

Data Import Format Specification for Functional Level Records

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

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

² Functional Level Total Respondent Goal Type valid values:

- 1 – Count
- 2 – Percentage

^A The Parent Functional Level Code is the Functional Level Code of the Functional level "above" the current Functional level in the Functional'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 Functional Level Code for Functional Level "CA" would be "W". If the Functional Level is the "root" level within the Functional, then this value should be empty. *The file must include the Functional levels in an appropriate order, i.e., a parent Functional level must appear in the file before any Functional level that uses it as a parent Functional 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.