

Data Import Format Specification for Batch Donation Debit Card Import

Field #	Field Name	Data Type	Maximum Length	Required Field
1	1 -DonorIdentifier	Text	50	Y
2	2 -DonationAmount	Currency	10	Y
3	3 -DesignationAmountType	Numeric	1	Y
4	4 -FrequencyType	Numeric	1	Y
5	5 -BillingStartDate	LongDate	8	Y
6	6 -PaymentAddress1	Text	100	Y
7	7 -PaymentAddress2	Text	100	N
8	8 -BillingCity	Text	50	Y
9	9 -BillingState	Text	200	Y
10	10 -BillingZipCode	Text	10	Y
11	11 -BillingZipCodeExt	Numeric	4	N
12	12 -BillingCountryCode	Text	2	N
13	13 -Agency1DesignationAccountNumber	Text	50	N
14	14 -Agency1DesignationAmount	Numeric	8	N
15	15 -Agency2DesignationAccountNumber	Text	50	N
16	16 -Agency2DesignationAmount	Numeric	8	N
17	17 -Agency3DesignationAccountNumber	Text	50	N
18	18 -Agency3DesignationAmount	Numeric	8	N
19	19 -Agency4DesignationAccountNumber	Text	50	N
20	20 -Agency4DesignationAmount	Numeric	8	N
21	21 -Agency5DesignationAccountNumber	Text	50	N
22	22 -Agency5DesignationAmount	Numeric	8	N
23	23 -Agency6DesignationAccountNumber	Text	50	N
24	24 -Agency6DesignationAmount	Numeric	8	N
25	25 -Agency7DesignationAccountNumber	Text	50	N
26	26 -Agency7DesignationAmount	Numeric	8	N
27	27 -Agency8DesignationAccountNumber	Text	50	N
28	28 -Agency8DesignationAmount	Numeric	8	N
29	29 -WriteInAgency1Name	Text	50	N
30	30 -WriteInAgency1EIN	Numeric	9	N
31	31 -WriteInAgency1DesignationAmount	Numeric	8	N
32	32 -WriteInAgency1Address1	Text	100	N
33	33 -WriteInAgency1Address2	Text	100	N
34	34 -WriteInAgency1City	Text	50	N
35	35 -WriteInAgency1State	Text	200	N
36	36 -WriteInAgency1ZipCode	Text	10	N
37	37 -WriteInAgency1ZipCodeExt	Numeric	4	N
38	38 -WriteInAgency1CountryCode	Text	2	N
39	39 -WriteInAgency1Contact	Text	100	N
40	40 -WriteInAgency1Contact	Text	10	N
41	41 -WriteInAgency1EmailAddress	Email	50	N
42	42 -WriteInAgency2Name	Text	50	N

Data Import Format Specification for Batch Donation Debit Card Import

43	43 -WriteInAgency2EIN	Numeric	9	N
44	44 -WriteInAgency2DesignationAmount	Numeric	8	N
45	45 -WriteInAgency2Address1	Text	100	N
46	46 -WriteInAgency2Address2	Text	100	N
47	47 -WriteInAgency2City	Text	50	N
48	48 -WriteInAgency2State	Text	200	N
49	49 -WriteInAgency2ZipCode	Text	10	N
50	50 -WriteInAgency2ZipCodeExt	Numeric	4	N
51	51 -WriteInAgency2CountryCode	Text	2	N
52	52 -WriteInAgency2Contact	Text	100	N
53	53 -WriteInAgency2Phone	Text	10	N
54	54 -WriteInAgency2EmailAddress	Email	50	N
55	55 -WriteInAgency3Name	Text	50	N
56	56 -WriteInAgency3EIN	Numeric	9	N
57	57 -WriteInAgency3DesignationAmount	Numeric	8	N
58	58 -WriteInAgency3Address1	Text	100	N
59	59 -WriteInAgency3Address2	Text	100	N
60	60 -WriteInAgency3City	Text	50	N
61	61 -WriteInAgency3State	Text	200	N
62	62 -WriteInAgency3ZipCode	Text	10	N
63	63 -WriteInAgency3ZipCodeExt	Numeric	4	N
64	64 -WriteInAgency3CountryCode	Text	2	N
65	65 -WriteInAgency3Contact	Text	100	N
66	66 -WriteInAgency3Phone	Text	10	N
67	67 -WriteInAgency3EmailAddress	Email	50	N
68	68 -WriteInAgency4Name	Text	50	N
69	69 -WriteInAgency4EIN	Numeric	9	N
70	70 -WriteInAgency4DesignationAmount	Numeric	8	N
71	71 -WriteInAgency4Address1	Text	100	N
72	72 -WriteInAgency4Address2	Text	100	N
73	73 -WriteInAgency4City	Text	50	N
74	74 -WriteInAgency4State	Text	200	N
75	75 -WriteInAgency4ZipCode	Text	10	N
76	76 -WriteInAgency4ZipCodeExt	Numeric	4	N
77	77 -WriteInAgency4CountryCode	Text	2	N
78	78 -WriteInAgency4Contact	Text	100	N
79	79 -WriteInAgency4Phone	Text	10	N
80	80 -WriteInAgency4EmailAddress	Email	50	N
81	81 -WriteInAgency5Name	Text	50	N
82	82 -WriteInAgency5EIN	Numeric	9	N
83	83 -WriteInAgency5DesignationAmount	Numeric	8	N
84	84 -WriteInAgency5Address1	Text	100	N
85	85 -WriteInAgency5Address2	Text	100	N
86	86 -WriteInAgency5City	Text	50	N
87	87 -WriteInAgency5State	Text	200	N

