino. The activity name can be found by clicking on a fund in Camino. It is noted by the arrow below. Copy this name.

←

Sunday Collections

Fund Detail

SAVE

DELETE

Fund

Fund Number *

1

Description *

Sunday Collections

Fund Type

☐ Inactive
☒ Recurring

☐ Non-Deductible
☐ Exclude from tax receipts

Fund Activities

Add New Activity

Activity *

Processing Fee Offset

Referenc...

☐ Inactive
☐ Non-Deductible
☒ Exclude amount from pledge
☐ Is Default
☒ Processing Fe

Remove

Activity *

Sunday Collection

Referenc...

☐ Inactive
☐ Non-Deductible
☐ Exclude amount from pledge
☒ Is Default
☐ Processing Fe

Remove

Once you have it copied, paste it into the “Fund Name” field in OSV.

These names need to match exactly for the API to function correctly.

Next you will need to enter the Camino envelope number of each donor you have in OSV and make sure these match. This will take some time with initial setup, but is easier on a weekly basis once you have them all set up initially. Look up the donor in OSV and make sure you have the same donor in Camino. If you do not, you will need to add them as a new household in Camino. Once you have found the household in Camino, click on their name to pull up the household screen. You will find the envelope number in either of the fields noted by the arrows below.

Shultz, Thomas
#68550
Envelope #: 177

INACTIVATE ARCHIVE MERGE DELETE SAVE

Household Household Members Pledges Contributions Tags Letters

Last Name * Shultz Formal Mailing Name Thomas Shultz Household Type Two Parent Household Religion Catholic Envelope Number 177

UPLOAD PHOTO
or drag and drop photo...

Phone Number

☐ Phone is unlisted

☒ Parish Household
☐ School Household
☐ Formation Household

External Diocese ID

☐ Online Giving
☐ No Envelopes

If they do not yet have an envelope number, then you can assign them one and save it. Once you have the envelope number as noted above, you will enter it into the “Envelope Number” field in OSV as noted below.

Once these steps have been followed, you will be ready to run the API for the first time. If you need any help during this process, please reach out to us for support using the number below. You can also access our knowledge base and tutorial videos for further information.

Have questions? Need support? Give us a call: 1-800-994-9817

[View Knowledge Base](#)

[View Tutorial Videos](#)

Pulling Contributions from OSV into Camino using the API.

1. On the home screen of Camino, click on the contributions application

The screenshot shows the Camino app interface. On the left is a sidebar with a 'WHAT'S NEW?' section and a list of applications: Households, Members, Community Members, Administration, Contributions, Formation, Reports, and Notifications. The 'Contributions' option is highlighted with a red arrow. The main area displays a table of households with columns for ID, Last Name, Home Address, Home Contact, Head Name, Head Contact, Co-Head Name, Co-Head Contact, Envelope #, and Status. The table lists 14 households, including Ables, Abrencia, Ackerson, Adair, Adamcik, Adams, Ahlbrand, and Ahlers. At the bottom right, there are pagination controls showing 'Items per page: 50' and '1 - 50 of 1425'.

ID	Last Name	Home Address	Home Contact	Head Name	Head Contact	Co-Head Name	Co-Head Contact	Envelope #	Status
1139	Ables	3409 Chuckfield Dr Cincinnati, OH 45239-3835		Kathleen	W: (859) 669-8212			176	✓
1140	Abrencia	3885 Epley Ln Cincinnati, OH 45247-7011		Katie	C: (859) 391-9999 W: (513) 701-8212				✓
68520	Ackerson	49 Daisy Ln Fort Thomas, KY 41075-4000		Madelyn		Christian		555	✓
68532	Adair		(210) 333-6655	Maria	C: (210) 555-1212 W: (210) 345-6789				✓
1146	Adair	305 W 5th St Newport, KY 41071		Timothy	C: (859) 653-9999 W: (502) 607-8212	Stacie	C: (859) 801-9999 W: (859) 689-8212	778	✓
1142	Adamcik	2577 Belhaven Dr Cincinnati, OH 45239		Jo Ann				2585	✓
1155	Adams	7277 Southwind Ter Cincinnati, OH 45247		Jackson		Ansina		115	✓
68570	Adams			Stephany					✓
68542	Ahlbrand	1429 Chase Ave Cincinnati, OH 45223-1846		Lisa				772	✓
1163	Ahlbrand	4287 Hanley Rd Cincinnati, OH 45247		Steve				1020	✓
1164	Ahlers	3169 McGill Rd Cincinnati, OH 45251-		Gary		Patricia		1566	✓

2. Click on "Import Online Giving File"

This screenshot shows the same Camino app interface, but with the 'Contributions' option in the sidebar expanded. A red arrow points to the 'Import Online Giving File' option within the Contributions submenu. The main area still displays the same households table as in the previous screenshot.

