

**Data Export Format Specification for  
Access International Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	Account ID	Text	50		Donor identifier
2	Employee ID	Text	14		Donor's employee number
3	SSN	Numeric	18		Donor's social security number
4	Enterprise Company ID	Text	10		Company account number
5	Account Class	Text	2	uppercase	Static value of "EM"
6	Gender	Text	1		Donor's gender
7	Batch Transaction Credit Date	Date	10	mm/dd/yyyy	Date the donation was created
8	Transaction Type Code <sup>A</sup>	Text	2	uppercase	Donation type code and whether the donation is marked as paid
9	Benefit Code <sup>B</sup>	Text	5	uppercase	Answer provided for the "I would like to receive an acknowledgement from United Way confirming my contribution." question
10	Anonymous Donor Flag <sup>C</sup>	Text	1	uppercase	Donor's preference to remain anonymous as a leadership giver
11	Acknowledgement Flag <sup>D</sup>	Text	1	uppercase	Answer provided for the "I would like to release my name to the agency(ies) receiving my contribution." question
12	Matching Gift Flag <sup>E</sup>	Text	1	uppercase	
13	Primary Mailing Address <sup>F</sup>	Text	2	uppercase	Preferred mailing address
14	Pledge Amount	Currency	18	#.00	Estimated value of the donation based on data provided by the donor
15	Payment Amount	Currency	18	#.00	The Pledge Amount if the donation has been marked as paid
16	Payment Method <sup>G</sup>	Text	2	uppercase	
17	Payment Frequency <sup>H</sup>	Text	2	uppercase	Donation billing frequency

Field #	Field Name	Data Type	Maximum Length	Format	Description
18	Number of Payments <sup>1</sup>	Numeric	2		
19	Schedule - expected pay date	Date	10	mm/dd/yyyy	Billing start date of the donation
20	Designation 1	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
21	Designation 1 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
22	Designation Percent of Pledge 1	Currency	18	#.0000	Percent designation value of Designation 1
23	Designation Amount of Pledge 1	Currency	18	#.00	Dollar designation value of Designation 1
24	Designation 2	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
25	Designation 2 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
26	Designation Percent of Pledge 2	Currency	18	#.0000	Percent designation value of Designation 2
27	Designation Amount of Pledge 2	Currency	18	#.00	Dollar designation value of Designation 2
28	Designation 3	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
29	Designation 3 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
30	Designation Percent of Pledge 3	Currency	18	#.0000	Percent designation value of Designation 3
31	Designation Amount of Pledge 3	Currency	18	#.00	Dollar designation value of Designation 3
32	Designation 4	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation

Field #	Field Name	Data Type	Maximum Length	Format	Description
33	Designation 4 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
34	Designation Percent of Pledge 4	Currency	18	#.0000	Percent designation value of Designation 4
35	Designation Amount of Pledge 4	Currency	18	#.00	Dollar designation value of Designation 4
36	Designation 5	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
37	Designation 5 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
38	Designation Percent of Pledge 5	Currency	18	#.0000	Percent designation value of Designation 5
39	Designation Amount of Pledge 5	Currency	18	#.00	Dollar designation value of Designation 5
40	Designation 6	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
41	Designation 6 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
42	Designation Percent of Pledge 6	Currency	18	#.0000	Percent designation value of Designation 6
43	Designation Amount of Pledge 6	Currency	18	#.00	Dollar designation value of Designation 6
44	Designation 7	Text	50		Designation account number (booking number) for the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
45	Designation 7 Standard Account Code	Numeric	10		The unique code associated with a specific designateable entity.
46	Designation Percent of Pledge 7	Currency	18	#.0000	Percent designation value of Designation 7
47	Designation Amount of Pledge 7	Currency	18	#.00	Dollar designation value of Designation 7
48	Designation 8	Text	50		Designation account number (booking number) for

