

## Data Import Format Specification for Batch Donation Check Import

FIELD #	FIELD NAME	DATA TYPE	Maximum Length	Required Field
1	DonorIdentifier	Text	50	Y
2	DonationAmount	Currency	10	Y
3	CheckNumber	Numeric	20	N
4	IsPaid	Text	1	N
5	LastPaymentDate	Date	8	N
6	DesignationAmountType	Numeric	1	Y
7	Agency1DesignationAccountNumber	Text	50	N
8	Agency1DesignationAmount	Numeric	8	N
9	Agency2DesignationAccountNumber	Text	50	N
10	Agency2DesignationAmount	Numeric	8	N
11	Agency3DesignationAccountNumber	Text	50	N
12	Agency3DesignationAmount	Numeric	8	N
13	Agency4DesignationAccountNumber	Text	50	N
14	Agency4DesignationAmount	Numeric	8	N
15	Agency5DesignationAccountNumber	Text	50	N
16	Agency5DesignationAmount	Numeric	8	N
17	Agency6DesignationAccountNumber	Text	50	N
18	Agency6DesignationAmount	Numeric	8	N
10	Agency7DesignationAccountNumber	Text	50	N
20	Agency7DesignationAmount	Numeric	8	N
21	Agency8DesignationAccountNumber	Text	50	N
22	Agency8DesignationAmount	Numeric	8	N
23	WriteInAgency1Name	Text	50	N
24	WriteInAgency1EIN	Numeric	9	N
25	WriteInAgency1DesignationAmount	Numeric	8	N
26	WriteInAgency1Address1	Text	100	N
27	WriteInAgency1Address2	Text	100	N
28	WriteInAgency1City	Text	50	N
29	WriteInAgency1State	Text	200	N
30	WriteInAgency1ZipCode	Text	10	N
31	WriteInAgency1ZipCodeExt	Numeric	4	N
32	WriteInAgency1CountryCode	Text	2	N
33	WriteInAgency1Contact	Text	100	N
34	WriteInAgency1Phone	Text	10	N
35	WriteInAgency1EmailAddress	Email	50	N
36	WriteInAgency2Name	Text	50	N
37	WriteInAgency2EIN	Numeric	9	N
38	WriteInAgency2DesignationAmount	Numeric	8	N
39	WriteInAgency2Address1	Text	100	N
40	WriteInAgency2Address2	Text	100	N
41	WriteInAgency2City	Text	50	N
42	WriteInAgency2State	Text	200	N
43	WriteInAgency2ZipCode	Text	10	N
44	WriteInAgency2ZipCodeExt	Numeric	4	N

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45	WriteInAgency2CountryCode	Text	2	N
46	WriteInAgency2Contact	Text	100	N
47	WriteInAgency2Phone	Text	10	N
48	WriteInAgency2EmailAddress	Email	50	N
49	WriteInAgency3Name	Text	50	N
50	WriteInAgency3EIN	Numeric	9	N
51	WriteInAgency3DesignationAmount	Numeric	8	N
52	WriteInAgency3Address1	Text	100	N
53	WriteInAgency3Address2	Text	100	N
54	WriteInAgency3City	Text	50	N
55	WriteInAgency3State	Text	200	N
56	WriteInAgency3ZipCode	Text	10	N
57	WriteInAgency3ZipCodeExt	Numeric	4	N
58	WriteInAgency3CountryCode	Text	2	N
59	WriteInAgency3Contact	Text	100	N
60	WriteInAgency3Phone	Text	10	N
61	WriteInAgency3EmailAddress	Email	50	N
62	WriteInAgency4Name	Text	50	N
63	WriteInAgency4EIN	Numeric	9	N
64	WriteInAgency4DesignationAmount	Numeric	8	N
65	WriteInAgency4Address1	Text	100	N
66	WriteInAgency4Address2	Text	100	N
67	WriteInAgency4City	Text	50	N
68	WriteInAgency4State	Text	200	N
69	WriteInAgency4ZipCode	Text	10	N
70	WriteInAgency4ZipCodeExt	Numeric	4	N
71	WriteInAgency4CountryCode	Text	2	N
72	WriteInAgency4Contact	Text	100	N
73	WriteInAgency4Phone	Text	10	N
74	WriteInAgency4EmailAddress	Email	50	N
75	WriteInAgency5Name	Text	50	N
76	WriteInAgency5EIN	Numeric	9	N
77	WriteInAgency5DesignationAmount	Numeric	8	N
78	WriteInAgency5Address1	Text	100	N
79	WriteInAgency5Address2	Text	100	N
80	WriteInAgency5City	Text	50	N
81	WriteInAgency5State	Text	200	N
82	WriteInAgency5ZipCode	Text	10	N
83	WriteInAgency5ZipCodeExt	Numeric	4	N
84	WriteInAgency5CountryCode	Text	2	N
85	WriteInAgency5Contac	Text	100	N
86	WriteInAgency5Phone	Text	10	N
87	WriteInAgency5EmailAddress	Email	50	N
88	WriteInAgency6Name	Text	50	N
89	WriteInAgency6Name	Numeric	9	N
90	WriteInAgency6DesignationAmount	Numeric	8	N

