

**Data Export Format Specification for
Andar Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	#F#LASTNAME	Text	50		Donor's last name
2	PREFIX	Text	8		Donor's name prefix
3	FIRSTNAME	Text	50		Donor's first name
4	MIDDLENAME	Text	50		Donor's middle name
5	SUFFIX	Text	4		Donor's name suffix
6	SEX ^A	Text	1		Donor's gender
7	INTERNALORGEMPLNUMBER	Text	14		Donor's employee number
8	SSN	Numeric	9		Donor's social security number
9	ORGACCOUNTNUMBER	Text	10		Company account number
10	USERDEFINED1	Text	50		Donor Identifier
11	USERDEFINED2	Text	10	mm/dd/yyyy	DateLastUpdate
12	ADDRESSTYPE ^B	Text	4		Address type for fields 11-15
13	ADDRESSLINE1	Text	100		Address line 1
14	ADDRESSLINE2	Text	100		Address line 2
15	CITY	Text	50		Address city
16	STATEORPROV	Text	2		Address state
17	ZIPPOSTALCODE	Numeric	5		Address zip code
18	COUNTRYCODE	Text	2		Address Country
19	PHONENUMBERTYPE ^C	Text	4		Phone number type for fields 17-18

Field #	Field Name	Data Type	Maximum Length	Format	Description
20	AREACODE	Text	3		Phone number area code
21	PHONENUMBER	Text	7		Phone number without area code
22	PHONENUMBERTYPE2	Text	4		Phone number type for fields 20-21
23	AREACODE2	Text	3		Phone number area code
24	PHONENUMBER2	Text	7		Phone number without area code
25	EMAILTYPE ^D	Text	4		Email type for field 23
26	EMAILADDRESS	Text	50		Email address
27	CAMPAIGNYEAR	Numeric	4	yyyy	Year of the campaign start date
28	TRANSACTIONTYPE ^E	Text	13		Donation type
29	PAYMENTAMOUNT	Currency	18		Donation amount if the donation is marked as paid
30	PAYMENTTYPE ^F	Text	10		Payment type for the donation
31	PLEDGEAMOUNT	Currency	18	#.00	Estimated total value of the donation
32	BILLINGSCHEDULECODE ^G	Text	1		Donation billing frequency
33	BILLINGSTARTDATE	Date	8	yyyymmdd	Donation billing start date
34	BOOKNUMBER1	Text	100		Agency designation account number (booking number) for agency 1
35	DSGNACCOUNT1				No value
36	DSGNAMOUNT1				No value
37	DSGNPERCENTAGE1	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER1
38	BOOKNUMBER2	Text	100		Agency designation account number (booking number) for agency 2
39	DSGNACCOUNT2				No value

Field #	Field Name	Data Type	Maximum Length	Format	Description
40	DSGNAMOUNT2				No value
41	DSGNPERCENTAGE2	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER2
42	BOOKNUMBER3	Text	100		Agency designation account number (booking number) for agency 3
43	DSGNACCOUNT3				No value
44	DSGNAMOUNT3				No value
45	DSGNPERCENTAGE3	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER3
46	BOOKNUMBER4	Text	100		Agency designation account number (booking number) for agency 4
47	DSGNACCOUNT4				No value
48	DSGNAMOUNT4				No value
49	DSGNPERCENTAGE4	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER4
50	BOOKNUMBER5	Text	100		Agency designation account number (booking number) for agency 5
51	DSGNACCOUNT5				No value
52	DSGNAMOUNT5				No value
53	DSGNPERCENTAGE5	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER5
54	BOOKNUMBER6	Text	100		Agency designation account number (booking number) for agency 6
55	DSGNACCOUNT6				No value
56	DSGNAMOUNT6				No value
57	DSGNPERCENTAGE6	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER6
58	BOOKNUMBER7	Text	100		Agency designation account number (booking number) for agency 7

Field #	Field Name	Data Type	Maximum Length	Format	Description
59	DSGNACCOUNT7				No value
60	DSGNAMOUNT7				No value
61	DSGNPERCENTAGE7	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER7
62	BOOKNUMBER8	Text	100		Agency designation account number (booking number) for agency 8
63	DSGNACCOUNT8				No value
64	DSGNAMOUNT8				No value
65	DSGNPERCENTAGE8	Numeric	5	#.00	Percentage of PLEDGEAMOUNT designated to BOOKNUMBER8
66	RELEASEFLAG ^H	Text	1		Answer provided for the "I would like to release my name to the agency(ies) receiving my contribution." question
67	PUBLISHFLAG ^I	Text	1		Donor's preference to remain anonymous as a leadership giver
68	ACKNOWLEDGE ^J	Text	1		Answer provided for the "I would like to receive an acknowledgement from United Way confirming my contribution." question
69	CHECKNUMBER	Text	100		Check number
70	CHECKDATE	Date	8	yyyymmdd	Date of the donation
71	CARDNUMBER	Numeric	16		Date the billing should start for the donation
72	CARDEXPIRYDATE	Date	7	mm/yyyy	Label attached to the donation (donor group label for online donations and batch label for batch (qppi) donations)
73	NAMEONCARD	Text	100		Name on the credit card

^A Values for SEX are:

- M - male
- F - female
- N – choose not to disclose or no value provided

^B Values for ADDRESSTYPE are:

- Home
- Work

^C Values for PHONETYPE are:

- Home
- Work

^D Values for EMAILTYPE are:

- Home
- Work

^E TRANSACTIONTYPE field translation

Description	United-eWay Code	Andar Code
Payroll Deduction	1	12EmpPayroll
Credit Card	2	10EmpFullPaid
Debit Card	3	10EmpFullPaid
Electronic Check	4	10EmpFullPaid
Cash	5	10EmpFullPaid
Check	6	10EmpFullPaid
Direct Bill	7	11EmpBillMe
Stock	8	0EmpFullPaid
No Donation	9	No Gifts
PayPal	10	10EmpFullPaid

^F PAYMENTTYPE field translation

Description	United-eWay Code (donation type)	United-eWay Code (credit card type)	Andar Code
Payroll Deduction	1		
Credit Card	2		
Visa		1	Visa
Master Card		2	MasterCard
Discover		3	Discover
American Express		4	Amex
Diner's Club		5	Diner Club
Debit Card	3		EFT
Electronic Check	4		Check
Cash	5		Cash
Check	6		Check
Direct Bill	7		
Stock	8		Property
No Donation	9		*None
PayPal	10		EFT

^G BILLINGSCHEDULECODE field translation

Description	United-eWay Code	Andar Code
One-time	1	Y
Monthly	2	M
Quarterly	3	Q
Semi-annual	4	S
Per pay period	5	

^H RELEASEFLAG field translation

Description	United-eWay Code	Andar Code
Release question of "I would like to release my name to the agency(ies)"	Y	Y

receiving my contribution."		
Release question of "I would like to release my name to the agency(ies) receiving my contribution."	N	N

^I PUBLISHFLAG field translation

Description	United-eWay Code	Andar Code
Donor prefers to remain anonymous as a leadership giver	Y	N
Donor prefers to remain anonymous as a leadership giver	N	Y

^J ACKNOWLEDGE 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	Y
Acknowledgement question "I would like to receive an acknowledgement from United Way confirming my contribution."	N	N

Other Notes

- The comma delimited export (csv) uses the double quote (") as the text qualifier and the comma 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.