Field #	Field Name	Data Type	Maximum Length	Format	Description
					the designated agency, "WRITE" for write-in agencies, or no value if there are no more designations within the donation
49	Designation 8 Standard Account Code	Numeric	10		The unique code associated with a specific designatable entity.
50	Designation Percent of Pledge 8	Currency	18	#.0000	Percent designation value of Designation 8
51	Designation Amount of Pledge 8	Currency	18	#.00	Dollar designation value of Designation 8
52	Charge Number	Text	16		Credit/Debit card number for donations with a donation type code of 2 (credit card) or 3 (debit card), no value for all other donation types
53	Charge Authorization Date Code				No value
54	Charge Authorization Code				No value
55	Charge Expiration Month	Numeric	2	mm	Month of the card expiration date for donations with a donation type code of 2 (credit card) or 3 (debit card), no value for all other donation types
56	Charge Expiration Year	Numeric	4	yyyy	Year of the card expiration date for donations with a donation type code of 2 (credit card) or 3 (debit card), no value for all other donation types
57	Address Type Code	Text	1	uppercase	Static value of "H"
58	Formal Name	Text	119		Concatenation of the donor's name prefix, first name, middle initial (with period character following), last name, comma character if the donor has a name suffix, and the name suffix
59	Title Code	Text	8	uppercase	Donor's name prefix
60	First Name	Text	50		Donor's first name
61	Middle Name	Text	50		Donor's middle name
62	Last Name	Text	50		Donor's last name
63	Suffix Code	Text	4	uppercase	Donor's name suffix

Field #	Field Name	Data Type	Maximum Length	Format	Description
64	Home Street	Text	100		Donor's home address line 1
65	Extra Home Address Line	Text	100		Donor's home address line 2
66	Home City	Text	50		Donor's home address city
67	Home State	Text	2		Donor's home address state
68	Home Zip	Numeric	5		Donor's home address zip code
69	Home Zip Extension	Numeric	4		Donor's home address zip code extension
70	Home Country Code(address)	Text	3	uppercase	
71	Phone Type Code	Text	4	uppercase	Static value of "HOME"
72	Phone Number	Numeric	15		Donor's home phone number
73	E-Mail Address	Text	50		Donor's home email address
74	Address Type Code	Text	2	uppercase	Static value of "BA"
75	Formal Name	Text	119		Concatenation of the donor's name prefix, first name, middle initial (with period character following), last name, comma character if the donor has a name suffix, and the name suffix
76	Title Code	Text	8	uppercase	Donor's name prefix
77	First Name	Text	50		Donor's first name
78	Middle Name	Text	50		Donor's middle name
79	Last Name	Text	50		Donor's last name
80	Suffix Code	Text	4	uppercase	Donor's name suffix
81	Gender	Text	1		Donor's gender
82	Work Street	Text	100		Donor's work address line 1

Field #	Field Name	Data Type	Maximum Length	Format	Description
83	Extra Work Address Line	Text	100		Donor's work address line 2
84	Work City	Text	50		Donor's work address city
85	Work State	Text	2		Donor's work address state
86	Work Zip	Numeric	5		Donor's work address zip code
87	Work Zip Extension	Numeric	4		Donor's work address zip code extension
88	Work Country Code(address)	Text	3	uppercase	
89	Phone Type Code	Text	3	uppercase	Static value of "BUS"
90	Phone Number	Numeric	15		Donor's work phone number
91	E-Mail Address	Text	50		Donor's work email address
92	Recognition Name	Text	65		Donor's preferred leadership recognition name
93	Spouse Name	Text	65		Donor's spouse name
94	Spouse Employer	Text	65		Donor's spouse employer name
95	Spouse Pledge	Currency	18	#.00	Donor provided spouse pledge amount
96	Note Type	Text	1	uppercase	Static value of "W" if the designations include one or more write-in agencies, else no value
97	Note	Text	1000		Concatenation of all write-in agencies name and designation amount, delimited by the " " (pipe) character
98	Stock 1 Name	Text	50		Stock Name
99	Stock 1 Ticker Symbol	Text	10		Stock Ticker Symbol
100	Stock 1 Share Count	Numeric	10		Number of Shares Given
101	Stock 1 Share Value	Currency	18	#.00	Estimated Value of each share
102	Stock 1 Valuation Type	Text	2		Stock Valuation Type