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91	WriteInAgency6Address1	Text	100	N
92	WriteInAgency6Address2	Text	100	N
93	WriteInAgency6City	Text	50	N
94	WriteInAgency6State	Text	200	N
95	WriteInAgency6ZipCode	Text	10	N
96	WriteInAgency6ZipCodeExt	Numeric	4	N
97	WriteInAgency6CountryCode	Text	2	N
98	WriteInAgency6Contact	Text	100	N
99	WriteInAgency6Phone	Text	10	N
100	WriteInAgency6EmailAddress	Email	50	N
101	WriteInAgency7Name	Text	50	N
102	WriteInAgency7EIN	Numeric	9	N
103	WriteInAgency7DesignationAmount	Numeric	8	N
104	WriteInAgency7Address1	Text	100	N
105	WriteInAgency7Address2	Text	100	N
106	WriteInAgency7City	Text	50	N
107	WriteInAgency7State	Text	200	N
108	WriteInAgency7ZipCode	Text	10	N
109	WriteInAgency7ZipCodeExt	Numeric	4	N
110	WriteInAgency7CountryCode	Text	2	N
111	WriteInAgency7Contact	Text	100	N
112	WriteInAgency7Phone	Text	10	N
113	WriteInAgency7EmailAddress	Email	50	N
114	WriteInAgency8Name	Text	50	N
115	WriteInAgency8EIN	Numeric	9	N
116	WriteInAgency8DesignationAmount	Numeric	8	N
117	WriteInAgency8Address1	Text	100	N
118	WriteInAgency8Address2	Text	100	N
119	WriteInAgency8City	Text	50	N
120	WriteInAgency8State	Text	200	N
121	WriteInAgency8ZipCode	Text	10	N
122	WriteInAgency8ZipCodeExt	Numeric	4	N
123	WriteInAgency8CountryCode	Text	2	N
124	WriteInAgency8Contact	Text	100	N
125	WriteInAgency8Phone	Text	10	N
126	WriteInAgency8EmailAddress	Email	50	N
127	NegativeDesignation	Text	1000	N
128	AcknowledgementQuestion1Answer	Text	1	N
129	AcknowledgementQuestion2Answer	Text	1	N
130	AcknowledgementQuestion3Answer	Text	1	N
131	AcknowledgementQuestion4Answer	Text	1	N
132	AcknowledgementQuestion5Answer	Text	1	N
133	AcknowledgementQuestion6Answer	Text	1	N
134	AcknowledgementQuestion7Answer	Text	1	N
135	Comment	Text	255	N
136	IsPaidToUW	Text	1	N