ID	Last Name	Home Address	Home Contact	Head Name	Head Contact	Co-Head Name	Co-Head Contact	Envelope #	Status
1139	Ables	3409 Chuckfield Dr Cincinnati, OH 45239-3835		Kathleen	W: (859) 669-8212			176	✓
1140	Abrencia	3885 Epley Ln Cincinnati, OH 45247-7011		Katie	C: (859) 391-9999 W: (513) 701-8212				✓
68520	Ackerson	49 Daisy Ln Fort Thomas, KY 41075-4000		Madelyn		Christian		555	✓
68532	Adair		(210) 333-6655	Maria	C: (210) 555-1212 W: (210) 345-6789				✓
1146	Adair	305 W 5th St Newport, KY 41071		Timothy	C: (859) 653-9999 W: (502) 607-8212	Stacie	C: (859) 801-9999 W: (859) 689-8212	778	✓
1142	Adamcik	2577 Belhaven Dr Cincinnati, OH 45239		Jo Ann				2585	✓
1155	Adams	7277 Southwind Ter Cincinnati, OH 45247		Jackson		Ansina		115	✓
68570	Adams			Stephany					✓
68542	Ahlbrand	1429 Chase Ave Cincinnati, OH 45223-1846		Lisa				772	✓
1163	Ahlbrand	4287 Hanley Rd Cincinnati, OH 45247		Steve				1020	✓
1164	Ahlers	3169 McGill Rd Cincinnati, OH 45251-		Gary		Patricia		1566	✓

3. Click “Import Online Giving File” in the top right of the screen

The screenshot shows the 'Import Online Giving' interface. On the left is a sidebar with a 'WHAT'S NEW?' section and a list of navigation items: Households, Members, Community Members, Administration, Contributions (highlighted), Import Online Giving File, Batch Contributions, Loose Contributions, Batch Pledges, Diocese Fund Totals, Formation, and Reports. The main content area has a header with the title 'Import Online Giving', a search bar, and the 'IMPORT ONLINE GIVING FILE' button. Below the header is a table with the following data:

Batch #	Description	Batch Status	Batch Total	Batch Date	Post Date
8583	January 2022	Open	\$485.00	2/1/22	
8567	March 2021 eGiving	Posted	\$590.00	3/31/21	4/8/21
8566	Feb 2021 eGiving	Posted	\$270.00	2/28/21	4/8/21

At the bottom right of the table area, there is a pagination control showing 'Items per page: 50' and '1 - 3 of 3'.

4. You will see the import screen

The screenshot shows the 'Import Online Giving File' screen. At the top left is a back arrow and the title 'Import Online Giving File'. At the top right is an 'IMPORT' button. Below the header is a section titled 'Import File'. It contains a form with the following fields:

- File Type *: OSV Online
- Batch Description
- Batch Date *

Below these fields is a message: 'Please select the date range and the funds of the transactions to retrieve.' Below this message are the following fields:

- Start Date *: 2/23/2025
- End Date *: 2/23/2025
- ☒ Import all funds

5. Click “OSV Online” from the dropdown

The screenshot shows the 'Import Online Giving File' interface. At the top, there is a back arrow and the title 'Import Online Giving File', and an 'IMPORT' button on the right. A dropdown menu is open on the left, listing options: 'Generic ACH Import', 'Give Central', 'OSV Online' (highlighted with a red arrow), 'Our Sunday Visitor', and 'PushPay'. The main form area contains a 'Batch Description' field, a 'Batch Date *' field with a calendar icon, and a checkbox for 'Import all funds'. Below these fields, there is a 'Start Date *' field with a calendar icon showing '2/23/2025' and another 'Import all funds' checkbox.

6. The following screen will appear. Give the batch a description and a date. You will also select a date range to pull contributions for and decide if you want to pull from just one fund or all of them.

The screenshot shows the 'Import Online Giving File' interface after selecting 'OSV Online'. The 'File Type *' dropdown is set to 'OSV Online'. The 'Batch Description' field is empty, and the 'Batch Date *' field shows '2/24/2025' with a calendar icon. Below this, a message states: 'Please select the date range and the funds of the transactions to retrieve.' The 'Start Date *' field shows '10/1/2024' with a calendar icon, and the 'End Date *' field shows '2/23/2025' with a calendar icon. There is also a checkbox for 'Import all funds'.