Field #	Field Name	Data Type	Maximum Length	Format	Description
103	Stock 1 Broker Name	Text	50		Name of the Brokerage Firm
104	Stock 1 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
105	Stock 2 Name	Text	50		Stock Name
106	Stock 2 Ticker Symbol	Text	10		Stock Ticker Symbol
107	Stock 2 Share Count	Numeric	10		Number of Shares Given
108	Stock 2 Share Value	Currency	18	#.00	Estimated Value of each share
109	Stock 2 Valuation Type	Text	2		Stock Valuation Type
110	Stock 2 Broker Name	Text	50		Name of the Brokerage Firm
111	Stock 2 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
112	Stock 3 Name	Text	50		Stock Name
113	Stock 3 Ticker Symbol	Text	10		Stock Ticker Symbol
114	Stock 3 Share Count	Numeric	10		Number of Shares Given
115	Stock 3 Share Value	Currency	18	#.00	Estimated Value of each share
116	Stock 3 Valuation Type	Text	2		Stock Valuation Type
117	Stock 3 Broker Name	Text	50		Name of the Brokerage Firm
118	Stock 3 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
119	Stock 4 Name	Text	50		Stock Name
120	Stock 4 Ticker Symbol	Text	10		Stock Ticker Symbol
121	Stock 4 Share Count	Numeric	10		Number of Shares Given
122	Stock 4 Share Value	Currency	18	#.00	Estimated Value of each share
123	Stock 4 Valuation Type	Text	2		Stock Valuation Type



Field #	Field Name	Data Type	Maximum Length	Format	Description
124	Stock 4 Broker Name	Text	50		Name of the Brokerage Firm
125	Stock 4 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
126	Stock 5 Name	Text	50		Stock Name
127	Stock 5 Ticker Symbol	Text	10		Stock Ticker Symbol
128	Stock 5 Share Count	Numeric	10		Number of Shares Given
129	Stock 5 Share Value	Currency	18	#.00	Estimated Value of each share
130	Stock 5 Valuation Type	Text	2		Stock Valuation Type
131	Stock 5 Broker Name	Text	50		Name of the Brokerage Firm
132	Stock 5 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
133	Stock 6 Name	Text	50		Stock Name
134	Stock 6 Ticker Symbol	Text	10		Stock Ticker Symbol
135	Stock 6 Share Count	Numeric	10		Number of Shares Given
136	Stock 6 Share Value	Currency	18	#.00	Estimated Value of each share
137	Stock 6 Valuation Type	Text	2		Stock Valuation Type
138	Stock 6 Broker Name	Text	50		Name of the Brokerage Firm
139	Stock 6 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
140	Stock 7 Name	Text	50		Stock Name
141	Stock 7 Ticker Symbol	Text	10		Stock Ticker Symbol
142	Stock 7 Share Count	Numeric	10		Number of Shares Given
143	Stock 7 Share Value	Currency	18	#.00	Estimated Value of each share
144	Stock 7 Valuation Type	Text	2		Stock Valuation Type



Field #	Field Name	Data Type	Maximum Length	Format	Description
145	Stock 7 Broker Name	Text	50		Name of the Brokerage Firm
146	Stock 7 Expected Transfer Date	Date	10	mm/dd/yyyy	Expected Date the stock will be transferred.
147	ISTotalValueDonation	Text	1		Total Value Stock Donation (Y or N)
148	Negative Designation	Text	1000		Text Identifying the negatively designation agencies
149	Negative Desig1	Text	1000		For future use
150	Negative Desig2	Text	1000		For future use
151	Negative Desig3	Text	1000		For future use
152	Date Last Updated	Date	10	mm/dd/yyyy	
153	Report Label	Text	50		Report Label
154	Release	Text	1		For Future Use.
155	Future Email	Text	1		For Future Use.
156	Acknowledgement Label 1	Text	100		Acknowledgement Question custom label 1.
157	Acknowledgement Answer 1	Text	1		Acknowledgement Question custom label 1 answer.
158	Acknowledgement Label 2	Text	100		Acknowledgement Question custom label 2.
159	Acknowledgement Answer 2	Text	1		Acknowledgement Question custom label 2 answer.
160	Acknowledgement Label 3	Text	100		Acknowledgement Question custom label 3.
161	Acknowledgement Answer 3	Text	1		Acknowledgement Question custom label 3 answer.
162	Acknowledgement Label 4	Text	100		Acknowledgement Question custom label 4.
163	Acknowledgement Answer 4	Text	1		Acknowledgement Question custom label 4 answer.
164	Donation Add-On Value	Currency	18	#.00	Estimate value of add-on donations based on data provided by the donor
165	Total Combined Gift	Currency	18	#.00	Estimate value of the donation based on data

