

Data Import Format Specification for Add-on Records

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	DonationTransactionNumber	Numeric	25	Y
2	Add-OnQuestionLabel	Text	100	Y
3	PaymentTypeAmountCode ^A	Numeric	1	Y
4	FrequencyTypeCode ^B	Numeric	1	Y
5	Add-OnAmount	Numeric	18	Y

^A Values for PaymentTypeAmountCode include:

- 1 – Dollars
- 2 – Percent of Salary
- 3 – Hours / pay period
- 4 – Additional dollars
- 5 – Dollars / pay period
- 6 – Dollars / Day
- 7 – Cents / Day
- 8 – Bonus dollars
- 9 – PTO hours

^B Values for FrequencyTypeCode include:

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

Other Notes

- The file format is “tab delimited”, indicating that all fields should be separated by a tab character.
- Field names may be included as the first row of the file, the first row of the file is optional.
- DO NOT include any formatting characters (for example, (999)555-1212 should be written as 9995551212).
- Fields are not required, unless specified in the Required Field column or in the footnotes.