7. You can decide which funds to import

Start Date: 12/19/2023 End Date: 12/21/2023 ☐ Import all funds

☒ 1 - Sunday Collections

☒ 3 - Second Collections

8. Once you are all set up, click import in the upper right hand corner

← Import Online Giving File **IMPORT**

Import File

File Type * OSV Online Batch Description Batch Date * 2/24/2025

Please select the date range and the funds of the transactions to retrieve.

Start Date * 10/1/2024 End Date * 2/23/2025 ☒ Import all funds

9. The contributions from OSV will automatically come into the system. You will immediately see any errors that need to be fixed. The system will walk you through how to fix the errors. All errors must be fixed to post the batch

← Edit Online Giving File Batch # 8408

SAVE AND POST DOWNLOAD REPORT DELETE

Import File Lines that will successfully post

File Type Our Sunday Visitor Batch Description OSVTest2 Batch Date * 9/25/2024 SAVE

Total Errors \$100.00 Total Success \$0.00 Total Batch \$100.00

Search...

Line #	Fund #	Activity	Last Name	Household	Amount ↑	Date	Comments	Status
2	1	Contributions	Blue	1838	\$100.00	9/25/24	Unable to find the Parish household with the Envelope	Edit

← Edit Online Giving File Batch # 53272

SAVE AND POST DOWNLOAD REPORT DELETE

Import File Lines that will successfully post

Line # 1 has the following problems:

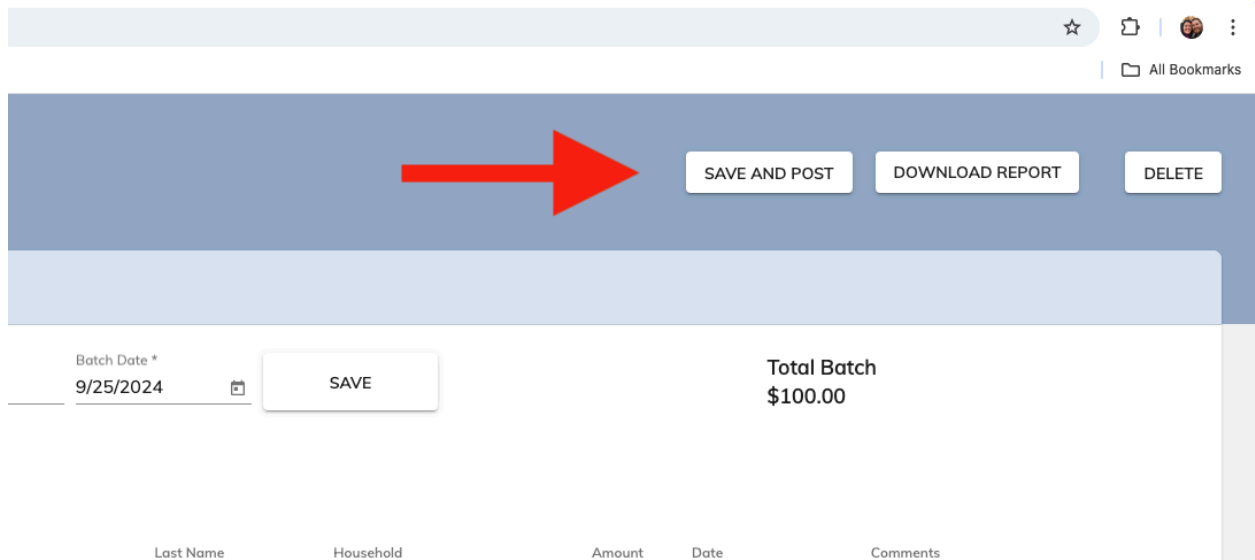
The Envelope Number / Online Giving ID is blank.

An Envelope # / Online Giving ID is not assigned to this household.
Using the Household ID.

Fund * 1 - Sunday Collections Activity * Sunday Collection

Type * Household Name * Envelope # / Online...

10. Once all errors are corrected, click “Save and Post”



The screenshot shows a web interface with a blue header bar. In the top right corner, there are icons for a star, a folder, a user profile, and a menu. Below these icons is a link that says "All Bookmarks". In the center of the blue bar, there is a large red arrow pointing to the right. To the right of the arrow are three buttons: "SAVE AND POST", "DOWNLOAD REPORT", and "DELETE". Below the blue bar is a white section with a "Batch Date *" label, a date input field containing "9/25/2024", and a "SAVE" button. To the right of this is a "Total Batch" label and a value of "\$100.00". Below these elements is a table with five columns: "Last Name", "Household", "Amount", "Date", and "Comments".

Last Name	Household	Amount	Date	Comments
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11. You have now imported your OSV online contributions into Camino. Note that any refunds/rejects will have come in as a negative payment to zero out the previous positive payment that was applied.