

Data Import Format Specification for Company Level Records

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	Company Level Code	Text	20	Y
2	Parent Company Level Code ^A	Text	20	N ¹
3	Company Level Name	Text	50	Y
4	Company Level Total Donation Goal	Currency	10	N
5	Company Level Total Donation Adjustment	Currency	10	N
6	Company Level Total Respondent Goal Type	Numeric	1	N ²
7	Company Level Total Respondent Goal	Numeric	10	N
8	Company Level Total Respondent Adjustment	Numeric	10	N

¹ Required if the company level is not a "root" level within the company.

² Company Level Total Respondent Goal Type valid values:

- 1 – Count
- 2 – Percentage

^A The Parent Company Level Code is the Company Level Code of the company level "above" the current company level in the company's hierarchy. For example, if the "California" region with a code of "CA" is grouped under the "West" region with a code of "W", then the Parent Company Level Code for Company Level "CA" would be "W". If the Company Level is the "root" level within the company, then this value should be empty. *The file must include the company levels in an appropriate order, i.e., a parent company level must appear in the file before any company level that uses it as a parent company level.*

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.