Data Import Format Specification for Batch Donation Debit Card Import

88	88 -WriteInAgency5ZipCode	Text	10	N
89	89 -WriteInAgency5ZipCodeExt	Numeric	4	N
90	90 -WriteInAgency5CountryCode	Text	2	N
91	91 -WriteInAgency5Contac	Text	100	N
92	92 -WriteInAgency5Phone	Text	10	N
93	93 -WriteInAgency5EmailAddress	Email	50	N
94	94 -WriteInAgency6Name	Text	50	N
95	95 -WriteInAgency6EIN	Numeric	9	N
96	96 -WriteInAgency6DesignationAmount	Numeric	8	N
97	97 -WriteInAgency6Address1	Text	100	N
98	98 -WriteInAgency6Address2	Text	100	N
99	99 -WriteInAgency6City	Text	50	N
100	100 -WriteInAgency6State	Text	200	N
101	101 -WriteInAgency6ZipCode	Text	10	N
102	102 -WriteInAgency6ZipCodeExt	Numeric	4	N
103	103 -WriteInAgency6CountryCode	Text	2	N
104	104 -WriteInAgency6Contact	Text	100	N
105	105 -WriteInAgency6Phone	Text	10	N
106	106 -WriteInAgency6EmailAddress	Email	50	N
107	107 -WriteInAgency7Name	Text	50	N
108	108 -WriteInAgency7EIN	Numeric	9	N
109	109 -WriteInAgency7DesignationAmount	Numeric	8	N
110	110 -WriteInAgency7Address1	Text	100	N
111	111 -WriteInAgency7Address2	Text	100	N
112	112 -WriteInAgency7City	Text	50	N
113	113 -WriteInAgency7State	Text	200	N
114	114 -WriteInAgency7ZipCode	Text	10	N
115	115 -WriteInAgency7ZipCodeExt	Numeric	4	N
116	116 -WriteInAgency7CountryCode	Text	2	N
117	117 -WriteInAgency7Contact	Text	100	N
118	118 -WriteInAgency7Phone	Text	10	N
119	119 -WriteInAgency7EmailAddress	Email	50	N
120	120 -WriteInAgency8Name	Text	50	N
121	121 -WriteInAgency8EIN	Numeric	9	N
122	122 -WriteInAgency8DesignationAmount	Numeric	8	N
123	123 -WriteInAgency8Address1	Text	100	N
124	124 -WriteInAgency8Address2	Text	100	N
125	125 -WriteInAgency8City	Text	50	N
126	126 -WriteInAgency8State	Text	200	N
127	127 -WriteInAgency8ZipCode	Text	10	N
128	128 -WriteInAgency8ZipCodeExt	Numeric	4	N
129	129 -WriteInAgency8CountryCode	Text	2	N
130	130 -WriteInAgency8Contact	Text	100	N
131	131 -WriteInAgency8Phone	Text	10	N
132	132 -WriteInAgency8EmailAddress	Email	50	N

Data Import Format Specification for Batch Donation Debit Card Import

133	133 -NegativeDesignation	Text	1000	N
134	134 -AcknowledgementQuestion1Answer	Text	1	N
135	135 -AcknowledgementQuestion2Answer	Text	1	N
136	136 -AcknowledgementQuestion3Answer	Text	1	N
137	137 -AcknowledgementQuestion4Answer	Text	1	N
138	138 -AcknowledgementQuestion5Answer	Text	1	N
139	139 -AcknowledgementQuestion6Answer	Text	1	N
140	140 -AcknowledgementQuestion7Answer	Text	1	N
141	141 -Comment	Text	255	N
142	142 -HomeEmailAddress	Email	50	N

Valid values Credit Card Type are:

- 1 - Visa
- 2 - Mastercard
- 3 - American Express
- 4 - Discover
- 5 - Diner's Club

Credit Card Number should not contain any spaces or formatting characters.

Credit Card Expiration Date should follow 'mmyy' format.

Billing Start Date should follow 'mmddyyyy' format.

Valid values for Designation Amount Type are:

- 1 - Dollars
- 2 - Percent

Valid values for Frequency Type are:

- 1 - One-time
- 2 - Monthly
- 3 - Quarterly
- 4 - Semi-annual
- 5 - Per Pay Period

Valid values for Payment Amount Type are:

- 0 - Unselected
- 1 - Dollars
- 2 - PercentOfSalary
- 3 - HoursPerPayPeriod
- 4 - DollarsAdditive
- 5 - DollarsPerPayPeriod
- 6 - DollarsPerDay
- 7 - CentsPerDay

Data Import Format Specification for Batch Donation Debit Card Import

8 – BonusDollars
9 – PTOHours
10 - DollarsPerMonth

Valid values for IsPaid and IsPaidToUW are:

Y
N

*If IsPaidToUW is 'Y' then IsPaid value is required.

Valid values for Allow Release Donor Data are:

Y
N

Valid values for Auto Renew are:

Y
N

Valid values for Payment Increase Amount Type Code are:

1 – Scalar (By the same amount type as the payroll donation)
2 - Percent of Salary

Valid values for Recognition Type are:

0 - None
1 - In Honor Of
2 - In Memory Of
3 - On Behalf Of

Valid values for Acknowledgement Question Answers are:

Y
N

Acknowledgement Question Answers that contain no value will default to 'N'. Answers will be aligned to Acknowledgment Questions as defined by the order of the Acknowledgement Questions.

Valid values for Donation Method are:

1 – Total Value
2 – Detail

Data Import Format Specification for Batch Donation Debit Card Import

If Donation Method is Total Value, then Total Stock Value is required.

Expected Transfer Date should follow 'mmddyyyy' format.

If any items within each stock group are provided, Stock Name, Stock Ticker Symbol, Stock Share Count, and Stock Share Value are required.