## Data Import Format Specification for Batch Donation Check Import

137	HomeEmailAddress	Email	50	N
138	Designation 1AllowReleaseDonorData	Text	1	N
139	Designation 1SpecialInstructions	Text	255	N
140	Designation 1RecognitionType	Numeric	1	N
141	Designation 1RecognitionName	Text	100	N
142	Designation 1AcknowledgementName	Text	100	N
143	Designation 1AcknowledgementAddress1	Text	100	N
144	Designation 1AcknowledgementAddress2	Text	100	N
145	Designation 1AcknowledgementCity	Text	50	N
146	Designation 1AcknowledgementState	Text	100	N
147	Designation 1AcknowledgementZipCode	Text	50	N
148	Designation 1AcknowledgementZipCodeExt	Numeric	4	N
149	Designation 1AcknowledgementCountryCode	Text	2	N
150	Designation 2AllowReleaseDonorData	Text	1	N
151	Designation 2SpecialInstructions	Text	255	N
152	Designation 2RecognitionType	Numeric	1	N
153	Designation 2RecognitionName	Text	100	N
154	Designation 2AcknowledgementName	Text	100	N
155	Designation 2AcknowledgementAddress1	Text	100	N
156	Designation 2AcknowledgementAddress2	Text	100	N
157	Designation 2AcknowledgementCity	Text	50	N
158	Designation 2AcknowledgementState	Text	100	N
159	Designation 2AcknowledgementZipCode	Text	50	N
160	Designation 2AcknowledgementZipCodeExt	Numeric	4	N
161	Designation 2AcknowledgementCountryCode	Text	2	N
162	Designation 3AllowReleaseDonorData	Text	1	N
163	Designation 3SpecialInstructions	Text	255	N
164	Designation 3RecognitionType	Numeric	1	N
165	Designation 3RecognitionName	Text	100	N
166	Designation 3AcknowledgementName	Text	100	N
167	Designation 3AcknowledgementAddress1	Text	100	N
168	Designation 3AcknowledgementAddress2	Text	100	N
169	Designation 3AcknowledgementCity	Text	50	N
170	Designation 3AcknowledgementState	Text	100	N
171	Designation 3AcknowledgementZipCode	Text	50	N
172	Designation 3AcknowledgementZipCodeExt	Numeric	4	N
173	Designation 3AcknowledgementCountryCode	Text	2	N
174	Designation 4AllowReleaseDonorData	Text	1	N
175	Designation 4SpecialInstructions	Text	255	N
176	Designation 4RecognitionType	Numeric	1	N
177	Designation 4RecognitionName	Text	100	N
178	Designation 4AcknowledgementName	Text	100	N
179	Designation 4AcknowledgementAddress1	Text	100	N
180	Designation 4AcknowledgementAddress2	Text	100	N
181	Designation 4AcknowledgementCity	Text	50	N
182	Designation 4AcknowledgementState	Text	100	N

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183	Designation 4AcknowledgementZipCode	Text	50	N
184	Designation 4AcknowledgementZipCodeExt	Numeric	4	N
185	Designation 4AcknowledgementCountryCode	Text	2	N
186	Designation 5AllowReleaseDonorData	Text	1	N
187	Designation 5SpecialInstructions	Text	255	N
188	Designation 5RecognitionType	Numeric	1	N
189	Designation 5RecognitionName	Text	100	N
190	Designation 5AcknowledgementName	Text	100	N
191	Designation 5AcknowledgementAddress1	Text	100	N
192	Designation 5AcknowledgementAddress2	Text	100	N
193	Designation 5AcknowledgementCity	Text	50	N
194	Designation 5AcknowledgementState	Text	100	N
195	Designation 5AcknowledgementZipCode	Text	50	N
196	Designation 5AcknowledgementZipCodeExt	Numeric	4	N
197	Designation 5AcknowledgementCountryCode	Text	2	N
198	Designation 6AllowReleaseDonorData	Text	1	N
199	Designation 6SpecialInstructions	Text	255	N
200	Designation 6RecognitionType	Numeric	1	N
201	Designation 6RecognitionName	Text	100	N
202	Designation 6AcknowledgementName	Text	100	N
203	Designation 6AcknowledgementAddress1	Text	100	N
204	Designation 6AcknowledgementAddress2	Text	100	N
205	Designation 6AcknowledgementCity	Text	50	N
206	Designation 6AcknowledgementState	Text	100	N
207	Designation 6AcknowledgementZipCode	Text	50	N
208	Designation 6AcknowledgementZipCodeExt	Numeric	4	N
209	Designation 6AcknowledgementCountryCode	Text	2	N
210	Designation 7AllowReleaseDonorData	Text	1	N
211	Designation 7SpecialInstructions	Text	255	N
212	Designation 7RecognitionType	Numeric	1	N
213	Designation 7RecognitionName	Text	100	N
214	Designation 7AcknowledgementName	Text	100	N
215	Designation 7AcknowledgementAddress1	Text	100	N
216	Designation 7AcknowledgementAddress2	Text	100	N
217	Designation 7AcknowledgementCity	Text	50	N
218	Designation 7AcknowledgementState	Text	100	N
219	Designation 7AcknowledgementZipCode	Text	50	N
220	Designation 7AcknowledgementZipCodeExt	Numeric	4	N
221	Designation 7AcknowledgementCountryCode	Text	2	N
222	Designation 7RecognitionType	Text	1	N
223	Designation 7RecognitionName	Text	255	N
224	Designation 7AcknowledgementName	Numeric	1	N
225	Designation 7AcknowledgementAddress1	Text	100	N
226	Designation 7AcknowledgementAddress2	Text	100	N
227	Designation 7AcknowledgementCity	Text	100	N
228	Designation 7AcknowledgementState	Text	100	N