Field #	Field Name	Data Type	Maximum Length	Format	Description
					provided by the donor
166	CheckNumber	Numeric	10		Number on check
167	CustomVariable1	Text	50		Description of data provided in CustomVariable1
168	CustomVariable2	Text	50		Description of data provided in CustomVariable1
169	CustomVariable3	Text	50		Description of data provided in CustomVariable1
170	CustomVariable4	Text	50		Description of data provided in CustomVariable1
171	CustomVariable5	Text	50		Description of data provided in CustomVariable1
172	CustomVariable6	Text	50		Description of data provided in CustomVariable1
173	CustomVariable7	Text	50		Description of data provided in CustomVariable1
174	CustomVariable8	Text	50		Description of data provided in CustomVariable1
175	AlignedOrganizationNumber	Text	15		Organization number of organization donor aligned to

<sup>A</sup> Transaction Type Code field translation

Description	United-eWay Code	Access Intl. Code for paid donation	Access Intl. Code for unpaid donation
Payroll Deduction	1	PD	PD
Credit Card	2	DF	PB
Debit Card	3	DF	PB
Electronic Check	4	DF	PB
Cash	5	DF	PB
Check	6	DF	PB
Direct Bill	7	DF	PB
Stock	8	DF	PB
No Donation	9	PR	N/A
PayPal	10	DF	PB

<sup>B</sup> Benefit Code field translation

Description	United-eWay Code	Access Intl. Code
Acknowledgement question "I would like to receive an acknowledgement from United Way confirming my contribution."	Y	UEACK
Acknowledgement question "I would like to receive an acknowledgement from United Way confirming my contribution."	N	

<sup>C</sup> Anonymous Donor Flag field translation

Description	United-eWay Code	Access Intl. Code
Donor prefers to remain anonymous as a leadership giver	Y	D
Donor prefers to remain anonymous as a leadership giver	N	

<sup>D</sup> Acknowledgement Flag field translation

Description	United-eWay Code	Access Intl. Code
Release question of "I would like to release my name to the agency(ies) receiving my contribution."	Y	B
Release question of "I would like to release my name to the agency(ies) receiving my contribution."	N	N

<sup>E</sup> Matching Gift Flag field translation

Description	Matching Gift Program Count	Access Intl. Code
Donor group (associated with the donor) matching gift program count	> 0	F
Donor group (associated with the donor) matching gift program count	0	Null

<sup>F</sup> Primary Mailing Address field translation

Description	United-eWay Code	Access Intl. Code
Home	1	H
Work	2	BA

<sup>G</sup> Payment Method field translation

Description	United-eWay Code (donation type)	United-eWay Code (credit card type)	Access Intl. Code
Payroll Deduction	1		PL
Credit Card	2		
Visa		1	VI
Master Card		2	MC
Discover		3	DI
American Express		4	AE
Diner's Club		5	DC
Debit Card	3		DE
Electronic Check	4		EF
Cash	5		CA
Check	6		CK
Direct Bill	7		PL
Stock	8		ST
No Donation	9		PL
Paypal	10		PP

<sup>H</sup> Payment Frequency field translation

Description	United-eWay Code	Access Intl. Code
One-time	1	AN
Monthly	2	MT
Quarterly	3	QT
Semi-annual	4	SA
Per pay period	5	PP

<sup>I</sup> Number of Payments field translation

Description	United-eWay Code	Access Intl. Code
One-time	1	1
Monthly	2	12
Quarterly	3	4
Semi-annual	4	2

Per pay period	5	
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## Notes

- The tab delimited export (txt) uses the tab character as a field delimiter.
- Field names may be included as the first row of the file, the first row of the file is optional.
- Dollar designation or percentage designation fields populate according to how the designation was entered. Only one of the fields will be populated for a designation.

RedRiver