

**Data Export Format Specification for
Access 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	Social Security #	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 ^A	Text	2	uppercase	Donation type code and whether the donation is marked as paid
9	Benefit Code ^B	Text	3	uppercase	Answer provided for the "I would like to receive an acknowledgement from United Way confirming my contribution." question
10	Anonymous Donor Flag ^C	Text	1	uppercase	Donor's preference to remain anonymous as a leadership giver
11	Acknowledgement Flag ^D	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 ^E	Text	1	uppercase	
13	Primary Mailing Address ^F	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 ^G	Text	2	uppercase	
17	Payment Frequency ^H	Text	2	uppercase	Donation billing frequency

Field #	Field Name	Data Type	Maximum Length	Format	Description
18	Number of Payments ¹	Numeric	1		
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 Percent of Pledge 1	Currency	18	#.00	Percent designation value of Designation 1
22	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
23	Designation Percent of Pledge 2	Currency	18	#.00	Percent designation value of Designation 2
24	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
25	Designation Percent of Pledge 3	Currency	18	#.00	Percent designation value of Designation 3
26	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
27	Designation Percent of Pledge 4	Currency	18	#.00	Percent designation value of Designation 4
28	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
29	Designation Percent of Pledge 5	Currency	18	#.00	Percent designation value of Designation 5
30	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

Field #	Field Name	Data Type	Maximum Length	Format	Description
					the donation
31	Designation Percent of Pledge 6	Currency	18	#.00	Percent designation value of Designation 6
32	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
33	Designation Percent of Pledge 7	Currency	18	#.00	Percent designation value of Designation 7
34	Designation 8	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
35	Designation Percent of Pledge 8	Currency	18	#.00	Percent designation value of Designation 8
36	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
37	Charge Authorization Date Code				No value
38	Charge Authorization Code				No value
39	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
40	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
41	Address Type Code	Text	1	uppercase	Static value of "H"
42	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
43	Title Code	Text	8	uppercase	Donor's name prefix

Field #	Field Name	Data Type	Maximum Length	Format	Description
44	First Name	Text	50		Donor's first name
45	Middle Name	Text	50		Donor's middle name
46	Last Name	Text	50		Donor's last name
47	Suffix Code	Text	4	uppercase	Donor's name suffix
48	Extra Address Line	Text	100		Donor's home address line 1
49	Street	Text	100		Donor's home address line 2
50	City	Text	50		Donor's home address city
51	State	Text	2		Donor's home address state
52	Zip	Numeric	5		Donor's home address zip code
53	Zip Extension	Numeric	4		Donor's home address zip code extension
54	Country Code (address)	Text	3	uppercase	
55	Phone Type Code	Text	4	uppercase	Static value of "HOME"
56	Phone Number	Numeric	15		Donor's home phone number
57	E-Mail Address	Text	50		Donor's home email address
58	Address Type Code	Text	2	uppercase	Static value of "BA"
59	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
60	Title Code	Text	8	uppercase	Donor's name prefix
61	First Name	Text	50		Donor's first name
62	Middle Name	Text	50		Donor's middle name

Field #	Field Name	Data Type	Maximum Length	Format	Description
63	Last Name	Text	50		Donor's last name
64	Suffix Code	Text	4	uppercase	Donor's name suffix
65	Gender	Text	1		Donor's gender
66	Extra Address Line	Text	100		Donor's work address line 1
67	Street	Text	100		Donor's work address line 2
68	City	Text	50		Donor's work address city
69	State	Text	2		Donor's work address state
70	Zip	Numeric	5		Donor's work address zip code
71	Zip Extension	Numeric	4		Donor's work address zip code extension
72	Country Code (address)	Text	3	uppercase	
73	Phone Type Code	Text	3	uppercase	Static value of "BUS"
74	Phone Number	Numeric	15		Donor's work phone number
75	E-Mail Address	Text	50		Donor's work email address
76	Recognition Name	Text	65		Donor's preferred leadership recognition name
77	Spouse Name	Text	65		Donor's spouse name
78	Spouse Employer	Text	65		Donor's spouse employer name
79	Spouse Pledge	Currency	18	#.00	Donor provided spouse pledge amount
80	Note Type	Text	1	uppercase	Static value of "W" if the designations include one or more write-in agencies, else no value
81	Note	Text	263		Concatenation of all write-in agencies name and designation amount, delimited by the " " (pipe) character

^A 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	DF	PB
PayPal	10	DF	PB

^B 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	ACK
Acknowledgement question "I would like to receive an acknowledgement from United Way confirming my contribution."	N	

^C 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	

^D 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	

^E 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	

^F Primary Mailing Address field translation

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

^G 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		PL
Electronic Check	4		EF
Cash	5		CA (Paid)/PL (Unpaid)
Check	6		CK (Paid)/PL (Unpaid)
Direct Bill	7		PL
Stock	8		ST
No Donation	9		PL

^H 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	

¹ 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	

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.