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229	Designation 8AcknowledgementCity	Text	50	N
230	Designation 8AcknowledgementState	Text	100	N
231	Designation 8AcknowledgementZipCode	Text	50	N
232	Designation 8AcknowledgementZipCodeExt	Numeric	4	N
233	Designation 8AcknowledgementCountryCode	Text	2	N
234	WriteInAgency 1AllowReleaseDonorData	Text	1	N
235	WriteInAgency 1SpecialInstructions	Text	255	N
236	WriteInAgency 1RecognitionType	Numeric	1	N
237	WriteInAgency 1RecognitionName	Text	100	N
238	WriteInAgency 1AcknowledgementName	Text	100	N
239	WriteInAgency 1AcknowledgementAddress1	Text	100	N
240	WriteInAgency 1AcknowledgementAddress2	Text	100	N
241	WriteInAgency 1AcknowledgementCity	Text	50	N
242	WriteInAgency 1AcknowledgementState	Text	100	N
243	WriteInAgency 1AcknowledgementZipCode	Text	50	N
244	WriteInAgency 1AcknowledgementZipCodeExt	Numeric	4	N
245	WriteInAgency 1AcknowledgementCountryCode	Text	2	N
246	WriteInAgency 2AllowReleaseDonorData	Text	1	N
247	WriteInAgency 2SpecialInstructions	Text	255	N
248	WriteInAgency 2RecognitionType	Numeric	1	N
249	WriteInAgency 2RecognitionName	Text	100	N
250	WriteInAgency 2AcknowledgementName	Text	100	N
251	WriteInAgency 2AcknowledgementAddress1	Text	100	N
252	WriteInAgency 2AcknowledgementAddress2	Text	100	N
253	WriteInAgency 2AcknowledgementCity	Text	50	N
254	WriteInAgency 2AcknowledgementState	Text	100	N
255	WriteInAgency 2AcknowledgementZipCode	Text	50	N
256	WriteInAgency 2AcknowledgementZipCodeExt	Numeric	4	N
257	WriteInAgency 2AcknowledgementCountryCode	Text	2	N
258	WriteInAgency 3AllowReleaseDonorData	Text	1	N
259	WriteInAgency 3SpecialInstructions	Text	255	N
260	WriteInAgency 3RecognitionType	Numeric	1	N
261	WriteInAgency 3RecognitionName	Text	100	N
262	WriteInAgency 3AcknowledgementName	Text	100	N
263	WriteInAgency 3AcknowledgementAddress1	Text	100	N
264	WriteInAgency 3AcknowledgementAddress2	Text	100	N
265	WriteInAgency 3AcknowledgementCity	Text	50	N
266	WriteInAgency 3AcknowledgementState	Text	100	N
267	WriteInAgency 3AcknowledgementZipCode	Text	50	N
268	WriteInAgency 3AcknowledgementZipCodeExt	Numeric	4	N
269	WriteInAgency 3AcknowledgementCountryCode	Text	2	N

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270	WriteInAgency 4AllowReleaseDonorData	Text	1	N
271	WriteInAgency 4SpecialInstructions	Text	255	N
272	WriteInAgency 4RecognitionType	Numeric	1	N
273	WriteInAgency 4RecognitionName	Text	100	N
274	WriteInAgency 4AcknowledgementName	Text	100	N
275	WriteInAgency 4AcknowledgementAddress1	Text	100	N
276	WriteInAgency 4AcknowledgementAddress2	Text	100	N
277	WriteInAgency 4AcknowledgementCity	Text	50	N
278	WriteInAgency 4AcknowledgementState	Text	100	N
279	WriteInAgency 4AcknowledgementZipCode	Text	50	N
280	WriteInAgency 4AcknowledgementZipCodeExt	Numeric	4	N
281	WriteInAgency 4AcknowledgementCountryCode	Text	2	N
282	WriteInAgency 5AllowReleaseDonorData	Text	1	N
283	WriteInAgency 5SpecialInstructions	Text	255	N
284	WriteInAgency 5RecognitionType	Numeric	1	N
285	WriteInAgency 5RecognitionName	Text	100	N
286	WriteInAgency 5AcknowledgementName	Text	100	N
287	WriteInAgency 5AcknowledgementAddress1	Text	100	N
288	WriteInAgency 5AcknowledgementAddress2	Text	100	N
289	WriteInAgency 5AcknowledgementCity	Text	50	N
290	WriteInAgency 5AcknowledgementState	Text	100	N
291	WriteInAgency 5AcknowledgementZipCode	Text	50	N
292	WriteInAgency 5AcknowledgementZipCodeExt	Numeric	4	N
293	WriteInAgency 5AcknowledgementCountryCode	Text	2	N
294	WriteInAgency 6AllowReleaseDonorData	Text	1	N
295	WriteInAgency 6SpecialInstructions	Text	255	N
296	WriteInAgency 6RecognitionType	Numeric	1	N
297	WriteInAgency 6RecognitionName	Text	100	N
298	WriteInAgency 6AcknowledgementName	Text	100	N
299	WriteInAgency 6AcknowledgementAddress1	Text	100	N
300	WriteInAgency 6AcknowledgementAddress2	Text	100	N
301	WriteInAgency 6AcknowledgementCity	Text	50	N
302	WriteInAgency 6AcknowledgementState	Text	100	N
303	WriteInAgency 6AcknowledgementZipCode	Text	50	N
304	WriteInAgency 6AcknowledgementZipCodeExt	Numeric	4	N
305	WriteInAgency 6AcknowledgementCountryCode	Text	2	N
306	WriteInAgency 7AllowReleaseDonorData	Text	1	N
307	WriteInAgency 7SpecialInstructions	Text	255	N
308	WriteInAgency 7RecognitionType	Numeric	1	N
309	WriteInAgency 8RecognitionName	Text	100	N
310	WriteInAgency 7AcknowledgementName	Text	100	N
311	WriteInAgency 7AcknowledgementAddress1	Text	100	N
312	WriteInAgency 7AcknowledgementAddress2	Text	100	N

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313	WriteInAgency 7AcknowledgementCity	Text	50	N
314	WriteInAgency 7AcknowledgementState	Text	100	N
315	WriteInAgency 7AcknowledgementZipCode	Text	50	N
316	WriteInAgency 7AcknowledgementZipCodeExt	Numeric	4	N
317	WriteInAgency 7AcknowledgementCountryCode	Text	2	N
318	WriteInAgency 8AllowReleaseDonorData	Text	1	N
319	WriteInAgency 8SpecialInstructions	Text	255	N
320	WriteInAgency 8RecognitionType	Numeric	1	N
321	WriteInAgency 8RecognitionName	Text	100	N
322	WriteInAgency 8AcknowledgementName	Text	100	N
323	WriteInAgency 8AcknowledgementAddress1	Text	100	N
324	WriteInAgency 8AcknowledgementAddress2	Text	100	N
325	WriteInAgency 8AcknowledgementCity	Text	50	N
326	WriteInAgency 8AcknowledgementState	Text	100	N
327	WriteInAgency 8AcknowledgementZipCode	Text	50	N
328	WriteInAgency 8AcknowledgementZipCodeExt	Numeric	4	N
329	WriteInAgency 8AcknowledgementCountryCode	Text	2	N

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
- 8 – BonusDollars
- 9 – PTOHours
- 10 - DollarsPerMonth



## Data Import Format Specification for Batch Donation Check Import

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

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

Expected Transfer Date should follow 'mmddyyyy' format.

## Data Import Format Specification for Batch Donation Check Import

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